# SMEC

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**2023 SEAS ATTAIN 3.0
ADMINISTRATOR & USER OVERVIEW**

## SEAS ATTAIN LOGIN

- Basic login rules
- Email Confirmation

## LANDING PAGE

- Explanation & navigation (each item is covered in depth below)
- SEAS logo will return user to Landing Page
- Print Central

## USER ROLES/USER PROFILE

- Each role is setup based on permissions set by the district
- Default dashboard
- Default Program

## MESSAGE CENTER

- Send and receive Messages
- Meeting Invites
- Student Transfer Notification

## DASHBOARD

- Adding and Removing Widgets
- Upcoming and Overdue Events
- Services, Disabilities, & Program Status
- Snapshot of your Caseload

## CASELOAD/WATCH LIST

- Overdue, No Due Date, Monthly View, Show More, Print
- Event Details
- View Caseload List
- Watch List (How to add/remove students)

## LAUNCH PAD

- Search
- Event Details, Expanded View
- Adding New Students
  ◦ Nightly Import
  ◦ Manual Entry
  ◦ Student Information Overview
- Program
  ◦ Starter Events
- Packet Overview
  ◦ Goal Wizard
  ◦ Service Wizard
  ◦ Accommodations

## STUDENT CENTRAL

- View and or update your student's demographic information
  ◦ Demographic
  ◦ Contacts - Parent/Guardian
  ◦ Enrollments
  ◦ Staff Assignments
  ◦ Notes and Additional Documents
  ◦ Program Summaries

## PRINT CENTRAL

• Print for multiple students

## PACKET FUNCTIONALITY

• IEP Packet Meeting Scheduler, Notice forms
• IEP Packet Wizards - Services, Goals, Accommodations
• Importing Form Data
• Printing
• Transfer packet – review purpose and outcomes

## REPORTS

• Creating/Viewing Reports
• Review MS Global Reports

## ELECTRONIC SIGNATURE

• Completing the signing process

## PROGRAM CENTRAL

• +Packet - adding on demand packets
• Program Status
• Displaying ALL Student Packet(s) - "To Do", "In Progress", "Current Plan", Locked, Notes

## AMENDMENTS

• Amend the current plan

## TRANSFER PACKET

• Review purpose and outcomes

## ADMIN MENU

• Staff and Staff Titles
• School Districts
  ◦ Schools
  ◦ Total Instructional Minutes per week
  ◦ School Calendars
  ◦ Services
  ◦ Service Categories
  ◦ Service Types
  ◦ Service Groups
  ◦ Service Delivery Method
  ◦ Service Environments
  ◦ Service Locations
  ◦ Service Durations
  ◦ Service Frequencies
  ◦ Service Agencies
  ◦ Service Staff Titles
• LRE Placements

## ACCOMMODATIONS

• Accommodation Groups
  ◦ Classroom
  ◦ Testing
• Accommodation

## GOALS & PROGRESS

- Additional Goal Information
- Progress Evaluation Criteria
- Progress Responsibility Assignments
- Goal Bank Management
- Using brackets when creating goals & objectives
- Progress Monitoring/Reporting

## PROGRAM ATTRIBUTES

- Setup default data to auto fill forms
- Adding a program to a student
- Starter Events

## DISABILITIES

- Maintain & manage system disability options

## QUESTIONS & ANSWERS

- Discussion of other products (CLASS, 504, RTI, /Beh, Medicaid/Accountability, SmartEval, ELL, Gifted)
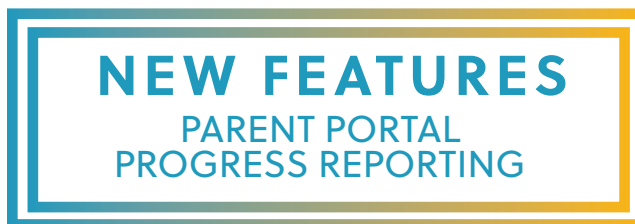
## DELAY REASONS

- Setup delay reasons that are required for all missed timelines

## GRADE LEVELS

- Manage & maintain system grade levels

### NEW FEATURES
PARENT PORTAL
PROGRESS REPORTING

**NOTE:** Attain is compatible with Chrome, Firefox, and Safari. We do not recommend using Internet Explorer or Edge.

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