

SE SIS Upgrade Webinar Training Demonstration



Search



Curriculum



Communication



Reporting



Service Capture



Help

Renee Pardo (PS 035 Stephen L)

My Home Page

[What's New?](#)

Quick Access

Students Recently Worked With

- Cleaner, Tom
- Night, Fred
- Dorosin, Adam
- Bird, Jay
- Roi, Alice
- Coccaro, Adam
- Finch, Mike
- Coccaro, Adam
- Trees, Left
- Clark, Jane

[Search for Other...](#)

[Help Resources](#)

Reports [Save](#)

Case Closing

- [Discharge Report YTD](#)
- [Status of Students - Parent Revocation](#)

Evaluation

- [Compliance Report for Completed Assessments \(YTD\)](#)
- [Compliance Report for Incomplete Assessments](#)
- [Contract Agency Assessment Management Report - YTD](#)
- [Evaluations to be Completed](#)
- [Independent Assessment Management Report - YTD](#)
- [Request for Assistance](#)
- [Request for Assistance \(caseload only\)](#)
- [Request for Assistance - Not Approved](#)
- [Request for Assistance - Not Approved \(caseload only\)](#)
- [Status of Assistive Technology Recommendations](#)
- [Status of AT Evaluation Defaults \(R7C\)](#)

SE SIS Upgrade Webinar Training Demonstration

Webinar Topics

- Home Page Navigation
 - Home page
 - Current home page
- Documents
 - Student Tab Menus
 - Documents
 - Creating a new document
 - Working with a document
- SESIS Communication & Collaboration
- Q&A chat
- Webinar Evaluation

SE SIS Upgrade Webinar Training Demonstration

Webinar Objectives

- **A new navigation trail** – That consists of new places for some of the existing functionality
- **A tabbed user interface** – That allows for quick access to information without the need to open and close dozens of windows at the same time. The tabs allow multiple documents to be contained within a single window and quick navigation between them.
- **Fly-out menus** – For quick access to SE SIS functionality items (Similar to what you are familiar with in MS Office products)
- Many screens have been **streamlined** to reduce the number of clicks to access student records quickly.
- The new design **keeps the structure of the current SE SIS screens**, allowing for an easier transition for you – the SE SIS user

Homepage

SE SIS Home page

Top Navigation links

- A. The **Search** link replaces the **Open** link and includes most of the same options such as **Students**, **Classes**, **Staff** and **Locations**. The link for **Reports**, **Curriculum** and **Communication** now has their own links at the top, allowing for just one click rather than two.
- B. The **Curriculum** provides access to the current state standards
- C. The **Communication** link provides you with the same options, to: send a message, or access your messages, announcements or calendar
- D. **Reporting** now has its own link which provides access to either **Standard** or **Advanced** reports
- E. The **Service Capture** provides the same information, in the same place as it is currently
- F. **Help** is also an individual link at the top as it was
- G. **LOG OUT** is a bit farther to the left than it used to be ... it's this red link here.

SE SIS Home page (continued)

Top Navigation links (continued)



Top Navigation Links

[A](#)
[B](#)
[C](#)
[D](#)
[E](#)
[F](#)

NYCONFIG

Renee Pardo (PS 035 Stephen Decatur)

[Logout](#)

[My Home Page](#)

Welcome, Renee Pardo Last Login: 10/04/2013 Fri, 11:16 AM [What's New?](#)

G

Quick Access ^

- ▶ Students Recently Worked With
- ▶ Help Resources
- ▶ Personal Options/Content

Messages: You have 1 new message(s) ^

	Subject	From	Date
✉	TIENET 13.1	UPARDO (Renee Pardo) PS 035 Stephen Decatur	10/04/2013 Fri 11:30 AM

Announcements ^

	Subject	From	Date
🔊	Read the latest SESIS Bulletin!	CONSULTANT (MAXIMUS - renee)	Expires: 10/04 Fri, 12:15PM

Reports [Save](#)

