New Features Manual
This mini-manual highlights the new features and key enhancements of SEIS

07/2012
The Log In Screen

The log in screen now boasts up to three news items from the SEIS team! We will try to have one that is directed at teacher level users, one directed at SELPA / district level users and one that is general SEIS info.

The Information Center

To manage your profile information (password, e-mail, and phone number) click on your name in the information center.

Home Page News

Users are no longer limited to 2 News items at the top of the page. Multiple News Items automatically rotate or can be clicked on for an expanded view.

News items can still include graphics, HTML links, animations, and attachments. If no graphic is chosen, the new default graphic will display next to the news item.
Upper Navigation Bar

Sections of the left hand navigation bar have been grouped together to make navigation easier. This upper nav bar is available on all pages on the new SEIS system to make navigation consistent across the entire system.

SELPA / district upper nav bar

Teacher upper nav bar

The left hand navigation bars have been highlighted to show which links are in which new drop down menus in the upper nav bar.

- **Students** = red highlights
- **Goals** = green highlights
- **Searches** = blue highlights
- **Reference** material = orange highlights
- **Communication** = purple highlights
- **Administration** (SELPA and district only) = yellow highlights
Help Guide

This Help Guide icon will appear on multiple pages throughout the system. If you are ever in need of assistance on a page where this icon is showing, click the icon to download the page from the manual that pertains to the task at hand.

Drop Down Menus

We have updated all drop down menus in SEIS! The new drop down menus allow the user to type into them and narrow down the list of applicable options to chose from. As you type the list of available options will shrink to only what matches what the user is typing. Any text that does match will be bolded.
Student Address Changes

This lists students who have had an address change submitted through a student change form. Teachers will see the requests they sent to the district / SELPA and district / SELPA users will see the requests from the teachers.

Unsigned IEPs

This lists all students whose Current IEP was marked as unsigned by the parent at the time of the Affirm. If a parent has subsequently signed the IEP this field will need to be updated on the Dates page of the Student Record which will remove the student from this list.

Upcoming Initial Evaluations

This will show a list of projected Initial Evaluation due dates for Pending status students. This is a calculation of the Parent Consent date plus 60 days. Since SEIS is not aware of school holidays this is just an estimated date to help users know when the 60 day deadline is approaching. Past Due evals will be displayed in Red.

If an Initial Evaluation date is entered on the Future IEP the student will continue to display on this list until the Initial Evaluation date is in the past. This is done for tracking purposes.
Student IEPs List

The search filter is now included on the IEP list page, which allows users to narrow down the students they want to see more efficiently.

Find

Use the IEP search box to search for a specific student or narrow down the results.

Show Reporting Errors

allows the user to check for CASEMIS errors at anytime on any student regardless of status.

Affirm / Attest icons are only available for Eligible status students, if the user is the designated Case Manager or has the Affirm IEPs permission.

Student Record icon will take the user to the Student Record, Demographics page.

Future will take the user to the Future IEP list of forms page, for printing or editing the IEP.

Current will take the user to the most recent Affirmed/Attested IEP. (If the student does not have a current IEP, this link will not appear).

History opens a list of all Historical IEPs for the student. (If the student doesn’t have any Historical IEPs, this link will not appear).

Write Progress icon will allow the user to write progress reports for the selected student.

View Progress icon will display for any students with an Affirmed Progress Report. (If no Progress Reports have been Affirmed this link will not appear).

DRDP icon will display for students age 2-6, to enter Rating Records for Preschoolers, only if the SELPA is using this feature.
The Student Record

Many new features have been added to the Student Record!

1. **Basic student information** is located in the top left corner in the white student info box.

2. **Student Record Pages** can be accessed by clicking the page name in the blue box on the left. The selected page is underlined.

3. **Student Search box** allows all user levels to switch between students without leaving the page.

   Click the **Show All Students** link to view all students the user has access to or enter First name, Last name or DOB and click the **Find** button to find a specific student.

   Edit icon allows users to access the same page for a different student.

4. **Page Content**

   ![Save Form button](image)

   button is located at top and bottom of each page.

   - Student Change Form (teacher level users only) takes the user to the Student Change Form.
   - View IEPs list takes the user to the Student’s IEPs list page.
   - E-mail Team takes user to E-mail feature to communicate with the student’s IEP Team.
   - Print Page will print the Student Record page.
# IEP Information Page

This is a new page to the Student Record which pulls in information from the Future IEP pages as read only. These fields are also available in the Search for Students function. Headers in the page display which State SELPA Future IEP form the information can be found on.

