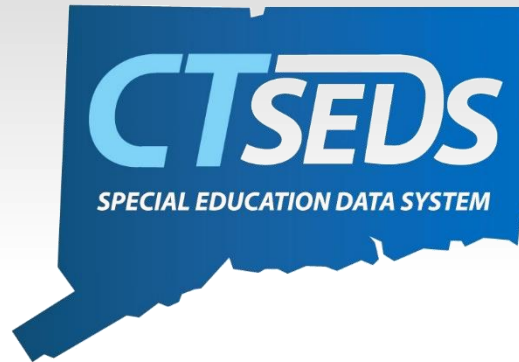# CT-SEDS Administrative Preview

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

# Adding an Announcement

# CT-SEDS Home Page

# Uploading System Documents

# My Account

# CT-SEDS Home Page

# 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

# My Calendar

# My Docs

# My Info

# My Messages

# My Reports

# Student Search

# CT-SEDS Home Page

# Student Search

# Student Search Results

# Advanced Student Search

# Advanced Search

# Upcoming Preview Sessions

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# Thank You!