GENERAL ADMIN PROCESSES

LAUNCHPAD

- Searching for Students
- Utilizing Search Fields and Filters
- Understanding the Program Search
- Adding Students

PRINT CENTRAL

- Finding the Right Document(s)
- Finding the Right Student(s)

TRANSFER STUDENT

- Sending Records to Districts
- Receiving Records from Districts

ADDING NEW STUDENTS

- Demographics
- Contacts
- Enrollments
- Staff Assignments
- Notes
- Additional Documents
- Program Summaries
- Extra Student Field Instances

REPORTS

- Running/Filtering Reports
- What are the Best Reports
- Exporting Reports
- Making the Best out of the Exported Reports

PROFILE

- Customize Your Dashboard
- Change Your Email Setting
- Setting Your Default Program

ADMIN/APPLICATION SETTINGS

APPLICATION

- Accommodations
- Disabilities
  (504 Major Life Activities)
- Goal & Progress
- Services

PROGRAMS

- Delay Reasons
- Program Attributes

SCHOOLS

- Grade Levels:
  Setting up Partial Days
  Calculations
- School Calendars:
  Editing/Adding Exceptions
  and Grading Periods

SMART EVAL

- Managing Assessments
- Managing Sections

STAFF & USER

- Staff
- Staff Titles
- Users
- User Roles (Adding/Editing)
  - Role Permissions
  - Form and Packet Permissions
  - Report Permissions

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

SAEC

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