

Portal to Exceptional Education Resources (PEER)

Navigation User Guide

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Navigate to PEER

1. Go to www.fldoe.org/sso



2. Choose Educators





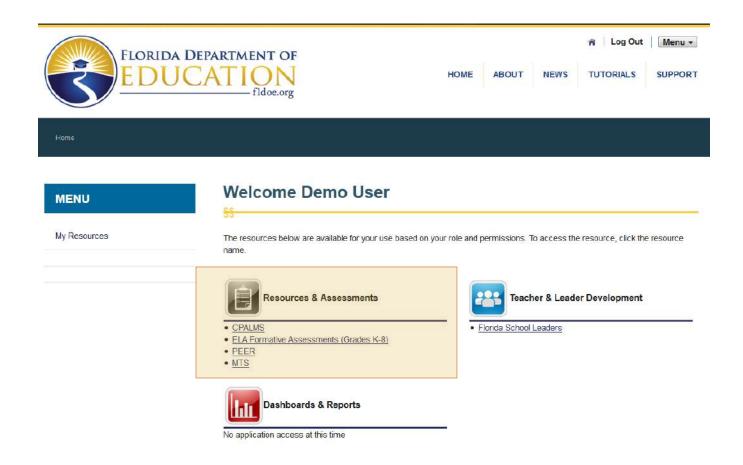




- 3. If prompted to select an organization, locate the public school district or educational organization of which you are a member from the list.
 - a. If the school district/organization is specifically listed;
 - i. Click your school district/organization.
 - ii. Enter the username and password used to sign into the network and proceed to log in.
 - iii. The secure welcome page is displayed with your name and authorized resources.
 - b. If the school district/organization is not listed;
 - i. Click SSO Hosted Users.
 - ii. Type your username and password, and then click **Sign In**.
 - iii. The secure welcome page is displayed with your name and authorized resources.
- **NOTE: Hosted account passwords expire every 90 days. Be sure to follow the additional steps outlined in the initial computer-generated password email to enable password reset and forgot password capabilities.



- 4. Click PEER under Resources & Assessments
- **NOTE: If PEER does not display, please contact your district ESE office and request access to PEER.

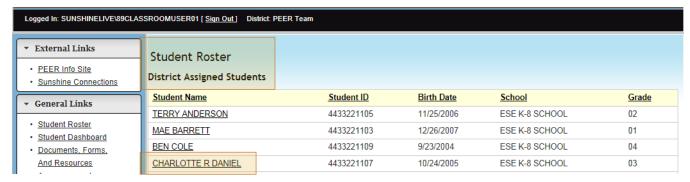


Student Search or Student Roster

After logging into PEER, classroom level users will be directed to **Student Roster**.

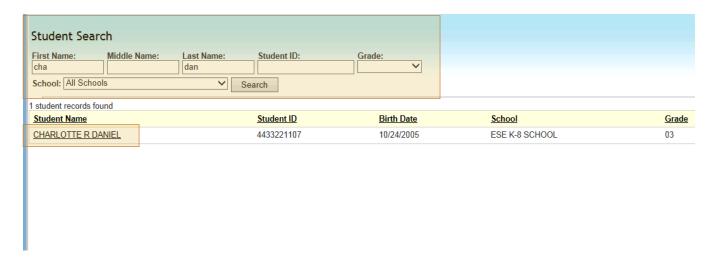
The Student Roster lists all students associated with the user:

- Students directly assigned to the teacher via course schedules
- Manually added students who have been mapped to the user
- 1. Click on the **name of a student** to go to the Student Dashboard.



After logging into PEER, school and district level users will be directed to **Student Search**.

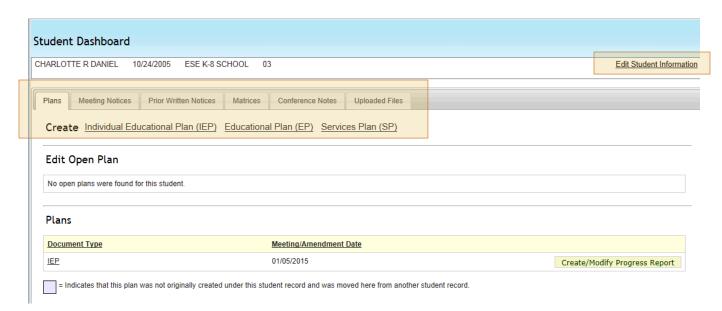
- 2. To search for a student using Student Search, enter the first few characters of both their first and last name.
- Click Search.
- 4. Click on the **name of a student** to go to the Student Dashboard.
- **Note: Student ID is usually the State ID (Student Number Identifier, Florida) and not the local district ID.



