MyTeacher Quick Start Guide

A quick overview of the MyTeacher Special Education Compliance Platform.

What is MyTeacher?

MyTeacher is a comprehensive platform for managing special education compliance, including:
- **IEP Management** - Create, edit, and track Individualized Education Programs
- **504 Plans** - Manage Section 504 accommodation plans
- **Behavior Plans** - Track behavior interventions and data
- **Service Logging** - Document service delivery
- **Compliance Tracking** - Ensure regulatory compliance
- **Meeting Management** - Schedule and document meetings

Quick Start

1. Log In
- Go to `https://myteacher-web.vercel.app`
- Click **"Sign in with Google"**
- Complete onboarding if first time

2. View Your Dashboard
- See all students in your caseload
- View compliance alerts and tasks
- Access quick actions

3. Open a Student
- Click **"Open"** next to any student
- View their profile, plans, and documents

4. Work with Plans
- Create new IEP, 504, or Behavior Plan
- Edit plan sections
- Add goals and track progress

Key Features at a Glance

Feature	What It Does	How to Access
Goal Wizard	AI-powered goal creation	Plan → Goals → + Add Goal
Progress Tracking	Record student progress	Plan → Goals → Add Progress
Service Logging	Track service delivery	Plan → Services → + Log Service
Behavior Data	Record behavior events	Behavior Plan → Data Entry
Meetings	Schedule & document	Student → + Schedule Meeting
Compliance Tasks	View required actions	Dashboard → Compliance Cards
Document Export	Generate PDFs	Plan → Export PDF

User Roles

Role	What You Can Do
Teacher	Manage your assigned students, create/edit plans, log services
Case Manager	Same as Teacher, plus manage caseloads
Admin	Full access to all students, users, and settings
Service Provider	Log services for assigned students
Read Only	View student information only

Common Tasks

Create a New Goal
1. Open student's plan
2. Go to **Goals** section

3. Click **"+ Add Goal"** or **"Goal Wizard"**
4. Follow the wizard or enter goal manually
5. Save

Log a Service
1. Open student's plan
2. Go to **Services** section
3. Click **"+ Log Service"**
4. Enter service type, duration, notes
5. Save

Record Progress
1. Open student's plan
2. Go to **Goals** section
3. Click **"Add Progress"** on any goal
4. Select progress level, add notes
5. Save

Schedule a Meeting
1. Open student profile
2. Click **"+ Schedule Meeting"**
3. Select meeting type and date
4. Add attendees
5. Create

Export a Plan
1. Open the plan
2. Click **"Export PDF"**
3. Download the generated document

Status Colors

Color	Status	Meaning
■ Green	On Track	Student meeting all goals
■ Yellow	Watch	Minor concerns, monitoring
■ Orange	Concern	Multiple issues need attention
■ Red	Urgent	Immediate action required

Dashboard Cards

Compliance Summary
- **Reviews Due Soon** - Plan reviews coming up
- **Overdue Reviews** - Reviews past due date
- **Open Tasks** - Items requiring action
- **Recent Tasks** - Latest compliance items

Your Students
- Filterable list of all your students
- Status badges show current state
- Click "Open" to view details

Admin Features
Administrators have additional access:

Feature	Location
User Management	Admin → Manage Users
Student Management	Admin → Manage Students
Rule Packs	Admin → Rules
Plan Schemas	Admin → Plan Schemas

Form Fields	Admin → Form Fields
Audit Logs	Admin → Audit Logs
Best Practice Docs	Admin → Best Practice Docs

Tips for Success

1. **Check Dashboard Daily** - Review compliance alerts and tasks
2. **Log Services Promptly** - Enter service data same-day when possible
3. **Use Goal Wizard** - AI helps create compliant, measurable goals
4. **Document Everything** - Upload evidence for meetings
5. **Update Status** - Keep student status current for accurate reporting

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Getting Help

- **Detailed Guide**: See `USER-GUIDE-DETAILED.md` for complete documentation
- **Error Catalog**: See `error-catalog.md` for troubleshooting
- **Admin Guide**: See `admin.md` for administrative features
- **Support**: Contact your district administrator

Keyboard Shortcuts

Key	Action
`Ctrl/Cmd + S`	Save
`Escape`	Close modal

System Requirements

- **Browser**: Chrome, Firefox, Safari, or Edge (latest versions)
- **Internet**: Stable connection required
- **Account**: Google account for authentication

For complete documentation, see USER-GUIDE-DETAILED.md
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