

CT-SEDS Training

Webinar Calendar:

Instructions: Virtual trainings are conducted through Microsoft Teams. Registration is required for all trainings. Click on the hyperlinked Training Topic below to register for the online training. **Pre-registration is required and is the only method for obtaining the login details for the live training.** Once on the Registration page, complete all required information in the registration form and click “Register Now”. You will then receive an email confirming your registration with a direct link to the training. Please check email spam/junk folders as it often gets sent to those folders by your district’s email security protocols.

Descriptions of each topic begin on page 5.

NOTE: Registrants can login/join the training beginning 10 minutes prior to the stated start time; no late registrations are allowed after that time. **Please be sure to pre-register.** Training sessions will be cancelled within 2 weeks of scheduled date if minimum registration is not reached; those already registered will receive email notification of the cancelled session.

Preferred web browser for virtual trainings is Google Chrome. **NOTE:** Mozilla Firefox is **not** recommended.

July 2023

Date	Time	Topic	Target Audience
Mon, July 24	9:00 AM – 10:30 AM	CT-SEDS: System Administrator Boot Camp – Session 1 Introduction or refresher on the following system functions: <i>Session 1: District Calendar setup/editing, School Calendar setup/editing, Managing Schools (within district and out of district)</i>	NEW OSEP Aggregate District Admin and Data Managers
Tue, July 25	9:00 AM – 10:30 AM	CT-SEDS: System Administrator Boot Camp – Session 2 Introduction or refresher on the following system functions: <i>Session 2: Users and Caseloads – managing existing users, adding new district users, inactivating users, managing caseloads (changing and adding to) and creating caseloads</i>	NEW OSEP Aggregate District Admin and Data Managers
Wed, July 26	9:00 AM – 10:30 AM	CT-SEDS: System Administrator Boot Camp – Session 3 Introduction or refresher on the following system functions:	NEW OSEP Aggregate District Admin and Data Managers

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Date	Time	Topic	Target Audience
		Session 3: Student Record Basics- student history, troubleshooting, manual events entry	
Wed, July 26	1:00 PM – 2:00 PM	CT-SEDS: Progress Reporting—ESY	ESY staff tasked with reporting on IEP goal progress each marking period
Thu, July 27	8:30 AM – 9:30 AM	CT-SEDS: Progress Reporting -- ESY	ESY staff tasked with reporting on IEP goal progress each marking period

August 2023

Date	Time	Topic	Target Audience
Tue, Aug 1	9:00 AM – 10:00 AM	CT-SEDS: APSEP Administrators – Session 1 Introduction or refresher on the following system functions: Session 1: District Calendar setup/editing, School Calendar setup/editing, Managing Schools (within district and out of district)	APSEP Aggregate Admin/Certifiers
Wed, Aug 2	9:00 AM – 10:00 AM	CT-SEDS: APSEP Administrators -Session 2 Introduction or refresher on the following system functions: Session 2: Users and Caseloads – managing existing users, review of APSEP User Types, managing caseloads (changing and adding to) and creating caseloads	APSEP Aggregate Admin/Certifiers
Thu, Aug 3	9:00 AM – 10:00 AM	CT-SEDS: APSEP Administrators – Session 3 Introduction or refresher on the following system functions: Session 3: Student Record Basics- student history, troubleshooting, manual events entry	APSEP Aggregate Admin/Certifiers
Mon, Aug 7	1:00 PM – 2:30 PM	CT-SEDS: System Administrator Boot Camp – Session 1 Introduction or refresher on the following system functions:	NEW OSEP Aggregate District Admin and Data Managers

