

seas

INSTRUCTIONAL TECHNOLOGY

End-User Training Guide

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Accessing SEAS

Your District's SEAS Web Address is: www.seasweb.net/KSgardner

When you type your website address into the address bar of the browser, the SEAS Education login page appears.



Logging into Achieve

After obtaining your username and password from your district SEAS administrator, follow the steps below.

- Step 1** > Type your SEAS website address into the address bar of the browser. You will be navigated to the SEAS Login page.
- Step 2** > Type your username into the "Username" field.
- Step 3** > Type your password into the "Password" field.
- Step 4** > Press the enter key on your keyboard OR click the "Log In" button.



If you login unsuccessfully more than six (6) times you will be locked out of the program. Contact your district SEAS administrator to have your account unlocked.

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Launch Pad

The Launch Pad contains a list of all active students you have access to, along with any active or closed plans they may have.

Additionally, if an active plan contains due dates that are past due or are coming due within the next 90 days, those specific due dates will display with a countdown to when it is due for dues dates within the next 90 days or a count of the number of days past due for past due dates.

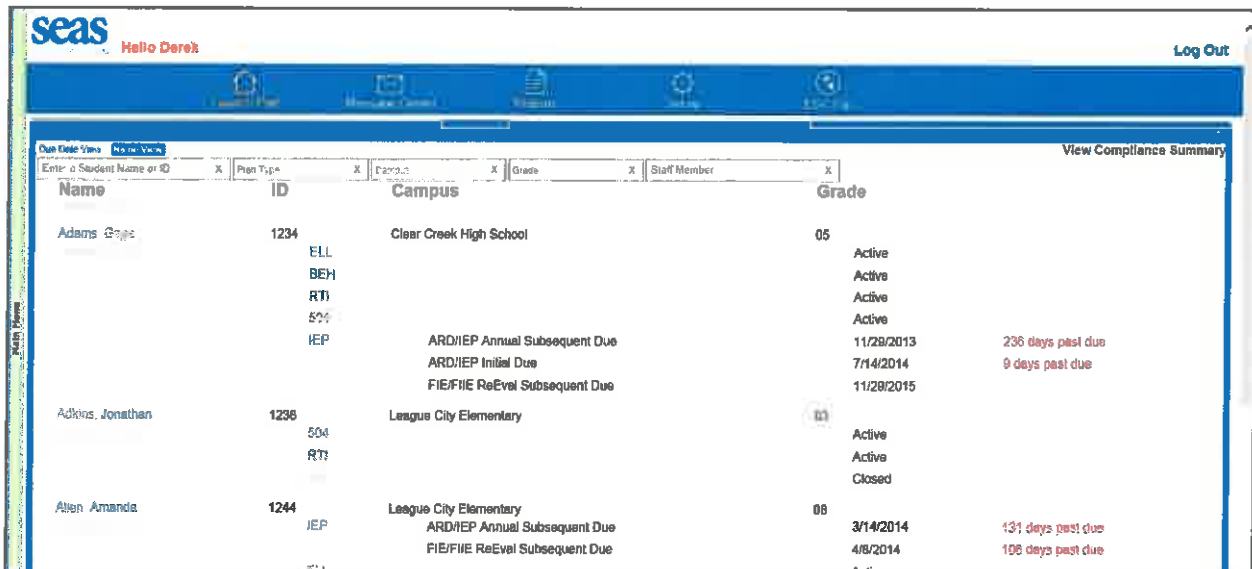
The list of available students defaults to being sorted by the student's last name in alphabetical order, you may change the sort to the "Due Date View" and display the students by the due date, displaying most days past due first.

You may narrow the list of students displayed by utilizing the filters located above the list of students.

Student Information may be accessed by clicking a student's name.

Clicking the Plan Type will take you to the student specific plan page (Student Central) for that plan type.

You may also start a new plan for a student by clicking the "Add New Plan Type" link located beneath the student's name.



