

Special Ed Manager (SEM) Help

Main	ETR/Ref	IEP/EMIS	New	Delete	Print All Classlists	Email Classlists	Edit Teacher pop up menus & email address for PDFs	1 of 1				
List 1	List 2	List 3	List 4	List 5	List 6	List 7	List 8	Custom 1	Custom 2	Custom 3	CIMS	Documents

Main- this is the main opening page in the SEM
ETR/Ref- enter ETR/Referral data in this section. Timelines can also be checked in this section.
IEP/EMIS – enter IEP/EMIS data in this section. Can generate EMIS reports from this section.
New- click to enter a new student **Delete-** click to delete a student.
Print All Classlists- Prints classlists for all active students by teacher name.
Email Classlists- use to email PDF classlists to teachers
Edit Teacher Pop Up Menus- use to enter special ed teacher names for the teacher pop up list. Also used to enter email addresses for the Email Classlists option.
List 1-8: Preset lists for displaying data **Custom 1-3:** Lists that can be modified by the user
CIMS- One page form for summarizing the data for a student.
Documents- used to store documents (pdf files, word documents, etc.) for a student.

Callout 1: Enter data for the student. You must enter a unique Student #. This field can not be left blank.

Callout 2: Use the Tab or Return key to move from field to field.

Callout 3: Data entered will be automatically saved.

Callout 4: Enter a date to determine the student age on that date

Callout 5: Current age of the student

Callout 6: Click Address to transfer the student's address into the parent's address fields.

Callout 7: Use this section to create mailing labels for the students. Labels will print 30 labels per page.

Callout 8: Extra fields can be used as extra storage fields.

Callout 9: Enter headings for the extra fields.

Callout 10: Enter default values for new records. Values enter will be automatically added to new records.

Autoentry values for the Special Ed Manager

District of Residence	
District of Service	
District of Service IRN	
District of Residence IRN	
Native Language	
County	

Heading for Extra Fields

Extra Text 1:	(text field)
Extra Text 2:	(text field)
Extra Text 3:	(text field)
Extra Date 4:	(date field)
Extra Date 5:	(date field)
Extra Date 6:	(date field)
Extra Number 1:	(number field)
Extra Text 4:	(text field)
Extra Text 5:	

Student Search

Go to:

Quick Search

Teacher: Grd:

Building:

Disability: LRE: Age:

Rel. Service:

Next IEP to

Next MFE to

Perform Search Clear Entry Find All

Display search results with layout:

Preview Calendar Month Year

Click in the student field to select a student and then click **Go to:** to go to that student's record. When the pop up list appears, start typing the student's name to narrow the list.

Number of items that were found in the search.

Click in the search fields to select search criteria. Then click the Perform Search button to find students that match the search criteria.

Select a Month and Year and then click Preview Calendar to print a calendar for ETR and IEP due dates. Quick Search criteria can be used to filter the students on the calendar.

Teacher:

Building:

Doe, James	68288
Doe, Jane	79535
Doe, John	15551

Select a Teacher or Building to filter the list of students.

A list of your students will appear in this list. Click on a student to go to that student's record.

Comments Log (entries may only be edited by the person that created the entry)

New entry First entry Next entry Last entry Print Log

Use this section to log comments about a student. Click the **New entry** button to add a new entry into the log.

Student Special Ed Record (GE)

PSTC RFRL

CNST Outcome:

IETR Outcome: Comp:

IIEP Outcome: Comp:

Start Date End Date

RETR Outcome: Comp:

RIEP Outcome: Comp:

Start Date End Date

TIEP Outcome:

Start Date End Date

TETR Outcome:

Start Date End Date

FIEP Comp:

CIEP Outcome:

Error:

IRN: Secondary Element:

Test Type Element:

Special Ed Record List

This section stores all of the EMIS data needed to generate the GE EMIS records. A lot of the fields in this area can also be inputted in different areas of the program.

The Error field shows where EMIS data might be missing.

The Special Ed Records list displays all of these fields in a list format. If you are using FileMaker 9 or greater the list will color code to red for errors.

The Special Ed Events section is used to generate text files containing the data for the GE and GQ special ed EMIS reports. The file can be created with either the Student # or EMIS ID.

Special Ed Events Date Range

6/1/2009 to 5/31/2010

Create with: Student # EMIS ID

Fiscal Year

Reporting Period

Student #: 1

EMIS ID:

Export Special Ed Record (GE)

Export Program Codes (GQ)

Lists

Click the L or C buttons to go to different lists

Delete permanently deletes a student **Omit** temporarily omits a student.

L1	L2	L3	L4	L5	L6	L7	L8	C1	C2	Main	Print	Delete	Omit	Find All	Find	LIST 1 List Name: Special Ed List	T-215	F-2	PDF
Student	Grd	DOB	Init. MFE	Last Reeval	Init. IEP	Last Review	Next IEP												
John Doe	03	04/18/01	10/08/08		11/07/08		11/06/09												
Jane Doe	PS	06/16/05	05/27/08		06/02/08	05/26/09	05/25/10												

Enter a heading for the list that will print at the top of the list.

