

New Configurations

August 15, 2017





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Batch Printing for Student Documents

From the Document tab of a student, users can now select several documents or attachments for one student and print them all at once.

Documents created for closeout2 test (School Year: 2016-2017 ▼)										
	Doc ID	Date Generated	Batch	Received						
	3901583	10/14/2016	Pre-Transfer of Rights Notice (Parent)	PDF						
	3884616	10/04/2016	Pre-Transfer of Rights Notice (Student)							
(2 Documents)										
		Update	the Database View Document Ba	tch						

Once the desired documents are selected, the user clicks the View Document Batch button to see and print the combined document.

Print Student History to PDF

Users can now print active events on the Student History page for a student using a button at the bottom of the Student History page labeled "Print Student History". The resulting document is a PDF version of the Student History page.





School / Caseload Link in My Schools Widget

Based on user permissions, the My Schools widget will show users their caseload filtered by the selected school, rather than being directed to the School Information page. Special Education Coordinators and Related Service Providers find considerable value in this by seeing their caseload instead of information for the whole school.

	My Schools		
My s	Schools		
•	Clarinda Academy (Clarinda, IA)	*	
٩	Cleveland ES		
e	Closed - Testing School	Ξ	
•	<u>Closed - The Pathways School -</u> Springville		
0	<u>Coastal Harbor Treatment Center</u> (Savannah, GA)		
٩	Columbia Heights EC CHEC		
•	<u>Commonwealth Academy (Alexandria, VA)</u>		

Select a Student (Caseload of user test)

CP	Last Elig	Last IEP	School	Grade	Name	Student ID	Age	Dis	Case Manager
•			C-TS	2	Johnny Appleseds, Jr	212312	16 Years		user test
\triangleleft			C-TS		Version7.0 Test3	VERSION70TEST3	7 Years		user test
•	10/12/2013	10/12/2013	C-TS	2	Andy Test	ANDYTEST	19 Years		Test v9.0
•			C-TS		Assessment Test	0123456789	15 Years	ID	SEC/RSP Test
•			C-TS	4	Boaty Test	PHASETES24	15 Years		
٠	07/26/2014		C-TS	8	Eleven Five Test	1150TEST	15 Years	SLD	
•			C-TS		NonElig Test1	NONELIGTES	8 Years		
•	06/22/2014	06/22/2014	C-TS		Version106 Test1	VERSION1061	24 Years	AUT	
•	05/26/2014		C-TS	5	Version5.0_1 Test1	SEDSV501	15 Years	DB	test compliance





Clickable My Compliance Widget

The widget has been updated to provide click-through capabilities. Clicking the bar graph will take the user to the Student Search results page or the Advanced Student Search page if the number of students exceeds 500 students.

Sample My Compliance Widget for an SEC/RSP



Select a Student (Caseload of Ernest Test)

<u>CP</u>	<u>Proj Eliq</u>	IEP End	<u>School</u>	<u>Grade</u>	Name	State ID (USI)	<u>Aqe</u>	Date of Birth	<u>Dis</u>	Case Manager	
	08/19/2017	10/18/2015	C-TS		Version8.0 Test14	VERSION80TEST14	19 Years	09/01/1997	SLD	Ernest Test	
	08/25/2017		C-TS		Version8.0 Test30	T09080796	8 Years	05/28/2009	ED	Ernest Test	
	07/27/2017	09/03/2014	C-TS		Enrollment Test	1112233333	16 Years	05/05/2001	D		
	(3 Students)										
	Print Caseload Export Caseload										

Large Tables-Column / Row 'Freeze Frame'

The freeze frame functionality allows header columns, and in some cases the first column, for some tables to stay in position and the remainder of the table becomes scrollable.

This occurs on the Student History page

Event ID	Event Date*	Event Type	Begin Date	End Date	User	Document	Date Created	
								^
1383095	10/12/2013	Eligibility Determination	10/12/2013	10/12/2016	Ogerta Sema	Manual Eligibility (ID# 2248997)	10/12/2013 21:25 (1403 days)	Details
1349680	09/09/2013	Notification - IEP			Jane Kaplan	PWN - Proceed with Evaluation Process (ID# 2196139)	09/09/2013 16:34 (1436 days)	Details
1345970	09/05/2013	Non-Eligibility Determination			Tara Beaner		09/05/2013 12:38 (1440 days)	Details
1295772	07/29/2013	Parent Consent for Evaluation Denial			Ogerta Sema		07/29/2013 10:24 (1478 days)	=
1295771	07/29/2013	Notification - IEP			Ogerta Sema	Prior Written Notice - After Consent (ID# 2155625)	07/29/2013 10:23 (1478 days)	Details
1190211	04/23/2013	Notification - IEP			Jane Kaplan	Acknowledgement Letter - New (ID# 2040874)	04/23/2013 17:38 (1575 days)	Details
1162470	02/28/2013	Parental Revocation of Services			Jane Kaplan	Revocation of Consent for Services Form (ID# 1952560)	03/02/2013 19:23 (1627 days)	Details

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Add IEP Dates to Logging Wizard

The IEP start and end dates will now be displayed when logging services to help providers know pertinent IEP dates.

