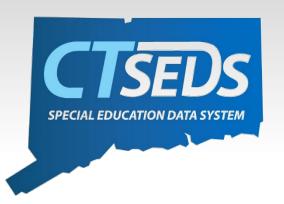
#### **CT-SEDS Administrative Preview**

Session #1 Basic Administrative Navigation







#### Welcome

#### June 8th

#### Home Page and Orientation

- Dashboard and Widgets
- My Account tools
- Student Search

#### June 15<sup>th</sup>

#### **Users and Caseloads**

- User Types
- Adding/Inactivating Users
- Caseload Set-Up

#### June 22nd

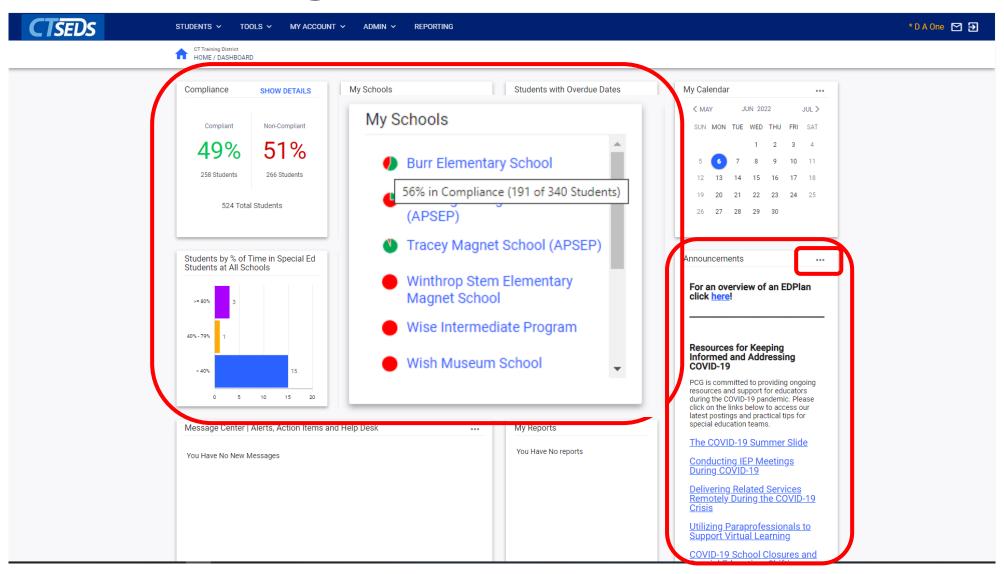
#### **Administrative Tasks**

- District Calendar Management (Progress Report Periods, ESY)
- Schools Management
- Monitoring Imports

