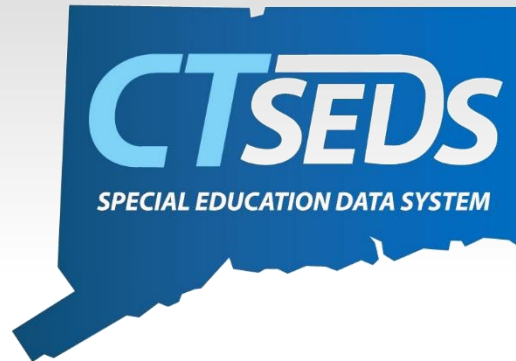


CT-SEDS Administrative Preview

Session #3 Administrative Tasks



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

- District Calendar Management
 - Progress Reporting Periods
 - Holidays, Breaks and ESY scheduling
- School Management
 - Updating School Information
 - Managing a school's calendar
- Monitoring Imports
- Manual Event Creation
- Progress Report Options
- Parent Portal

District Calendar Management

District Calendar

The screenshot shows the CT-SEDS District Calendar interface. At the top, a dark blue navigation bar contains the CT-SEDS logo and several menu items: STUDENTS, RECENT STUDENTS, TOOLS, MY ACCOUNT, ADMIN (highlighted with a red box), and REPORTING. Below this, a secondary blue bar contains DISTRICT INFO, DISTRICT CALENDAR (highlighted with a red box), SCHOOLS, USERS, INACTIVE USERS, INACTIVE STUDENTS, IMPORT HISTORY, and IMPORT SUMMARY DATA. A breadcrumb trail below the navigation bar reads 'ADMIN / DISTRICT CALENDAR'. The main content area displays a calendar for May 2022. The calendar header includes navigation controls (back, forward, today), the month 'May', the year '2022', and the title 'May 2022'. On the right side of the header, there are view options: 'month' (selected), 'week', and 'day'. The calendar grid has columns for the days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for dates from *1 to *21. The days of the week are labeled at the top of each column. The dates are labeled in the top right corner of each cell. The cells for Sun, Sat, and the first row of Sun (Sun *1) and Sat (*7) are shaded grey, while the other cells are yellow.

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

District Calendar

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

* Lola Fophy

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training
ADMIN / DISTRICT CALENDAR

5/30/2022

Level	Day Type	Label
School System	No School (Less than 5 Days)	Memorial Day

Enter Day Type and Label for multiple days at once, please enter format mm/dd/yyyy - mm/dd/yyyy. You can also enter days separated by a comma. If you use this feature, the day that calendar (5/30/2022) will only be included if occurs in one of the date ranges you enter. Also note that if you add any calendar entries below (Calendar Entries:), they will only be added to the date ranges in the date ranges you enter here.

New Calendar Entries:

NOTE: Calendar Entries are simply labels that are displayed for a particular day. They have nothing to do with the "day type" and have no effect on whether a day is considered a "working day", "extended school year day" or "administrative working day".

UPDATE THE DATABASE

District Calendar

CTSEDS STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING *Lola Fophy

DISTRICT INFO **DISTRICT CALENDAR** SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / DISTRICT CALENDAR PCG Training

*29	Memorial Day	*30	*31	1	2	3
4						
5	6	7	8	9	10	11

Calendar Legend:

- = Current Date
- = * School Day
- = * Weekend
- = * Snow Day
- = * Teacher Workday
- = * No School (5+ Days)
- = * No School (Less than 5 Days)
- = * Summer
- = * ESY
- * = Services Provided