Name	ID	Campus	Grade
Adams, George	1234	Clear Creek High School	05
	ELL		Active
	BEH		Active
	RTI		Active
	SSI		Active
	IEP		
		ARD/IEP Annual Subsequent Due	11/28/2013 236 days past due
		ARD/IEP Initial Due	7/14/2014 9 days past due
		FIE/FIE ReEval Subsequent Due	11/29/2015
Adkins, Jonathan	1236	League City Elementary	04
	504		Active
	RTI		Active
			Closed
Allen, Amanda	1244	League City Elementary	08
	IEP		
		ARD/IEP Annual Subsequent Due	3/14/2014 131 days past due
		FIE/FIE ReEval Subsequent Due	4/8/2014 108 days past due
			Active

Adding a New Plan

Step 1 > Click the "Add New Plan Type" link located beneath the student's name.

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Step 2 > Select a plan type by placing a checkmark in the box next to the desired plan type.



Dialog box titled "Brown, Daniel" with a close button (X). The main content area is titled "Add a new plan type" and lists the following options with checkboxes:

- ☐ 504
- ☐ RTI
- ☐ BEH
- ☐ CCR
- ☐ ELL
- ☐ GTE

At the bottom right is a button labeled "Add Plan".

Step 3 > Click the "Add Plan" button. Clicking the "X" in the upper right corner will close the popup without adding a plan.

- A packet must be selected for the plan type to save. Follow the next steps to add a packet.

Student Central

Student Central displays plan specific information for the student including all Draft and Locked Packets.

When a new plan is first added, it will not contain any packets or supplemental information, and it will not be marked "active" or "closed." Any item added to the plan will cause the system to mark it "Active." Once all activity has been completed for the plan, it can be closed using the "Closed" radio.

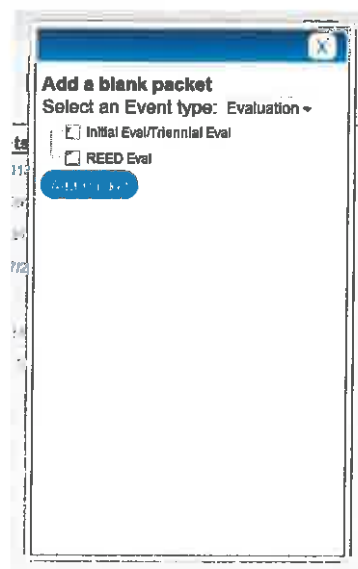
To add a form packet(s) to the plan, click the "Add Packet" link next to the "Draft Packets" header. On the Add Packet popup, select an "Event Type" (IEP Only). A list of available packets for the selected event type will be displayed. For plan types other than IEP, this step will be skipped.

- To add a blank packet:

Step 1 > Place a checkmark in the box next to the desired packet.

Step 2 > (Optional) Select a Supplement by placing a checkmark in the box next to the desired supplement.

Step 3 > Click the "Add Packet" button. Clicking the "X" in the upper right corner will close the popup without adding a packet.



Dialog box titled "Add a blank packet" with a close button (X). The main content area is titled "Add a blank packet" and shows "Select an Event type: Evaluation" with a dropdown arrow. Below this are two checkboxes:

- ☐ Initial Eval/Triennial Eval
- ☒ REED Eval

At the bottom right is a button labeled "Add Packet".

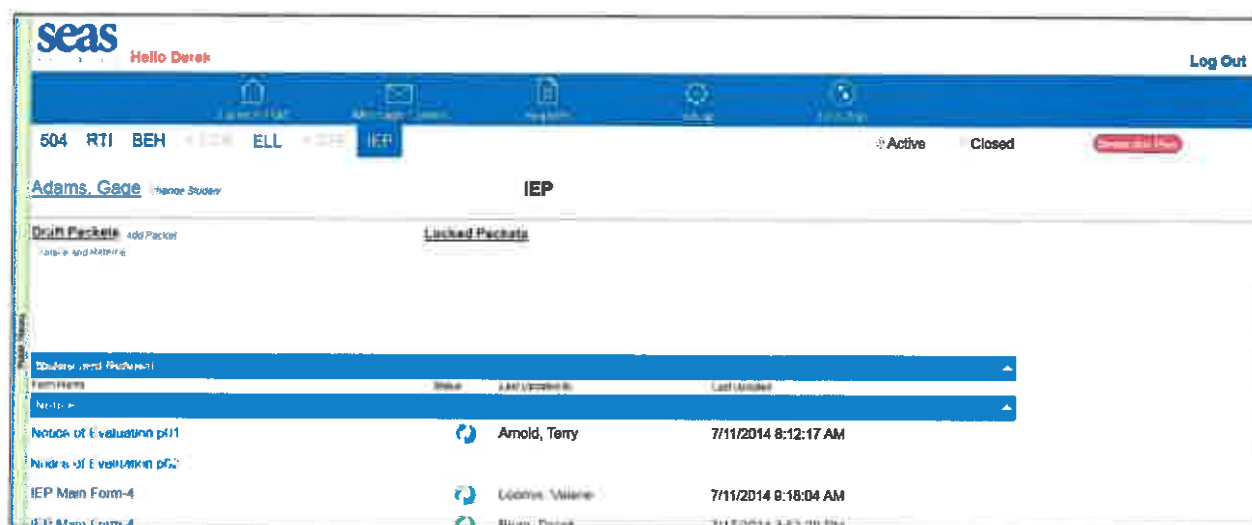
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Packets