Click on any column heading to sort by that heading.

Custom Lists

Layout: Custom List 1 View As: [Table View] Preview Page width -> 8.5 | 11

Main	Print	Omit	Delete	Help	Find	Find All	PDF	Student	DOB	Student Num...	Teacher	School	Grade	SSN	Related Services
								Doe, John	04/18/01	15551			03		
								Doe, Jane	06/16/05	79535			PS		

Columns can be rearranged by clicking on the heading and dragging to a new location. Columns can be resized by clicking between the heading and then drag to the desired size. Sort columns by clicking on the column heading.

Modify Table View

- Student
- DOB
- Student Number
- Teacher
- School
- Grade
- SSN
- Related Services
- Address
- City
- D of R
- Parent
- Phone
- Paddress
- Disability name
- State
- Zip

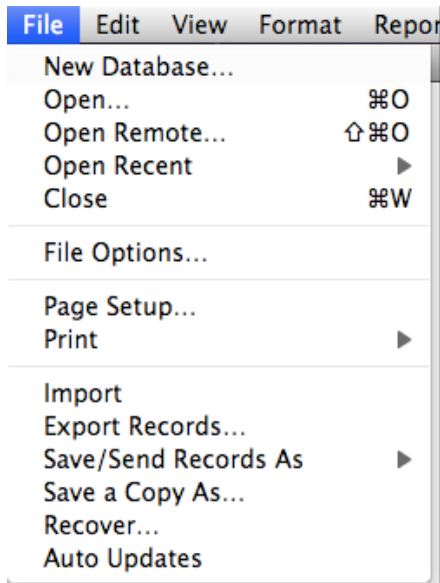
Cancel OK

Modify Table View is only available in FileMaker 10 or greater. Click the Modify button to use the option. You might need to click the status bar icon in the lower left corner to be able to view the Modify button.

Uncheck a box to remove the item from the list.

Items can be rearranged by clicking on the up/down arrows and dragging them to a new location.

Menus



Open Remote- use to open a network file.

File Options- can be used to turn off or on auto spell check options.

Page/Print Setup- use to change page orientation

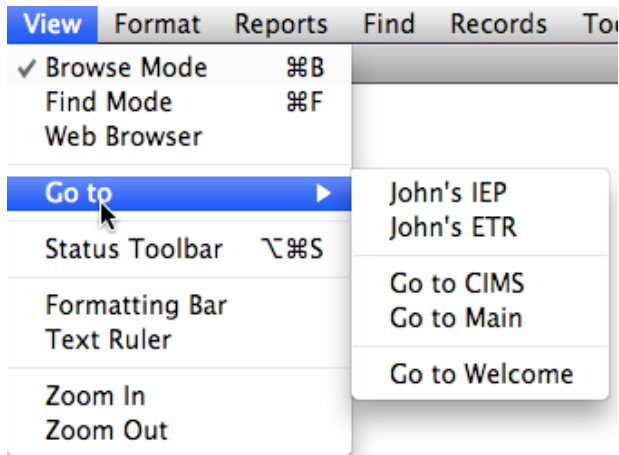
Print- use to print the current layout or pdf file of current layout.

Import- use to import records into the SEM

Export Records- use to export records from the SEM

Save/Send Records As- use to create a Excel or PDF file of the data

Auto Updates- use to set up preference for automatic updates to demographic and EMIS data.



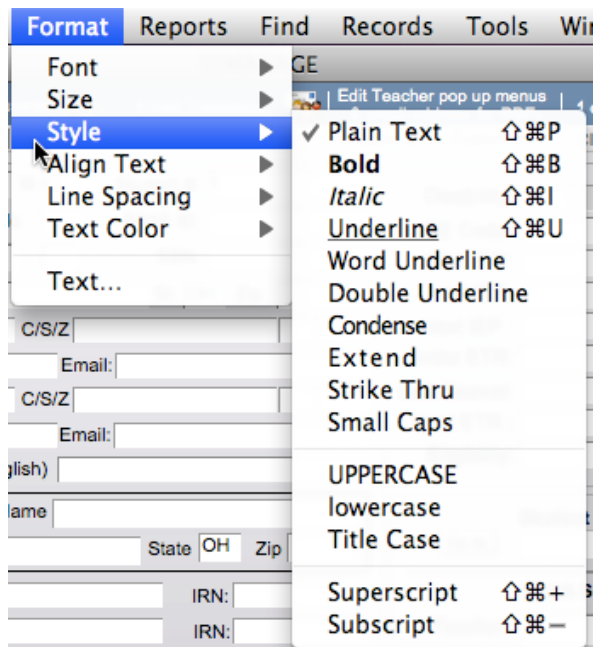
Browse Mode- use this mode to enter data into the SEM