## IEP Information

### Special Factors Form
- Behavior Impedes Learning: No
- BIP: No
- BSP: No
- Assistive Technology: Yes
- Low Incidence: No

### Parent Consent Form
- Medical Billing: Yes

### Interim Placement Form
- Interim Placement Review: 7/20/2012

### Education Setting – Offer of FAPE Form
- Projected Grad Date: 7/31/2012
- Grad Plan: 10 To participate in high school curriculum leading to a diploma
- Other Agency Services: CCS, Dept of Social Services

### Statewide Assessments Form

<table>
<thead>
<tr>
<th>academics</th>
<th>results</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CAPA Level</strong></td>
<td>0</td>
</tr>
<tr>
<td><strong>Testing Participation CAHSEE</strong></td>
<td>10 Without testing accommodations</td>
</tr>
<tr>
<td>CAHSEE Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation English Star</strong></td>
<td>10 CST Without testing accommodations</td>
</tr>
<tr>
<td>English Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation History Star</strong></td>
<td>10 CST Without testing accommodations</td>
</tr>
<tr>
<td>History Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation Math Star</strong></td>
<td>10 CST Without testing accommodations</td>
</tr>
<tr>
<td>Math Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation Algebra</strong></td>
<td>CST without accommodations</td>
</tr>
<tr>
<td>Algebra Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation Geometry</strong></td>
<td>CST without accommodations</td>
</tr>
<tr>
<td>Geometry Accommodations / Modifications</td>
<td></td>
</tr>
<tr>
<td><strong>Testing Participation Science Star</strong></td>
<td>11 CST With testing accommodations</td>
</tr>
<tr>
<td>Science Accommodations / Modifications</td>
<td>Harry will take his O.W.L.s with the assistance of his book given to him by the half blood prince.</td>
</tr>
<tr>
<td><strong>Testing Participation Writing Star</strong></td>
<td>21 CMA With testing accommodations</td>
</tr>
<tr>
<td>Writing Accommodations / Modifications</td>
<td>Large Print, questions read aloud, breaks throughout the day, quiet environment.</td>
</tr>
</tbody>
</table>
IEP Info Search

All fields on the IEP Information page are available as both Search Filters and Columns to Show with the exception of the Accommodations and Modifications to the Start tests. Since these fields are text boxes they would be difficult to use as Filters, so they are only available as Columns to Show.

All fields on this page are in the filters and Column to Show drop downs in Alphabetical Order.

To set up a search for all Testing Participation, use these Filters and Columns to Show. Please Note: This information is applicable only to SELPA’s using the State SELPA Committee - Statewide Assessments IEP Form.

<table>
<thead>
<tr>
<th>Search Filter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Search Filter: ---Optional Filter---</td>
</tr>
<tr>
<td>□ Not Student Exit</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Columns To Show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select type of Report: Student report (Add columns to show below)</td>
</tr>
<tr>
<td>▪ CAPA Level</td>
</tr>
<tr>
<td>▪ Participation in CAHSEE Code</td>
</tr>
<tr>
<td>▪ Participation in CAHSEE</td>
</tr>
<tr>
<td>▪ Participation in CAHSEE Accommodations</td>
</tr>
<tr>
<td>▪ Participation in English Star Code</td>
</tr>
<tr>
<td>▪ Participation in English Star</td>
</tr>
<tr>
<td>▪ Participation in English Accommodations</td>
</tr>
<tr>
<td>▪ Participation in History Star Code</td>
</tr>
<tr>
<td>▪ Participation in History Star</td>
</tr>
<tr>
<td>▪ Participation in History Accommodations</td>
</tr>
<tr>
<td>▪ Participation in Math Star Code</td>
</tr>
<tr>
<td>▪ Participation in Math Star</td>
</tr>
<tr>
<td>▪ Participation in Math Accommodations/Mc</td>
</tr>
<tr>
<td>▪ Participation in Algebra</td>
</tr>
<tr>
<td>▪ Participation in Algebra Accommodations/Mc</td>
</tr>
<tr>
<td>▪ Participation in Geometry</td>
</tr>
<tr>
<td>▪ Participation in Geometry Accommodations</td>
</tr>
<tr>
<td>▪ Participation in Science Star</td>
</tr>
<tr>
<td>▪ Participation in Science Star Code</td>
</tr>
<tr>
<td>▪ Participation in Science Accommodations/Mc</td>
</tr>
<tr>
<td>▪ Participation in Writing Star</td>
</tr>
<tr>
<td>▪ Participation in Writing Star Code</td>
</tr>
<tr>
<td>▪ Participation in Writing Accommodations/Mc</td>
</tr>
</tbody>
</table>

Add New Filter
Add New Column
1. **Basic student information** is located in the top left corner in the student info box.

