

## FAQs re: OG Online

[Documents](#)

[Forgot Password](#)

[Edit the Guidelines](#)

[About the Rich Text Editor](#)

[Print the Guidelines](#)

[Save as PDF](#)

[Cannot See Login Screen](#)

[Where are the page numbers?](#)

[Search the Guidelines](#)

[Uploading to Your District or School Website](#)

[How can I tell if my version is current?](#)

[How can I keep up with any local blue italic edits that I make?](#)

[Why are some paragraphs underlined and some are not?](#)

[Reminder for new clients](#)

## *Documents*

### **Quick Start Guide**

<https://docs.google.com/file/d/0Bwj2FkuSEdzfTThMNVJYV3FOQIE/edit?usp=sharing>

### **Using Tabs to Navigate OG Online**

[http://stetsonassociates.com/Files/Using\\_Tabs\\_to\\_Navigate\\_OG\\_Online.pdf](http://stetsonassociates.com/Files/Using_Tabs_to_Navigate_OG_Online.pdf)

### **Use Firefox to Customize Headers and Footers of Your Print Document**

[http://stetsonassociates.com/Files/Customizing\\_Headers\\_and\\_Footers\\_Using\\_Firefox.pdf](http://stetsonassociates.com/Files/Customizing_Headers_and_Footers_Using_Firefox.pdf)

### **Uploading to Your District Website**

<https://docs.google.com/document/d/1SHXfnly7WotekAcADhysLc8Ehk559984C4bVo1tLZsg/edit>

## *Forgot Password*

Users may reset their password using the "Forgot Password" link on the home screen: <https://stetsonassociates.com/Files/ogonline/login.html>

## Edit the Guidelines

1. Log in using the email address and password provided.
2. Click "Edit" Next to the Section you would like to customize.
3. Click "Edit This" in the blue text fields to customize your local guidelines.
4. Click "Sections" to return to the main menu.

**NOTE:** When editing your local guidelines using Internet Explorer, the browser will not jump to your last location in the document after saving your edits. Use [Chrome](#) or [Firefox](#) for full compatibility and ease of navigation.



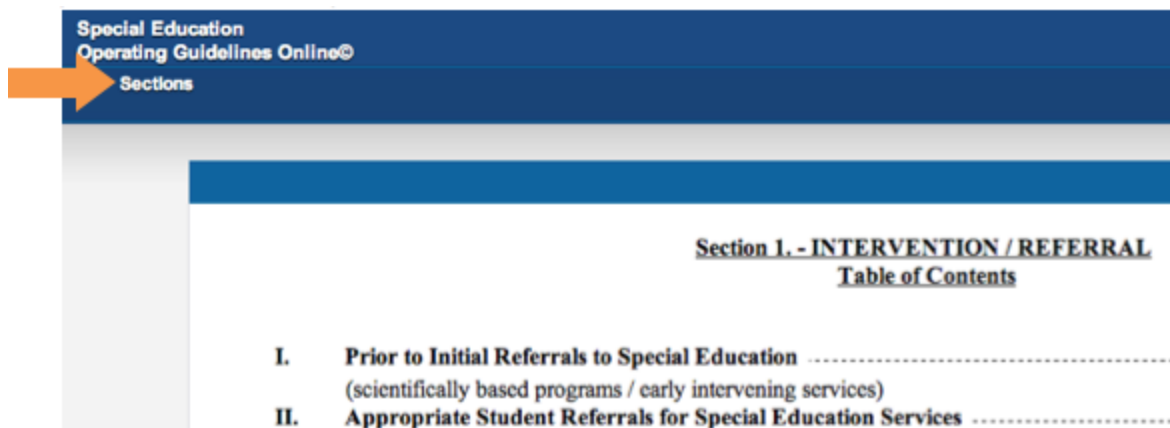
Special Education  
Operating Guidelines Online©

Welcome staff@staff.com

Section List

Print All

Title	Edit	Print
S0 Tables of Contents	Edit	
S1 Intervention / Referral	Edit	Print
S2 FIE	Edit	Print
S3 Disability	Edit	Print
S4a ARD-IEP	Edit	Print
S4b Additional IEP	Edit	Print
S4c Related Services.	Edit	Print
S5 Instr. Arrangmt.	Edit	Print
S6 Discipline	Edit	Print
S7 Proc.Safeguards	Edit	Print
S8 Administration	Edit	Print



