

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 15th

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

CT-SEDS Home Page

The screenshot shows the CT-SEDS Home Page dashboard. A red circle highlights the Compliance, My Schools, and Students with Overdue Dates sections. A red rectangle highlights the Announcements section, which includes a menu icon (three dots) and several links related to COVID-19 resources.

Compliance [SHOW DETAILS](#)

Compliant	Non-Compliant
49%	51%
258 Students	266 Students
524 Total Students	

Students by % of Time in Special Ed Students at All Schools

% of Time	Count
>= 80%	3
40% - 79%	1
< 40%	15

My Schools

- Burr Elementary School
56% in Compliance (191 of 340 Students) (APSEP)
- Tracey Magnet School (APSEP)
- Winthrop Stem Elementary Magnet School
- Wise Intermediate Program
- Wish Museum School

My Calendar

Calendar view for June 2022. The 6th is highlighted.

Announcements [...](#)

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

PCG is committed to providing ongoing resources and support for educators during the COVID-19 pandemic. Please click on the links below to access our latest postings and practical tips for special education teams.

- [The COVID-19 Summer Slide](#)
- [Conducting IEP Meetings During COVID-19](#)
- [Delivering Related Services Remotely During the COVID-19 Crisis](#)
- [Utilizing Paraprofessionals to Support Virtual Learning](#)
- [COVID-19 School Closures and](#)

Adding an Announcement

The screenshot shows the CT-SEDS web application interface. At the top is a dark blue navigation bar with the CTSEDS logo on the left and menu items: STUDENTS, TOOLS, MY ACCOUNT, ADMIN, and REPORTING. On the right of the navigation bar, there is a user profile indicator for '* D A One' with an envelope icon and a refresh icon. Below the navigation bar, a breadcrumb trail reads 'CT Training District HOME / DASHBOARD'. The main content area is a light gray workspace. In the center, there is a preview window for a slide titled 'Slide 10'. The preview shows a rich text editor toolbar with icons for undo, redo, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, and a 'Format' dropdown menu. Below the toolbar is a text input field. Underneath the preview window, the text '0/15000' is displayed. Below that, the text 'Login Page Message:' is followed by a large, empty white text input field. At the bottom of the main content area, a red text message reads: 'Please allow 60 seconds for changes to these messages to propagate through the system.' Below this message is a green button labeled 'UPDATE MESSAGE'. The bottom of the page features a dark blue footer bar.

CT-SEDS Home Page

CTSEDS

[STUDENTS](#) [TOOLS](#) [MY ACCOUNT](#) [ADMIN](#) [REPORTING](#)
* D A One

CT Training District
HOME / DASHBOARD

Students at All Schools

Percentage Range	Count
>= 80%	3
40% - 79%	1
< 40%	15

Category	Count
Referral	233
Consent	218
Eligible	22
IEP	33
ISP	8
504 Elig	5
504	12

Category	Count
VI	4
TBI	4
SLI	4
SLD	1
SLD	4
OHI-ADD	4
OHI	1
LDD	7
LD	12
ID	7
HI	6
ED	3
DD	4
DB	4
ASD	12

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Documents

CT-SEDS	District	Medicaid	ID	Date	Author	Document Title
<input type="checkbox"/>	10	CT-SEDS	▼	09/24/2019	Dave O'Leary	Manifestation Determination O
<input type="checkbox"/>	11	CT-SEDS	▼	09/24/2019	Dave O'Leary	Service Plan ORD.pdf
<input type="checkbox"/>	12	CT-SEDS	▼	09/24/2019	Dave O'Leary	Sufficiency Review ORD.pdf
<input type="checkbox"/>	13	CT-SEDS	▼	09/24/2019	Dave O'Leary	Summary of Performance ORI
<input type="checkbox"/>	14	CT-SEDS	▼	04/03/2020	Kaylee Falk	Edit Translation ORD.pdf

Upload File(s)
 Disclaimer/License Agreement

For an overview of an EDPlan click [here!](#)

Resources for Keeping Informed and Addressing COVID-19

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- [Utilizing Paraprofessionals to Support Virtual Learning](#)
- [COVID-19 School Closures and Special Education: Shifting Instructional Practices to a Digital Environment](#)

Uploading System Documents

CTSEDS STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING * D A One ✉

CT Training District
HOME / DASHBOARD

Upload Files

File to Upload 

i If Label is empty, filename will be displayed

Label (optional) _____

i To replace an existing Uploaded File

Existing File to Replace ▾

File Category (optional) ▾

Show in Parent Portal

UPLOAD FILE(S)

My Account

CT-SEDS Home Page

CT Training District
HOME / DASHBOARD

Students at All Schools

Percentage Range	Count
>= 80%	3
40% - 79%	1
< 40%	15

Referral, Consent, Eligible, IEP, ISP, 504 Elig, 504

Category	Count
Referral	233
Consent	218
Eligible	22
IEP	33
ISP	8
504 Elig	5
504	12