EDIT SCHOOL YEARS

Edit School Years

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	1997-1998	09/05/1997	05/01/1998	239	171	EDIT	EDIT
<input type="checkbox"/>	1998-1999	09/05/1998	05/01/1999	239	170	EDIT	EDIT
<input type="checkbox"/>	1999-2000	09/05/1999	05/01/2000	240	171	EDIT	EDIT
<input type="checkbox"/>	2000-2001	09/05/2000	05/01/2001	239	171	EDIT	EDIT
<input type="checkbox"/>	2001-2002	09/05/2001	05/01/2002	239	171	EDIT	EDIT
<input type="checkbox"/>	2002-2003	09/05/2002	05/01/2003	239	171	EDIT	EDIT
<input type="checkbox"/>	2003-2004	09/05/2003	05/01/2004	240	171	EDIT	EDIT
<input type="checkbox"/>	2004-2005	09/05/2004	05/01/2005	239	170	EDIT	EDIT
<input type="checkbox"/>	2005-2006	09/05/2005	05/01/2006	239	171	EDIT	EDIT
<input type="checkbox"/>	2006-2007	09/05/2006	05/01/2007	239	171	EDIT	EDIT
<input type="checkbox"/>	2007-2008	09/05/2007	05/01/2008	240	172	EDIT	EDIT
<input type="checkbox"/>	2008-2009	09/05/2008	05/01/2009	239	171	EDIT	EDIT
<input type="checkbox"/>	2009-2010	09/05/2009	05/01/2010	239	170	EDIT	EDIT
<input type="checkbox"/>	2010-2011	09/05/2010	05/01/2011	239	170	EDIT	EDIT
<input type="checkbox"/>	2011-2012	09/05/2011	05/01/2012	240	172	EDIT	EDIT

Edit School Years

CTSEDS
* Lola Fophy

STUDENTS RECENT STUDENTS TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS INACTIVE STUDENTS IMPORT HISTORY IMPORT SUMMARY DATA

🏠 PCG Training
ADMIN / DISTRICT CALENDAR

Del	School Year	Begin Date	End Date	Cal Days	Sch Days	ESY Schedule	Report Periods
<input type="checkbox"/>	2012-2013	09/05/2012	06/30/2013	299	213	EDIT	EDIT
<input type="checkbox"/>	2013-2014	09/05/2013	06/30/2014	299	213	EDIT	EDIT
<input type="checkbox"/>	2014-2015	09/05/2014	06/30/2015	299	213	EDIT	EDIT
<input type="checkbox"/>	2015-2016	09/05/2015	06/30/2016	300	214	EDIT	EDIT
<input type="checkbox"/>	2016-2017	09/05/2016	06/30/2017	299	215	EDIT	EDIT
<input type="checkbox"/>	2017-2018	09/05/2017	06/30/2018	299	214	EDIT	EDIT
<input type="checkbox"/>	2018-2019	09/05/2018	06/30/2019	299	213	EDIT	EDIT
<input type="checkbox"/>	2019-2020	09/03/2019	06/30/2020	302	216	EDIT	EDIT
<input type="checkbox"/>	2020-2021	09/01/2020	06/30/2021	303	217	EDIT	EDIT
	2021-2022	09/07/2021	06/30/2022	297	211	EDIT	EDIT
<input type="checkbox"/>	2022-2023	09/06/2022	06/30/2023	298	214	EDIT	EDIT

NOTE: You cannot delete a school year if a Report Card has been created for that school year or if that year is the currently selected School Year for the School System. Please do not create "holes" in the School Years. If you do, then next time you add a new school year, the holes will be filled in before higher school years are added.

UPDATE THE DATABASE

ADD PREVIOUS SCHOOL YEAR

ADD NEXT SCHOOL YEAR

Edit Reporting Periods

Del	Reporting Period	Reporting Period Name	Begin Date	End Date	Due Date	ESY	Cal Days	Sch Days
<input type="checkbox"/>	1	Reporting Period 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	2	Reporting Period 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	3	Reporting Period 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
<input type="checkbox"/>	4	Reporting Period 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

NOTE: If you delete a given reporting period, ALL higher numbered reporting periods will also be deleted.