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Date	Time	Topic	Target Audience
		<i>Session 1: District Calendar setup/editing, School Calendar setup/editing, Managing Schools (within district and out of district)</i>	
Tue, Aug 8	1:00 PM – 2:30PM	CT-SEDS: System Administrator Boot Camp – Session 2 Introduction or refresher on the following system functions: <i>Session 2: Users and Caseloads – managing existing users, adding new district users, inactivating users, managing caseloads (changing and adding to) and creating caseloads</i>	NEW OSEP Aggregate District Admin and Data Managers
Wed, Aug 9	1:00 PM – 2:30 PM	CT-SEDS: System Administrator Boot Camp – Session 3 Introduction or refresher on the following system functions: <i>Session 3: Student Record Basics- student history, troubleshooting, manual events entry</i>	NEW OSEP Aggregate District Admin and Data Managers
Thu, Aug 10	10:00 AM – 11:00 AM	CT-SEDS: User Management	NEW OSEP Aggregate District Admin and Data Managers
Tue, Aug 15	10:00 AM – 11:00 AM	CT-SEDS: What’s New in CT-SEDS	All users
Wed, Aug 16	1:00 PM – 2:00 PM	CT-SEDS: 504 Process Enhancements	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing 504 Plan
Tue, Aug 22	09:00 AM – 10:00 AM	CT-SEDS: 504 Process Enhancements	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing 504 Plan

Sept 2023

Date	Time	Topic	Target Audience
Tue, Sept 12	09:00 AM – 10:00 AM	CT-SEDS: What’s New in CT-SEDS	All users

CT-SEDS Training



Date	Time	Topic	Target Audience
Tue, Sept 12	1:00 PM – 2:00 PM	CT-SEDS: New User 101 Series – Session 1 This session introduces new users/staff in the basics of using CT-SEDS focused on: Session 1: Student and Caseload Basics- student search, student history, caseload setup	Newly hired Special Ed Teachers, Providers, Case Managers, Student Team Leaders
Wed, Sept 13	10:00 AM – 11:00 AM	CT-SEDS: New User 101 Series – Session 2 This session introduces new users/staff in the basics of using CT-SEDS focused on: Session 2: Referral and Evaluations Process- starting the new referral, creating the PPT 1 Meeting notice; starting the 3 year reevaluation, creating the PPT 1 Meeting notice	Newly hired Special Ed Teachers, Providers, Case Managers, Student Team Leaders
Wed, Sept 13	1:00 PM – 2:00 PM	CT-SEDS: Troubleshooting: Understanding Student History and IEP/ISP Modules	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing IEP/ISP
Thu, Sept 14	10:00 AM – 11:00 AM	CT-SEDS: IEP Amendment w/o Meeting	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing IEP/ISP
Thu, Sept 14	2:00 PM – 3:00 PM	CT-SEDS: New User 101 Series – Session 3 This session introduces new users/staff in the basics of using CT-SEDS focused on: Session 3: IEP Process- creating the PPT Meeting Notice, updating the draft IEP for annual review or other meeting purposes	Newly hired Special Ed Teachers, Providers, Case Managers, Student Team Leaders
Tue, Sept 19	9:00 AM – 10:00 AM	CT-SEDS: New User 101 Series – Session 4 This session introduces new users/staff in the basics of using CT-SEDS focused on: Session 4: 504 Process- beginning the referral to 504 and developing the initial plan; creating the meeting notice for review/revision to 504 Plan	New staff who coordinate/develop 504 plans

Date	Time	Topic	Target Audience
Tue, Sept 26	1:00 PM – 2:00 PM	CT-SEDS: Troubleshooting: Understanding Student History and 504 Module	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing 504 Plan
Wed, Sept 27	8:30 AM – 9:30 AM	CT-SEDS: Troubleshooting: Understanding Student History and IEP/ISP Modules	Student Team Leaders, Case Managers, Administrators, Office Staff – those district staff tasked with finalizing IEP/ISP
Thu, Sept 28	2:00 PM – 3:00 PM	CT-SEDS: 504 Process Enhancements	District staff tasked with finalizing 504 Plans which may include Student Team Leaders, Case Managers, Administrators, Office Staff

