



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				
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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			
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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
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 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:

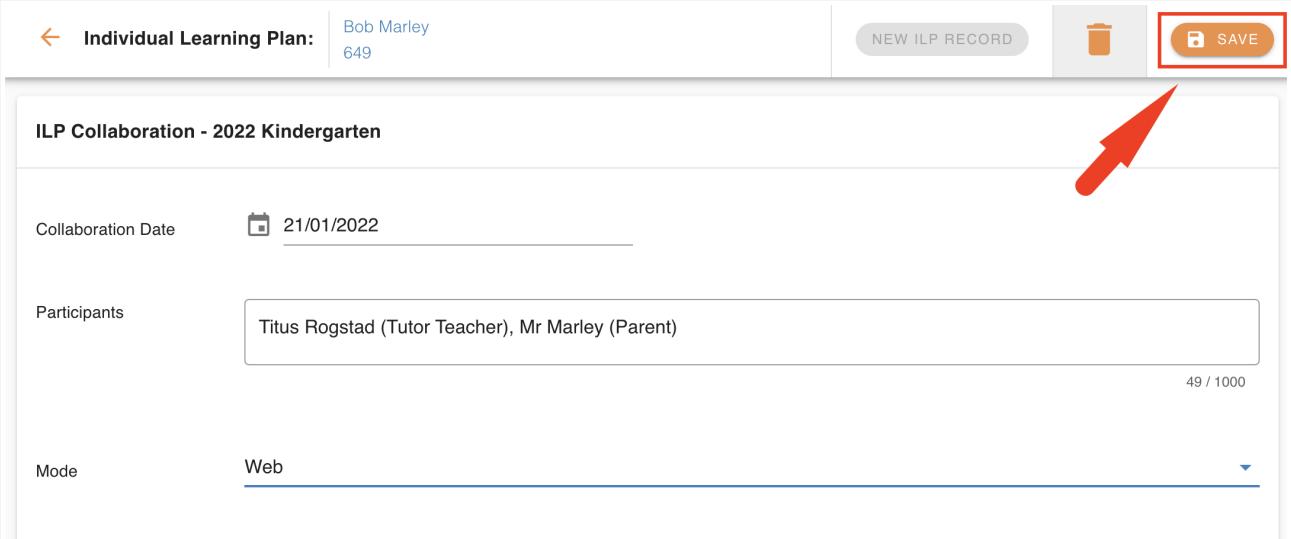
- In person
- Web
- Phone
- Email

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.

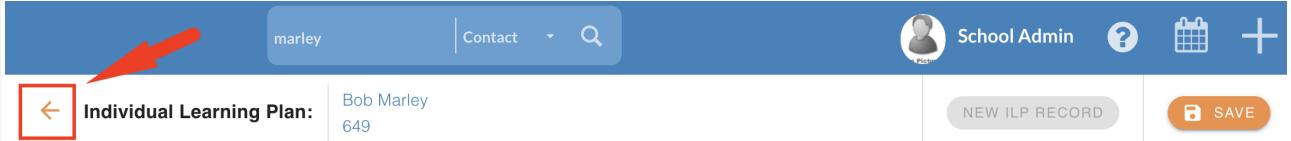


The screenshot shows the 'ILP Collaboration - 2022 Kindergarten' detail screen. At the top, there is a header with the title, a 'NEW ILP RECORD' button, a trash can icon, and an orange 'SAVE' button. A red arrow points to the 'SAVE' button. Below the header, there are fields for 'Collaboration Date' (21/01/2022) and 'Participants' (Titus Rogstad (Tutor Teacher), Mr Marley (Parent)). The 'Participants' field shows a character limit of 49 / 1000. At the bottom, there is a 'Mode' dropdown set to 'Web'.

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.



The screenshot shows the 'ILP Collaboration - 2022 Kindergarten' detail screen. At the top, there is a header with a blue bar containing a search bar ('marley'), a 'Contact' dropdown, a user profile ('School Admin'), and navigation icons. A red arrow points to the orange 'BACK' arrow icon on the left of the header. Below the header, there is a navigation bar with the title 'Individual Learning Plan:' and a 'NEW ILP RECORD' button. An orange 'SAVE' button is also present on this bar.