

## What is a Learning Path?

A learning path is a selection of self-service resources specifically identified to assist you in becoming familiar with features and functions of the Special Education Student Information System (SE SIS). This learning path guides charter school staff through web-based training and reference resources that will equip and prepare them in performing their primary activities on SE SIS.

The learning path includes the following training and reference resources:

- **Self-Paced Training Modules** – Computer-based training modules with three modes of use:
  - See It! mode will walk you through the specified SE SIS process and show you the steps on the screen.
  - Try It! mode gives you guided actions so that you can move the mouse through each step.
  - Print It! mode provides you with a printable step by step guide that you can use as a reference when completing the activity in SE SIS. Print It guides are also listed on the SE SIS portal under the heading “Step-by-Step Guides.”
- **Quick References** – Printable aids that provide conceptual overviews, process flows, tips, hints and step-by-step guidance on SE SIS best practices.
- **Q & A Webinars** – prior to the March deployment of SE SIS in charter schools, project staff will host webinars over several weeks in February to respond to questions you have from reviewing the on-line training modules and reference materials. Following and completing the learning path is a prerequisite to attending a webinar.

## SE SIS Training and Support Portal

Resources identified in the learning path reside on the SE SIS intranet portal located at <https://portal.nycenet.edu/SE SIS/>. The links provided will take you directly to the online learning modules, recordings, and documents. When asked to enter a user name and password to access the portal, type in your DOE Outlook email account user name and password.

## Introduction to SE SIS Learning Path

### Self-paced Training Modules

Instructions for Accessing Self-paced Training Modules

<https://portal.nycenet.edu/SpecialPopulations/SE SIS/TrainingMaterials/SelfPacedTraining>

Link to Self-paced Training Modules

<https://portal.nycenet.edu/documents/SE SIS/CBT/toc.html>

Navigation Basics Module

a. Accessing SE SIS

Logging into SE SIS

# SEGIS Learning Path



- Logging Off and System Time Out
- a. Navigating the Homepage
  - Navigating the Homepage
  - Accessing the Help Section
- b. Using Icons
  - Icon Basics

## Quick References

Basic Navigation: <https://portal.nycenet.edu/NR/rdonlyres/C16AFE7-CEF9-466D-B771-C77FE57958A5/0/BasicNavigationinSEGIS.pdf>

## Viewing Student Records Learning Path

### Self-paced Training Modules

Instructions for Accessing Self-paced Training Modules

<https://portal.nycenet.edu/SpecialPopulations/SEGIS/TrainingMaterials/SelfPacedTraining>

Link to Self-paced Training Modules

<https://portal.nycenet.edu/documents/SEGIS/CBT/toc.html>

### Navigation Basics Module

- b. Searching for Students
  - Quick Search Form
- c. Navigating Student Profiles
  - Student Profiles
- d. Accessing Student Documents
  - Accessing Student Documents
- e. Navigating Student Documents
  - Navigating Within an Existing Document
- f. Event Log
  - Automatic Events
  - Creating A Manual Event

### IEP Module

- a. IEP
  - All training modules*

## Quick References

1. Major Workflows 1: <https://portal.nycenet.edu/NR/rdonlyres/9192F345-9A03-4C35-8BD0-97D3240F64D8/0/MajorWorkflowsinSEGIS.pdf>
2. Major Workflows 2: <https://portal.nycenet.edu/NR/rdonlyres/83FD90FA-F109-4558-9247-F443EBD8117C/0/MajorWorkflowsinSEGIS2.pdf>
3. Working with Documents: <https://portal.nycenet.edu/NR/rdonlyres/AC43622E-E919-4A12-A738-17A472669D83/0/WorkingwithDocumentsinSEGIS.pdf>

4. Logging Events:

<https://portal.nycenet.edu/NR/rdonlyres/1E9DFD84-96D2-4D1C-9692-30132DA6D00F/0/LoggingEventsinSE SIS.pdf>

### Faxing and Messaging Learning Path

#### Self-paced Training Modules

Instructions for Accessing Self-paced Training Modules

<https://portal.nycenet.edu/SpecialPopulations/SE SIS/TrainingMaterials/SelfPacedTraining>

Link to Self-paced Training Modules

<https://portal.nycenet.edu/documents/SE SIS/CBT/toc.html>

#### Navigation Basics Module

a. Faxing Documents

- Creating a Fax Coversheet
- Creating a Generic Fax Coversheet

#### Communication and Calendar Module

b. Communication

- Sending a Message
- Retrieving a Message

#### Quick References

1. Faxing Tips:

<https://portal.nycenet.edu/NR/rdonlyres/369C181A-D4F7-4747-A6DE-A20AB8338841/0/TipsforSE SISFaxing.pdf>

2. Faxing Best Practices and Troubleshooting Cheat Sheet

<https://portal.nycenet.edu/NR/rdonlyres/03F81FFA-1604-4D0B-8D6F-7312AEB54209/0/SE SISFaxingTips.pdf>