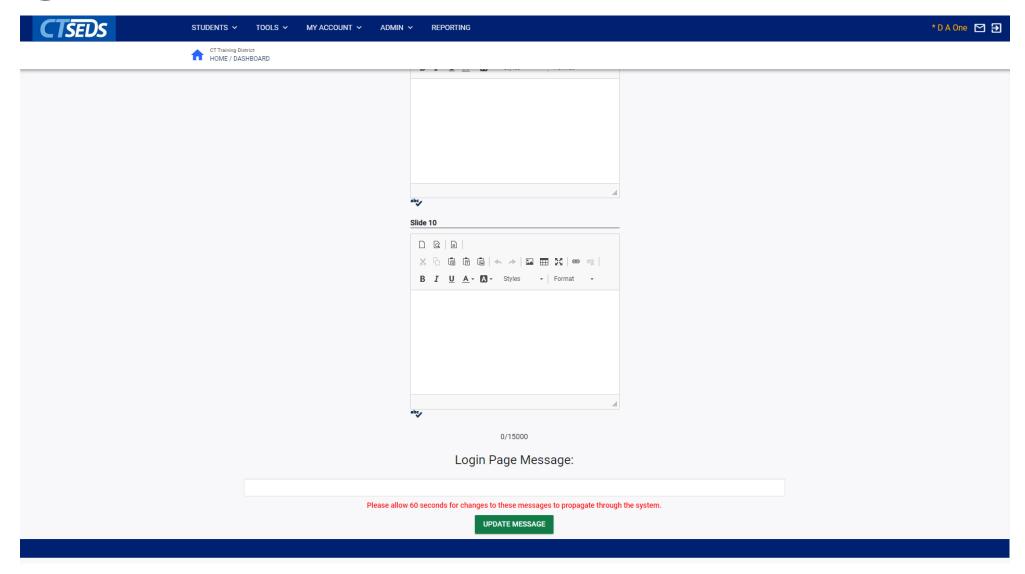
### Topics Covered Today

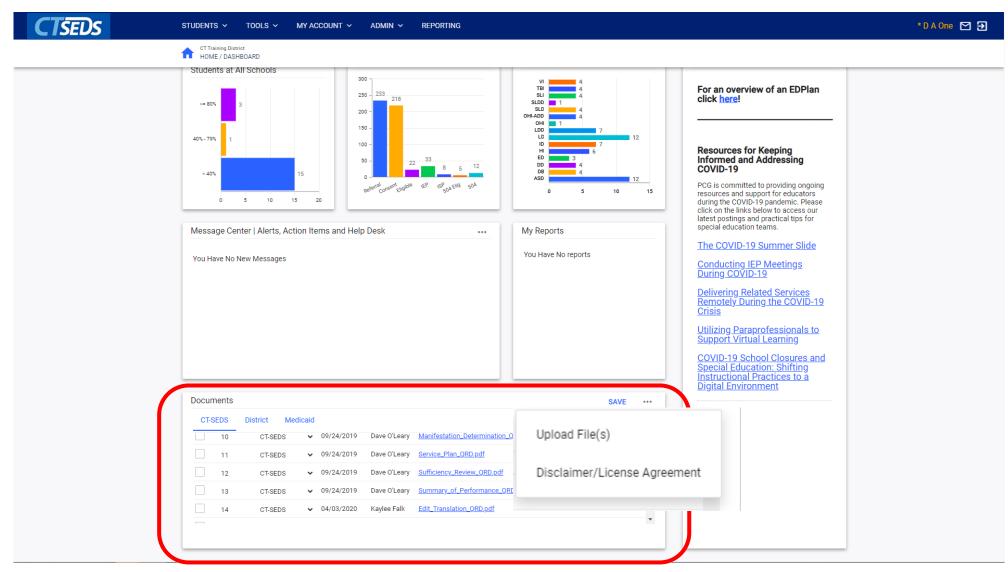
- Home Page
  - Dashboard
  - System Messages
  - Posting Documents
- My Account
  - My Calendar
  - My Docs
  - My Info
  - My Messages
  - My Reports
- Student Search

