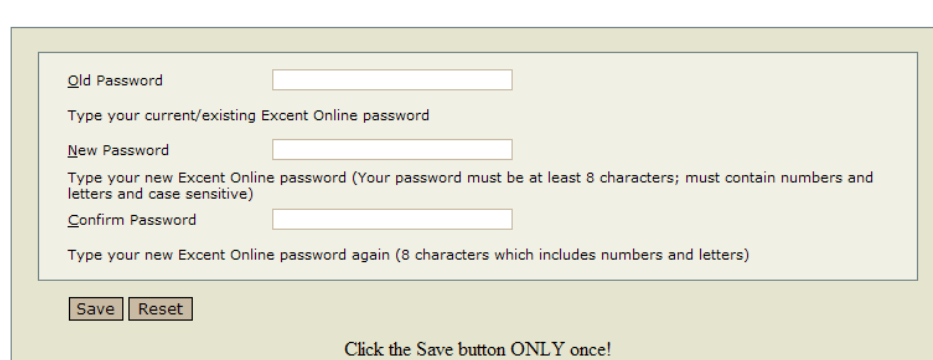


Excent Tips- October 2011

Logons and Passwords

If you are having trouble logging on, be sure you have turned off your popup blocker in Internet Explorer, and there is no Google toolbar installed. See directions here: <http://www.polk-fl.net/staff/technology/excent/documents/googleandyahooie7.pdf>

Periodically, you will be prompted to change your password in Excent. When you do this, be sure you only click ONCE on the save button on the change password form seen below. If the system is asking you repeatedly to change the password, or it indicates the old password is incorrect after you change your password, close the Excent windows and try logging back in with the new password you chose.



The screenshot shows a password change form with the following fields and instructions:

- Old Password**: A text input field with the instruction "Type your current/existing Excent Online password".
- New Password**: A text input field with the instruction "Type your new Excent Online password (Your password must be at least 8 characters; must contain numbers and letters and case sensitive)".
- Confirm Password**: A text input field with the instruction "Type your new Excent Online password again (8 characters which includes numbers and letters)".

At the bottom of the form are two buttons: "Save" and "Reset". Below the buttons, a note reads: "Click the Save button ONLY once!"

Meeting Notices and Printing

If you attempt to print a meeting notice, and see a message that the document has "no pages", that always means you're missing the parent contact on the meeting notice. Be sure one is entered on the Purpose tab of the notice. It should appear in the first section marked "Dear".

Meeting Notice	Purpose	Attendees	Response																								
1st Attempt	<input type="text" value="03/17/2009"/>	<input type="text"/>	Type <input type="text" value="Written Notice"/>																								
2nd Attempt	<input type="text"/>	<input type="text"/>	Type <input type="text"/>																								
3rd Attempt	<input type="text"/>	<input type="text"/>	Type <input type="text"/>																								
Meeting Date	<input type="text" value="03/25/2009"/>	<input type="text"/>	Start Time <input type="text" value="01"/> <input type="text" value="00"/> <input type="text" value="PM"/>																								
Location	<input type="text" value="ESE Conference Room"/>																										
Dear <input type="text"/> No Contacts found.																											
<table border="1"> <thead> <tr> <th>Name</th> <th>Relationship</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td colspan="3">No Records found.</td> </tr> </tbody> </table>				Name	Relationship	Delete	No Records found.																				
Name	Relationship	Delete																									
No Records found.																											
<table border="1"> <tr> <td>Name</td> <td><input type="text"/></td> <td>Relationship</td> <td><input type="text"/></td> <td><input type="button" value="Save"/></td> </tr> </table>				Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="button" value="Save"/>																			
Name	<input type="text"/>	Relationship	<input type="text"/>	<input type="button" value="Save"/>																							
<table border="1"> <tr> <td>Dear</td> <td><input type="text"/></td> <td>E-Mail</td> <td><input type="text"/></td> <td>Safeguard Sent</td> <td><input type="radio"/> Yes <input checked="" type="radio"/> No</td> </tr> <tr> <td>Purpose</td> <td colspan="5"> <input type="checkbox"/> EN02R-Consider the need for Reinstatement into ESE which may include developing an Individual Education Plan/Education Plan and obtaining parental consent for placement. </td> </tr> <tr> <td>Sender</td> <td><input type="text"/></td> <td>Title</td> <td><input type="text"/></td> <td>Phone</td> <td><input type="text"/></td> </tr> <tr> <td>2nd Contact</td> <td><input type="text"/></td> <td>Title</td> <td><input type="text"/></td> <td>Phone</td> <td><input type="text"/></td> </tr> </table>				Dear	<input type="text"/>	E-Mail	<input type="text"/>	Safeguard Sent	<input type="radio"/> Yes <input checked="" type="radio"/> No	Purpose	<input type="checkbox"/> EN02R-Consider the need for Reinstatement into ESE which may include developing an Individual Education Plan/Education Plan and obtaining parental consent for placement.					Sender	<input type="text"/>	Title	<input type="text"/>	Phone	<input type="text"/>	2nd Contact	<input type="text"/>	Title	<input type="text"/>	Phone	<input type="text"/>
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2nd Contact	<input type="text"/>	Title	<input type="text"/>	Phone	<input type="text"/>																						
<input type="button" value="Save"/> <input type="button" value="Reset"/> <input type="checkbox"/> Form Completed																											

IEP Complete

Be sure that you are marking your IEPs (and EPs) complete after your meetings have been held. Your new dates and goals will not appear on the next progress report if you do not do the IEP Complete step. You can check the status of the students on your caseload by looking at the Status column in your Find Student list. If there is an asterisk (*) next to the status, that student's IEP has been marked complete.

Student Search

Student List: Select by [dropdown] 275 students found. Showing students 1 thru 10 [navigation]

Student Name	Student ID	Grade	School	Status
Alvarado, Andrew	TRAINING1657	05	TRAINING	Active
Applebottom, Meshandra	TRAINING1638	07	TRAINING	Active*
Aztiazarrain, Bob	TRAINING1702	07	TRAINING	Active
Baby, Grand	TRAINING1722	06	TRAINING	Active*
Bailee, Harley	TRAINING1656	KG	TRAINING	Active*
Baker, Student	TRAINING1737	02	TRAINING	Active*
Bass, Joe	TRAINING1807	11	TRAINING	Active*
Bauer, Jack	TRAINING1795	07	TRAINING	Active*
Beaver, Bucky	TRAINING1655	11	TRAINING	Active*
Berstein, Amanda	TRAINING1784	07	TRAINING	Active*



Advanced Search

* Indicates student's IEP is complete