

SEAS Staff Training

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

1. SEAS Log-In

- Basic login rules

2. Achieve Dashboard

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

3. Student Information

- Entering a student in SEAS
- Inactivating/removing kids in SEAS
- Nightly interface between SEAS & eSchool
- Access/schedule
- Student information screens
- Group editing in student information

4. Goal Bank Management

- Create your own goals and objectives in the SEAS program to use on any child in your caseload
- Learn the four rules for writing generic goals and objectives

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

- Auto fill from student information - shortcut link to student demographics
- Navigating the forms packet
- Record locking
- Updating status
- Inserting forms- duplicating forms- inserting blank pages- supplemental packets in 2.0
- SEAS toolbar & printing options
- Form narratives
- Navigate through the goal bank to choose/create the proper standard, goal and objective for your child
- Locking forms packets
- Locked documents- copy, amendment, and rename

6. SEAS Message Center

- Basic navigation
- Message delivery options
- Student information report
- Student audit trail

7. Q&A to discuss other products (CLASS, 504, RTI, BEH, Medicaid, SmartEval, ELL, Gifted)