

## SemsTracker for September

<http://www.semstracker.com>

1. Find out what students you need to look up
  - Log into iPass
  - Click on the “+” icon next to iTeacher on the left
  - Click on Add/Modify Rankbook
  - Any student with an astrick “\*” in the Sped/504 column has a profile which should be reviewed on SemsTracker.
  - To make sure you have the 504/Sped column showing go to Settings at the top scroll down to “Student Data Options” and make sure “Show Sped/504 status is checked on and at bottom hit submit.
  
2. Log into SemsTracker
  - Username: Same as iPass login
  - Password: You set up
  - Natick District Key: will give in class
  
3. Once in SemsTracker...
  - Under the student search box type in Last Name and First Name and click “search”
  - Student should show up in a table. In that table show three icons. Click on the first icon which is “Go to the Forms Manager”
  - Click on the edit icon on the row labeled Individualized Education Program OR for simpler view go down to “Other Sped Forms” and check on “IEP Classroom Summary” --> Print and click “Print Reports” on the top left hand side.
  - Keep in mind you can only view not edit!!

\*\* Also refer to your Quick Time recording or ask for the recording.