# Home Page and Dashboard

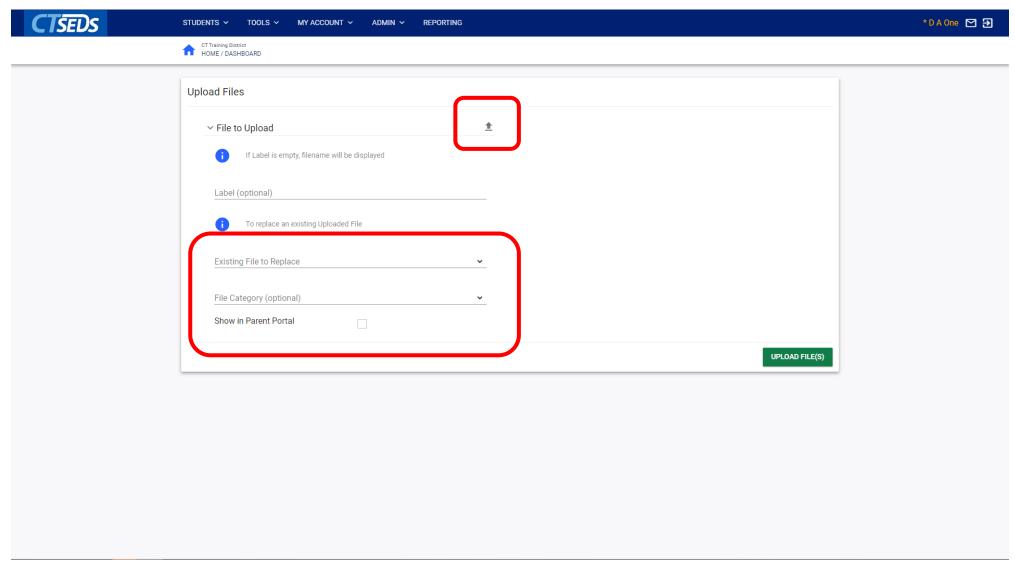


### Adding an Announcement

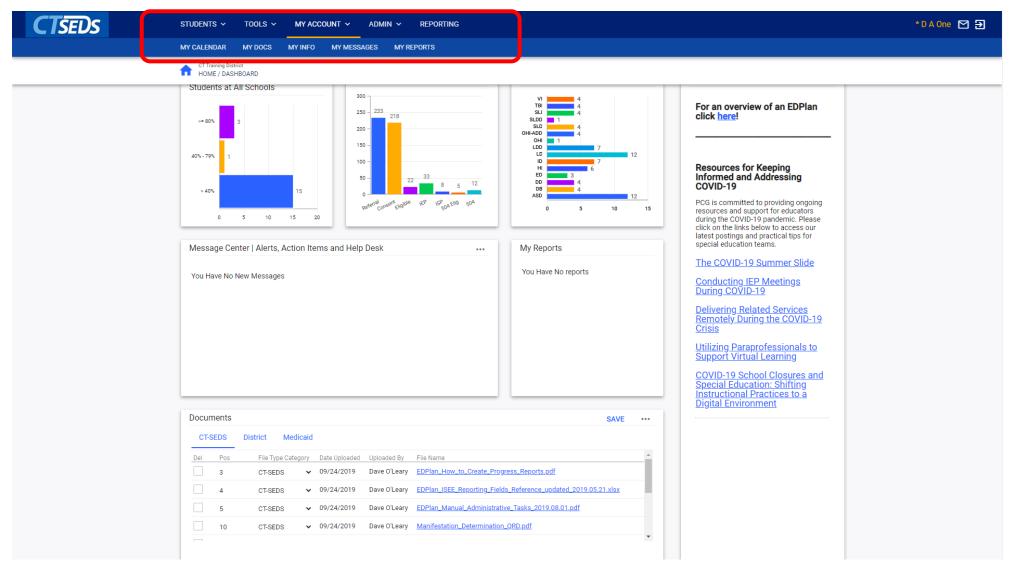




### Uploading System Documents

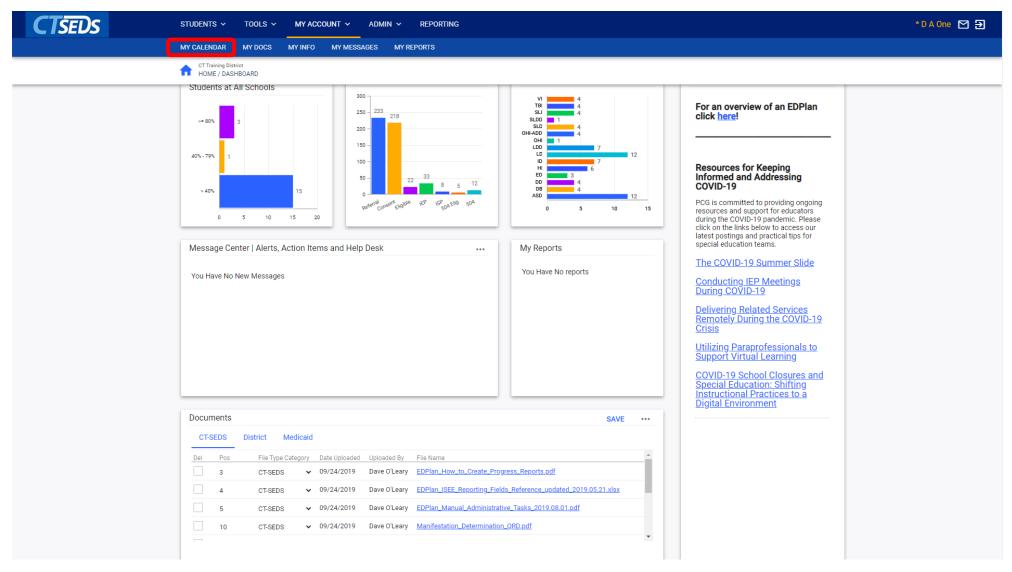


# My Account

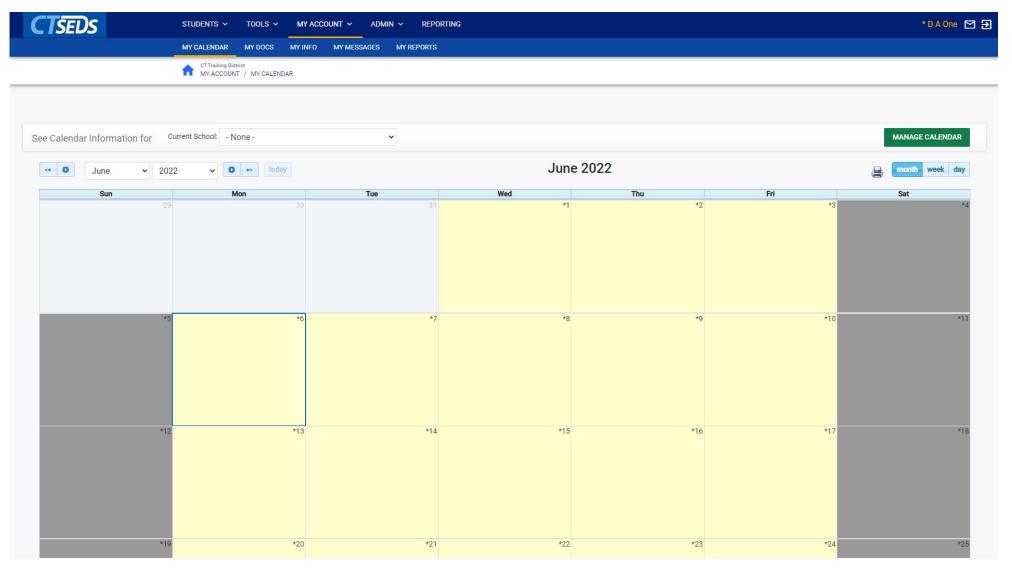


#### My Account

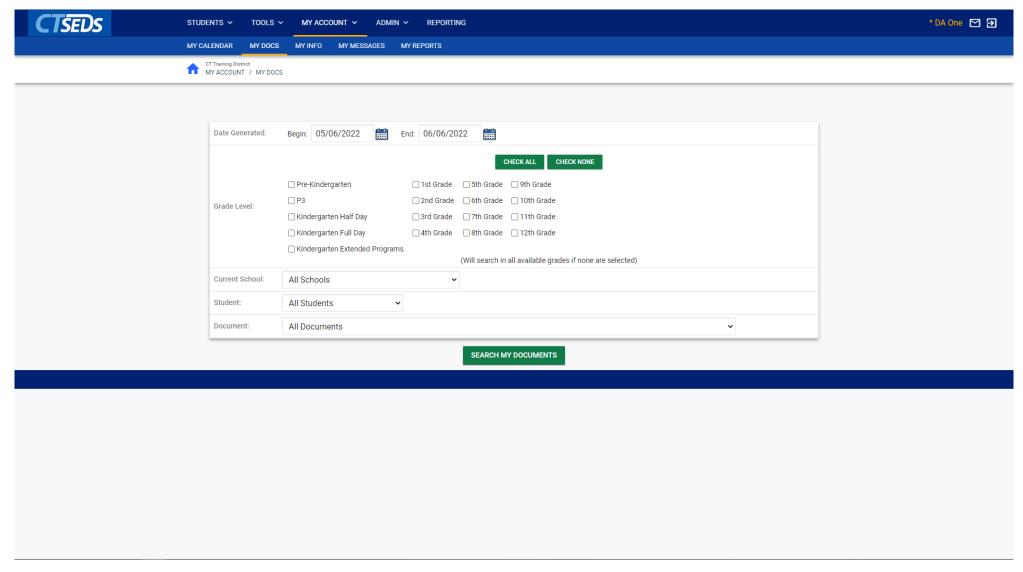
- My Calendar
  - Schedule meetings and other events in CT-SEDS
- My Docs
  - Displays all student documents for students on the user's caseload
- My Info
  - View and update your contact information, passwords, and forgotten password questions
- My Messages
  - Displays CT-SEDS notifications and messages
- My Reports
  - displays any reports generated by the user for easy access