- The added packet(s) will be listed under the “Draft Packets” header on the left side Student Central.



- Clicking the name of a packet will display its contents in the process view. The white rows in the screenshot below represent the forms in the packet. The blue rows are optional dividers that can be inserted by the administrator for clarity or instruction. The white triangles on the right side allow the sections to be collapsed or expanded by the user.
- Once a form has been opened and saved, information about the status as well as who last updated it and when it was last updated will be displayed. Opened forms will default to an “In Progress” status until a user marks the form “Complete,” signified with a green checkmark.
- To open a packet for data entry, click the name of any form to open that form directly.



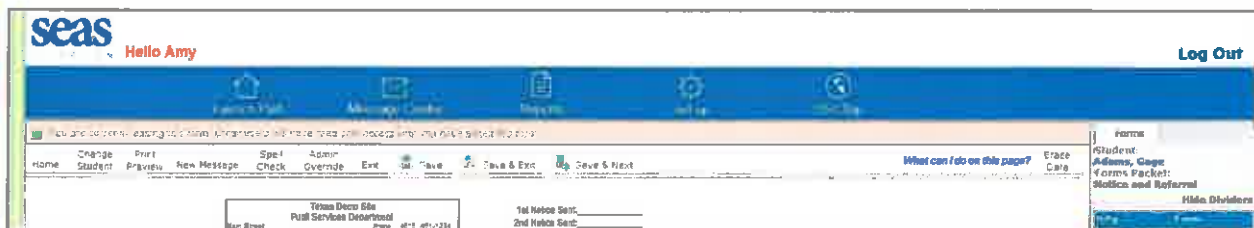
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Record Locking

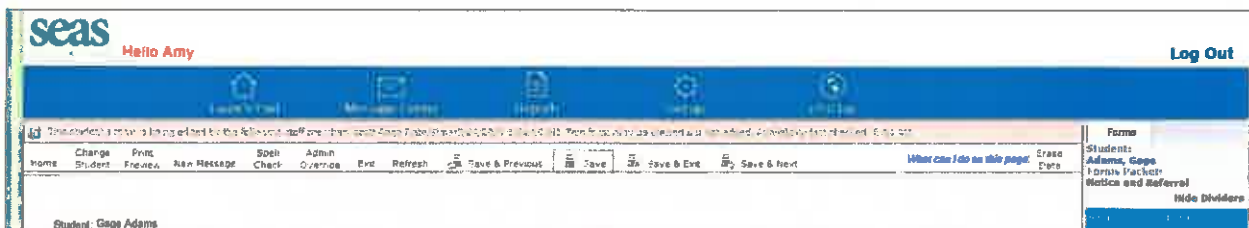
Achieve employs a record locking feature to prevent multiple users from attempting to update the same information simultaneously. A message in a pink bar will display at the top of various sections when record locking is in effect.

Users can expect to see record locking notifications when viewing:

- A form within a forms packet
- An RTI “Target Area”
- The “Notes and Attachments” area
- A student’s record in “Student Information”



When a user opens a locked form or student record that another individual is currently editing, that user will be in read-only mode. While in read-only mode, a “Refresh” button displays in the Achieve toolbar. The “Refresh” button can be clicked periodically to determine if the other individual has left the section. If the “Refresh” button disappears, that is an indication that the other individual has exited the record.



Similar functionality can be seen when accessing “Target Areas” or “Notes and Attachments.”



Instead of a “Refresh” button, users can click the link that reads “Check Availability” to determine if the other individual has left the section.







