

Adding Students to SEAS

Student Information

The Student Information section of SEASWeb is the area where new students are added, edited, activated/inactivated and removed from the program. It is designed to hold the Demographic, Parent, School, and other pertinent student data that will be used to automatically fill in forms as well as populate reports. Not everything input into student information goes into a form, but every field serves a purpose. This section of the manual details the function of Student Information.

Adding Students

After the initial data conversion, most districts have the ability to manually add students to the Student Information component of SEASWeb. However, some districts request this functionality be removed from the program. In order for those districts to add students to the program, they must perform a nightly data feed from their SIS to SEASWeb.

To add a student to SEASWeb, follow the steps below.

Step 1 > Single click on the “Setup” button on the main menu.

Step 2 > Single click on the “Student Information” link under the “Setup” button.

Step 3 > When the “Manage Students” screen appears, click on the “Add Student” button located on the navigation bar at the top of the screen. If you do not see an “Add Student” button on the navigation bar, your district does not have the ability to add a student.

Required Fields

SEASWeb requires 4 fields to be filled out before a student can be added.

These fields include: last name, first name, ID # or SSN and Teacher of Record. However, during the implementation process, your district can define other fields as well. If you try to save a student record without filling in the required fields, a message will appear informing you that they have not been filled out, and the necessary fields will be highlighted. Simply fill in the fields and resave.

Demographics

Information entered in the demographic section of student information will be used to populate several forms in addition to various reports. The Demographic screen will appear after selecting the student you wish to edit or after clicking on the “Add Student” link on the “Manage Students” screen.

Step 1 > Fill in the appropriate information.

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Step 2 > Save your changes by clicking on the “Save” button located on the navigation bar at the top of the screen. It is not necessary to save when moving between options in the Student Information screens (i.e. Demographics, Parents, etc.) however, it is good practice. All other components in SEASWeb require you to save before moving to the next screen.

Parents

The Parent tab in Student Information is broken into two subcategories: 1st Parent and 2nd Parent. To enter parent information, follow the steps below.

Step 1 > Single click on the “Parents” tab on the right side of the Student Information screen.

Step 2 > Single click on the “1st Parent” link located under the “Parents”

tab.

Step 3 > Fill in appropriate information.

Step 4 > Click on the “Save” button located on the navigation bar at the top of the screen.

Step 5 > If necessary, click on the “2nd Parent” link located under the “Parents” tab and repeat steps three (3) and four (4).

School

Assigning an “Attending School” to a child is very important. This information will be used later in SEASWeb during the IEP process. While creating a goal sheet, in order to determine which form to use, the program needs to know how many grading periods the school has. If the child has not been assigned a school, the program has no way of knowing which form to use, and an error message will be displayed. School information will also be used in several reports. To assign a school to a child, follow the steps below.

Step 1 > Click on the “School” tab on the right side of the Student Information screen.

Step 2 > Select an “Attending School” from the drop down box. If you do not see the school you need, contact your administrator to add it.

Step 3 > Select the “School Type” for your attending school from the drop down box.

Step 4 > Select a “Neighborhood School” from the drop down box. If you do not see the school you need, contact your administrator to add it.

Step 5 > Select the “School Type” for your attending school from the drop down box.

Step 6 > Click on the “Save” button located on the navigation bar at the top of the screen.

Conference

The Conference section of Student Information is designed to hold dates pertaining to students’ conferences. Types of conference dates within SEASWeb vary from state to state and sometimes even district to district, but the purpose of the conference section is the same for everyone. When you Computer Automation Systems, Inc.

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enter an IEP date for example, the program will take that date and calculate the next IEP due date. You will see this due date in blue next to the date field that it applies to. The Messages component of SEASWeb in turn takes that upcoming due date and sends reminder messages to users.

Annual Review

The Annual Review section of Student Information provides a place for users to keep track of first and second annual notice dates. These fields have been provided for you to quickly view these important dates, however, this information is not used in other components of the program. Unless instructed otherwise by personnel within the district, this section can remain blank with no adverse effects on SEASWeb usage.

Notes

The Notes section of Student Information allows you to enter miscellaneous notes for each student. After entering a note, your name and the date and time will automatically display in the list of notes. Notes will be sorted chronologically based on the time/date they were entered. To add a note to a student’s record, follow the steps below.

Step 1 > Click on the “Notes” tab on the right side of the Student

Information screen.

Step 2 > Click on “Add Note”.

Step 3 > In the text field labeled “Subject” enter the subject of the note. This information will be displayed along with your name and date and time of note entry in the list of notes.

Step 4 > Enter your note in the text field labeled “Note”.

Step 5 > Click on “Save”.

Access/Schedule

The Access/Schedule section of Student Information serves several purposes. Through this screen you have the ability to assign staff members to children, grant access rights to those staff members, and record schedule and related service information.

Student Record Access: Teacher of Record

The first type of assignment is **Teacher of Record**. Teacher of Record is found under the **Student Record Access** section. (The Teacher of Record is a required field when saving a student. If a student has not been assigned a Teacher of Record, the computer will prompt you to add one before saving.)

⌚ “**Edit**” is the only access a Teacher of Record can have.

⌚ “**SP**” refers to the Service Provider status of the assigned staff member.

⌚ “**Y**” signifies that the assigned staff member has been flagged as a Service Provider in Staff Information.

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⌚ “**N**” signifies that the assigned staff member has not been given Service Provider status in Staff Information.

Student Record Access: Additional Staff Members

To add additional staff members:

Step 1 Click **Assign Staff Member**. A yellow highlighted section will appear.

Step 2 When you have completed the desired fields, click **Save** on the SEAS Toolbar.

To view additional information for the assigned staff member:

Step 1 You can view/hide the additional information by clicking on the **Details** link. The **Details** link will allow you to see additional information for the assigned staff member

To delete an assigned staff member:

Step 1 Check the box in the left column that corresponds to the staff Member(s) you wish to delete.

Step 2 Click **Remove Staff Member(s)**.

Related Service Information

To add related service information to a student:

Step 1 Click **Add Related Service**. A new area will appear.

Step 2 When you have completed the desired fields, click **Save** on the SEAS toolbar. The service provider will automatically be added to the student record access and will be given edit access to the student. If the service provider has previously been added to the student

record access area with **Read** access, SEAS will change the access to **Edit**.
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