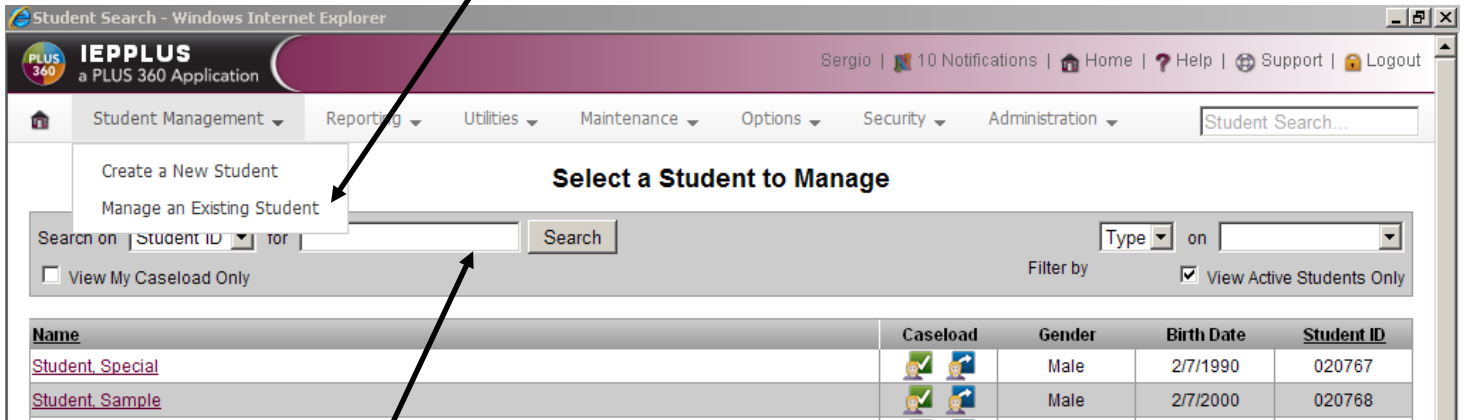


Creating My Caseload and Notifications

1.Go to: MANAGE AN EXISTING STUDENT

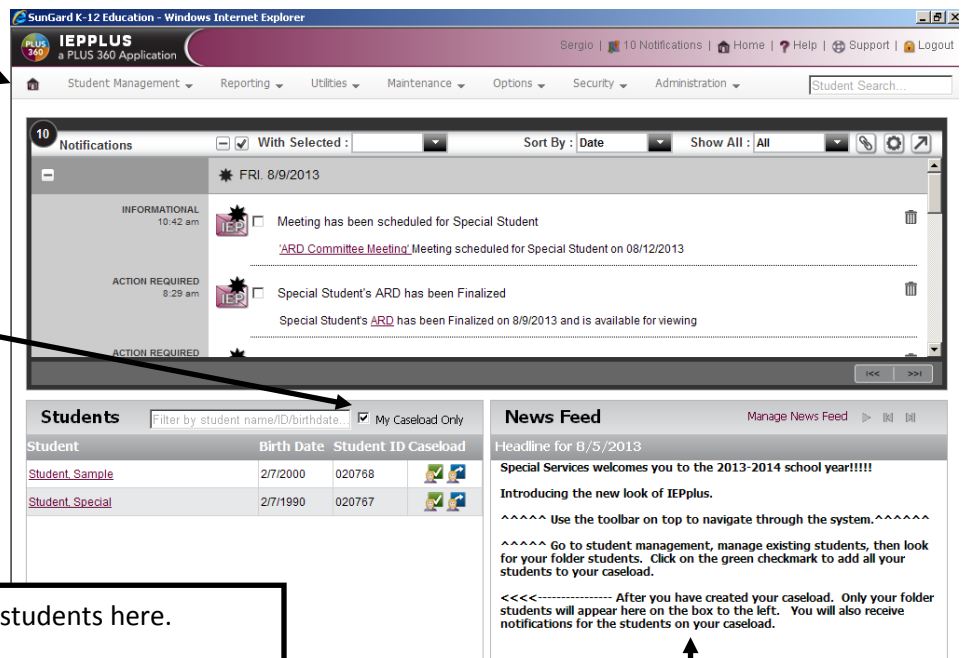


2.Search for your folder students

3.Click on the first icon with the checkmark to add the student to your caseload.

4.Go back to your home screen by clicking the house icon.

5.Check this box



6.You will now see your caseload students here.

You will now be able to access your student's files from your home screen.

Always read the NEWS FEED.

We will be posting important information for you periodically.

Go to: Options,
Set Notification Options

Enter your email
Address here.