Special Education  
Operating Guidelines Online©

Sections

**Section I. - INTERVENTION / REFERRAL**  
**Table of Contents**

**I. Prior to Initial Referrals to Special Education** .....

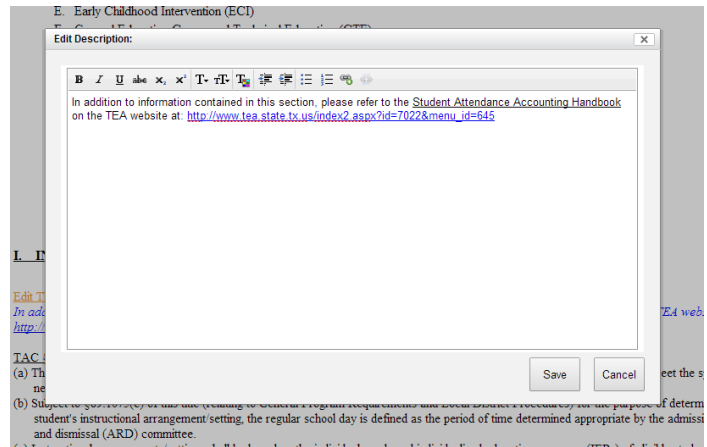
(scientifically based programs / early intervening services)

**II. Appropriate Student Referrals for Special Education Services** .....


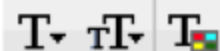


# About the Rich Text Editor

The feature of a rich text editing box allows you to customize your own text within the document.

For example, it allows you to change the font, size, and color of your text; use boldface, underlining, and italics; indent, bullet and number your text; or create links, all using a graphical interface that makes editing as simple as selecting/highlighting the text you want to format and then clicking the icon for the operation you want to perform.

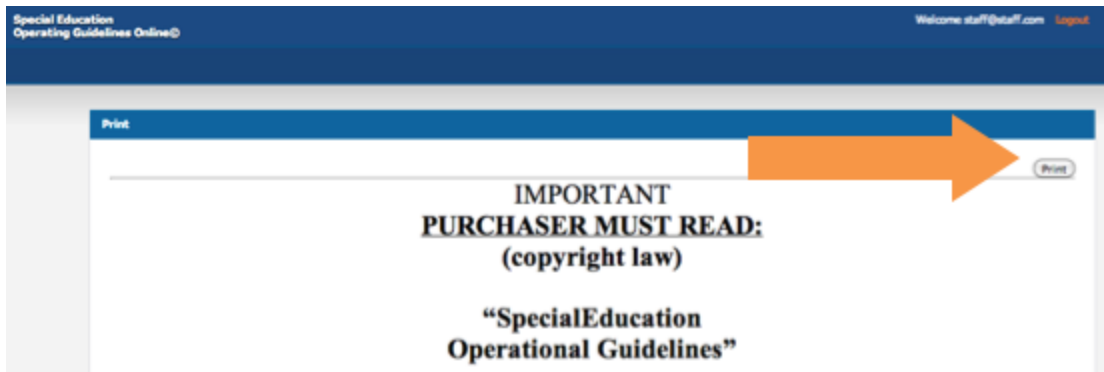


The items on this rich text editor:

 <ul style="list-style-type: none"> <li>● Bold text</li> <li>● Italicize text</li> <li>● Underline text</li> <li>● Strikethrough text</li> <li>● Change text to subscript</li> <li>● Change text to superscript</li> </ul>	 <ul style="list-style-type: none"> <li>● Change the font</li> <li>● Change the font size</li> <li>● Change the font color</li> </ul>	 <ul style="list-style-type: none"> <li>● Left indent text</li> <li>● Right indent text</li> <li>● Add bullets</li> <li>● Add numbering</li> <li>● </li> </ul>	 <ul style="list-style-type: none"> <li>● Add a hyperlink to text</li> </ul>
--	---	---	--

# Print the Guidelines

1. Log in using the email address and password provided.
2. Click "Print All" in the top left of the main menu to print the entire document. This will open the document in a new window. Select the "Print" radio button at the top right of your screen.
3. Click "Print" on a specific section of the main menu to print only that section.



