***Issue & Referrals – Screen Shots***

***Handout #1***

***ISSUES – Part 1***

***Teacher Handout***

|  |  |
| --- | --- |
| **Start:**  Start in ***Chrome***, go to your EPS  Managed Bookmarks, and click on Teacher Access Center 4.0 |  |
| **Next:**  Open Tac and Select Interventions |  |
| **Next:**  Open dropdown window and select classroom issues |  |
| **Next:**  Classroom Issue Window opens |  |
| **Next:**  Select Type |  |
| **Next:**  Drop down codes appear |  |
| **Next:**  Select Code |  |
| **Next:**  Select location |  |
| **Next:**  Enter description with Function language |  |
| **Next:**  Use PLUS symbol to dropdown list of students |  |
| **Next:**  Select Students |  |
| **Next:**  Use PLUS Symbol under Teacher action to add intervention |  |
| **Next:**  Use Drop down to add action |  |
| **Next:**  Parent contact boxes and intervention outcomes.  Be sure to hit save. |  |
| **Next:**  Referring for support |  |
| **Next:**  adding notes to referral |  |
| **Next:**  Incident List with referral |  |