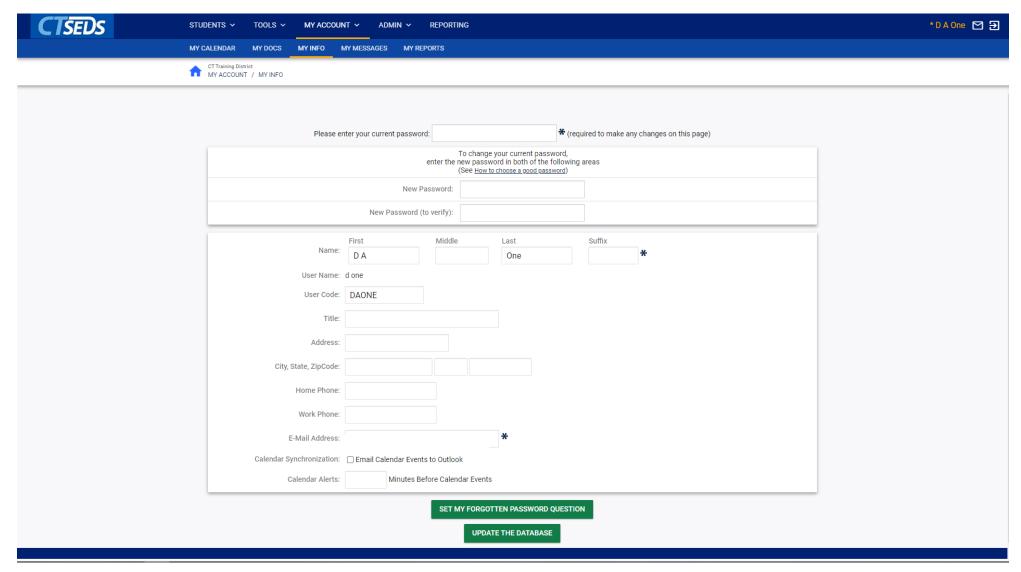
## My Calendar



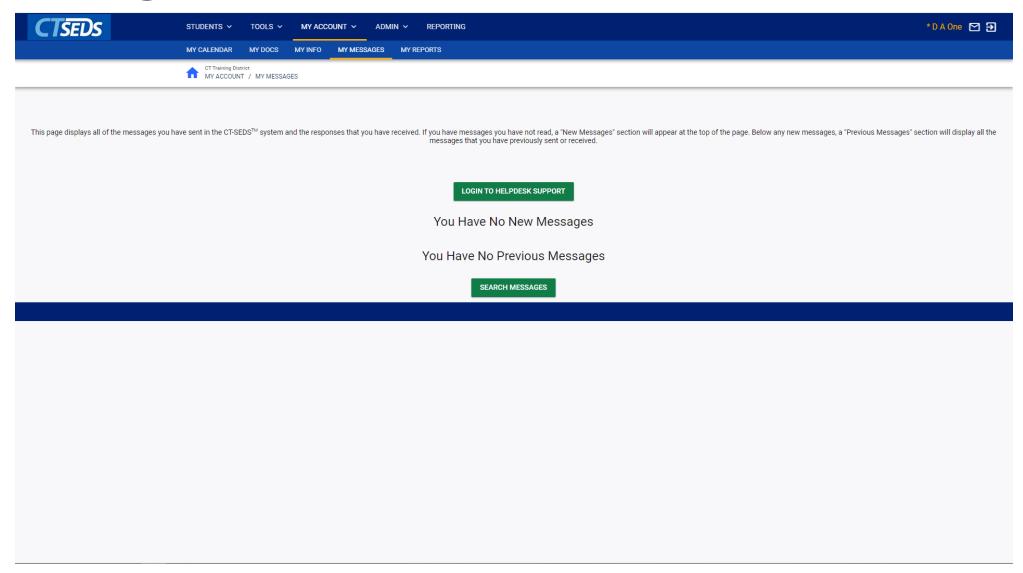
## My Docs



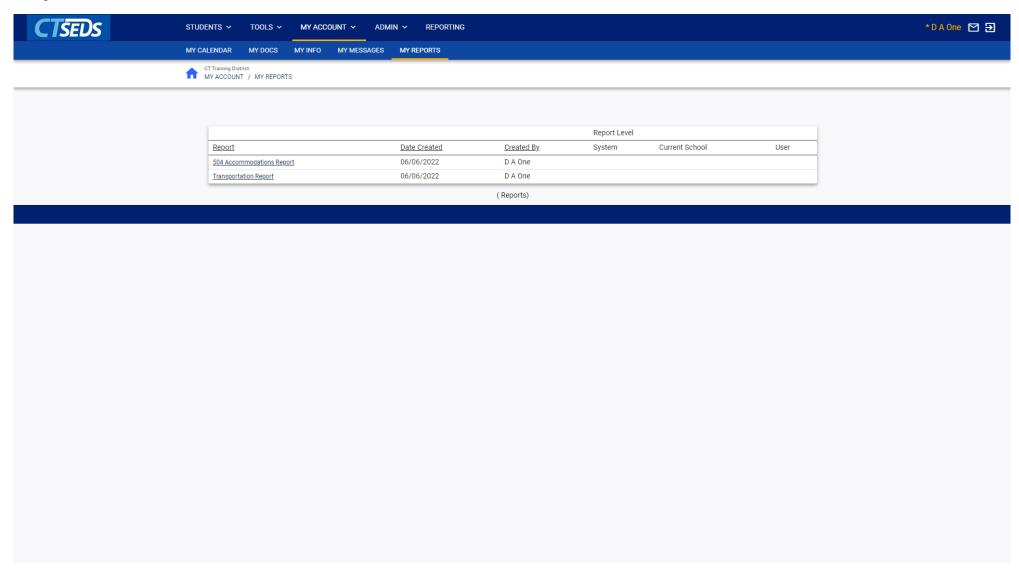
### My Info



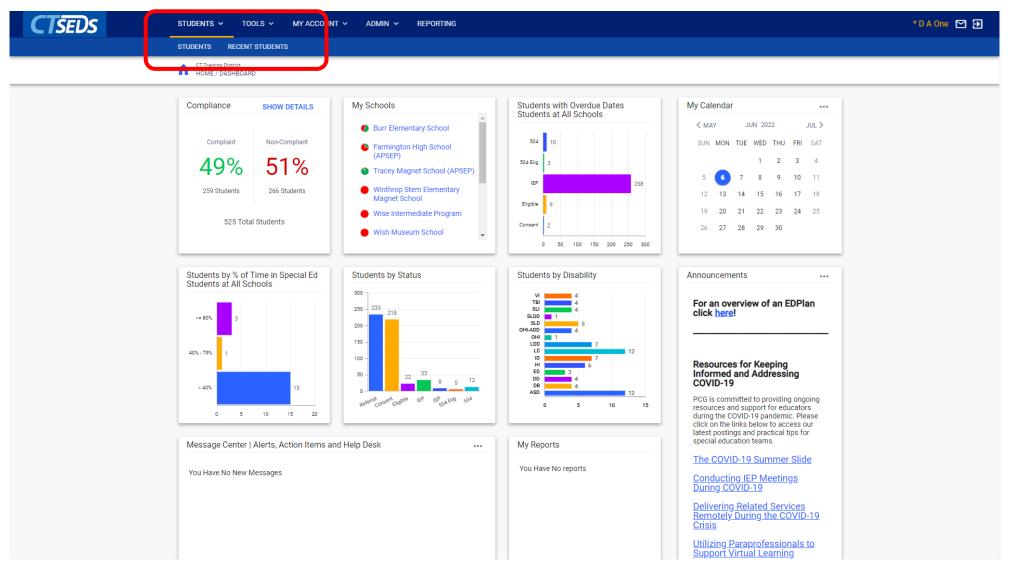