Packet Interface

- Achieve Forms Packet Toolbar (see table)

Item	Navigation
Home	Takes you to the Launch Pad.
Change Student	Allows you to change to another student to whom you have access.

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Print Preview	Allows you to select "Print Preview Form" or "Print Preview All Forms" in the packet. If automatic page numbering has been turned on by the administrator, you will also see "Print Preview Form with Page Numbers" or "Print Preview All Forms with Page Numbers." The form(s) will display as a .pdf, and you may choose to print the form(s) from your .pdf reader.
New Message	Allows users to create and send a message to another user within the SEAS program.
Spell Check	Allows users to check spelling while in forms.
Admin Override	Allows an administrator to override the "save and complete" function even though not all fields have been completed (only applicable if Forms Compliance feature is activated).
Exit	Takes you back to the previous screen, in this case to Student Central.
Erase Data	Offers two choices: "Erase Form" or "Erase Packet." Erase form will allow you to delete everything typed on the current form. Erase Packet will delete everything typed on every form of the packet, as well as reset the packet to its default state.
	Save & Previous – This button saves your work and takes you to the previous form in the forms packet.
	Save – This button saves data on a form.
	Save & Exit – This button saves data on the forms and exits you out of the packet.
	Save & Next – This button saves your work and takes you to the next form in the forms packet.

Form Interface

Forms Compliance

Forms Compliance is an optional feature activated by a SEAS administrator. Your site may not have this feature activated. If it is, you will see green and yellow highlighted fields on forms

Required Fields

Fields highlighted in GREEN are pre-populated (requiring no user entry) with data from "Student Information." Fields highlighted in YELLOW are required fields as defined by the district administrator.

When you are finished with a form, click "Update Status" on the Dynamic Toolbar, and select "Mark This Form Complete." SEAS verifies that all required fields are complete and updates the form status from "In Progress" to "Complete."

If any required field is incomplete, a warning message will display to alert you.

Form Templates (Default Data)

Form templates allow administrators to define default data to populate forms. Default data may include text, checkboxes and preselected choices in dropdowns, all of which can be edited by users. Fields highlighted in BLUE contain default data.

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[illegible]

The Forms List

Located to the right of the displayed form is the list of forms in the forms packet. The form name in green represents the selected form. You may need to use the scroll bar to view all forms grouped for the selected Forms Packet. In order to move to the next form, click on the desired form name or use the "Save & Next" button on the toolbar. If dividers were set by the administrator, those are also shown here. Dividers can be hidden by clicking the "Hide Dividers" link just above the Forms List. Indicators regarding the form status and the page number may also be seen here.

Add Form

This section allows you to insert new/pre-existing forms or blank pages, as well as duplicate the current form. An inserted form will be placed directly after the currently selected/open form (which is displayed in green on the forms packet toolbar) in the packet.

When "Add Form" is clicked, the options "Insert New/Pre-existing Form," "Insert Supplement," "Duplicate Current Form," "Insert Blank Page" and "Insert Additional Documents" will display.

When “Insert New/Preexisting Form,” “Insert Supplement” or “Insert Additional Documents” is clicked a window displays with four available tabs: Add Form, Add Supplement, Manage Forms Packet, and Add Docs. You may toggle between these functions within the pop up.

Insert New/Pre-existing Form

- Step 1 >** Click "Add Form" to display the menu options.
- Step 2 >** Click "Insert New/Pre-existing Form" to choose the needed form. A pop-up displays a list of forms.
- Step 3 >** If choosing one form, clicking the form name will automatically insert the form for you. If choosing multiple forms, click the select box located beside each form needed.
- Step 4 >** Click the "Insert Form(s)" button at the top of the pop-up window.
- Step 5 >** Click "OK" in the pop-up.
- Step 6 >** Click the red "X" to return to the Forms Packet.
- Step 7 >** The selected forms will be inserted into the Forms Packet for the selected student directly after the currently open form.

