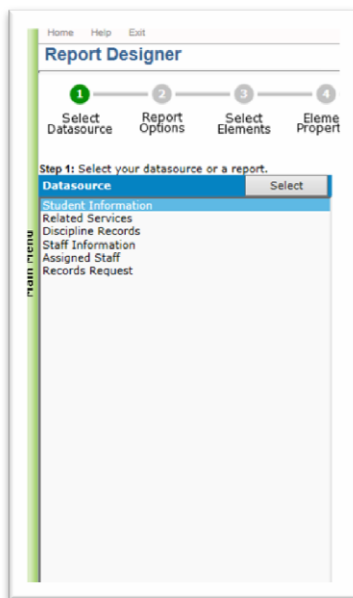


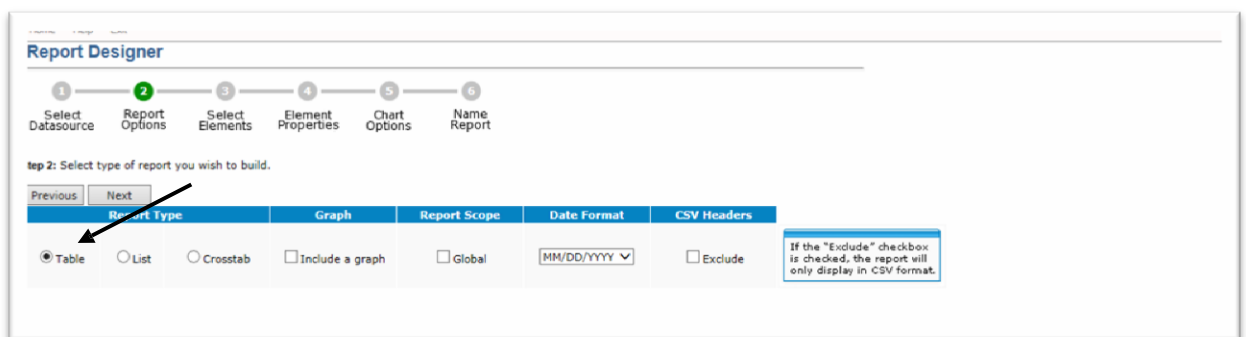
Directions to run a report for compliance dates for active and inactive students.

2015 End of Year SEAS Data Report to upload to EdPlan™ (06/25/2015)

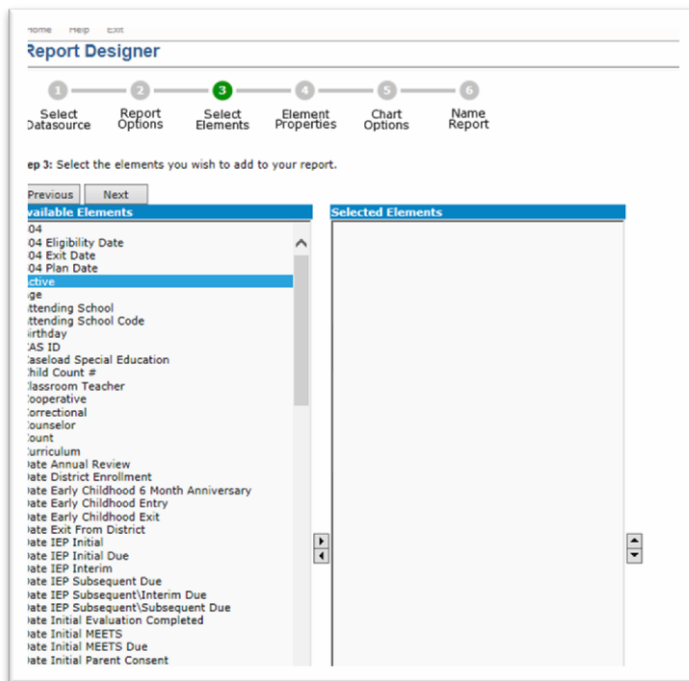
1. Log into SEAS
2. Click the “Main Menu” bar (green bar far left)
3. Click on “Reports”
4. Click on “Report Designer”
5. Under “Data Source” choose “Student Information