2. **Print Options** are now available in the blue Printing Options box.

3. **IEP forms list.** Please Note: The order in which forms are listed is determined by each SELPA.

   - ![Switch to IFSP Forms](image) will toggle between IEP and IFSP forms. *(if the SELPA uses this feature)*
   - ![Return to IEPs List](image) will take the user to the student's IEPs list page.
   - ![View Current IEP](image) will toggle between the Future and Current IEP. *(if the student does not have a Current IEP, this link will not appear).*
   - ![View Student Record](image) will take the user to the Student Record, Demographics page.
   - ![Edit icon](image) allows the user to access the data entry screen, of the IEP.

   **Attachments** link is available to add attachments to the IEP.
Data Entry Screen of Future IEP:

1. **Basic student information** is located in the top left corner in the student info box.

2. **Student Search box** allows all user levels to switch between students without leaving the page.
   - Click the Show All Students link to view all students the user has access to or enter First name, Last name, or DOB and click the **Find** button to find a specific student.
   - **Edit** icon allows users to access the same page for a different student.

3. **Buttons and Quick Links**
   - Buttons have been moved to the box below the student search box.
   - Quick Links provides easy access to different areas of the system such as the Student Record or E-mail feature.

4. **Consistent Header**
   - All forms now have a consistent header with the title for the form in the center. Under that is the student’s first and last name as well as the IEP date.
Current IEP

1. Basic student information is located in the top left corner in the student info box.

2. Print Options are now available in the blue Printing Options box.

3. IEP forms list. *Please Note: The order in which forms are listed is determined by each SELPA.*

   - **Return to IEPs List** will take the user to the IEPs list page.
   - **View Student Record** will take the user to the Student Record.
   - **View Future IEP** will toggle between the Future and Current IEP.
   - **View / Print** icon allows the user to print forms individually.
Amendment Process

Only one Amendment can be open (in edit mode) at a time for a student.

![Current Affirmed/Attested Forms](image)

**Add Amendment** link allows users to add a new Amendment, to the Current IEP.

**Edit** icon allows the user to edit an Unaffirmed Amendment.

**Print** icon allows the user to print the Amendment form and any other IEP pages used during this amendment.

**Delete** icon allows users to delete an Amendment. Please Note: Once the Amendment has been Affirmed only users with the permission to Delete Amendments will be able to see the **Delete** icon.

**Attachments** icon allows the user to add attachments directly to the Amendment.

Amendment Print Screen

Click the **Print** icon to access the Amendment Print Screen. This page will list all the forms in the IEP. Those selected as part of the Amendment will be bolded and have check boxes to the left of the form title, just like a Current IEP. This is also where the user can view Attachments added directly to the Amendment.

![Amendment Print Screen](image)

**Return to IEPs List** will take the user to the student’s IEPs list page.

**View Student Record** will take the user to the Student Record.

**Return to IEP** will return the user to the Current IEP list page.

**View / Print** icon allows the user to print forms individually.
Amendment Data Entry

Users now have the option to select if additional forms are required with the Amendment.

If Yes is selected click the Edit icon next to any form that needs to be included with the Amendment. This will direct the user to the Future IEP where they can edit forms.

Edit the form(s) as necessary using the forms box to navigate to different pages. Please Note: The IEP date that is at the top of all Future IEP forms has been replaced with the Amendment date.

Once all forms have been updated click the Return to Amendment button and save all work.

Affirming an Amendment

This is now the same process as Affirming an IEP. Users will be taken to the Affirm step where they can select all forms to be included in the amendment.
Goal Summary Page

Create New Goal allows the user to create a new goal on the IEP.

Delete Selected Goals allows the user to delete goals in bulk.

Go to Progress Report Summary Page allows the user to access the Write Progress feature.

Check boxes allows the user to select multiple goals, for use of the Bulk Printing and Deleting options.

Add To My Goals drop down allows teachers to add goals to their personal goal banks.

Edit Goal icon allows the user to edit the goal.

Delete Goal icon allows the user to delete a goal.

Print Goal icon allows the user to print an individual goal page.

Goal Order drop down allows user to change the goal order, as shown on the summary page and when printing.