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Insert New/Pre-Existing Forms

Student: Beck, Jordan
Form Packet: Initial/Annual IEP

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Select	Form Name
<input type="checkbox"/>	*Mapping Document - Forms Extraction
<input type="checkbox"/>	*Mapping Document - PEIMS Sheet
<input type="checkbox"/>	2013-2014 STAAR ALT Participation Requirements p01
<input type="checkbox"/>	2013-2014 STAAR ALT Participation Requirements p02
<input type="checkbox"/>	2013-2014 STAAR N Participation Requirements p01
<input type="checkbox"/>	2013-2014 STAAR N Participation Requirements p02
<input type="checkbox"/>	Agreement to Change Current IEP
<input type="checkbox"/>	Agreement to Change Current IEP (No Signature)
<input type="checkbox"/>	Agreement to Implement IEP
<input type="checkbox"/>	ARD Brief/Short Form p01
<input type="checkbox"/>	ARD Brief/Short Form p02
<input type="checkbox"/>	ARD p02b - Determination of Eligibility cert
<input type="checkbox"/>	ARD p07b - Supplementary Aide & Services cont
<input type="checkbox"/>	ARD p08 - STAAR Assessment (Copy)
<input type="checkbox"/>	ARD p05 - STAAR End of Course (Copy)
<input type="checkbox"/>	ARD p12 - Schedule of Services
<input type="checkbox"/>	ATO p15b - Deletations cert
<input type="checkbox"/>	ARD PLAAFP p01
<input type="checkbox"/>	ARD PLAAFP p02
<input type="checkbox"/>	ARD Supp: AT

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Insert Supplement (IEP Plan Type Only)

- Step 1 >** Click "Add Form" to display the menu options.
- Step 2 >** Click "Insert Supplement" to select the needed supplement. A pop-up displays a list of supplements.
- Step 3 >** If choosing one supplement, clicking the supplement name will automatically insert the supplement for you. If choosing multiple supplements, click the select box located beside each supplement needed.
- Step 4 >** Click the "Insert Supplement(s)" button at the top of the pop-up window.

Insert Supplements

Student: Beck, Jordan
Packet: Brief ARD

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Select	Form Name
<input type="checkbox"/>	Agreement to Change IEP

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Duplicate Current Form

- Step 1** > Click "Add Form" to display the menu options.
- Step 2** > Click "Duplicate Current Form."
- Step 3** > A duplicate copy of the form being viewed is now available to enter data. (Note: You cannot duplicate a duplicated form, but the original form can be duplicated multiple times.) The duplicated form will be inserted into the Forms Packet for this student.

Insert Blank Page

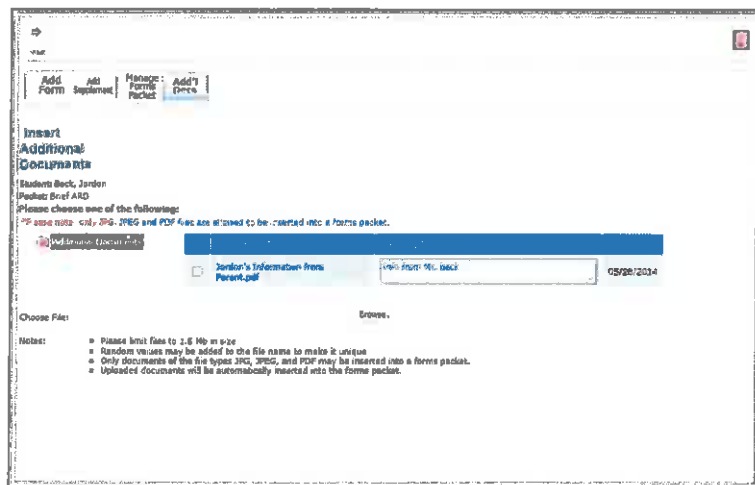
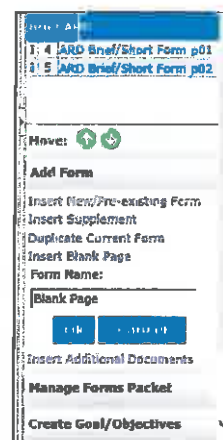
- Step 1** > Click "Add Form" to display the menu options.
- Step 2** > Click "Insert Blank Page" from the menu options.
- Step 3** > Enter a form name in the space provided.
- Step 4** > Click "OK" to insert the blank page or "Cancel" if you have changed your mind.
- Step 5** > Your blank page will be inserted into your Forms Packet.

Insert Additional Documents

- Step 1** > Click "Add Form" to display the menu options.
- Step 2** > Click "Insert Additional Documents."
- Step 3** > Click the box next to the desired document(s).
- Step 4** > Click "Insert."