Add New Servic	Add New Service Log Entry Andy Test (Speech-Language Pathology) (Student 1 or (from IEP Meeting: 10/12/2013 Begin: 10/12/2013 End: 02/09/2014)											
	Parental Co	Begin/End Date: 10/12/2013 Location: General Econsent to bin for Medicaid Service IEP Date: 10/12/201302	ducation ces. 01/11/201301	1/11/2014								
	Date of Service:	*	Service Type:	▼ *								
	This is a make-up Service.											
	Service Delivery:	-										
	Duration of Service:	Hours Minutes	Group Size:	▼ *								

Report Card Wizard Updates

Users can filter students by school and grade on the Progress Report Wizard.

Progress Report Wizard

(Select Students)

 This wizard will guide you through generating Progress Reports for your Students.

 Please be sure to select the correct Reporting Period.

 School Year:
 2016-2017

 Reporting Period:

 Grade:
 All Grades
 All Grades

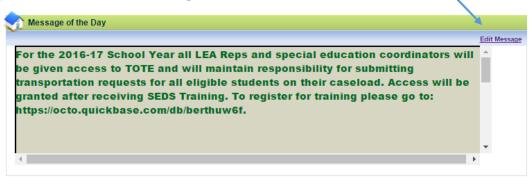
When the user selects an option from either of the dropdown fields, the page will refresh with the list of students filtered to match their selection.





Rich Text Formats in Message of the Day

LEA POCs can set up to 9 messages to scroll in the Message of the Day field. Click on the Edit Message to be directed to the edit page.



Do not adjust the first message which contains important alerts and information from the OSSE. Instead, scroll to Slide 2 or Slide 3 to enter your new message.

Message of the Day: <u>New Mail</u> Slide 1	
X Im <	
For the 2016-17 School Year all LEA Reps and special education coordinators will be given access to TOTE and will maintain responsibility for submitting transportation requests for all eligible students on their caseload. Access will be granted after receiving SEDS Training. To register for training please go to: https://octo.quickbase.com/db/berthuw8f. Update: To submit a Request of Record Transfer, please e-mail spedoda.dcps@dc.gov with the student's name,	
abc, Slide 2	You can make the field larger by clicking and dragging this arrow.
X Image: Im	
Welcome back to school! \$2 2017-18 is going to be fantastic! Please make sure all caseloads are assigned for Related Service Providers by Wednesday.	Use the top buttons to format your text with Rich Text Formatting.

After you have typed your message, format the text with bold, italics or even colors using the buttons above the text. When you are finished, scroll to the bottom of the page and click Update Message and the message will display after a few seconds.

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My Caseload Link for All Users with a Caseload

A new link has been added so users with a caseload can save time by navigating directly to their assigned students.

Log Out Main Menu Students My Docs Wizards School System My Info My Calendar My Reports SEDS Resource Site										
			Selec	ct a St	udent (Caselo	ad of Test Vers	sion7.0) 🗅 <u>Ne</u>	w Mail!		
<u>CP</u>	Proj Elig	IEP End	<u>School</u>	Grade	Name	State ID (USI)	Age	Date of Birth	Dis	Case Manager
Ś			C-TS	9	Version1100 Test4	VERSION11004	14 Years 8 Months	06/16/2001		Test Version7.0
S			C-TS		Version7.1 Test6	VERSION71TEST6	18 Years 5 Months	10/01/1997		Test Version7.0
•			C-TS		Version7.0 Test10	VERSION70TEST10	15 Years 5 Months	10/01/2000		Test Specialist
			C-TS		Version11.8 Test6	VERSION118TEST6	18 Years 5 Months	10/01/1997		Test SEC
•	09/04/2018		C-TS		Version8.0 Test8	VERSION80TEST8	15 Years 5 Months	10/01/2000	SLD	SEC Test
•	09/08/2018		C-TS		Version8.0 Test9	VERSION80TEST9	5 Years 5 Months	10/01/2010	AUT	User11.0 Test
						(6 Students)				





Advanced Student Search Updates

The search criteria on the Advanced Student Search page has been updated to include additional search fields. Some of the new fields and a few existing fields now utilize checkboxes instead of dropdown selection lists.

