



# Administrative Overview *Guide*



*ProgressBook*®  
***Special Services***

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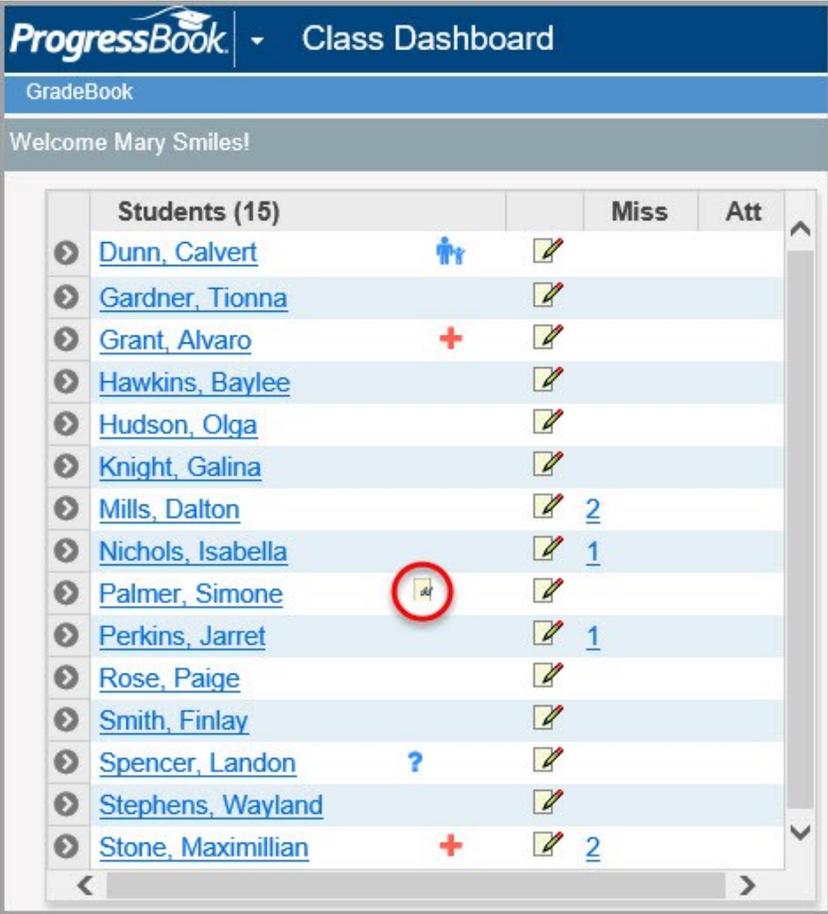
# Access & Navigation

There are three ways you can access SpecialServices: from GradeBook, from another ProgressBook application if you are already logged in, or via the CentralAdmin sign-in screen.

## Access via GradeBook

On the **Class Dashboard**, in the row of the student's name, click .

**Note:** This icon only displays for students with complete tasks in SpecialServices, and displays for 13 months after the last task was completed.



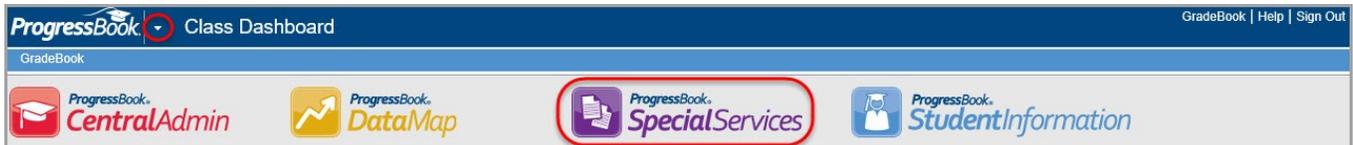
The screenshot shows the ProgressBook interface with the following elements:

- Header: ProgressBook | Class Dashboard
- Sub-header: GradeBook
- Welcome message: Welcome Mary Smiles!
- Table with columns: Students (15), Miss, and Att.

Students (15)	Miss	Att
<a href="#">Dunn, Calvert</a> 		
<a href="#">Gardner, Tionna</a>		
<a href="#">Grant, Alvaro</a> 		
<a href="#">Hawkins, Baylee</a>		
<a href="#">Hudson, Olga</a>		
<a href="#">Knight, Galina</a>		
<a href="#">Mills, Dalton</a>		2
<a href="#">Nichols, Isabella</a>		1
<a href="#">Palmer, Simone</a> 		
<a href="#">Perkins, Jarret</a>		1
<a href="#">Rose, Paige</a>		
<a href="#">Smith, Finlay</a>		
<a href="#">Spencer, Landon</a> 		
<a href="#">Stephens, Wayland</a>		
<a href="#">Stone, Maximillian</a> 		2