If the document is not already uploaded into SEAS, you may upload it directly into the packet:

- Step 1** > Click "Browse."
- Step 2** > Find and select the document on your computer and click "Open."
- Step 3** > Click "Insert." The selected document(s) will be uploaded into SEAS and automatically inserted into the forms packet.



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You may also change the folder the document is contained in by dragging the document to the desired folder and dropping the document into place.

Manage Forms Packets

You are able to manage the individual Forms Packets for each student via the "Manage Forms Packets" button. When "Manage Forms Packet" is clicked, a pop-up will display that allows you to manage every form in the packet.

When users click "Manage Forms Packet," a window displays with two available tabs: Add Form and Manage Forms Packet. You may toggle between these functions within the pop-up.

The "Manage Forms Packet" tab allows you to Use, Not Use, or Remove forms from that packet for the current student. To Use, Not Use, or Remove a form:

Step 1 > Click the radio button (Do Not Use, Use, or Remove) for the appropriate forms.

Step 2 > Click "Save."

Please Note: Forms in red have been set as required by an administrator.

If forms can be removed, used or not used for the packet, the appropriate link to perform the action will display while viewing the form below "Update Status" below the forms list.

Do Not Use = Form is NOT editable and will NOT be included when this packet is filed, archived, or printed.
Use = Form is editable and will be included when this packet is filed, archived, or printed.
Delete = Form or document that was inserted into the packet is permanently deleted.
Apply Watermark = When selected, a "Draft" watermark will appear on the form when printed.

Student: Beck, Jordan
Packet: Brief ARD
Forms in red are required by your SEAS administrator.

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Update Status

Individual forms can be marked "Complete" or "In Progress" within the Forms Packet. If a form has Form Compliance fields highlighted in yellow, the required data must be entered in those fields before the form can be marked "Complete."

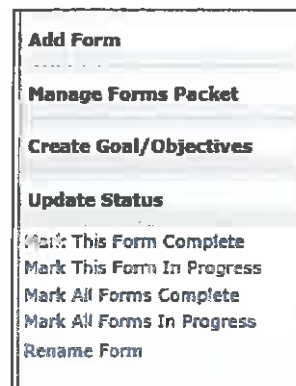
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Mark Form Complete

- Step 1 >** Select the form you wish to mark Complete.
- Step 2 >** Single click on the "Update Status" button.
- Step 3 >** Click "Mark This Form Complete."
- Step 4 >** Click "OK" in the message box that displays.

Mark Form In Progress

- Step 1 >** Select the form you wish to mark In Progress.
- Step 2 >** Click on the "Update Status" button.
- Step 3 >** Click "Mark This Form In Progress."
- Step 4 >** Click "OK" in the message box that displays.



Mark All Forms Complete

- Step 1 >** Select the Forms Packet you wish to mark Complete.
- Step 2 >** Click on the "Update Status" button.
- Step 3 >** Click "Mark All Forms Complete."
- Step 4 >** If any forms in the packet have not been saved, a pop-up will display a list of the form(s) that must be saved before marking the packet as Complete. If all forms have been saved, a pop-up will display stating that all forms were successfully marked as Completed.
- Step 5 >** Click "OK" in the message box.



Mark All Forms In Progress

- Step 1 >** Select the Forms Packet you wish to mark In Progress.
- Step 2 >** Click on the "Update Status" button.
- Step 3 >** Click "Mark All Forms In Progress."
- Step 4 >** A pop-up will display confirming that all forms were successfully marked In Progress.
- Step 5 >** Click "OK" in the message box.

Additional Functions

Moving Forms

Forms can be arranged in the desired order by using the green arrows to move the selected forms. Forms will be reordered only for this packet for this student.

- Step 1 >** Click on the form you wish to move. The form selected is shown in green text.
- Step 2 >** Click the Up arrow  to move the form selected up one position or click the Down Arrow  to move the form down one position.

Removing Forms

Only forms that a user has added to the forms packet can be removed from a forms packet. In order to remove a form that has been added, you must have that form open.

- Step 1 >** Click "Remove Form" at the bottom of the "Forms" tab/Forms Packet toolbar.
- Step 2 >** Click "Yes" in the window to remove the form from the packet or "No" to keep the form in the packet.

