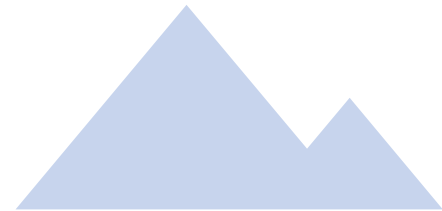


# AIP in MyEdBC

- 1. Creating a Snapshot**
- 2. Creating an AIP**
- 3. Copying an AIP to other Students**
- 4. Copying Multiple AIPs to the next year**

# Steps to Create A Snapshot

1. School view
2. Choose students you want in the snapshot
3. **Options-Show selected (do not miss this step)**
4. Options-Snapshots
5. Select New-give name-save filter-Use
6. This snapshot will save until you delete it. You can make the Owner “User” or “School”
7. To get back to all students: hourglass-all active student



# Steps To Create an AIP

1. School view
2. Select the student
3. Document (left side)
4. Ed Plans
5. Dictionary icon-choose Annual Instructional Plan
6. Open the Annual Instructional Plan
7. Fill out AIP (except the Language Assessment Information Tab)
8. Use magnifier to find Developer & Case Manager (SAVE)
9. Select draft in the spring. Change to active at the end of Sept.
10. To Print- (Reports-Annual Instructional Plan-Print) (Must be Active)
11. When adding information at a later date: Select Review Dates

# Steps To Copy the AIP

1. Select school view
2. Check off students who you want to copy to and the 1 student you are copying from
3. Options: **Show Selected (important step)**
4. Options: Snapshot. You must create a **NEW** snapshot (delete after) **You cannot use an old snapshot**
5. Select the student you are copying from
6. Go to Documents-Ed plan
7. Open the Annual Instructional Plan
8. Options-Copy Annual Instructional Plan from selected student
9. Magnifier-choose snapshot-OK
10. Add dates (the AIP must be active to copy)
11. Preview-**checked** (this step allows you to make sure you are only including the students you want  
An error can assign the entire school an AIP)
12. Run-Check numbers for accuracy
13. **REDO the Steps**
14. Options-copy Annual Instructional Plan from the student you are copying from
15. Magnifier-choose new snapshot-OK
16. Add dates
17. Preview **unchecked**
18. Run (The AIP should be copied to all students in your snapshot)



# Steps to Copy Draft AIPs to the Next Year

1. School View
2. Go to filter-Programs=?
3. Add 11004 (all ELL 1701s)
4. Uncheck exit students
5. Options-Show Selected
6. Options-Copy Active AIP to selected year for Multiple Students
7. Current Selection
8. 2023-24
9. Effective and End Dates (Sept 29, 2023-Sept 27, 2024)
10. Uncheck Include Language Assessments (we are not using this tab)
11. Keep Preview checked-Run
12. Review the numbers for accuracy (X out)
13. Repeat the steps from step 4 with Preview unchecked
14. Check to see if the student has a current AIP and draft AIP