UPDATE THE DATABASE

AUTO-FILL BEGIN AND END DATES

ADD ANOTHER REPORTING PERIOD

School Management

Schools

The screenshot shows the CTSEDS interface. The top navigation bar includes 'STUDENTS', 'RECENT STUDENTS', 'TOOLS', 'MY ACCOUNT', 'ADMIN', and 'REPORTING'. The 'ADMIN' menu is highlighted with a red box. Below this, a secondary navigation bar lists 'DISTRICT INFO', 'DISTRICT CALENDAR', 'SCHOOLS', 'USERS', 'INACTIVE USERS', 'INACTIVE STUDENTS', 'IMPORT HISTORY', and 'IMPORT SUMMARY DATA'. The 'SCHOOLS' menu item is underlined. A breadcrumb trail shows 'PCG Training' and 'ADMIN / SCHOOLS'. A table displays school data with the following columns: 'Current School Name', 'Abbrev', 'Code', 'NCES School Code', 'Address', 'City,State Zip', 'Phone', 'Fax', and 'Email'. The table contains one row: 'Connecticut Public School', 'CTPSCH1', '121212'. A calendar icon is highlighted with a red box. The text '(1 Schools)' is displayed below the table.

Current School Name	Abbrev	Code	NCES School Code	Address	City,State Zip	Phone	Fax	Email
Connecticut Public School	CTPSCH1	121212						

(1 Schools)

Schools

CTSEDS STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING * Sandra Feenty

DISTRICT INFO DISTRICT CALENDAR **SCHOOLS** USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / SCHOOLS Connecticut Public School

Current School Name: Connecticut Public School *

Abbreviation: CTPSCH1 *

External Current School

External School System: (if an External Current School)

Current School Code: 121212

NCES School Code:

Type of Current School: Public *

School Location Designation: SPED Program *

Length of School Day: 6.00 hours *

EDIT BY GRADE

School Days Per Year:

Address:

City, State, ZipCode:

Phone Number:

Schools

CTSEDS STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING * Sandra Feenty

DISTRICT INFO DISTRICT CALENDAR **SCHOOLS** USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / SCHOOLS Connecticut Public School

Current School Code: 121212

NCES School Code:

Type of Current School: Public *

School Location Designation: SPED Program *

Length of School Day: 6.00 hours *

EDIT BY GRADE

School Days Per Year:

Address:

City, State, ZipCode:

Phone Number:

Fax Number:

E-Mail Address:

UPDATE THE DATABASE

Monitoring Imports

Imports

CTSEDS

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS IMPORT HISTORY IMPORT SUMMARY DATA

PCG Training ADMIN / IMPORT HISTORY

Import Completion Date: 06/12/2022

SUBMIT

Start Date	End Date	Import File Name	Output File
06/12/2022 01:19 PM	06/12/2022 01:20 PM	Users_PCGTrainingSite.06122022.xls	StdUpdate-pl-2022-06-12-13-19-20.txt.zip
06/12/2022 12:39 PM	06/12/2022 12:40 PM	Students_PCGCTTrainingSite.06122022.xls	StdUpdate-pl-2022-06-12-12-39-18.txt.zip

<https://go21.pcgeducation.com/easyiep.plx?op=staticapp&CustomerName=ctpcgtraining&SessionID=D9839AA0-6C...>

Import Summary Data

CTSEDS

STUDENTS RECENT STUDENTS TOOLS ▾ MY ACCOUNT ▾ ADMIN ▾ REPORTING

* Sandra Feenty

DISTRICT INFO DISTRICT CALENDAR SCHOOLS USERS INACTIVE USERS IMPORT HISTORY **IMPORT SUMMARY DATA**

PCG Training ADMIN / IMPORT SUMMARY DATA ctpcgtraining

Below is a listing of all imports processed by the standard import system within the past 30 days. The details will show the statistics for that import, as were reported in the import transaction email that was sent out.