Update link allows the user reflect when the goal was last edited, and by whom, in the Updated On / By information.
Progress Report Summary Page

The Progress Reports are documented in the new Write Progress section.

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**Print Selected Goals** allows the user to Print all selected goals at once.

**Write Progress on Selected Goals** allows the user access to the data entry screen, to write progress info on multiple goals, at one time.

**Affirm / Attest PR** allows the user to Affirm the progress report. Please Note: This button will only show if the student is Eligible and if the user is the Case Manager or has the Affirm Progress Reports permission.

**Print Affirmed PR** allows the user to delete goals in bulk.

**Show All Students** allows the user to switch between students without leaving the page.

A **Goal Version** radio buttons allow the user to toggle between the Goals A and B pages. *This only applies to SELPAs that use more than one goal form.*

**Check boxes** allows the user to select multiple goals for use of the Bulk Print, or write Progress features.

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**Write Progress on Goals:**

This page includes Student info and all progress info including Goal, Baseline, Area of Need, Goal Title, Short Term Objectives, Progress Report Date, Summary of Progress, Comments, and Goal Ready for PR buttons.
The ACSA / CARS+ goal bank now has Spanish translations for all goals, and updated navigation.

<table>
<thead>
<tr>
<th>ACSA/CARS+ Goals</th>
<th>Objectives (choose one or more)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts</td>
<td>1. By (date of marking period), within a structured setting, (name) will imitate the target sound(s) in isolation in ___ out of ___ trials with ___% accuracy as measured by (check appropriate documentation box on IEP goal sheet).</td>
</tr>
<tr>
<td>Listening and Speaking</td>
<td>2. By (date of marking period), within a structured setting, (name) will produce the target sound(s) in CV, VC, VCV and CVC context in ___ out of ___ trials with ___% accuracy as measured by (check appropriate documentation box on IEP goal sheet).</td>
</tr>
<tr>
<td>Comprehension</td>
<td>3. By (date of marking period), within a structured setting, (name) will produce the target sound(s) in (initial/medial-final) position(s) of words (by imitation/ spontaneously) in ___ out of ___ trials with ___% accuracy as measured by (check appropriate documentation box on IEP goal sheet).</td>
</tr>
</tbody>
</table>

- **Add English Text Only to Goal Page** allows the user to copy only the English text of the selected goal into the IEP Goal form.
- **Add English and Spanish Text to Goal Page** allows the user to copy both the English and Spanish text of the selected goal into the IEP Goal form.
- **Cancel and Return to Goal Page** takes the user back to the IEP without adding a goal.
- **Return to Goal Libraries** link will take the user back to the list of all goal libraries.
- **Return to Search Results** link will take the user back to the ACSA/CARS+ goal bank with previous search criteria still in place.
- **Start New Search** link will take the user back to the ACSA/CARS+ goal bank with nothing selected in the search drop downs.
The New Service Grid

Many updates have been made to the service grid that displays on the Future IEP and CASEMIS B page of the student record.

<table>
<thead>
<tr>
<th>Sort Order</th>
<th>Service</th>
<th>Dates</th>
<th>Duration/Frequency</th>
<th>Caseload</th>
<th>Additional Grids/ ESY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>310 Specialized Academic Instruction Spec Ed Academic Instruction</td>
<td>6/11/2012 6/1/2013</td>
<td>120 min x 4 sessions Non-Assigned</td>
<td>Assign</td>
<td>Blank Grids to Print</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>400 min Weekly</td>
<td></td>
<td>Copy to ESY</td>
</tr>
</tbody>
</table>
|            | **Location:** 520 Separate classroom in public integrated facility  
**Provider Agency:** 100 District of Service  
**Initial Start Date:** 6/1/2011  
**Delivery:** Ind Grp Sec Transition  
**Comments:** |                      |                    |          |          |                      |
| 2          | 415 Language and speech Therapy Speech Therapy                          | 6/11/2013 6/1/2013 | 125 min Daily      | Non-Assigned | Blank Grids to Print |
|            |                                  |                      |                    |          | Copy to ESY           |
| 3          | Amended Service Speech Therapy                          | 6/1/2012 6/10/2012 | 120 min Daily      | Non-Assigned | Blank Grids to Print |

Expand / Collapse arrow will expand or collapse each grid to show additional information.