- ▼ Case Closing
 - 📄 [Discharge Report YTD](#)
 - 📄 [Status of Students - Parent Revocation](#)
- ▶ Evaluation
- ▶ IEP
- ▶ IEP Future Release
- ▶ Notices Ready for Bulk Printing
- ▶ Placement
- ▶ Referral
- ▶ SANDBOX
- [Other Standard Reports...](#)

My Students [Edit](#)

	ID	Last Name	First Name
🗑️ 📄 📅	31030906	Pablo	Dorothy
🗑️ 📄 📅	31051370	Pacheco	Isabel

SE SIS Home page (continued)

Top Navigation links - (Moving down from the left) (continued)

H. Home Page – click home page icon

Quick Access

- I. Students recently worked with** remain in the same place but the icons for accessing information are different
 - The magnifying glass that took you to the Student Profile has been replaced by a filing cabinet and the icon that takes you to the student's documents is still shaped as a Document, but is a bit different from the old version. If you HOVER over the icon, the system will tell you where the icon will take you.
- J. Help Resources** and **Personal Options** remain in the same place
- K. Messages** – remain in the same place. Notice there is one new message with the subject of Tienet 13.1
- L. Announcements** remain in the same place

SE SIS Home page (continued)

Top Navigation links - (Moving down from the left) (continued)

- I. My Caseload is now **My Students** and the icons include the same ones we reviewed above for the student profile and documents page, but also include an icon for the **Encounter Attendance Service Capture Calendar**
 - Nothing in the look or layout of the Service Capture Calendar has been changed, everything functions in the same way it did before
- J. **Reports** remain in the same place and function in the same way, they are just cleaner and crisper looking

SEGIS Home page (continued)

NYC
Department of
Education
Dennis M. Walcott, Chancellor

Home | Search | Curriculum | Communication | Reporting | Service Capture | Help

NYCONFIG
Renee Pardo (PS 035 Stephen Decatur)
[Logout](#)

[My Home Page](#)

H Welcome, Renee Pardo Last Login: 10/04/2013 Fri, 11:16 AM [What's New?](#)

Quick Access

- ▶ Students Recently Worked With I →
- ▶ Help Resources J
- ▶ Personal Options/Content

New Icons

Student **Profile**

Student **Documents**

Reports [Save](#) N

- ▼ Case Closing
 - [Discharge Report YTD](#)
 - [Status of Students - Parent Revocation](#)
- ▶ Evaluation
- ▶ IEP
- ▶ IEP Future Release
- ▶ Notices Ready for Bulk Printing
- ▶ Placement
- ▶ Referral
- ▶ SANDBOX
- [Other Standard Reports...](#)

Messages: You have 1 new message(s) K

✉	Subject	From	Date
	TIENET 13.1	UPARDO (Renee Pardo) PS 035 Stephen Decatur	10/04/2013 Fri 11:30 AM

Announcements L

🔊	Subject	From	Date
	Read the latest SEGIS Bulletin!	CONSULTANT (MAXIMUS - renee)	Expires: 10/04 Fri, 12:15PM

My Students [Edit](#) M

	NEW	ID	Last Name	First Name
		31030906	Pablo	Dorothy
		31051370	Pacheco	Isabel

← Encounter Attendance Service Capture Calendar icon

Current Home page

The screenshot shows the Home Page of the NYC Department of Education. The top navigation bar includes links for Curriculum, Reporting, and Communication. A central search menu is highlighted with a red box and labeled 'A'. Navigation links for Curriculum, Reporting, and Communication are highlighted with blue boxes and labeled 'B', 'D', and 'C' respectively. A 'My Student Caseload' section is highlighted with a purple box and labeled 'M'. A 'REPORTS' section is labeled 'N'. The page also features 'QUICK ACCESS', 'MESSAGES', and 'ANNOUNCEMENTS' sections.