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Renaming Forms

Renaming a form appends a user-given name to the end of the system form name. To rename a form:

- Step 1 >** At the bottom of the “Forms” tab click on “Rename Form”
- Step 2 >** Type the new name in the “Form Name” box.
- Step 3 >** Click “OK.”

Rename Form

Rename Form:

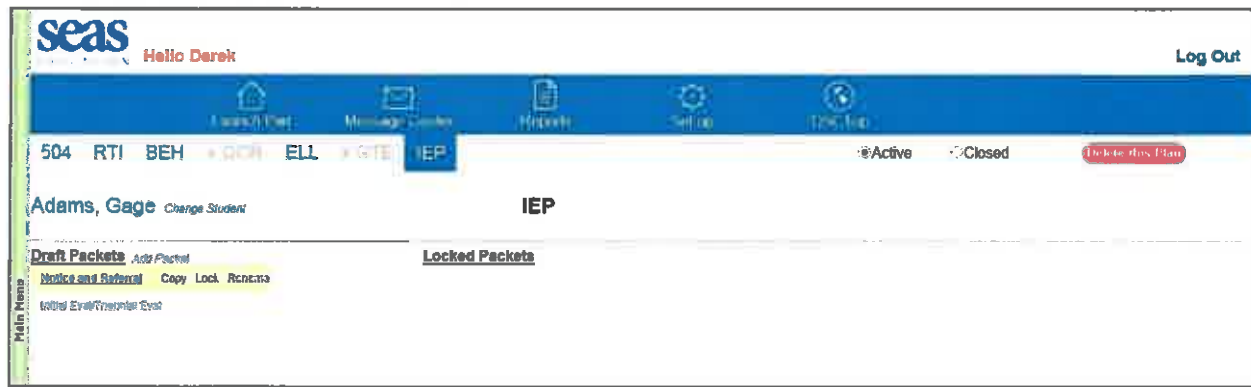
IEP (Elementary)
Participation in State
Assessment p01

Ok

Cancel

Copy | Lock | Rename Forms Packets

When the mouse is hovered over the over the name of a packet a context-sensitive menu will display with several possible actions.



- **Copy** creates an exact copy of the highlighted packet, including existing form data and modifications. Once a unique description is entered, the new copy will be listed under “Draft Packets.”
- **Lock** puts the packet into a finalized, uneditable state. The packet will then be listed under “Locked Packets” and will only be viewable and printable. However, editable copies of locked packets can be made at any time using the “Copy” function.
- **Rename** makes it possible to add or change the description appended to the packet name. This is very useful for keeping track of different instances of the same packet, such as “Initial” versus an “Annual Review” or an “Amendment.”

Changing your Password

Changing your password the first time you log into SEAS is recommended. Passwords can be 4-25 characters in length and can be any combination of letters and/or numbers.

- Step 1 >** Hover the mouse over “Setup” on the blue header bar.
- Step 2 >** Click “Change Password.”
- Step 3 >** Enter your current password in the “Current Password” field.
- Step 4 >** Enter your new password in the “New Password” field.
- Step 5 >** Re-enter your new password in the “Confirm” field.
- Step 6 >** Click “OK” to save the changes.

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Reports

There are several standard reports accessible in all SEAS sites. All reports are tied to the user's security level, meaning that results will only be displayed for those students to whom the user has access.

Standard reports include:

Report Name	Description
Access Schedule Assignment Report	This report allows you to search by staff member or school to view a student's data such as ethnicity, race, disability code, and placement code.
Admin Quick Count	This report allows you to quickly search the database for specific information.
Class Lists	This report will show a list of the students for whom you are "Teacher of Record."
Compliance Report	This report displays past due and upcoming compliance dates for Timeline Compliance, Transition Meetings, Service End Dates, and License Expirations.
Disability by Grade	This is a quick count report of Disability by School, Gender and Grade.
Disability by School	This is a quick count report by Schools which can be filtered by disability, gender and/or age.
Exit Report	This report allows you to view student exit data.
Report Designer	The Report Designer is a powerful tool that allows you to build an unlimited number of custom reports. These reports are built using various data elements collected in several areas of SEAS. Reports can be organized into folders and sub-folders.
Student Audit Trail	This report allows you to view when specific staff members access, edit, or delete student records and/or forms.
Student Information Report	The Student Information report displays important demographic information for your caseload.
Student Placement Report	The Student Placement report displays important demographic, disability, and placement code information for each student.