**Sort Order** allows users to easily put services into the desired order.

**Do Not Report** check box allows the user to mark the service DNR and exclude it from being reported to CASEMIS.

**Action Links column** allow the user to perform actions such as Edit / Delete (see next section for more details).

**Service column** lists basic info about the service such as service code and category.

**Dates column** lists the start and end dates.

**Duration / Frequency column** displays all duration and frequency information.

**Caseload column** allows users to assign providers to the service for Acceli-Track purposes.

**Blank Grids to Print** drop down allows the user to Print blank service grids for hand written notes during IEP meetings. The selected number of blank grids are inserted after the service on the printed page only.

**Copy to ESY** link will copy the service to the ESY section of the Future IEP. See the ESY section for more info.
Service Options Before the IEP has been Affirmed

These are services that have been added to the Future IEP before the meeting has been Affirmed. Once the IEP meeting is held and the IEP is Affirmed, the service grid will reflect different options as noted in the next section.

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Service Category</th>
<th>Start Date</th>
<th>End Date</th>
<th>Duration</th>
<th>Assigned Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 Medical services (for evaluation only) (0-2 only)</td>
<td>Assistive Technology</td>
<td>5/6/2013-5/31/2013</td>
<td>7 min x 3 sessions per year</td>
<td>Assigned</td>
<td></td>
</tr>
<tr>
<td>620 Vocational assessment, counseling, guidance, and career assessment</td>
<td>Assistive Technology</td>
<td>1/1/2010-7/31/2010</td>
<td>55 min Monthly</td>
<td>Non-Assigned</td>
<td></td>
</tr>
<tr>
<td>620 College awareness</td>
<td>Assistive Technology</td>
<td>1/1/2010-1/31/2010</td>
<td>55 min Monthly</td>
<td>Non-Assigned</td>
<td></td>
</tr>
</tbody>
</table>

How to Edit a Service:
1. Click the Edit link next to the service to be edited.
2. Edit any fields as necessary. Please Note: The Service Code and Service Category will not be editable. If these fields need to be edited a new service will need to be created and the incorrect service will need to be deleted.
3. Click the Save button. Please Note: Edit and Delete options will still be available on this service to modify and delete as needed until the IEP is affirmed.

How to Delete a Service:
1. Click the Delete link next to the service to be removed.
2. Click the Delete Service button in the confirmation window.

Service Options After the IEP has been Affirmed

Once the IEP meeting has been held and the IEP is Affirmed, the service grid will reflect different options. When preparing for the next IEP, determine if the existing service(s) will need to be Amended, Continued or Discontinued.

<table>
<thead>
<tr>
<th>Service Code</th>
<th>Service Category</th>
<th>Start Date</th>
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<td>1/1/2010-1/31/2010</td>
<td>55 min Monthly</td>
<td>Non-Assigned</td>
<td></td>
</tr>
</tbody>
</table>

How To Amend A Service:
If a change occurs to an existing service between annual IEPs, the service will need to be Amended (e.g. Duration of service needs to be increased). Documenting this change in service may be done while editing forms during the amendment process.
1. Click the Amend Service link.
2. Enter an end date. This should reflect the day the existing service will be ending to subsequently start the next service with its modification.
3. Click the Continue button.
4. Update the information to reflect the most recent modifications needed to the service. Please Note: The Start Date will be auto generated for one day after the end date entered on the previous screen.
5. Click the Save button. The Amended Service will remain on the service grid marked as Do not Report to avoid duplicate service errors, showing that iteration has since ended. The new iteration will also be listed reflecting the most recent information of the service with Edit and Delete options to modify as needed until the IEP / Amendment is Affirmed.

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How To Continue an Existing Service Onto a New IEP:
If the existing service will be continued on the next IEP, follow this process to keep the service listed and update the needed information to reflect what will be provided during the upcoming year.

1. Click the Continue to New IEP link
2. Update the information to reflect what will be provided during the new IEP.
3. Click the Save button. Please Note: Edit and Delete options will be available on this service to modify and delete as needed until the IEP is affirmed.

How To Discontinue A Service:
When a service is no longer being provided to the student, the service should be discontinued on the IEP.

1. Click the Discontinue link.
2. Enter an End Date. This should reflect the last day the service will be provided.
3. Click the Discontinue button.

Details about the service will still be displayed on the service grid but the service will be marked discontinued and only a Delete link will be available. The service must remain in the service grid until after the June 30th CASEMIS report so it will be reported. After the final report is run users can delete the service permanently by clicking the Delete link.

When To Delete an Affirmed Service:
The delete option will only be available on Affirmed services that have been Amended or Discontinued. Once the final June 30th report has been created, it is ok to delete the service from the service grid and no longer keep it on the IEP.

