

# EDPLAN® WEBEX TRAINING SCHEDULE-JANUARY 2023

PROJECT/EVENT | OK EDPLAN® WEBEX TRAININGS

ORGANIZER | PUBLIC CONSULTING GROUP

\* Please note the [Registration Links](#) are dynamic and specific to the training. Simply click the corresponding text and it will automatically take you to the appropriate registration.

\*All trainings are scheduled for 2 hours

TRAINING	DATE	TIME	REGISTRATION LINK
INTRODUCTION / NAVIGATING EDPLAN	1.9.2023	12:30 pm	<a href="#">Introduction / Navigating EDPlan</a>
EDLAN ADMINISTRATOR TRAINING	1.10.2023	10:00 am	<a href="#">EDPlan Administrator Training</a>
ELIGIBILITY PROCESS	1.11.2023	9:00 am	<a href="#">Eligibility Process</a>
IEP PROCESS	1.12.2023	10:00 am	<a href="#">IEP Process</a>
504 PROCESS	1.13.2023	9:00 am	<a href="#">504 Process</a>
INTRODUCTION / NAVIGATING EDPLAN	1.17.2023	10:00 am	<a href="#">Introduction / Navigating EDPlan</a>
EDLAN ADMINISTRATOR TRAINING	1.18.2023	1:00 pm	<a href="#">EDPlan Administrator Training</a>
ELIGIBILITY PROCESS	1.19.2023	10:00 am	<a href="#">Eligibility Process</a>
IEP PROCESS	1.20.2023	9:00 am	<a href="#">IEP Process</a>
504 PROCESS	1.23.2023	12:30 pm	<a href="#">504 Process</a>
INTRODUCTION / NAVIGATING EDPLAN	1.24.2023	10:00 am	<a href="#">Introduction / Navigating EDPlan</a>
EDLAN ADMINISTRATOR TRAINING	1.25.2023	10:00 am	<a href="#">EDPlan Administrator Training</a>
ELIGIBILITY PROCESS	1.26.2023	10:00 am	<a href="#">Eligibility Process</a>
IEP PROCESS	1.27.2023	9:00 am	<a href="#">IEP Process</a>
504 PROCESS	1.30.2023	12:30 pm	<a href="#">504 Process</a>
INTRODUCTION / NAVIGATING EDPLAN	1.31.2023	10:00 am	<a href="#">Introduction / Navigating EDPlan</a>

TITLE	TARGET AUDIENCE	TOPIC POINTS
EDPLAN ADMINISTRATOR TRAINING	New EDPlan Administrators	<ul style="list-style-type: none"> <li>*Calendar Set up</li> <li>*Reporting Periods</li> <li>*Add and Remove Staff</li> <li>*Caseloads</li> <li>*Updating the district Calendar</li> <li>*Summer enhancements to EDPlan</li> <li>*Impersonation</li> <li>* Caseload Wizard</li> <li>* Student History</li> <li>* Reports</li> <li>* Message Banner</li> <li>* Staff activation/inactivation</li> <li>*Etc.</li> </ul>
INTRODUCTION TO EDPLAN	All New EDPlan Users - suggested as a prerequisite to all other trainings by EDPlan	<ul style="list-style-type: none"> <li>* Introduction to EDPlan</li> <li>* Navigation of OK EDPlan Program</li> <li>*Compliance</li> <li>*EDPlan Documents</li> <li>*Student History</li> <li>*Access to Guides and Manuals</li> <li>*Etc.</li> </ul>
IEP PROCESS	Users Responsible for Student IEP's	<ul style="list-style-type: none"> <li>*Creating a compliant IEP in EDPlan</li> <li>*Organizing the student caseload</li> <li>* IEP at a Glance</li> <li>*How to Batch Print</li> <li>*Creating a Contact Log</li> </ul>
ELIGIBILITY PROCESS	Users Responsible for Eligibility Determination	<ul style="list-style-type: none"> <li>*Introduction to the Eligibility Process in EDPlan</li> <li>*How to complete the RED</li> <li>*How to complete the Parent Consent</li> <li>*Documenting Assessments</li> <li>*How to complete a MEEGS</li> <li>*Running Reports for organizing due dates.</li> </ul>
504 PROCESS	Users Responsible for 504 Eligibility and 504 Student Plans	<ul style="list-style-type: none"> <li>*Documenting Eligibility in EDPlan</li> <li>* Creating a Student Plan</li> <li>*Batch Printing</li> </ul>