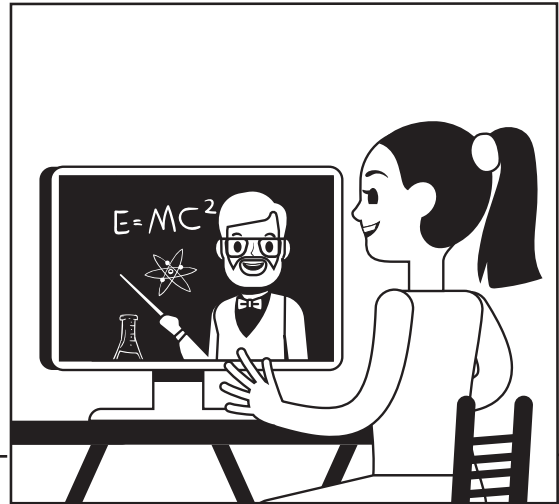


# When its time for IEP's flexibility makes all the difference.

Some students require individualized education plans (IEP's), for the most targeted educational experience. This process can often be frustrating and time consuming for everyone involved. Trying to unite families, administrators, teachers and more can be a logistical nightmare.

Webex makes it easy to get everyone together. Your group can virtually meet over video from wherever they are, in just a couple of clicks.



## **1. Arrange a date:**

Confirm a mutually agreeable date for the virtual IEP meeting.

## **2. Preparation:**

Take the time to prepare an agenda. And add it to your meeting invitation.

## **3. Send the invite:**

Simply invite everyone to join you in your Webex Meetings room at the agreed date and time (the link to join will stay in their calendar). They don't need an account, they can just join your meeting.

## **4. Meet:**

At the meeting time, click the link in your email invite or join from your Webex Teams app and you're all good to go!

## **5. Share your screen:**

You can put the IEP on screen for everyone to see and contribute. Don't worry, everything in the meeting is secure.

## **6. Create a Space:**

To continue the conversation after your meeting, use Webex Teams as one place to share plans and follow-up messages.

### **PRO TIP**

Remember to record your session so you have it for future reference.

Parents and teachers can now focus more on creating an impactful plan for their student rather than on organizing meetings. Priceless!

**Cisco** Webex