

Educlimber – Tags & Uploading Attachments

- Tags will be uploaded by IT each semester
- Teachers can tag students by clicking on “tags” tile located across top banner of tiles
- Be sure to select current school year
- Use existing tag: ie SpEd, 504, etc)
- Click apply tag

Tag Students

School Year: 2018-2019

Tag Name: Existing New

Existing Tags: SpEd

Tags are applied per school year. They can be carried over to other school years from the **Manage** tab. Public tags are visible to anyone with access to the student. Private tags will only be visible to your account. You must have the required permission to create public tags. **You do not have permission to create tags viewable to others**

Apply Tag

Disregard the warning: You do not have permission to create tags viewable to others.

- To remove a tag – click on the yellow banner “tags”
- Check the box next to the tag you want to remove and click “delete”

2018-2019

1 TAGS

Smith, Morgan S

Details

SpEd 2018-2019

Remove Item(s)	Name	Created	Created By
<input checked="" type="checkbox"/>	2018-2019 SpEd	01/28/2019	Gaddy, Cindi

100 FULL DAY ATTENDA

No scores for this year

No scores for this year

No scores for this year

No scores for this year

Avon Seedlings

4K Grade

Student Portal

User Subscriptions

von Community School Corporation

- Upload attachments: Within 24 hours after a conference, scan your 504 PLAN to email and then upload an attachment.
- Create a folder on your U drive/office 365/thumbdrive: first name, last name, date of conference to save the documentation. 504's need to be uploaded to the T drive as well.
- In EduCLIMBER, scroll down to “attachments” on left side – name the document first name, last name, date and type of document (ie Johnny Smith 1-18-19 504)
- From the student attachments dialog box, select “upload attachment”
- In the attachment description, enter “IEP tag”
- Select the ... box next to the file name box and navigate to the folder in which you stored your IIEP At a glance documents.
- Select the document and click OPEN
- Click UPLOAD
- When a child has been removed from a plan, you need to delete the tag and the documents

