🔒 Using ILP Collaborations

Collaborations are activities where any stakeholders meet with the school to discuss, plan or decide matters concerning the ILP. There are likely to be several collaborations relating to an ILP over the course of the year - so there will be multiple collaboration records (just like adjustments). The ILP Collaborations summary grid shows all existing collaborations linked to the ILP.

ILP Collaborations - 2022 Kindergarten					NEW COLLABORATION
Date	**Participants**	**Mode**	**Note**	**Attachment**	**Edit**
21/01/2022	Titus Rogstad (Tutor Teacher), Mr Marley (Parent)	In Person			✏️
11/01/2022	Brian Adams (teacher), Mrs Marley (Carer), Bernice Jones (Caseworker)	Web			✏️
17/01/2022	luyhohoihoi	Web			✏️
			Rows per page: All ▾ 1-3 of 3 < >		

To create a NEW Collaboration, click the NEW COLLABORATION button at the top right of the Collaboration Summary Grid on the ILP Overview Screen.

ILP Collaborations - 2022 Kindergarten					NEW COLLABORATION
Date	**Participants**	**Mode**	**Note**	**Attachment**	**Edit**
21/01/2022	Titus Rogstad (Tutor Teacher), Mr Marley (Parent)	In Person			✏️
11/01/2022	Brian Adams (teacher), Mrs Marley (Carer), Bernice Jones (Caseworker)	Web			✏️
17/01/2022	luyhohoihoi	Web			✏️
			Rows per page: All ▾ 1-3 of 3 < >		

To edit an existing Collaboration, click the EDIT icon at the far right of the Collaboration row.

ILP Collaborations - 2022 Kindergarten   NEW COLLABORATION

Date	Participants	Mode	Note	Attachment	Edit
21/01/2022	Titus Rogstad (Tutor Teacher), Mr Marley (Parent)	In Person			✏️
11/01/2022	Brian Adams (teacher), Mrs Marley (Carer), Bernice Jones (Caseworker)	Web			✏️
17/01/2022	luyhohoihoi	Web			✏️

Rows per page: All ▾   1-3 of 3   ‹   ›

To delete a Collaboration, open the Collaboration record detail screen and click the delete button.

← **Individual Learning Plan:**   Bob Marley
                                  649   NEW ILP RECORD   🗑️   💾 SAVE

ILP Collaboration - 2022 Kindergarten

Collaboration Date   📅 21/01/2022

Participants   Titus Rogstad (Tutor Teacher), Mr Marley (Parent)

                                                                            49 / 1000

Mode   In Person   ▾

Each collaboration is a record in itself which supports its own notes and attachments.

← **Individual Learning Plan:**	Bob Marley		NEW ILP RECORD	🗑	💾 SAVE
	649				

ILP Collaboration - 2022 Kindergarten

Collaboration Date   📅 21/01/2022

Participants

> Titus Rogstad (Tutor Teacher), Mr Marley (Parent)

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Mode   Web   ▾

Note   19/01/2022 School Admin Key points from meet ✏

ADD COLLABORATION NOTE ✏

Attachment   19/01/2022 School Admin individual_learning_ ✏

ADD COLLABORATION ATTACHMENT ☁

Collaboration Date

The date the Collaboration took place.

Participants

A free text area to list collaboration activity participants and their roles. Limit of 200 characters.

Mode

Options:

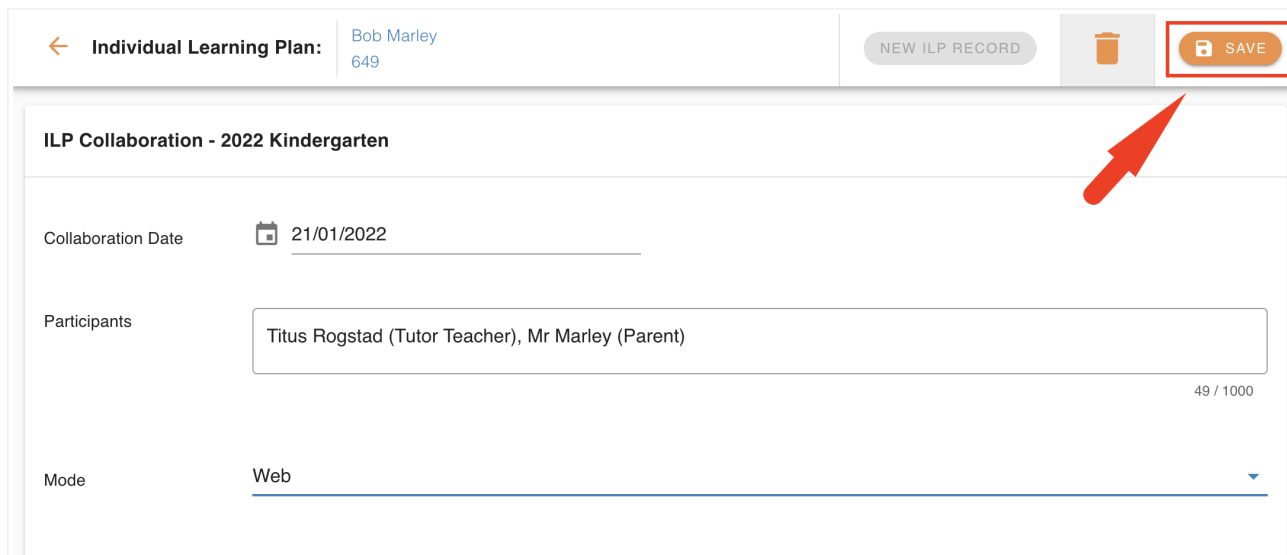- In person
- Web
- Phone
- Email

Notes and attachments

Multiple notes and document attachments can be linked to an individual collaboration.   These are date stamped and the user who made the item is recorded.

Saving Collaboration records

After adding or making changes to a Collaboration record, the SAVE button in the top right of the Collaboration Detail screen will go ORANGE, indicating that there is a need to save.   Click the orange SAVE button and it will turn GREEN, indicating that changes have been saved.
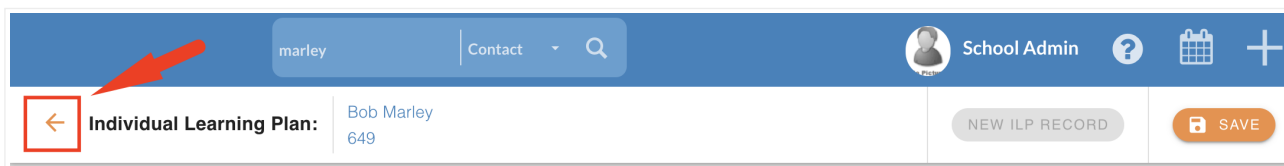

Return to Overview screen from Detail screens

When you click SAVE on any of the Detail screens, the view will refresh back to the ILP Overview screen automatically.

If you are browsing a Detail screen (no saving) and want to return to the ILP Overview screen, click the ORANGE BACK ARROW at the top left of the Details screen.

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