Student Dashboard

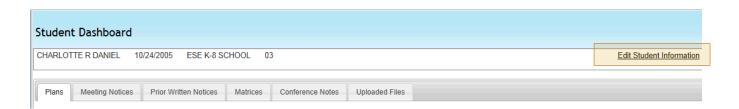
From the Student Dashboard, you can do the following:

- Edit student information
- Create a new document (EP, IEP, matrix of services, SP, prior written notice document, conference notes, progress report)
- Access an existing document
- Upload a document

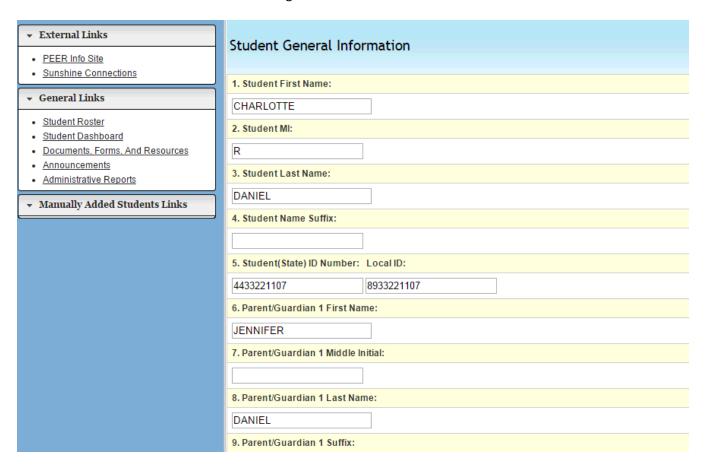


Editing Student Information

1. Click Edit Student Information on the Student Dashboard.

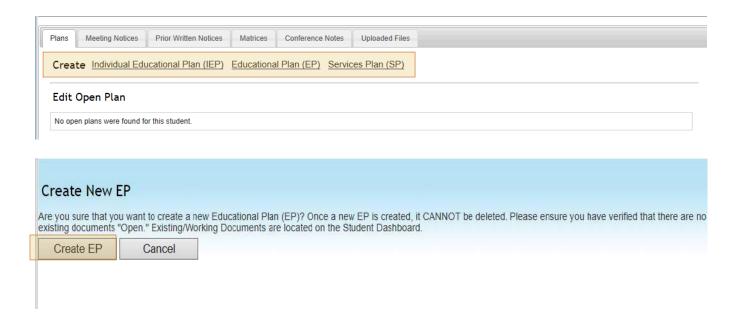


- 2. You can add or edit the following data elements:
 - a. Parent name(s)
 - b. Address, City, State and Zip Code
 - c. Parent Email and Phone Number
- 3. Click **Save Data** at the bottom of the page to update data.
- **Note: Core data elements such as Student Name, Student (State) ID Number, Local ID, Date of Birth, Primary Language Spoken in Home, Native Language, School and Grade <u>cannot be updated</u>. If you find incorrect information, it must be corrected at the district level and submitted through the data files to PEER.



Create New Document

- 1. Click the desired link (Individual Educational Plan (IEP)) from the Create menu on the Student Dashboard.
 - a. For IEPs, EPs, SPs and Matrices, you will be taken to a confirmation screen where you must confirm that you want to create the document. <u>Once these documents are created, they cannot be deleted.</u>
 - b. Click **Create** to begin creating the document.



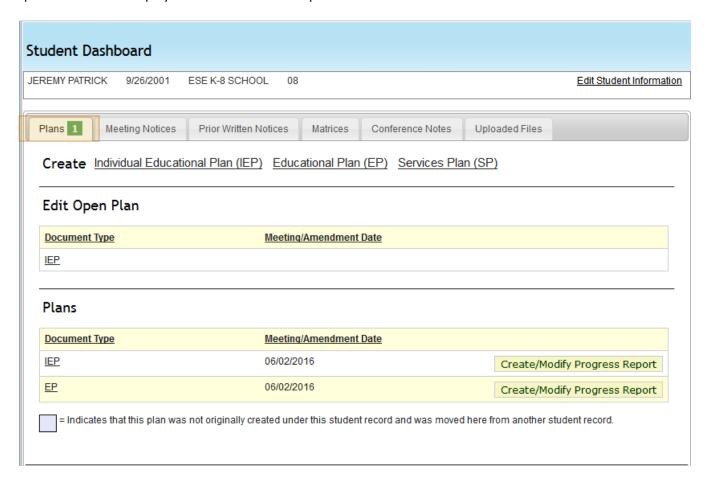
Access Existing Documents

The Plans tab on the Student Dashboard displays open and locked IEPs, SPs or EPs (including amendments).