Import Date/Time	Import Type	# Records	# Records Added	# Records Updated	# Errors	# Warnings	Import File	Import Summary
06/12/2022 1:20 PM	Users	100	100	0	0	0	Users_PCGTrainingSite.06122022.xlsx	Download
06/12/2022 12:40 PM	Students	99	99	0	0	99	Students_PCGCTTrainingSite.06122022.xlsx	Download

Import Summary Data

Import Date/Time: 06/12/2022 12:40 PM Import Type: Students

EXPORT INFORMATION TO EXCEL

Warning: Enrollment Type With Code Does Not Exist Total Warnings: 99

Display Information by Warnings or Students

by Warnings (selected) | by Warnings | by Students

PREVIOUS 0 WARNING(S) **NEXT 49 WARNING(S)**

Student Code	State Code	Line Number	Details
9713251291	9713251291	2	Unknown Enrollment Change Reason: *
4437370807	4437370807	3	Unknown Enrollment Change Reason: *
9990437676	9990437676	4	Unknown Enrollment Change Reason: *
8944172641	8944172641	5	Unknown Enrollment Change Reason: *
2007675835	2007675835	6	Unknown Enrollment Change Reason: *
9533570430	9533570430	7	Unknown Enrollment Change Reason: *
6242325245	6242325245	8	Unknown Enrollment Change Reason: *
2928295197	2928295197	9	Unknown Enrollment Change Reason: *
8172276698	8172276698	10	Unknown Enrollment Change Reason: *
5104868705	5104868705	11	Unknown Enrollment Change Reason: *
2593857349	2593857349	12	Unknown Enrollment Change Reason: *
7772200340	7772200340	13	Unknown Enrollment Change Reason: *
5241583635	5241583635	14	Unknown Enrollment Change Reason: *
1695395361	1695395361	15	Unknown Enrollment Change Reason: *
1362699090	1362699090	16	Unknown Enrollment Change Reason: *
7204438236	7204438236	17	Unknown Enrollment Change Reason: *

Manual Event Creation

Manual Event Creation

The screenshot displays the CT-SEDS web application interface. At the top, a dark blue navigation bar contains the following menu items: STUDENTS, RECENT STUDENTS, TOOLS (with a dropdown arrow), MY ACCOUNT (with a dropdown arrow), ADMIN (with a dropdown arrow), REPORTING, and V. BUSH. Below this, a lighter blue navigation bar includes: STUDENT INFO (with a dropdown arrow), REFERRAL AND EVALUATIONS, IEP PROCESS, SP PROCESS, 504 PROCESS, and ADMIN (with a dropdown arrow). The ADMIN dropdown menu is open, showing a list of options: STUDENT HISTORY, CREATE/VIEW DOCUMENTS, RESTRAINT/SECLUSION, TRACKING HOMEBOUND PLACEMENT, and MANUAL EVENT CREATION. On the left side of the page, there is a home icon and the text 'PCG Training STUDENTS'. Below this, there are two tabs: 'Student Information' (which is selected and underlined) and 'Events'.

Student Information



Student Name

Vanessa Bush

Student Code

9366069036

Date of Birth

10/03/2012

Special Education

Referral Date

mm/dd/yyyy



Parent Consent Date

mm/dd/yyyy



Provision of Services Parental Consent Date

.....

Eligibility Determination Date

mm/dd/yyyy



Eligible

No

.....

Current IEP Begin Date

mm/dd/yyyy



Disabilities

Primary



SAVE

Section 504

Section 504 Referral Date

mm/dd/yyyy



Section 504 Parent Consent Date

mm/dd/yyyy



Progress Report Options

Select a Wizard X

Progress Report

Language/Communication Group Logging Wizard

Documents:

- Prior Written Notice
- Parent Notice of Referral to Determine Eligibility for Special Education and Related Services
- Reading Worksheet
- Notice of PPT Meeting
- PPT Record of Meeting
- Multidisciplinary Evaluation Report for Students Suspected of Having a Specific Learning Disability
- PPT Attendance Excusal Document
- CT Summary of Performance
- Progress Report
- Summary of Planning and Placement Team (PPT) Meeting
- Laws Relating to Seclusions and Restraints
- Parent Guide to Special Education in CT
- Procedural Safeguards
- Transition Bill of Rights
- Learning Mode IEP Implementation Plan
- Mathematics Worksheet
- Written Expression Worksheet
- Building a Bridge

Letters: (No Letters Available)

CREATE DRAFT (WILL BE SAVED FOR 30 DAYS)

CREATE FINAL DOCUMENT (WILL BE SAVED)

UPLOAD EXTERNAL DOCUMENT(S)



Error You cannot create a Progress Report for this Student because there is no current IEP for this Student.