## *Save as PDF*

1. Log in using the email address and password provided.
2. Click "Print All" in the top left of the main menu to print the entire document. This will open the document in a new window. Select the "Print" radio button at the top right of your screen.
3. Depending on your browser and operating system, print your document as a PDF. (Free PDF converter for PC can be downloaded here: <http://www.cutepdf.com/products/cutepdf/writer.asp>)

Printing from a Mac? [Click here!](#)

Printing from a PC? [Click here!](#)

## *Cannot See Login Screen*

Ask the user to disable their antivirus software and make sure Java is enabled. Older versions of Internet Explorer are also not compatible. For a list of supported browsers, see: <http://howto.caspio.com/system-requirements/>

## *Where are the page numbers?*

In order to provide you with a user-friendly interface and seamless updates to federal and state rules and regulations, we are unable to provide page numbers or a table of contents at this time. We will continue to work to offer this feature in future versions of the Operating Guidelines Online.

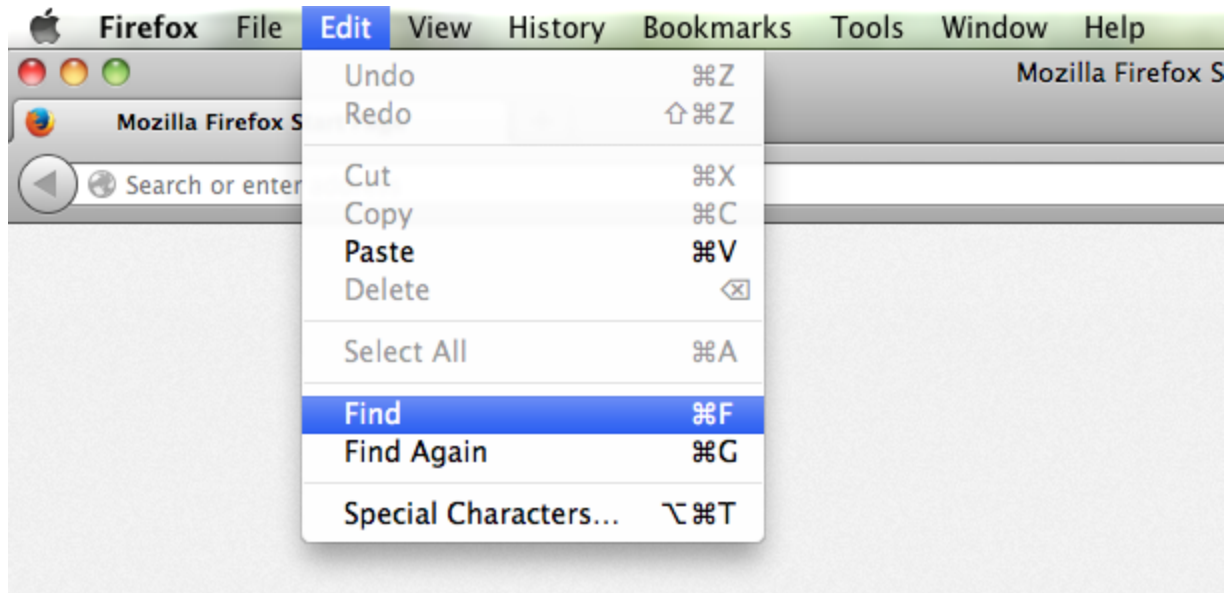
For tips about printing your document with page numbers, try this!

[http://stetsonassociates.com/Files/Customizing\\_Headers\\_and\\_Footers\\_Using\\_Firefox.pdf](http://stetsonassociates.com/Files/Customizing_Headers_and_Footers_Using_Firefox.pdf)

## *Search the Guidelines*

You may use the search feature in your browser to search the Operating Guidelines. You may wish to search within a single section, or select "Print All" from

the table of contents, then Edit-->Find to search the entire document for a word or phrase.