The following fields appear on the Advanced Search Criteria page:

- Grade Level (See Figure below) Able to select multiple grade levels
- Date of Birth (See Figure below) Added this field to the Advanced Search page
- Placement (See Figure below) Able to select multiple placements
- Serving School Added this field to the Advanced Search page
- Next School Added this field to the Advanced Search page

	Check All Check None				B
	Infant (Ages 0, 1, & 2 ONLY)	4th Grade	9th Grade	12+ Grade/Transition	C4
	Pre-kindergarten	5th Grade	10th Grade	PreSchool (Ages 3 through 5 ONLY)	C5
Grade Level:	Kindergarten	6th Grade	11th Grade	C1	C6
	Ist Grade	7th Grade	12th Grade	C2	C7
	2nd Grade	8th Grade	Ungraded	C3	C8
	3rd Grade				
	Check All Check None				Ξ
	Regular classroom/Public day	school [Nonpublic day	school	
	Charter school (operated as ar	LEA/district)	Other setting		
	Charter school (operated by an	LEA/district)	Private pre-sch	ool	
Placement:	Child development or child car	e facility [Regular early c	hildhood program	
T la comona	Community-based setting	[Residential fac	ility	
	Extended day care	[Separate class		
	Head Start	[Separate scho	DI	
	Home	[State preschoo	1	
	Homebound/Hospital				





Main Menu Student Search Field

On the Main Menu at the top of the screen there is a search field (shown with a magnifying glass in the figure below) which can quickly navigate the user to a student using the first and/or last name only. This can help users quickly navigate to a specific student or to a group of students with similar names.



Typing the student's first and last name, will send the user to the search results page.

Eas		ED									🔍 adriar	a test
Eas		by PCG	Education					Welcome	, Maria My	Calen	dar Message B	oard Logout
ain Menu	Stud	ents My Do	ocs Wiza	ards So	hool Sys	endar 🛗	My Info	Smart Logbool	Re	eports My Rep	orts SEDS R	
						Select	a Student					
	CP	Proj Elig	IEP End	<u>School</u>	Grade	Name	State ID (USI)	Age	Date of Birth	Dis	Case Manager	
	٠	01/26/2020		C-TS	4	Adriana Test	295874	13 Years	03/11/2004	OHI	Ernest Test	8
						(1 SI	tudents)					
					Print Sea	arch Results	Export Sear	ch Results				

Typing a name that partially matches or which matches many students will display a list of any students matching the entered name.

Easy Menu St	Caltester Welcome, Maria My Calendar Message Board enu Students My Docs Wizards School System My Calendar 🛗 My Info Smart Logbook Reports My Reports												
	Select a Student												
CP	Proj Elig	IEP End	<u>School</u>	Grade	Name	State ID (USI)	<u>Age</u>	Date of Birth	<u>Dis</u>	Case Manager			
	10/06/2015		C-TS	10	DYRS Tester	999999999	21 Years	01/01/1996	SLD				
	02/01/2015	04/04/2012	C-TS		DYRS Tester2	2121212121	21 Years	01/01/1996	ED				
	02/10/2014	03/12/2011	C-TS		Ken Tester5	TEST123465	16 Years	06/21/2000	ED	Christie Test			
	02/01/2013	06/17/2012	C-TS	6	Ken Tester7	USI7111117	22 Years	10/19/1994	AUT				
	06/18/2014	07/31/2012	C-TS		Ken Tester8	KENTESTER8	26 Years	07/09/1990	AUT				
	07/09/2014	04/26/2017	C-TS	5	Ken Tester9	KENTESTER9	16 Years	06/21/2000	ED	Ernest Test			
					(6 Stud	dents)							

Typing the middle name, USI #, date of birth, grade, etc. will display an error message.

Easy EP by PCG Education	Q five
by PCG Education	Welcome, Maria My Calendar Message Board Logout
Ienu Students Wizards Schools School System Users	Super User Smart Logbook Reports 🛗 🕨 My I
SEDS Resource Site	
Error No Students match the search criteria	

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COMING SYSTEM CHANGES:

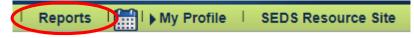
Renaming 'Documents' on the Main Menu to 'Resource Documents'

The OSSE provides useful documents as resources for LEAs in a table at the bottom of the Main Menu. The table will be renamed to avoid confusion with the documents tab accessed within a student's record.

Resource Documents	
General Files	
English Documents	
Spanish Documents	
Amharic Documents	

Link to Reports from the Main Menu

Currently users must access reports through the School System tab, but a link to access reports will be moved to the Main Menu of the home page to make it faster for users to create reports.



Reports Sorted into Tabs

From the Reports page, users will reports sorted into tabs that separate student reports from staff reports. Reports are permission-based, so users will only see the reports they need.

	Reports 🝙 New Mail!
	Drill-Down Reports
	Service Log Reports Services Documentation Report
	Scheduled Reports
Special Education - Student Dat	a General Admin Staff / Users State and Federal Reporting
DC Meeting Status Report	ESY (pdf)
IEP at a Glance	ESY (xls)
EasyFax Compliance Report	DC State Assessment Accommodations Spreadsheet
Services Prescribed Vs. Delivered	DC State Assessment Participation Report
DC Assessment	Transportation Changes
DC- Transportation	

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Report Description ToolTip Hover Over

From the Reports page, users will see a description of the report by hovering the mouse over the report.

C Meeting Status Report	The DC Meeting Status Report displays which students, at which
P at a Glance	school/grade/case manager, have a meeting that is approaching a due date for any given time period specified. The meeting types
asyFax Compliance Report	tracked include initial eligibility, re-evaluation, annual IEP and Due
ervices Prescribed Vs. Deli	Process hearings.
C Assessment	Transportation Changes