There are no Annual Goals on this Student's IEP!

STUDENTS RECENT STUDENTS TOOLS MY ACCOUNT ADMIN REPORTING

CT QA Site
HOME / DASHBOARD

Compliant	Non-Compliant
25%	75%
1 Students	3 Students
4 Total Students	

Message Center | Alerts, Action Items and Help Desk

You Have No New Messages

Documents

General Files CT-SEDS District

File Name

[Connecticut_EDPlan_Manual_Administrative_Tasks_2020.02.20.docx](#)

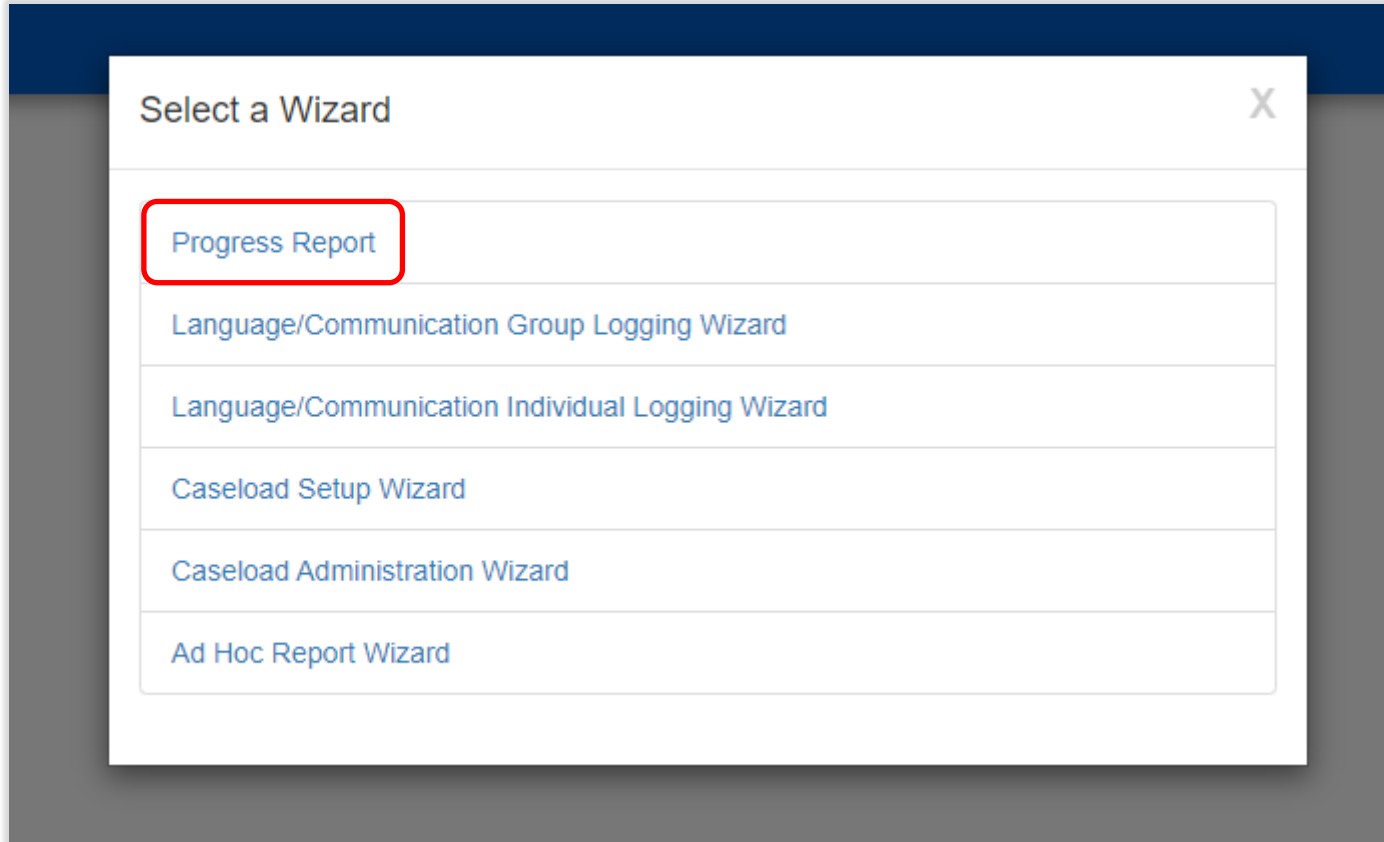
For an overview of an EDPlan click [here!](#)