The Meeting Notices, Prior Written Notices, Matrices and Conference Notes tabs also display existing documents in the same manner.

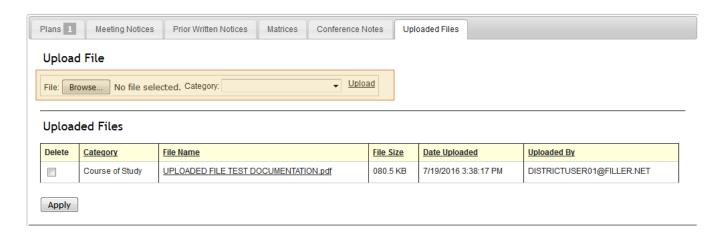
The number displayed next to the tab name indicates the number of open (not locked) documents.

The Uploaded Files tab displays files that users have uploaded into PEER.



Upload a File

- 1. Click **Browse...** to locate the desired file you want to upload.
- 2. Select desired category from the drop-down list.
- 3. Click Upload.
 - a. The file is now available to view from the Uploaded Files table.



Delete an Uploaded File

- 1. Check the **Delete** checkbox next to the desired file.
- 2. Click Apply.
 - a. The file is no longer available to view from the Uploaded Files table.

^{**}Note: Only the user that uploaded the file can delete the file from PEER.



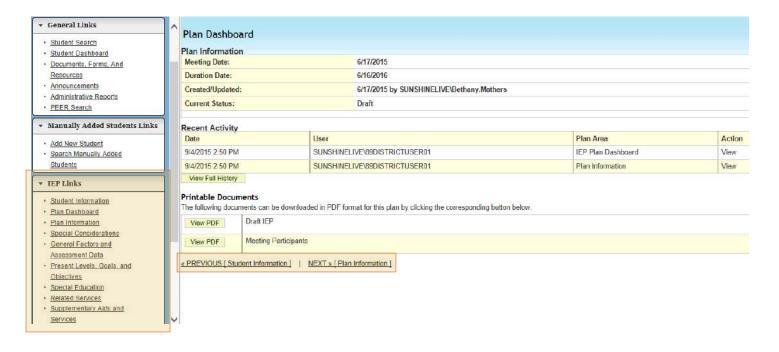
Plan Dashboard

All IEPs, EPs, SPs and Matrices have a Plan Dashboard (the matrix has a Matrix of Services Dashboard).

An "open" plan or matrix may be viewed as a draft, modified, or locked.

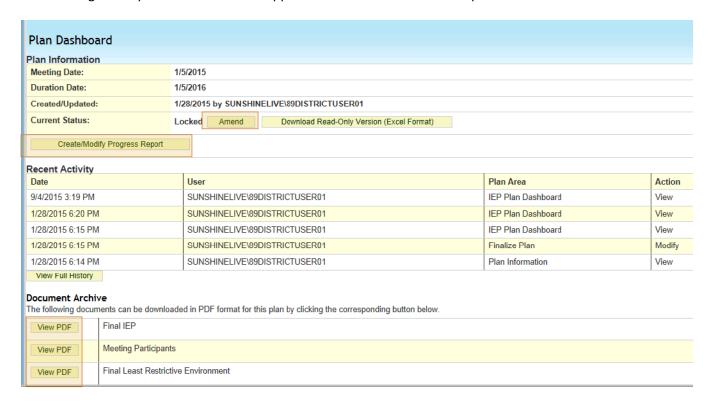
Navigation through an open plan can be completed using:

- 1. Previous and Next links at the bottom and top (EPs, IEPs, SPs) of the page.
 - a. Do not use the back button of your web browser to navigate through PEER.
- 2. Plan Links on the left-hand side of the page.



A "locked" plan may be viewed as a final document, amended, or used to create a progress report.

- **Note: The Amend button only appears for locked plans that have not already been amended.
- **Note: The Progress Report button does not appear if the initiation date of the plan is in the future.



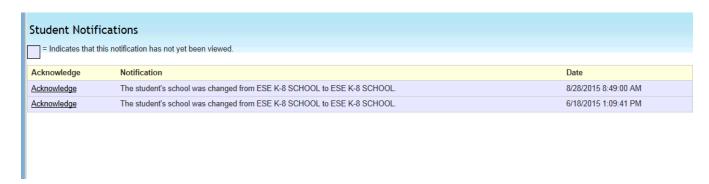
PEER Header and Notifications

The PEER header lists the username of the person accessing the record, the district, student details and whether notifications exist.

1. Click the **number** next to Notifications.



Changes to core data, such as district, school, and student name are displayed under Student Notifications.