Disability Categories

Category	Count
VI	4
TBI	4
SLI	4
SLDD	1
SLD	4
OHI-ADD	4
OHI	1
LDD	7
LD	12
ID	7
HI	6
ED	3
DD	4
DB	4
ASD	12

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Documents

Del	Pos	File Type Category	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>	3	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_How_to_Create_Progress_Reports.pdf
<input type="checkbox"/>	4	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_ISEE_Reporting_Fields_Reference_updated_2019.05.21.xlsx
<input type="checkbox"/>	5	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_Manual_Administrative_Tasks_2019.08.01.pdf
<input type="checkbox"/>	10	CT-SEDS	09/24/2019	Dave O'Leary	Manifestation_Determination_ORD.pdf

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- [COVID-19 School Closures and Special Education: Shifting Instructional Practices to a Digital Environment](#)

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

CT-SEDS Home Page

CT Training District
HOME / DASHBOARD

Students at All Schools

Percentage Range	Count
>= 80%	3
40% - 79%	1
< 40%	15

Referral, Consent, Eligible, IEP, ISP, 504 Elig, 504

Category	Count
Referral	233
Consent	218
Eligible	22
IEP	33
ISP	8
504 Elig	5
504	12

VI, TBI, SLI, SLDD, SLD, OHI-ADD, OHI, LDD, LD, ID, HI, ED, DD, DB, ASD

Category	Count
VI	4
TBI	4
SLI	4
SLDD	1
SLD	4
OHI-ADD	4
OHI	1
LDD	7
LD	12
ID	7
HI	6
ED	3
DD	4
DB	4
ASD	12

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Documents

Del	Pos	File Type Category	Date Uploaded	Uploaded By	File Name
<input type="checkbox"/>	3	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_How_to_Create_Progress_Reports.pdf
<input type="checkbox"/>	4	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_ISEE_Reporting_Fields_Reference_updated_2019.05.21.xlsx
<input type="checkbox"/>	5	CT-SEDS	09/24/2019	Dave O'Leary	EDPlan_Manual_Administrative_Tasks_2019.08.01.pdf
<input type="checkbox"/>	10	CT-SEDS	09/24/2019	Dave O'Leary	Manifestation_Determination_ORD.pdf



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My Calendar

CTSEDS STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING * D A One  

MY CALENDAR MY DOCS MY INFO MY MESSAGES MY REPORTS

[CT Training District](#)
MY ACCOUNT / MY CALENDAR

See Calendar Information for Current School: MANAGE CALENDAR

◀ June 2022 ▶ today June 2022  month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	*1	*2	*3	*4
*5	*6	*7	*8	*9	*10	*11
*12	*13	*14	*15	*16	*17	*18
*19	*20	*21	*22	*23	*24	*25

My Docs

Date Generated: Begin: 05/06/2022 📅 End: 06/06/2022 📅

Pre-Kindergarten 1st Grade 5th Grade 9th Grade

P3 2nd Grade 6th Grade 10th Grade

Kindergarten Half Day 3rd Grade 7th Grade 11th Grade

Kindergarten Full Day 4th Grade 8th Grade 12th Grade

Kindergarten Extended Programs

(Will search in all available grades if none are selected)



Current School: All Schools ▾

Student: All Students ▾


Document: All Documents ▾

SEARCH MY DOCUMENTS

My Info

CTSEDS STUDENTS ▾ TOOLS ▾ **MY ACCOUNT ▾** ADMIN ▾ REPORTING * D A One  

MY CALENDAR MY DOCS **MY INFO** MY MESSAGES MY REPORTS

 CT Training District
MY ACCOUNT / MY INFO

Please enter your current password: * (required to make any changes on this page)

To change your current password, enter the new password in both of the following areas
(See [How to choose a good password](#))

New Password:

New Password (to verify):

Name: First Middle Last Suffix *

User Name: d one

User Code:

Title:

Address:

City, State, ZipCode:

Home Phone:

Work Phone:

E-Mail Address: *

Calendar Synchronization: Email Calendar Events to Outlook

Calendar Alerts: Minutes Before Calendar Events

SET MY FORGOTTEN PASSWORD QUESTION

UPDATE THE DATABASE

My Messages

CTSEDS STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING * D A One ✉

MY CALENDAR MY DOCS MY INFO MY MESSAGES MY REPORTS

CT Training District
MY ACCOUNT / MY MESSAGES

This page displays all of the messages you have sent in the CT-SEDS™ system and the responses that you have received. If you have messages you have not read, a "New Messages" section will appear at the top of the page. Below any new messages, a "Previous Messages" section will display all the messages that you have previously sent or received.