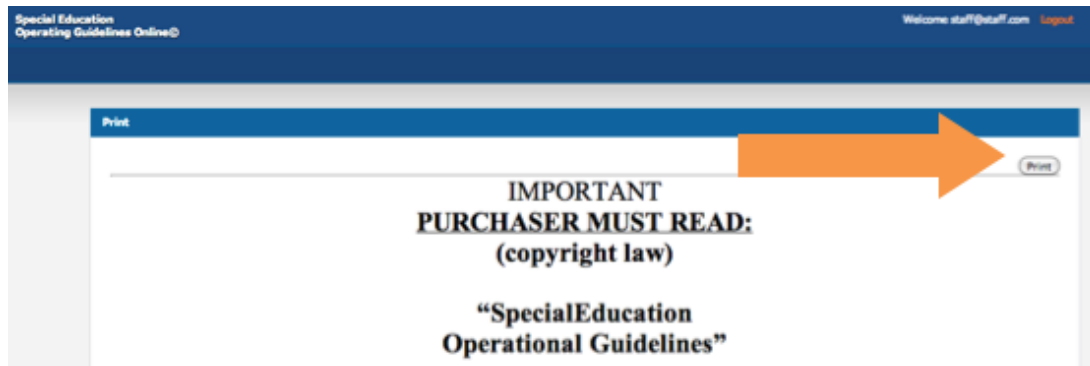


## Uploading to Your District Website

1. Completely finish editing the *local blue italics*.
2. Click "Print All" in the top **left** of the main menu as shown below. This will open the document in a new window.



3. Select the "Print" radio button at the top right of your screen.



4. Depending on your browser and operating system, locate the save as PDF option and save your document as a PDF. Be prepared to name the PDF version of the OG document. Suggest typing the date at the end of the OG name in order to always know which document is most current. *Ex. Special Ed OGO 9-5-2013*

Printing from a Mac? [Click here!](#)

Printing from a PC? [Click here!](#)

5. Contact the staff person responsible for your school web site. Ask the person for assistance in uploading the completed PDF document to the web site.

6. If you do NOT have a website or software to produce a PDF, please contact [pwilliams@stetsonassociates.com](mailto:pwilliams@stetsonassociates.com). We will save your OG in PDF format for you. This will allow your staff to view the document on the computer without the ability to make any changes to the document. You can also make the OG document available in print via a check-out system (similar to checking out a library book).

7. If you do not have access to your district website or server, there are free options for uploading and sharing documents with principals, teachers and parents, including the websites below:

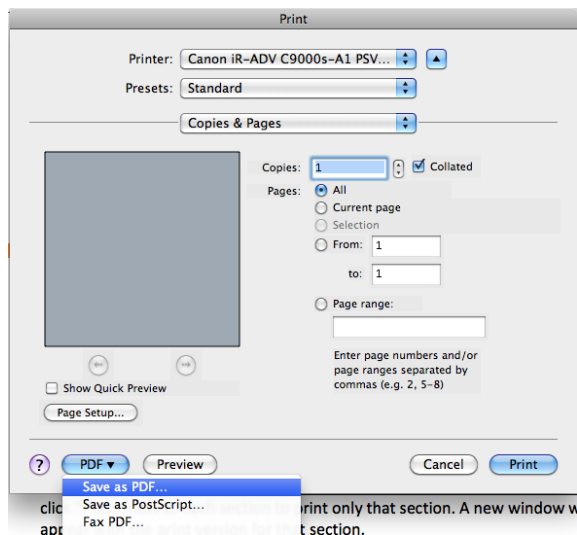
[Google Drive](#)

[Box.com](#)

[Dropbox](#)

## *Printing from a Mac?*

The option to save as a PDF is built into the operating system of your Mac. Simply click File-->Print, then select "Save as PDF" at the bottom of your print dialog screen. (screenshot below)



