# Creating the Initial ILP on IC Web

1. Log into **Infinite Campus**
2. Click on **Search,** select **Student** and click **go** or **enter**
3. Select a **student** from the list
4. Click on the **Index Tab** (left side)
5. Click on **Student Information**
6. Under **Program Participation,** click on **English Learners (EL)**
7. Click on the **ESL ILP** tab (as soon as you click on this tab, it generate/create the initial ILP). Scroll down to **Types of Support**.

   If you receive an error message when the ILP loads automatically go back to Infinite Campus (IC) go back to IC and click on the link.
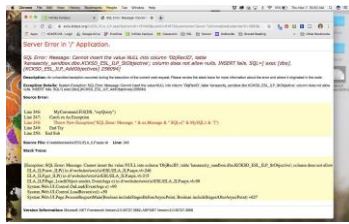
Custom External Resource Link

- If you check any of the box in **Types of Support** and **add or remove a teacher**, you don't have to click the **Update** button. It will automatically save on the ILP.

  Note: The ILP should automatically add **Teacher (s) overseeing implementation to the box.** But if there is no teacher in the box, you can click on the drop-down arrow below the **Teacher** (right side). Select a teacher and click on the **Add Teacher** button to add the teacher's name to the box (left side).

- If you add text to the **Additional Pertinent Student Information** and the **Accommodation Needed**, you need to click on the **Update** button to **save** those texts. If not, it will not auto save.

8. Click on the **Print View** (top left) to print the ILP if you wish to print.

To Run the Missing ILP Report

Under **Student Information > General**
1. Click on the **Classroom Sched G** tab (same place where you enter classroom teacher's schedule)
2. Click on the **Reports** button (at the bottom)
3. Under **Report Type**, select **Teacher**
4. Under **Report Name,** select **Students Without ILP (Code 1,2,4)**, click **Run Report**
5. Click on the **Print View** (top right) to print (only works on chrome)
6. Click on the **Export** button (top left) to export to excel and save it to the desktop.

Monitor Student's ILP

In the ILP, click on the **NA** (green box) under the <u>first</u> **Achieved** (left)
- The **Status Date** will default to the **date** you visit the ILP.
- Click on the dropdown arrow under **Achievement**, select **Partially** or **Yes**, then type in the **evidence (s)** and click **OK.**
- If student **achieved the goals**, the new goals will automatically added to the top under that domain and the achieved goal is at the bottom.
- Once you type **yes** for the achieved, you cannot go back and edit.
- You don't have to click the **Update** button. It will automatically save on the ILP.

Revisit Student's ILP in The Spring

Follow the same steps as the **Monitor Student's ILP**. Click on the **NA** (green box) under the <u>second</u> **Achieved** (right), and follow the steps.

If you have any questions, please feel free to contact Connie Thao via email at connie.thao@kckps.org or at 627-4387.

Thank you SO much for all you do!!! We Are On Track!