[LOGIN TO HELPDESK SUPPORT](#)

You Have No New Messages

You Have No Previous Messages

[SEARCH MESSAGES](#)

My Reports

CTSEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One [Envelope Icon] [Share Icon]

MY CALENDAR MY DOCS MY INFO MY MESSAGES MY REPORTS

CT Training District
MY ACCOUNT / MY REPORTS

Report	Date Created	Created By	Report Level		
			System	Current School	User
504 Accommodations Report	06/06/2022	D A One			
Transportation Report	06/06/2022	D A One			

(Reports)

Student Search

CT-SEDS Home Page

CT-SEDS | STUDENTS | TOOLS | MY ACCOUNT | ADMIN | REPORTING | * D A One

STUDENTS | RECENT STUDENTS

CT Training District | HOME / DASHBOARD

Compliance

[SHOW DETAILS](#)

Compliant	Non-Compliant
49%	51%
259 Students	266 Students
525 Total Students	

My Schools

- Burr Elementary School
- Farmington High School (APSEP)
- Tracey Magnet School (APSEP)
- Winthrop Stem Elementary Magnet School
- Wise Intermediate Program
- Wish Museum School

Students with Overdue Dates Students at All Schools

SO4	10
SO4 Elig	3
IEP	258
Eligible	9
Consent	2

My Calendar

< MAY JUN 2022 JUL >

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Students by % of Time in Special Ed Students at All Schools

>= 80%	3
40% - 79%	1
< 40%	15

Students by Status

Referral	233
Consent	218
Eligible	22
IEP	33
ISP	8
SO4 Elig	5
SO4	12

Students by Disability

VI	4
SLI	4
SLD	4
SLDD	1
SLD	5
OHI-ADD	4
OHI	1
LDD	7
LD	12
ID	7
HI	6
ED	3
DD	4
DB	4
ASD	12

Announcements

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Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

My Reports

You Have No reports

Student Search

Student Criteria

[ADD STUDENT](#)
[ADVANCED SEARCH](#)

SASID Exact Match

School Exact Match

Student Last Name Exact Match

Student First Name Exact Match

Date of Birth mm/dd/yyyy

Student Code Exact Match

Grade Level

Gender

Male Female

Non-Binary

Status

General Ed Referral

Eligibility IEP

ISP Section 504 Plan

Compliance Status

	Compliant	Warning	Overdue	Proposed	Rejected	Expired
Referral	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parent Consent	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/> ✉	<input type="checkbox"/>	<input type="checkbox"/>
Eligibility Determination	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IEP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ISP	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Parent Consent	<input type="checkbox"/> 5	<input type="checkbox"/> ⚠ ^P	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section 504 Eligibility	<input type="checkbox"/> ✓	<input type="checkbox"/> ⚠	<input type="checkbox"/> Ⓜ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

https://staing1.pqeducation.com/easyiep.plx?op=staticapp&CustomerName=docsctstate2&SessionID=655A6C0F...



Student Search Results

Select a Student
[PRINT RESULTS](#)
[EXPORT RESULTS](#)
[SEARCH AGAIN](#)

CS	Student Code	SASID	Name	Date of Birth	Age	Gender	School	Grade	Eligibility Date	Disability	IEP Begin	IEP End	Proj Elig	Proj IEP	Case Manager	504 Disability	504 Begin	504 End	Section 504 Case Manager
	1	9713251291	Randy Adams	09/30/2015	6 Years	Male	BEM	KF	09/09/2021	SLI	12/28/2021	11/16/2022	09/09/2024	11/16/2022	CM Three				
	30	8072822733	Ross Ballard	10/20/2007	14 Years	Female	BEM	4	05/15/2015	VI	05/19/2015	05/18/2016	05/15/2018	05/18/2016					
	154	7535546756	Noelia Clegg	09/30/2015	6 Years	Male	BEM	KF	04/06/2022	OHI	04/08/2022	04/07/2023	04/06/2025	04/06/2023	CM Seven				CM Seven
	205	2569590301	Lola FOR CT Day	09/30/2010	11 Years	Female	BEM	6	10/19/2021	VI	09/27/2021	09/26/2022	10/19/2024	06/30/2022	CM Seven				
	235	3736568137	Tina FOR CT Edwards	09/30/2005	16 Years	Female	BEM	11	09/01/2021	TBI	11/11/2021	11/10/2022	09/01/2024	11/09/2022	DA Three				
	1634200000	1634200000	Elmer Fudd	05/06/2010	12 Years	Male	BEM		05/01/2019	SLD	05/01/2021	04/30/2022	05/01/2019	04/30/2022	CM Seventeen				
	12345432	5431246453	Brandon Gladly	05/04/2009	13 Years	Male	BEM	7	10/11/2021	LDD	12/08/2021	12/07/2022	10/11/2024	10/19/2022	CM Five				
	1636700000	1636700000	Max Gomez	07/09/2011	10 Years	Male	BEM		12/10/2019	SLD	11/23/2020	11/22/2021	12/10/2019	11/22/2021					

Advanced Student Search

CTSEDS

STUDENTS ▾ TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* D A One

STUDENTS RECENT STUDENTS

CT Training District
STUDENTS / STUDENTS

Student Criteria ADD STUDENT **BASIC SEARCH**

Historical Records

i Use the checkbox below to search for Students using the information from the Current IEP rather than the Workspace
NOTE: School and Grade information will be based upon current Student information when searching.