Find Mode- use this mode to search for data in any of the data fields

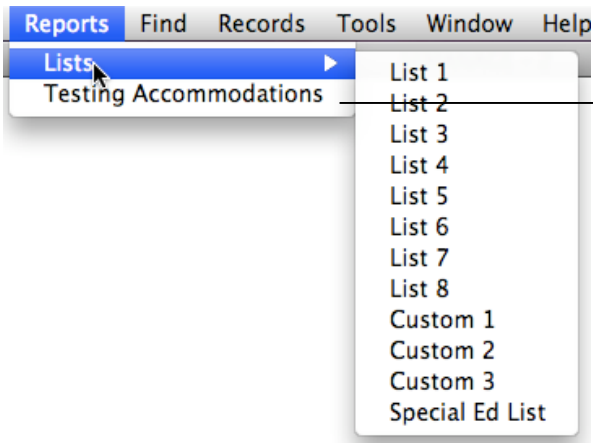
Web Browser- This option will only work if you are using FileMaker 8.5 or greater. You can use this layout to display a web program (like ESIS or DASL) on a layout that will also display the EMIS data for a student.

Go to – takes you to a student's IEP or ETR. You can also use to go to the Main layout, Welcome screen and CIMS layout

Zoom In/Out- can be used to make the screen size bigger or smaller

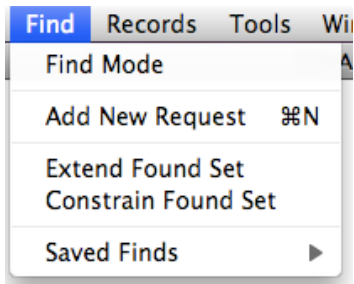


Format- provides a full range of formatting options. Highlight text then select the desired format option. The **Condense** option is very helpful when you need a little more space in a text field. The **Size** option can also be use to gain more space by selecting a smaller font size.



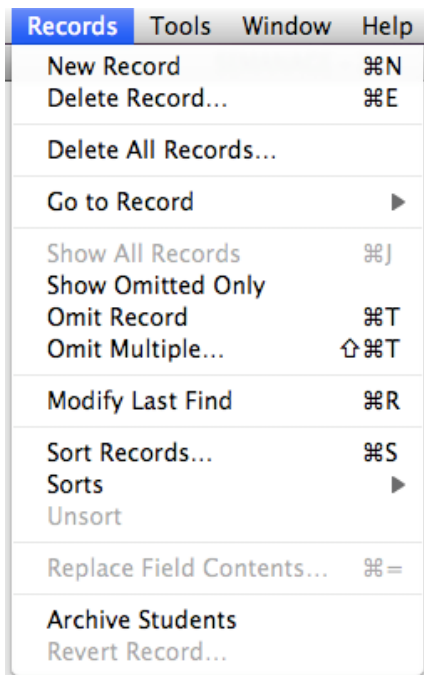
Main		Print	IEP/EMIS	Testing Accommodations		PDF	Omit	Grade Sort	Name Sort
Doe, John	1			Rdg	small group; extended time	03	Wtg	small group; extended time	03
IEP	1/18/10	Met Req.-	Alternate-						
Mth	03	small group; extended time; calculator		Sci	small group; extended time	03	Soc	small group; extended time	03
Other 03 small group; extended time									
Doe, James	2			Rdg		03	Wtg	small group; extended time	03
IEP	1/18/10	Met Req.-	Alternate-						
Mth				Sci		03	Soc	small group; extended time	03

Reports is used to navigate to specific reports.
Testing Accommodations report summarizes the data that was entered on the most recent IEP Testing page. This report is very helpful to have before doing state testing.



Find Mode- use this mode to search for data in any of the data fields.
Add New Request- use to perform an or search in Find Mode
Extend Found Set- use to extend a found set of data
Constrain Found Set- use to constrain a found set of data
Save Finds- FileMaker Pro 10 option that saves the find criteria which can be selected to perform the find again

Review the FileMaker Pro Help for more information on how to use Find Mode.



New Record- use to add a new student. The student must have a unique ID number.
Delete Records- permanently deletes a student
Delete All Records- permanently deletes the active group of students. This option is very helpful when you have a group of students to delete.
Warning: you could also delete all of your students if not used properly.
Go to Record- use to go to previous or next record. Ctrl + ↑ or Ctrl + ↓ can also be used to go from one student to another.
Show Omitted Only- shows the students that were omitted or not found in the found set of students.
Omit Record- temporarily omits the current student from the active set of students.
Modify Last Finds- allows you to modify the criteria from the last Find
Sort Records- use to select multiple Sort criteria
Sorts- use to perform preset sorts
Unsort- use to unsort the students
Replace Field Contents- Uses the value in a specified field in the current student record or uses a calculation to replace the value in that field in every record in the current found set of student. This option can be very helpful but be very careful in using this option. Review the FileMaker Pro help for more information on Replace.
Archive Students- use this option to move a student to the inactive file. The SEM should only be used to store students currently in special education. Once a student is no longer active, the student should be either archived or deleted from the SEM.
Revert- Returns the current student record or request to the way it was before you began adding or changing data in the record.