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 Special Education: Shifting Instructional Practices to a Digital Environment](#)

Progress Report



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

Please be sure to select the correct Reporting Period.

School Year: 2021-2022

Reporting Period:

Select the Students for whom you would like to update status and/or generate Progress Reports.

Students that do not have a currently valid final IEP / ISP will not show in this list.

Students who transferred into this school system with events but without detailed historical information may show as having a current IEP / ISP, but will also not appear below and will need a new IEP / ISP before a Progress Report can be created.

CHECK ALL

CHECK NONE

Christopher D Knight

Megan D Smith

Deanna D Washington

(3 Available Students)

CONTINUE



Progress Report

Christopher D Knight (2021-2022 - Reporting Period 2) (Student 1 of 3)

SKIP THIS STUDENT

Annual Goal: Given, Christopher will,

Last Updated By: (none)

Status:

Last Updated On: (none)

Describe the qualitative and/or quantitative data utilized to justify the goal status:
(for Progress Report)

Objective	Status	Describe the qualitative and/or quantitative data utilized to justify the objective status	Score Type	Current	Target	Measurement Type	Last Updated By / Last Updated On
Given Christopher D Knight will by 11/30/2022	<input type="text" value="Not Introduced"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Trials, WPM etc.	(none) (none)

Annual Goal: Given, Christopher will,

Last Updated By: (none)

Status:

Last Updated On: (none)

Describe the qualitative and/or quantitative data utilized to justify the goal status:
(for Progress Report)

Progress Report

Objective	Status	Describe the qualitative and/or quantitative data utilized to justify the objective status	Score Type	Current	Target	Measurement Type	Last Updated By / Last Updated On
Given Christopher D Knight will by 10/27/2022	Satisfactory Progress	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>		<input type="text"/>	<input type="text"/>	Trials, WPM etc.	(none) (none)

