



# SEAS 2.0

# **ACHIEVE**

Administrator Training Session

## 01 SEAS Login

- Basic login rules
- SEAS technical support information and chat

## 02 Achieve Dashboard

- LaunchPad: Security levels and student access
- Student search and timelines
- Achieve plan types
- Student Information
  - Entering a student in SEAS
  - Nightly interface between SEAS & eSchool
- Adding a plan in Achieve 2.0

## 03 System Setup

- Admin-Forms packets
  - Focus on building & modifying a forms packet
  - Forms exclusions
  - Supplemental packets
- Admin-Forms settings
  - Setting up draft watermarks
  - Narratives
  - Hide forms
  - 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

## 04 Goal Bank Management

- Setting up goal banks
- Adding district wide goals
- Adding personal goals

## 05 Accessing Draft IEP in Achieve or a Forms Packet in Classic

- Navigating the forms packet
- Record locking
- Auto fill, extraction, bridging
- 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
- Updating status
- Locking your packets
- Updating progress
- Copy, amendment, and rename

## 06 Reports

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