6. Click “Select”
7. On “Report Option”, “Table” should be marked, so click “Next”



8. Under “Available Elements” double click each of the following so they move to “Selected Elements” column:
- Active
 - Name
 - Birthday
 - Student Testing Number
 - Attending School
 - Date of Initial Parent Consent
 - Date of Initial MEETS (added to the 6/25/2015 version)
 - Date of Initial IEP (added to the 6/25/2015 version)
 - Primary Disability
 - Secondary Disability
 - Date Subsequent IEP
 - Date Re-Evaluation Three Year



9. Click “Next”

10. Under the “Element Properties” fill in the following Radio button:

- Active – **Dropdown List**
- Name – Text Entry
- Birthday – Text Entry
- Student Testing Number – Text Entry
- Attending School – Dropdown List
- Date of Initial Parent Consent – Text Entry
- Date of Initial MEETS – Text Entry (added to the 6/25/2015 version)
- Date of Initial IEP – Text Entry (added to the 6/25/2015 version)
- Primary Disability – Dropdown List
- Secondary Disability – Dropdown List
- Date of Subsequent IEP – Text Entry
- Date of Re-evaluation Three – Text Entry

Select Datasource Report Options Select Elements **Element Properties** Chart Options Name Report

Step 4: Select filters and element properties.

Previous Next

| Element | Add Filter | Group By | Sum | Count | Width (inches) | Alignment | Order |
|------------------------|--|--------------------------|--------------------------|--------------------------|----------------|-----------|-------|
| Active | <input type="radio"/> Text Entry <input checked="" type="radio"/> Dropdown List <input type="radio"/> Range <input type="radio"/> None | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.0 | Left | 1 |
| Name | <input checked="" type="radio"/> Text Entry <input type="radio"/> Dropdown List <input type="radio"/> Range <input type="radio"/> None | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.0 | Left | 2 |
| Birthday | <input checked="" type="radio"/> Text Entry <input type="radio"/> Dropdown List <input type="radio"/> Range <input type="radio"/> None | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.0 | Left | 3 |
| Student Testing Number | <input checked="" type="radio"/> Text Entry <input type="radio"/> Dropdown List <input type="radio"/> Range | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1.0 | Left | 4 |

11. Click “Next”

12. Enter a report name: ex. “2015 End of Year”

Report Designer

1 Select Datasource 2 Report Options 3 Select Elements 4 Element Properties 5 Chart Options 6 Name Report

Step 6: Enter your report name and save.

Previous

Report Name: End of Year SEAS Data Report

Save

13. Click “Save”

14. Click “View Report”

(Note: If you have any missing information/dates on this report you will need to go into each “Student Demographic” page and click on the “Compliance Dates” drawer (located on the right side on the Student Demographic page) to add any missing dates. Be sure to “SAVE”.

How to Save a Report from SEAS:

Once a report is run:

Uncheck the “NULL” box under Active. Then click the “True” radio button. This will filter your report to show you only your Active students.

1. Click the “Select Format Files” dropdown list

Active: ☒ True ☐ False ☐ NULL

Name: ☒ NULL

Birthday: ☒ NULL

Student Testing Number: ☒ NULL

Sort By: Active Sort Direction: Ascending

1 of 1294

End of Year SEAS Data

3/30/2015 10:16 PM CST

Export

Select Format Files

- XML file with report data
- CSV (comma delimited)
- TIFF file
- Acrobat (PDF) file
- Web archive
- Excel

2. Select “Excel”

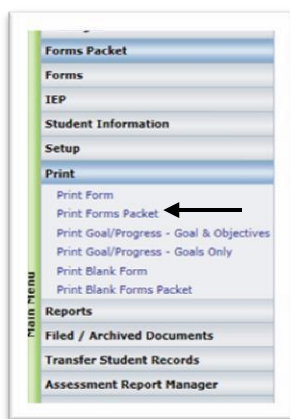
3. Click “Export” to the right of the dropdown

4. Once your document opens in “Excel” select “File” and then “Save As” you will then be able to name your document and choose the location.

Saving a Forms Packet to a PDF

If you would like an electronic copy of your paperwork from SEAS please follow the instructions below.

1. Log into SEAS
2. Click the “Main Menu” bar (green bar far left)
3. Click “Print”
4. Choose “Print Forms Packet”



5. Select the packet type you would like to print



6. Select the child by checking the box next to his/her name
7. Click “Print Preview” at the top of the screen



8. Click the “Save” button on the gray adobe toolbar.
9. Name your file and save to your desktop or favorite drive.