1. Click the Delete link next to the service to be removed.

ESY Services:
ESY services are not reported to CASEMIS, and therefore are only displayed on the IEP page and not on the CASEMIS B page of the student record.

• Add ESY Service button will add a new service to the ESY grid.
• Copy to ESY link in the regular service grid will copy a regular service to the ESY grid.
• Edit link allows the user to edit any of the service content, such as Start / End dates when service is copied from the regular services section.
• Delete link allows the user to remove the service when it is no longer being provided.

For more information about services, see the Services Mini Manual!!!
Search For Students

With the new **Add** and **Delete** icons, filters and columns to show can be added above or below any existing filter or column to show.

**Search Filters**

![Search Filter Interface]

- **Add** icon allows the user to add a new filter below that field.
- **Delete** icon allows the user to delete a filter.
- **Not** check box allows the user to search for all students who DON'T meet that filter.

**Add New Search Filter** allows the user to add a new search filter to the bottom of the existing list.

**Columns to Show in Results**

![Columns To Show Interface]

- **Add** icon allows the user to add a new column to show below that field.
- **Delete** icon allows the user to delete a column to show.

**Add New Column** allows the user to add a new column to show in results to the bottom of the existing list.
Results

The results are displayed in the report view.

1. Side Nav Bar

My Custom Searches lists all saved searches which are sorted by category. Shared Searches lists all shared searches alphabetically.

2. Saving and Sharing options

Searches can now be assigned to categories, making saved searches organized.

Manage Categories link allows user to Add / Edit / Delete categories.

A user can select up to 5 searches to be placed on the home page. This allows for quick access to the most frequently used searches.

3. Search Results

✍ Student Record icon will take the user to the Student Record.

👀 Actions icon will display all actions available for that student.

🔍 View IEPs icon will take the user to the Student IEPs list page.

Expand View button shows all results in an expanded pop up for easier viewing.
Doc Library

Show documents in:  
Keyword:  

Search  
Show All

Manage Folders  Add New Document  Delete Selected Documents

<table>
<thead>
<tr>
<th>Folder Title</th>
<th>Document Title</th>
<th>Uploaded By</th>
<th>Uploaded On</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Materials (1)</td>
<td>Training Materials</td>
<td>Nikki SELPA</td>
<td>02/14/2012</td>
</tr>
<tr>
<td>Misc Forms (1)</td>
<td>Misc Forms</td>
<td>Nikki SELPA</td>
<td>02/14/2012</td>
</tr>
<tr>
<td>SELPA Info (2)</td>
<td>SELPA Contact List</td>
<td>Nikki SELPA</td>
<td>02/28/2012</td>
</tr>
<tr>
<td>SELPA Policies</td>
<td></td>
<td>Nikki SELPA</td>
<td>03/01/2012</td>
</tr>
<tr>
<td>Survey (1)</td>
<td>Survey</td>
<td>Nikki SELPA</td>
<td>02/23/2012</td>
</tr>
</tbody>
</table>

Move Selected Documents To:

- **Search** Use the blue search box to search for documents.
- **Delete Selected Documents** allows the user to deleted selected documents in bulk.
- **Manage Folders** allows the user to Add / Edit / Delete folders.
- **Add New Document** allows the user to add a document to the library.

- **Check boxes** allow the user to select documents for use of Bulk deleting, or moving files to new folders

**Move Selected Documents To** allows the user to drop down to change the folder of selected documents. *When a document is moved in bulk to a new folder with different user levels, the document will take on the user levels of the folder.*

- **Edit** icon allows the user to edit a document.
- **Delete** icon allows the user to delete a document.
- **Download** icon allows the user to download the document.

**Manage Folders Screen**

**Add New Doc screen**
Bulk Update Provider Types

Use the Bulk Update Provider Types feature to update Teacher level users who are assigned “types” that are being discontinued.

1. Check the Check Box(es) to select the user(s) to be changed. *Please Note: Only teachers’ provider types will be updated.*

2. Click the **Bulk Update Provider Type** button.

3. Choose the provider type that is accurate for the selected users.

4. Check the box next to the red text that says I acknowledge that I will be updating XX users. *(The XX will be replaced with the number of users changes are being made to).*

5. Click the **Update** button (or the **Cancel** button to exit this page and return to the manage users page without updating provider types).
E-mail Other Users

This feature is now combined into one page so users can search for users to e-mail from the e-mail page itself.