



SAEC

2024 SEAS ACHIEVE
2.0 ADMINISTRATOR &
PRESENTED BY SEAS EDUCATION USER/STAFF OVERVIEW



SEAS ACHIEVE LOG-IN

- Basic login rules

ACHIEVE DASHBOARD

- Launch Pad
- Student List
- Student Search and Timelines
- Achieve Plan Types
- Student Information
- Entering a Student in SEAS
- Nightly Interface between SEAS & eSchool
- SEAS technical support information and Chat
- Adding a Plan in Achieve 2.0
- Accessing info from SEAS Classic

SYSTEM SETUP

- Admin-Forms Packets
 - Building/Modifying a Forms Packet
 - Forms Exclusions
 - Supplemental Packets
- Admin-Forms Settings
 - Setting up Draft Watermarks
 - Narratives
 - Hide Forms
 - Setting up Page Numbering
- Setting up Admin Folders for Data Collection in Student Information
- Custom Permissions in SEAS
- Owner Setup & selecting the correct site parameters
- Setting quarterly progress dates to auto-populate goal progress pages

STUDENT INFORMATION

- Entering a student in SEAS
- Inactivating/removing students in SEAS
- Access/schedule
- Student information screens
- Group editing in student information

GOAL BANK MANAGEMENT

- Setting up Goal Banks
- Adding district wide goals
- Adding personal goals

ACCESSING DRAFT IEP IN ACHIEVE OR A FORMS PACKET IN CLASSIC

- Navigating the Forms Packet
- Record Locking
- Auto Fill, Extraction, Bridging
- Inserting Forms, Duplicating Forms, Inserting Blank Pages and Supplemental Packets
- SEAS Toolbar & Printing Options
- Form Narratives
- Navigate through the Goal Bank to choose/create the proper Standard, Goal and Objective for your child
- Updating Status
- Locking your Packets
- Updating Progress
- Copy, Amendment, and Rename

REPORTS

- SEAS standard pre-built reports
- Report designer - individual or district custom built reports

QUESTIONS & ANSWER

- Discussion of other products (CLASS, 504, RTI, /Beh, Medicaid, SmartEval, ELL, Gifted)

NOTE: Achieve is compatible with Chrome, Firefox, and Safari. We do not recommend using Internet Explorer or Edge.