ID	Last Name	First Name	Gender	Age	Grade
ASSESS419	Assessment	Annie	Female	12	5th Grade
ASSESS420	Assessment	Annie	Female	12	5th Grade
CBSTSTUD11	Central	Charles	Male	11	5th Grade
CBSTSTUD12	Central	Charles	Male	11	5th Grade

- A** The options in the red box are located under the **Search** link in the new user interface.
- B, D, C** The options in the blue boxes are links on the top portion of the **Home Page** in the new user interface. This approach allows for one click rather than two.
- M** The **My Student Caseload** has been renamed **My Students** in the new user interface. All other sections are labeled with the corresponding letter code on the new screens (please refer to pages 2 and 3 for the new screen equivalent)

Navigation Trail, Tabs and Toolbar

Navigation Trail

System navigation between screens



Tabs

Grouping similar types of student data



Toolbar

Actions available in a particular screen.



Current

The screenshot shows the 'Current' user interface. At the top left is the NYC Department of Education logo. The main header area contains the text 'Case Manager 10 (Community Training School 1)' in a red-bordered box. Below this are navigation links: 'Open...', 'My Home Page', 'Send Message', 'My Calendar', 'Service Capture', 'Help', 'Support', and 'Logout'. The main content area shows a search path: 'Search → Charles Central (CBSTSTUD12): Profile • Documents • Repository • Events', with a yellow arrow pointing to 'Events'. Below this is a 'Select:' dropdown menu with 'Demographics/Enrollment/Contact' selected, and a yellow arrow pointing to it. At the bottom, the 'Actions:' section includes 'Edit', 'Services Calendar', 'Place Student', and 'Print', with a purple arrow pointing to 'Print'.

New

The screenshot shows the 'New' user interface. At the top left is the NYC Department of Education logo. The main header area contains navigation links: 'Search', 'Curriculum', 'Communication', 'Reporting', 'Service Capture', and 'Help'. On the right side, there is a red-bordered box containing the user name 'Renee Pardo (PS 035 Stephen Decatur)' and 'NYTRG Logout'. The main content area shows a search path: 'Search → Flora Leach (31017277)', with a yellow arrow pointing to the search box. Below this are tabs for 'Profile', 'Documents', 'Repository', and 'Events', with a yellow arrow pointing to 'Events'. At the bottom, the 'Actions:' section includes 'Demographics/Enrollment/Contact', 'Edit', 'Print', and 'More...', with a purple arrow pointing to 'More...'.

Documents

Student Tab Menus

Tab Menus

- A. Student name and identification
- B. **Profile** tab where you access student information
- C. **Document** tab list all of the student records created in SESIS for the student
- D. **Repository** tab – is not used
- E. **Events** tab are the automatic and manual recorded activities/actions for the student

The screenshot shows the Student Information System (SEIS) interface for Alice Roi (32UAT2437). The interface includes a navigation bar with tabs for Profile, Documents, Repository, and Events. The Documents tab is active, displaying a list of documents for the student. The list includes 'Social History Package' and 'Individualized Education Program (IEP)'. The interface also shows a search bar, a home button, and a user profile section.

Documents for 2010/11	Status	Creation Date	Modification Date	Finalization Date
Assessment				
Social History Package	Final	07/21/2010 Wed, 04:06 PM	07/21/2010 Wed, 04:09 PM	07/21/2010 Wed, 04:09 PM
IEP				
Individualized Education Program (IEP)	Final	07/21/2010 Wed, 04:09 PM	07/21/2010 Wed, 04:22 PM	07/21/2010 Wed, 04:22 PM

Documents

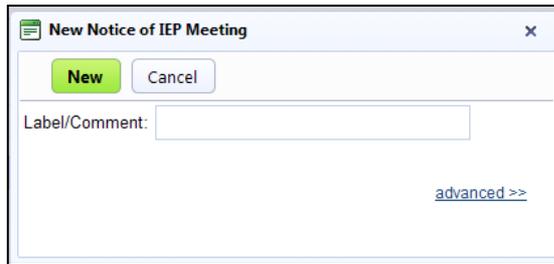
- F. **By Year** – Shown all the student record's for a particular school or show all
- G. **By Category** – Show student records for specific process stage
- H. **More**
 - **Print a blank document** for all available student documents in SESIS
- I. **Finalization** column – A new column to show when a the document status is set to final
- J. **Print icon** – prints the document list as shown