Create Cumulative Report

JUST UPDATE THE DATABASE

UPDATE AND MOVE TO NEXT STUDENT

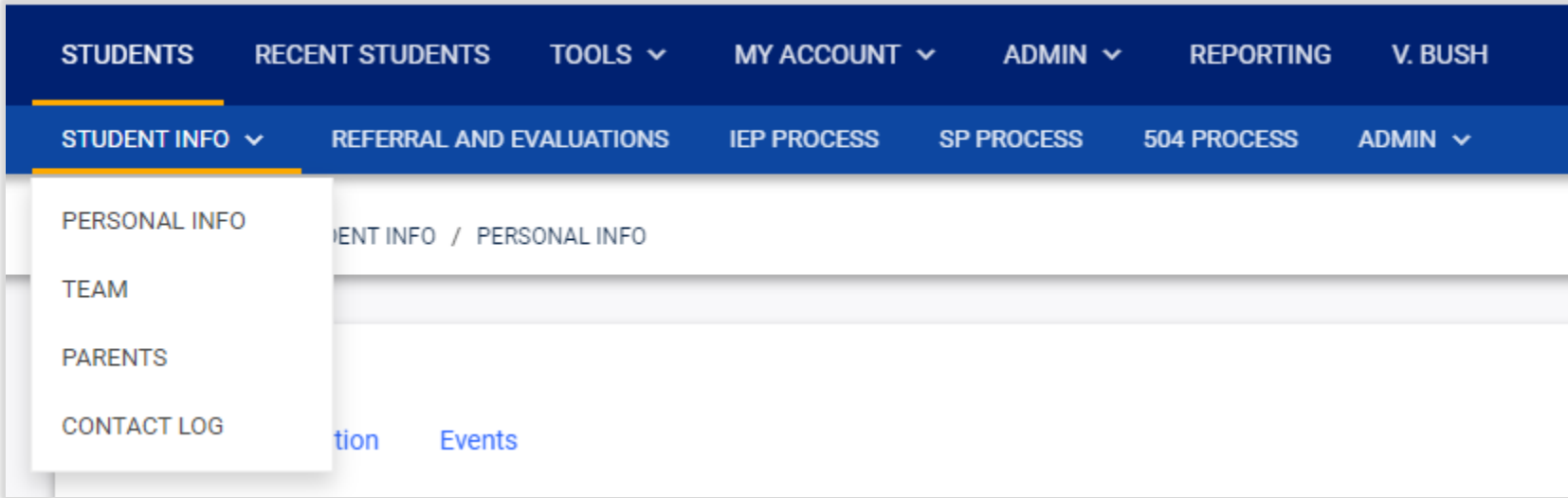
Include a Spanish version of the document

CREATE DRAFT PROGRESS REPORT AND MOVE TO NEXT STUDENT

CREATE FINAL PROGRESS REPORT AND MOVE TO NEXT STUDENT

Parent Portal

Parent Portal



Add Parent/Guardian

Demographic Information

Full Name

(Required)

Student Lives Here

Relationship

(Required)

Can receive Parent Portal notifications

E-Mail

Language

Phone Numbers

Work Phone

Work Fax

Cell Phone

Other

Home Phone

Home Fax

Addresses

Address

City

State

Zip

Has Separate Mailing Address

Team Access

Include on IEP Team

Include on Section504 Team

EDPlan Connect Access

Disable Portal Access

SEND ADHOC ACCESS EMAIL

Comments


Comments

BACK

SAVE

Parent Portal

Notification from CT-SEDS

 To: [Redacted] Mon 6/13/2022 12:10 PM

Dear John Smith,

You have a pending action for a Student in CT Training District.


To access your action item(s), please click the following link to log in to CT Training District's portal: [CT-SEDS Connect](#)

Thank you, Click link to access parent portal.

CT Training District

Parent Portal

connect



How would you like to receive the access code?

Text Message

Voice Call

E-Mail

Select the phone number you wish to use:

###-###-1234


###-###-1234

###-###-1234


REQUEST ACCESS CODE


Parent Portal

connect



CT Training District


 You will have 300 minutes to use your access code.

Enter Access Code:
..... 

LOGIN

Parent Portal

To-Do List

Student ↑	Date Submitted ↑	Item ↑	Action ↑	Respond ↑
Jason Smith	06/13/2022	Consent for the Initial Provision of Special Education	Apply Parent Response for Provision of Services Parental Consent Proposed	

Showing 1 to 1 of 1 entries

Previous 1 Next

Click Item name to view document.

Click Pencil icon to sign

Apply Parent Response for Provision of Services Parental Consent Proposed

Consent Proposed

Event Type
Provision of Services Parental Consent Proposed

Parent Signing
John Smith

Date
06/13/2022

Select a response.

Response

I consent to Initial Provision of Services

I deny consent to Initial Provision of Services

Notes


Sign below.

Signature

CLOSE **APPLY PARENT RESPONSE**

Parent Portal

Student's Documents

Select School Year
2021 - 2022 

School Year 	Date Finalized 	Document 	Associated Event 
2021	06/10/2022	Trial Placement for Diagnostic Purposes Planning and Parental Consent	Diagnostic Placement Extension
2021	06/10/2022	Consent to Conduct an Initial Evaluation/ Reevaluation	Parent Consent

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

