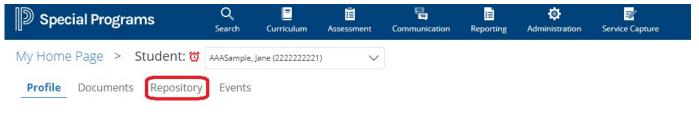
1. Repository- (CEO) Archive Document View and Print with in PSSP

(CEO) Archived Special Education documents are available to view and generate in PDF within the Repository tab for each student:



2. Repository Document Menu

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Documents are displayed in descending document date order.

Document display can be sorted by clicking on a header (click once for ascending order- click again for descending order).

My Ho	me Page > Student:	TAAASample, J	ane (2222222221)	\sim					
Profile Documents Repository Events									
		_		_			s	can Date	File Date
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3. View Archive Documents

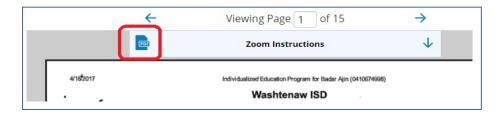
Click 📃 to open and view adocument. Q Ξ Ē 립 Ш, ø 7 D Special Programs My Home Page > Student: 👸 AAASample, Jane (2222222221) Profile Documents Repository Events Description Document Date Scan Date File Date 12/09/2020 Wed, 05:46 AM MISC. 12/09/2020 Wed. 05:45 AM 12/09/2020 Wed, 05:47 AM

Click on the letter icon and it will save the file to the bottom of your browser window (chrome is preferred browser). Click on the file to open.

4. Generate a PDF to print documents:

Click

- the top of the document todownload.



Click on the file *link* to download when the *File Is Ready:*

Export PDF	×
File Is Ready 🛃 IEP -	

If the document does not download automatically: Right click to open the download file (bottom left corner of the screen)> **Select:** <u>Always open in Adobe Reader</u>.



Follow print steps within the PDF.

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