The screenshot shows the NYTRG user interface for Alice Roi (32UAT2437). The top navigation bar includes links for Search, Curriculum, Communication, Reporting, Service Capture, and Help. The user is logged in as Renee Pardo. The main content area shows document filters for 'By Year' and 'By Category', both set to '(All)'. A 'More...' link is highlighted with a green arrow and the text 'Print a blank SESIS document'. Below the filters, a table lists documents for Alice Roi. The table has columns for 'Documents for 2010/11', 'Status', 'Creation Date', 'Modification Date', and 'Finalization Date'. A green arrow points to the 'Finalization Date' column with the text 'New column'. A 'Print icon' is visible on the right side of the table, with a green arrow and the text 'Print document list as shown' pointing to it.

Documents for 2010/11	Status	Creation Date	Modification Date	Finalization Date
Assessment				
Social History Package	Final	07/21/2010 Wed, 04:06 PM	07/21/2010 Wed, 04:09 PM	07/21/2010 Wed, 04:09 PM
IEP				
Individualized Education Program (IEP)	Final	07/21/2010 Wed, 04:09 PM	07/21/2010 Wed, 04:22 PM	07/21/2010 Wed, 04:22 PM

Create a Document

- K. New place for a **comment** or a **label** pops up in a new window



K

- L. **Save** buttons are the same



L

- M. Options at the top are a slightly different; instead of the **Selection Screen** dropdown, we have a new fly out, again reducing the number of clicks it takes to access student information



M

Create a Document (continued)

N. Edit This section – same place

My Home Page Alice Roi (32UAT2437) > Documents Draft: Notice of IEP Meeting (2013-14)

Selection Screen

Edit This Section Set Document... Print... Navigate To... More...

N

• [Click here to go to the Notice of IEP: Annual Review](#)

Working with a Document

Document File Menu

- O. The new **Set Document** button allows you to:
 - **Sections** – Add or remove sections
 - **Change the status** – reduces the number of clicks by selecting
 - **Status from Draft to Review**
 - **Status from Draft to Final**
 - **Label/Comment** - Add a label or comment after the document has been created which will show up on the Student's Document page
- P. **Print** provides the same options
- Q. **Navigate To** also provides the same options
 - **Events for this document** – looks the same as before
 - **File attachments** - looks the same as before

Working with a Document (continued)

R. More

- Spell Check Entire Document
- Send Message with Document
- Refresh This Section
- Update Document from Student Profile
- Modify Document Year
- Delete this Document

NYC Department of Education
Dennis M. Walcott, Chancellor

Home | Search | Curriculum | Communication | Reporting | Service Capture | Help

My Home Page | Alice Roi (32UAT2437) > Documents | Draft: Notice of IEP Meeting (2013-14)

Selection Screen

O P Q R

Edit This Section | Set Document... | Print... | Navigate To... | More...

Sections
Status from Draft to Review
Status from Draft to Final
Label/Comment

Events for This Document
File Attachments

Spell Check Entire Document
Send Message With Document
Refresh This Section
Update Document from Student Profile
Modify Document Year
Delete This Document

NYC Department of Education
Dennis M. Walcott, Chancellor

Working with a Document – New vs. Old (continued)

New

The screenshot shows the 'New' interface for an IEP document. At the top, there is a navigation bar with the NYC Department of Education logo and several menu items: Home, Search, Curriculum, Communication, Reporting, and Service Capture. Below this, a search bar contains 'Flora Leach (31017277) > Documents' and a document title 'Draft: Individualized Education Program (IEP) (2012-13)'. A 'Cover Page' checkbox is checked. A red box highlights a new 'Set Document...' dropdown menu, which includes 'Edit This Section', 'Print...', 'Navigate To...', and 'More...'. Below this, a table displays document details:

INDIVIDUALIZED EDUCATION PROGRAM (IEP)			
STUDENT NAME: Flo	Status from Draft to Review		DISABILITY CLASSIFICATION: Multip
DATE OF BIRTH: 09/	Status from Draft to Final	277	
PROJECTED DATE IE	Label/Comment	012	PROJECTED DATE OF ANNUAL REV

A purple arrow points from the 'Set Document...' dropdown to the 'Status from Draft to Review' cell in the table.

Old

The screenshot shows the 'Old' interface for an IEP document. At the top, there is a navigation bar with the NYC Department of Education logo and several menu items: Open..., My Home Page, Send Message, My Calendar, Service Capture, Help, and Support. Below this, a search bar contains 'Charles Central (CBSTSTUD12)' and a document title 'Draft Individualized Education Program (IEP) (2013-14)'. A 'Select:' dropdown menu is set to 'Cover Page'. A red box highlights the 'Actions:' menu, which includes 'Edit This Section', 'Print...', 'More Actions...', and 'Navigate To...'.

As shown in the screenshots below, some common actions have been moved from the **More Actions** menu into a new **Set Document** menu to reduce the number of clicks. As an example, changing the status of a document has been reduced from three clicks to two.

Working with a Document (continued)

- **Stylized text** - Some document templates have stylized text boxes (e.g. evaluation templates) allows you to add additional formatting options to your text.
- The **Enable Stylized Text** link above the text box and it will switch to stylized text.

Medical alerts:

[Enable Stylized Text](#)

Your text here.

New

Sources of testing/interviews and/or other investigative activities:

B *I* U T T

Your text here.

Old

SEGIS Communication & Collaboration

SE SIS Communication & Collaboration

Communication

- **Messages** - work the same as before but now you can also create new folders. Right click on the Inbox folder to create a new folder.
- **Move** use to move a message to a specific folder
- **Mark As**
 - Read create a passive reminder to return to read a message
 - Unread
- **Flag** icon create an alert reminder to action a message item
 - Add Flag
 - Remove Flag
- **XLS** icon – export message to MS Excel
- **Settings** (Is not available to SE SIS users)
- Message forward Settings send message to another email address

SE SIS Communication & Collaboration (continued)

Communication (continued)

The screenshot displays the NYC Department of Education's communication interface. At the top, the NYC Department of Education logo is on the left, and navigation icons for Search, Curriculum, Communication, Reporting, Service Capture, and Help are on the right. Below the navigation bar, a left sidebar contains 'Messages' (with sub-items: Unread, Inbox, Flagged, Sent), 'Announcements', and 'My Calendar'. The main area shows an email list with columns for 'From' and 'Subject'. A yellow row is highlighted, showing 'UPARDO (Renee Pardo)' as the sender and 'TIENET 13.1' as the subject. Below the list, a toolbar includes 'Reply', 'Reply All', 'Forward', 'Mark as Unread', and 'Print'. The email details section shows the subject 'TIENET 13.1', the sender 'UPARDO (Renee Pardo) PS 035 Stephen Decatur', and the date '10/04/2013 Fri, 11:30 AM'. A calendar for October 2013 is visible at the bottom left.

A New Folder...

B From

C

D

E Subject

UPARDO (Renee Pardo)

TIENET 13.1

Reply Reply All Forward Mark as Unread Print

Subject: TIENET 13.1

From: UPARDO (Renee Pardo) PS 035 Stephen Decatur Date Sent: 10/04/2013 Fri, 11:30 AM
To: UPARDO (Renee Pardo)

October 2013

S M T W T F S

SEGIS Training Resources

SEGIS Portal

- For additional training resources and tools visit the SEGIS website daily

<https://portal.nycenet.edu/SpecialPopulations/SEGIS/default.htm>