Internet Explorer

Options Security Administration

Set Systemwide Options
Set My Options
Set Notification Options

System Setup Group Setup User Subscriptions

User Subscriptions

Send email notifications to:

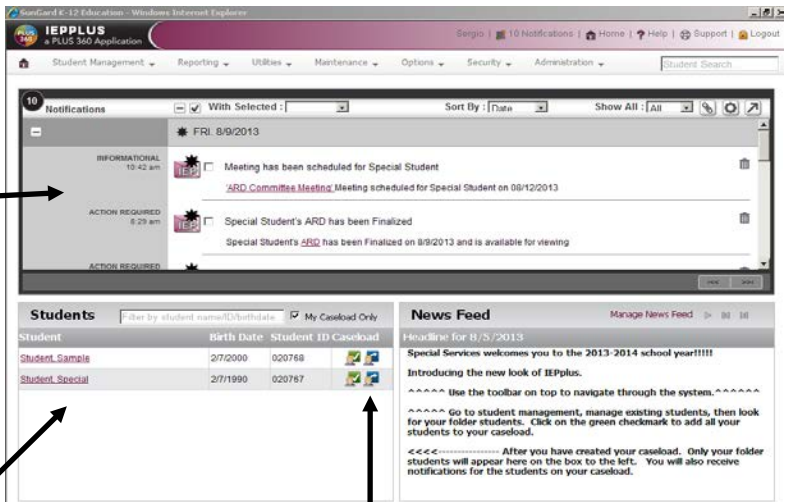
When you finish
with this page,
you must click on
the SAVE button.

Notification Options					Student Filter		
Off	On	On With Email	On With Digest	High Priority	Notification	Use Caseload	All Accessible
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Evaluation/Re-Evaluation Has Expired for a Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Form (eg.,IEP) Is Due for a Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Form (eg.,IEP) Has Expired for a Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Evaluation/Re-Evaluation Is Due for a Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Student Has Been Enrolled ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	An Event Has Occurred for a Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student's Form (eg.,IEP) Has Been Finalized ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Student Has Been Inactivated ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student's Form (eg.,IEP) Has Been Revised/Amended ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Has a Disability ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Found Eligible ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Invited to Meeting ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="checkbox"/>	Meeting Scheduled/Re-scheduled for Student ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student's Referral Does Not Have a Consent Date ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Found Not Eligible ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Has a Placement Program ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Student Has Been Referred ¹	<input checked="" type="radio"/>	<input type="radio"/>
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="checkbox"/>	Staff Assignment Has Been Changed for Student ¹	<input checked="" type="radio"/>	<input type="radio"/>

¹: This rule has been mandated at the group and/or system level.
²: This rule has been disabled at the group and/or system level.

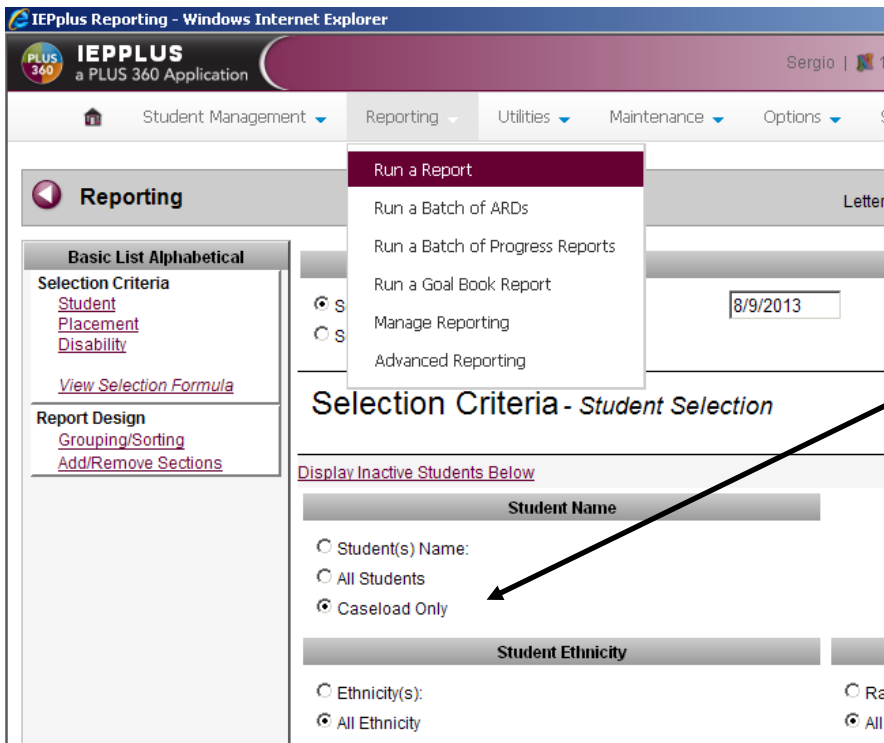
Set all the Radio Buttons and checkmarks as shown here

You will now receive important NOTIFICATIONS on your caseload students here. You will also receive emails on the notifications that are marked ON-WITH-EMAIL above.



Your caseload students will appear here on your homepage. You can access all student files from here.

If you want to assign a student to another staff member's caseload, click the icon on the right. For example, If the student receives a related service, OT, PT, SI, VI, AI, etc., you can add this student to the therapist's/teacher's caseload. That person will then receive the important notifications and emails.



You will also be able to run several reports with your caseload students only.