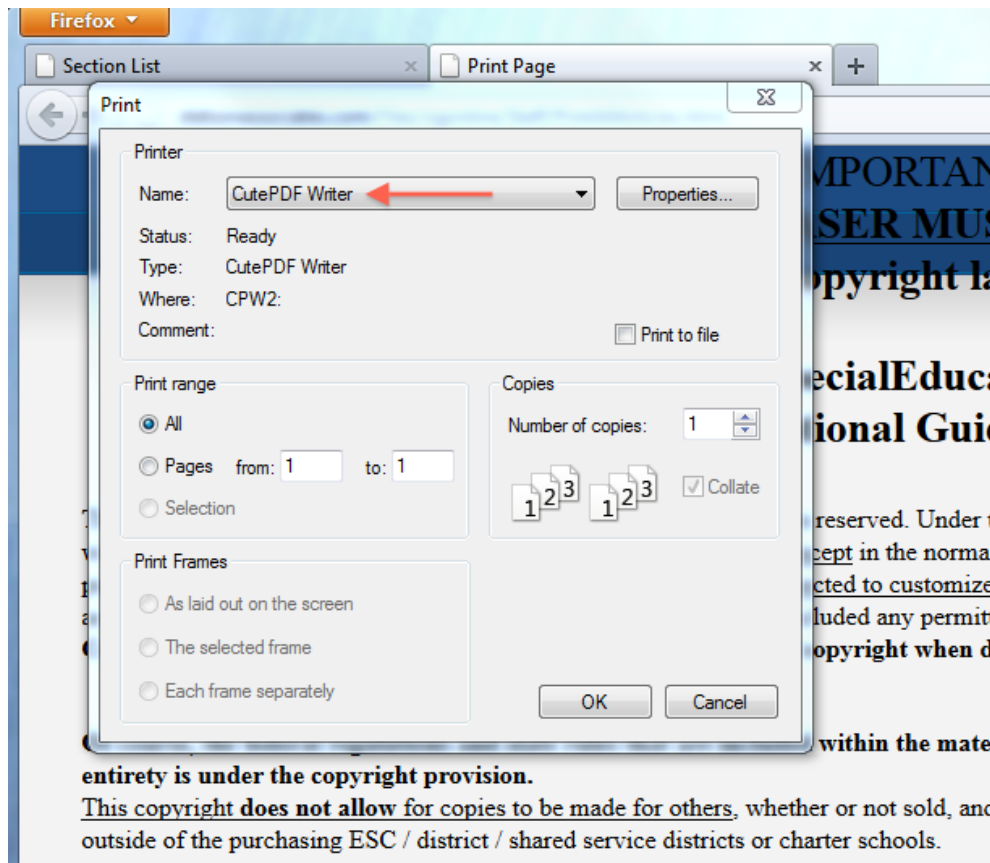
## *Printing from a PC?*

You may need to install a PDF converter to save your Operating Guidelines as a PDF. Download and install [CutePDF Writer](#) for free!

Once you have installed the software, click Print and select "CutePDF Writer" as



your printer. Click Print and you will be able to save your document to you hard drive. (screenshot below)



### *How can I tell if my version is current?*

If you have chosen to print a copy of the OGO, the way you can tell if your printed copy is the most current version is to check the first page of the online **S0 Table of Contents** and note the Revision Date listed (see below). The OGO you log into is always the most current version. Today we have just released online the August 2019 version which is replacing the one below. So if you did print a hard copy, the sections we revised are now out of date.

©Carlene Marak and Stetson Associates, Revised Feb. 2019  
Registration # TX4-030-492

## *How can I keep up with any local blue italic edits that I make?*

On the same page of the **S0 Table of Contents** if you scroll down, you will see that we have allowed a section for the Special Education Director to keep track of any local blue italics editing that is completed. For example, in this new version of the OGO, we have added a new local blue italics **Edit This** text box regarding the video camera surveillance. Directors may wish to go inside the OGO and **Edit** the sample local blue italics I have provided. (see example below)

### **Edit This**

Date Revised: June 9, 2016 Section and Title rev: S7. Procedural Safeguards III. (video surveillance classrooms)

Date Revised: \_\_\_\_\_ Section and Title rev: \_\_\_\_\_

Date Revised: \_\_\_\_\_ Section and Title rev: \_\_\_\_\_

## *Why are some paragraphs underlined and some are not?*

When our State adds a new rule or changes an existing rule, the text shows **new** wording by underlining the new and using ~~striketroughs~~ in language they are deleting. After obtaining input from several of our clients, we decided to leave those markings in the OGO for approximately a year so Directors and staff can see the new and old as we settle in and learn the new rule requirements. I will take markings out during one of the updates we provide.

## *Reminder for our newest clients...*

- a. Format: the **Black Bold print is Federal Regulations**, the Black Regular print is State and the *blue italics is the local* implementation that you can edit to fit your district, SSA, charter school local guidelines.
- b. **"Edit This"** text boxes: some are blank for you to add information at your discretion. Some have local guidelines which are provided to you and these you can edit to fit your process. When we update the OGO, we do not change your *local blue italics*. Your OGO remains as you have edited.