Topic	Description	Target Audience
CT-SEDS: SYS Admin Boot Camp Series	<p>A series of 3 sessions designed to introduce new SYS Administrators or a refresher for current Administrators on the following system functions:</p> <p>Session 1: District Calendar setup/editing, School Calendar setup/editing, Managing Schools (within district and out of district)</p> <p>Session 2: Users and Caseloads – managing existing users, adding new district users, inactivating users, managing caseloads (changing and adding to) and creating caseloads</p> <p>Session 3: Student Record Basics- student history, troubleshooting, manual events entry</p> <p>NOTE: each session is 90min</p>	New or Nearly New District Administrator, District Data Manager/ Administrator
CT-SEDS: New User 101 Series	<p>A series of 4 sessions to introduce new users/staff in the basics of using CT-SEDS. The following topics will be reviewed in each session:</p> <p>Session 1: Student and Caseload Basics- student search, student history, caseload setup</p> <p>Session 2: Referral and Evaluations Process- starting the new referral, creating the PPT 1 Meeting notice; starting the 3 year reevaluation, creating the PPT 1 Meeting notice</p> <p>Session 3: IEP Process- creating the PPT Meeting Notice, updating the draft IEP for annual review or other meeting purposes</p>	Newly hired Special Ed Teachers, Providers, Case Managers, Student Team Leaders, District staff trained as an Expert Trainer

Topic	Description	Target Audience
	Session 4: 504 Process- beginning the referral to 504 and developing the initial plan; creating the meeting notice for review/revision to 504 Plan	
CT-SEDS: APSEP	A series of 3 sessions designed to introduce new APSEP Administrators/certifiers or a refresher for current APSEP administrators/certifiers on the following system functions: Session 1: District Calendar setup/editing, School Calendar setup/editing, Managing Schools (within district and out of district) Session 2: Users and Caseloads – managing existing users, review of APSEP User Types, managing caseloads (changing and adding to) and creating caseloads Session 3: Student Record Basics- student history, troubleshooting, manual events entry	APSEP Aggregate Admin/Certifiers
CT-SEDS: 504 Process Enhancements	Enhancements to the 504 Process will be live in CT-SEDS in Aug 2023. This course reviews the enhancements and revisions made to each of the tiles within the 504 Process.	504 Case Managers, Administrators, District staff trained as an Expert Trainer
CT-SEDS: What’s New in CT-SEDS	This course reviews the most recent enhancements and updates made within the CT-SEDS Processes.	All Users
CT-SEDS: User Management	This course reviews how to manage district/site users, such as creating new users, adjusting user accounts (name, title, or user type changes), inactivating users and more.	NEW OSEP Aggregate District Admin and Data Managers
CT-SEDS: Troubleshooting Error Messages: Understanding Student History and IEP/ISP Modules	This course reviews common errors encountered in the IEP/ISP Modules, tips and explanation on troubleshooting and resolving errors. Review of Student History and troubleshooting tips will also be included.	IEP/ISP Case Managers, Administrators, District staff trained as an Expert Trainer
CT-SEDS: Troubleshooting Error Messages: Understanding Student History and 504 Module	This course reviews common errors encountered in the 504 Module, tips and explanation on troubleshooting and resolving errors. Review of Student History and troubleshooting tips will also be included.	504 Case Managers, Administrators, District staff trained as an Expert Trainer
CT-SEDS: Reporting Basics	This course reviews the CT-SEDS Reporting tab widgets (Explore and Everyday) and how to generate and view a standard/basic report. A review of the results from a sample report and how those can be used in your district will also be included.	District Administrator, District Data Manager/ Administrator
CT-SEDS: IEP Amendment w/o Meeting	This course reviews the steps to successfully complete the Amend IEP without Meeting process for amending the current IEP when the PPT is not convened.	IEP/ISP Case Managers, Administrators, District staff tasked with finalizing IEP/ISP

Topic	Description	Target Audience
CT-SEDS: Progress Reporting-ESY	This course reviews how to use the Progress Report Wizard to review and add progress details/narratives to prepare the report of goal progress each marking period for multiple students. Also reviewed is how to prepare the progress report for a single student using the option under Create/View Documents.	ESY School staff tasked with reporting progress on IEP goals and objectives; District staff trained as an Expert Trainer