

Editing a Document

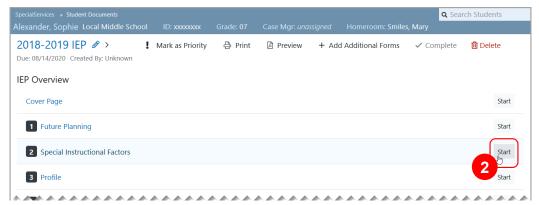
On the **Dashboard** screen, **Student Documents** screen, or **Student Profile** screen **Special Education** tab, click the name of the document you want to edit.



The document overview version of the screen displays with the document name at the top.

2 In the row of any document section you want to modify, click Start.

Note: If the document section was previously edited, Edit displays instead of Start.



The edit version of the screen displays with the section name at the top for the section you selected.

3 Make any desired changes. Your changes save automatically.

