



SEAS 2.0

ACHIEVE

User Training Session

01 SEAS Login

- Basic login rules
- SEAS technical support information

02 Achieve Dashboard

- Student list
- Achieve plan types
- Locating timeline messages and updating/correcting timelines on students
- Creating a new plan in Achieve 2.0 IEP
- Accessing info from SEAS Classic

03 Student Information

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

04 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

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

- Auto fill from student information, shortcut link to student demographics

05 Accessing Draft IEP in Achieve or a Forms Packet in Classic (Continued)

- Navigating the forms packet
- Record locking
- Updating status
- Inserting forms, duplicating forms, inserting blank pages, supplemental packets in 2.0
- SEAS toolbar and 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, amend, and rename

06 SEAS Message Center

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

Q&A Discussion of other products including:

- | | |
|---------|-------------|
| - CLASS | - Medicaid |
| - 504 | - SmartEval |
| - RTI | - ELL |
| - BEH | - Gifted |