



Editing a Document

1 On the **Dashboard** screen, **Student Documents** screen, or **Student Profile** screen **Special Education** tab, click the name of the document you want to edit.

<input type="checkbox"/>	! ▾ Student	Grade	Document	Type	Due Date	Progress
<input type="checkbox"/>	Alexander, Sophie	07	2018-2019 IEP	IEP	08/14/2020	

The document overview version of the screen displays with the document name at the top.

2 In the row of any document section you want to modify, click **Start**.

Note: If the document section was previously edited, **Edit** displays instead of **Start**.

The edit version of the screen displays with the section name at the top for the section you selected.

3 Make any desired changes. Your changes save automatically.