Search for Historical Records

Student Information

Student Last Name Exact Match Student First Name Exact Match

Student ID Exact Match State ID Exact Match

Home School Next School ▾

Only Students with no Case Manager currently assigned. Only include Students where I am Case Manager

Only include Students where I am a Team Member Only include Students with at least one service marked as ESY

Gender

Male Female Non-Binary

Race

Hispanic Asian American Indian or Alaska Native

Black or African American Native Hawaiian or Pacific Islander White

Two or More Races

Compliance Status

Compliant Warning Overdue Proposed Rejected Expired

Advanced Search

CTSEDS

[STUDENTS](#) [TOOLS](#) [MY ACCOUNT](#) [ADMIN](#) [REPORTING](#)

STUDENTS
RECENT STUDENTS

CT Training District
STUDENTS / STUDENTS

v School

<input type="checkbox"/> Burr Elementary School	<input type="checkbox"/> Farmington High School (APSEP)	<input type="checkbox"/> Private School
<input type="checkbox"/> Tracey Magnet School (APSEP)	<input type="checkbox"/> Winthrop Stem Elementary Magnet School	<input type="checkbox"/> Wise Intermediate Program
<input type="checkbox"/> Wish Museum School	<input type="checkbox"/> Wolcott Learning Center	<input type="checkbox"/> Wolfpit School
<input type="checkbox"/> Woodland Regional High School	<input type="checkbox"/> Woodrow Wilson Bldc	<input type="checkbox"/> Woodside Intermediate School

v Grade Level

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> P3	<input type="checkbox"/> Kindergarten Half Day
<input type="checkbox"/> Kindergarten Full Day	<input type="checkbox"/> Kindergarten Extended Programs	<input type="checkbox"/> 1st Grade
<input type="checkbox"/> 2nd Grade	<input type="checkbox"/> 3rd Grade	<input type="checkbox"/> 4th Grade
<input type="checkbox"/> 5th Grade	<input type="checkbox"/> 6th Grade	<input type="checkbox"/> 7th Grade
<input type="checkbox"/> 8th Grade	<input type="checkbox"/> 9th Grade	<input type="checkbox"/> 10th Grade
<input type="checkbox"/> 11th Grade	<input type="checkbox"/> 12th Grade	

v Disabilities

<input type="checkbox"/> Autism	<input type="checkbox"/> Deaf-Blindness	<input type="checkbox"/> Developmental Delay
<input type="checkbox"/> Emotional Disability	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Intellectual Disability
<input type="checkbox"/> Learning Disability	<input type="checkbox"/> Learning Disability/Dyslexia	<input type="checkbox"/> Multiple Disabilities
<input type="checkbox"/> Orthopedic Impairment	<input type="checkbox"/> Other Health Impaired	<input type="checkbox"/> Other Health Impairment-ADD/ADHD
<input type="checkbox"/> SLD/Dyslexia	<input type="checkbox"/> Specific Learning Disability	<input type="checkbox"/> Speech or Language Impairment
<input type="checkbox"/> Traumatic Brain Injury	<input type="checkbox"/> Visual Impairment	

v Related Services

<input type="checkbox"/> Audiology (Hearing Services)	<input type="checkbox"/> Behavior (Modification) - Applied Behavior Analysis	<input type="checkbox"/> Counseling Group
<input type="checkbox"/> Counseling Individual	<input type="checkbox"/> Daily Living Skills (Personal Care Assistance)	<input type="checkbox"/> Family Psychotherapy
<input type="checkbox"/> Fine Motor Skills Group	<input type="checkbox"/> Fine Motor Skills Individual	<input type="checkbox"/> Gross Motor Skills Group
<input type="checkbox"/> Gross Motor Skills Individual	<input type="checkbox"/> Language/Communication Group	<input type="checkbox"/> Language/Communication Individual
<input type="checkbox"/> Medical	<input type="checkbox"/> Nursing Group	<input type="checkbox"/> Nursing Individual
<input type="checkbox"/> Orientation & Mobility	<input type="checkbox"/> Orientation and Mobility (Vision Services)	<input type="checkbox"/> Respiratory Therapy

Upcoming Preview Sessions

June 8th

Home Page and Orientation

- Dashboard and Widgets
- My Account tools
- Student Search

June 15th

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!

