

SEAS Administrator Training

SEAS is compatible in IE, Firefox, Google Chrome, and Safari.

1. SEAS Log-In

- Basic login rules
- Reports - student audit trail

2. Achieve Dashboard

- Student list - types of security levels
- Achieve plan types & SEAS partnerships
- Locating timeline messages & updating / correcting timelines on students
- SEAS technical support information and network requirements
- Creating new plan in Achieve 2.0 IEP accessing info from SEAS Classic

3. System Setup

- Admin-Forms Packets
 - a. Focus on Building/Modifying a Forms Packet
 - b. Forms Exclusions
 - c. Supplemental Packets
- Admin-Forms Settings
 - a. Setting up Draft Watermarks
 - b. Narratives
 - c. Hide Forms
 - d. Setting up Page Numbering
- Setting up Admin Folders for Data Collection in Student Information
- Custom Permissions in SEAS
- Owner Setup selecting the correct site parameters
- Setting quarterly progress dates to auto-populate goal progress pages

4. Student Information

- Entering a Student in SEAS
- Nightly Interface between SEAS & eSchool
- Inactivating/Removing kids in SEAS

5. Goal Bank Management

- Setting up New Goal Banks for staff to add appropriate goals and objectives

6. Accessing Draft IEP in Achieve or a Forms Packet in Classic

- Auto Fill, Extraction, Bridging
- Navigating the Forms Packet
- Record Locking
- Updating Status
- Inserting Forms- Duplicating Forms- Inserting Blank Pages- Supplemental Packets
- SEAS Toolbar & Printing Options
- Form Narratives
- Navigate through the Goal bank to choose/create the proper Standard, Goal and Objective for your child
- Locked Documents- Copy, Amendment, and Rename
- New form updates

7. Reports

- SEAS standard pre-built reports
- Report designer - individual or district custom built reports