Documents, Forms, and Resources

This component includes:

- Procedural Safeguards
- FDOE publications, such as the Guide for FCAT Accommodations
- Team forms, such as the Parent Input Form
- Administrative information, such as the PEER office hours and incident report
- Quick-Start Guides that can be printed for training

^{**}Note: The training videos are no longer available.



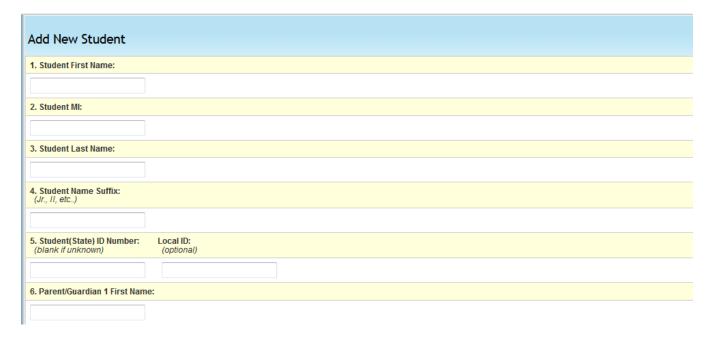
Announcements

1. Click **Announcements** under General Links to view important messages from PEER Support.

Announcements Please review the announcements below for important information about the PEER application. Date Entered 03/23/2016 Update: Florida Standards Alternate Assessment Florida's alternate assessment program now consists of two pathways for assessing students with significant cognitive disabilities: the FSAA—Performance Task, which is similar to the former Florida Alternate Assessment, and the FSAA—Datafolio, a systematic method of data collection of student activities aligned to specific standards. Performance Task Beginning with the 2016-17 administration, the FSAA—Performance Task will be available to students in two modes: Paper-based and Computer-based. IEP teams will need to consider how their student participates in daily instruction to determine the most appropriate format of assessment. This method of assessment was developed in response to the need to support the small subset of students with the most significant cognitive disabilities who do not have an identified formal mode of communication and may be working at pre-academic access levels. To learn more about these options and the process for determining which students may be more appropriately assessed by participating in the FSAA—Datafolio, please review the attached resource (accessible online at: https://fsaa-training.onlinehelp.measuredprogress.org/wp-content/uploads/sites/8/2016/03/ResourcesGuidetoAssessforIEPTeams_Final_22916.pdf). Important Considerations: Teachers of students being assessed with the Datafolio will be required to attend a specialized face-to-face training the week of July 25th, 2016. Students who use the Datafolio will begin participating in data collection activities in early fall 2016. 12/17/2015 The 2015 edition of Developing Quality Individual Educational Plans: A Guide for Instructional Personnel and Families is now online and available to download at http://www.fldoe.org/core/fileparse.php/7690/urlt/0070122-qualityieps.pdf 12/17/2015 The 2015 edition of the Matrix of Services Handbook is now online and available to download at http://www.fldoe.org/core/fileparse.php/7690/urlt OSERS Policy Guidance on Free Appropriate Public Education (FAPE) The cornerstone of the Individuals with Disabilities Education Act (IDEA) is the entitlement of each eligible child with a disability to a free appropriate public education (FAPE) that emphasizes special education and related services designed to meet the child's unique needs and that prepare the child for further education, employment and independent living. The primary vehicle for providing FAPE is through an appropriately developed individualized education program (IEP) that is based on the individual needs of the child. This policy letter clarifies that IEPs for children with disabilities must be aligned with state academic content standards for the grade in which a child is enrolled. The policy letter can be found at http://www2.ed.gov/policy/speced/guid/idea/memosdcltrs/guidance-on-fape-11-17-2015.pdf. 12/17/2015

Add New Student (Manually Added Students)

- 1. Click Add New Student under Manually Added Student Links.
 - a. Manually adding students should be used in limited circumstances when a document must be created before the student has been reported to PEER.
 - b. Unlike the student information uploaded to PEER through the Student Demographic file that the district sends, the student information for manually-added students is always editable.
- 2. The required fields are student first name and last name.
 - a. If you do not have all the student's details, you can still add him or her into PEER.
- 3. Click Save Data button. You will arrive at the Student Dashboard for the manually-added student.
- **Note: Accessible only by school and district level users.



Search Manually Added Students

The manually added student search is used to search only for students who were added manually into PEER.

Once you determine that a student record cannot be found through the regular "Student Search", you should use the Manually Added Student Search to search for the student record.

- 1. To search for a student, enter the first few characters of both their first and last name.
- 2. Click Search.
- 3. Click on the name of a student to go to the Student Dashboard.
- **Note: Accessible only by school- and district-level users.