## My Messages



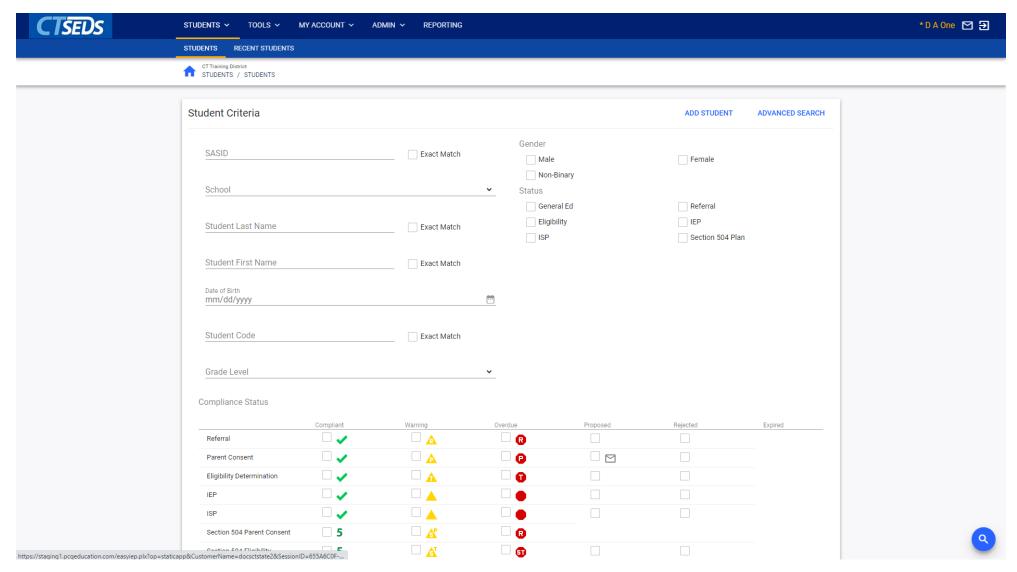
## My Reports



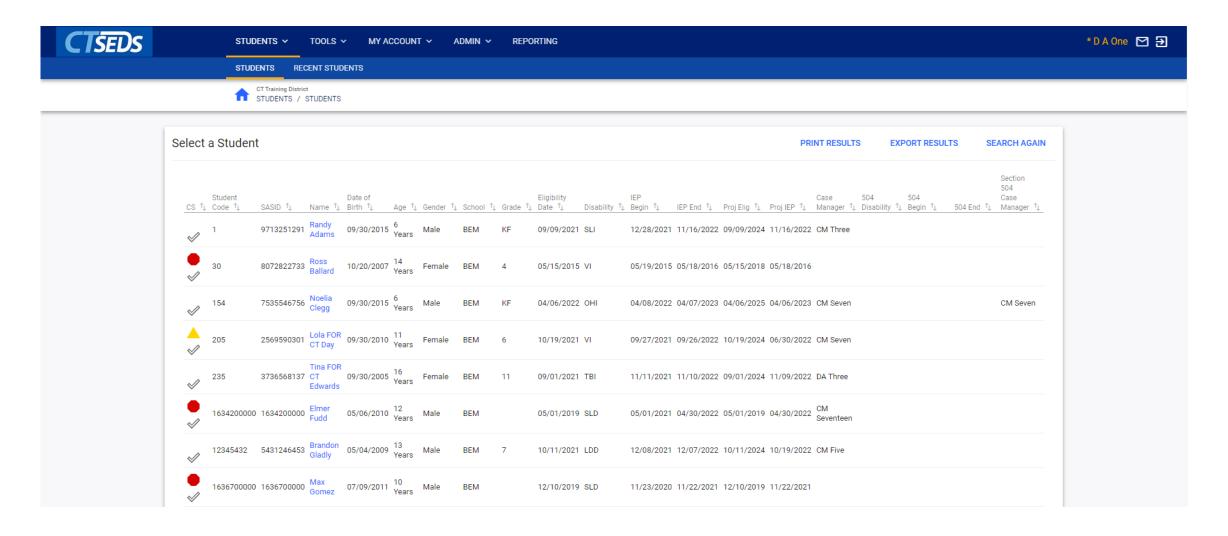
## Student Search



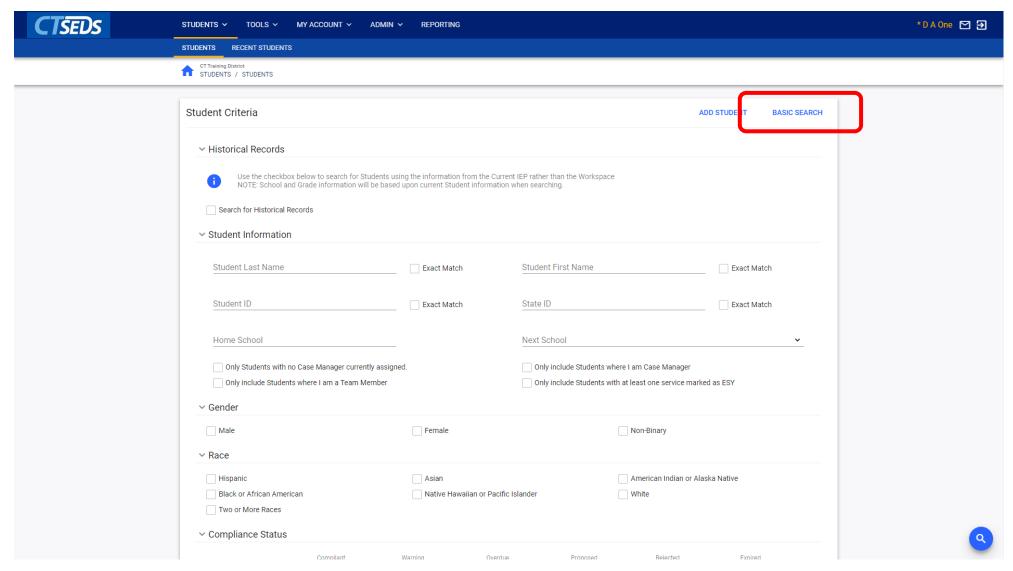
#### Student Search



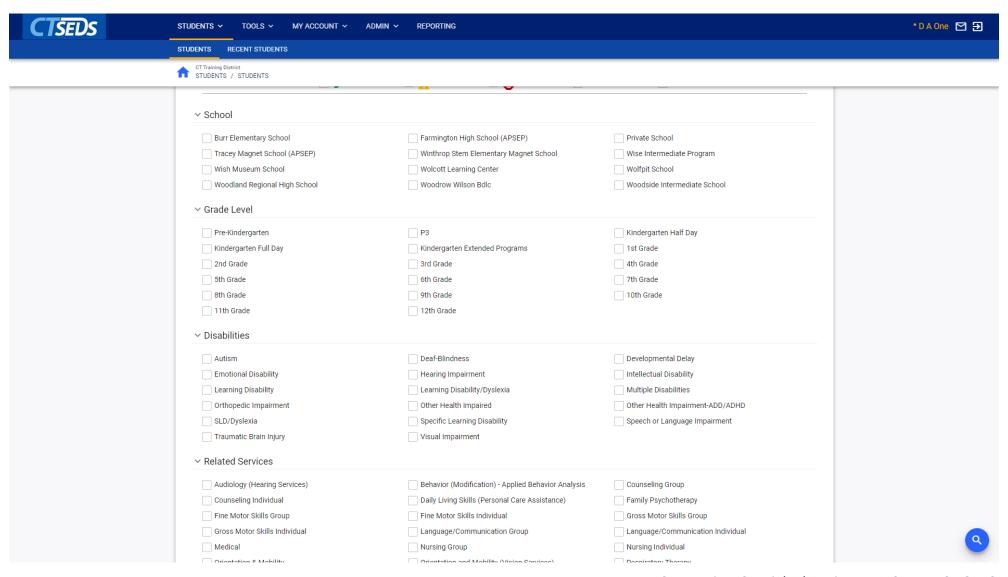
#### Student Search Results



#### Advanced Student Search



#### Advanced Search



#### Upcoming Preview Sessions

#### June 8th

Home Page and Orientation

- Dashboard and Widgets
- My Account tools
- Student Search

#### June 15<sup>th</sup>

**Users and Caseloads** 

- User Types
- Adding/Inactivating Users
- Caseload Set-Up

#### June 22nd

**Administrative Tasks** 

- District Calendar Management (Progress Report Periods, ESY)
- Schools Management
- Monitoring Imports

## Thank You!