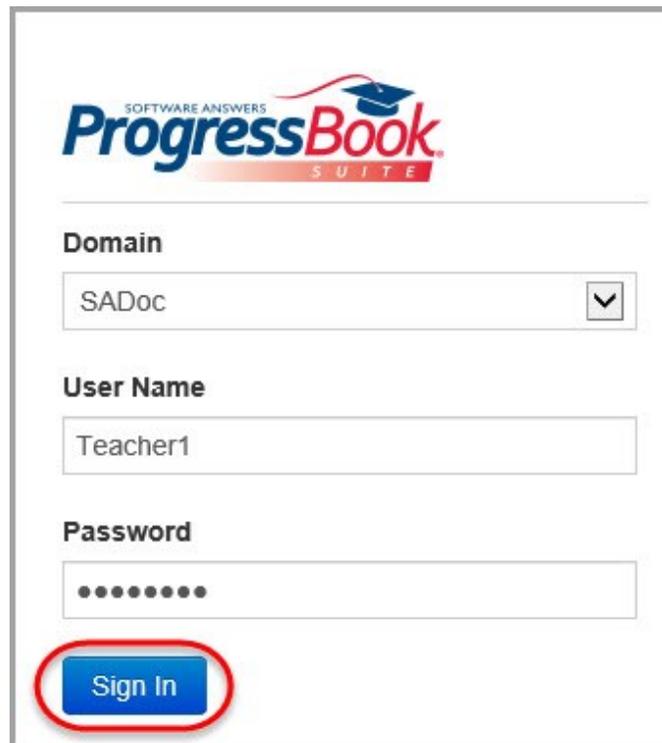
## Access via Quick Launch

If you are already signed in to another ProgressBook application, you can access SpecialServices by clicking the application quick launch icon beside the ProgressBook logo in the banner. When you click SpecialServices, the application opens in a new window or tab, depending on your browser settings.



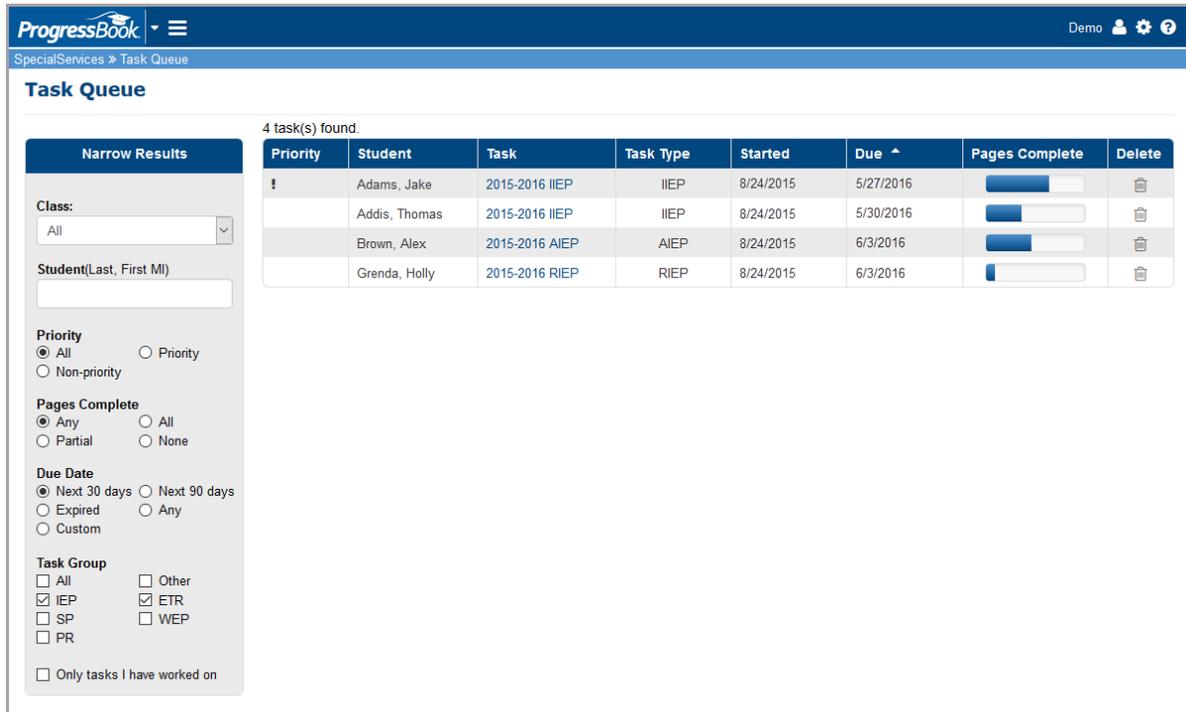
## Access via CentralAdmin

If you access the application via a SpecialServices URL provided by your district, you are directed to the CentralAdmin login screen where you log in with your **Domain**, **User Name**, and **Password**.

A screenshot of the ProgressBook Suite login screen. At the top is the ProgressBook logo with the text "SOFTWARE ANSWERS" and "SUITE". Below the logo are three input fields: "Domain" with a dropdown menu showing "SADoc", "User Name" with the text "Teacher1", and "Password" with a masked field of dots. At the bottom is a blue "Sign In" button, which is circled in red.

(Access via CentralAdmin cont.)

The **Task Queue** screen displays as your default home screen.



The screenshot shows the ProgressBook interface for the Task Queue. On the left is a 'Narrow Results' sidebar with filters for Class, Student, Priority, Pages Complete, Due Date, and Task Group. The main area displays a table with 4 tasks found. The table columns are Priority, Student, Task, Task Type, Started, Due, Pages Complete, and Delete. The tasks listed are:

Priority	Student	Task	Task Type	Started	Due	Pages Complete	Delete
!	Adams, Jake	2015-2016 IIEP	IIEP	8/24/2015	5/27/2016	<div style="width: 100%;"></div>	
	Addis, Thomas	2015-2016 IIEP	IIEP	8/24/2015	5/30/2016	<div style="width: 100%;"></div>	
	Brown, Alex	2015-2016 AIEP	AIEP	8/24/2015	6/3/2016	<div style="width: 100%;"></div>	
	Grenda, Holly	2015-2016 RIEP	RIEP	8/24/2015	6/3/2016	<div style="width: 100%;"></div>	

## Signing Out of SpecialServices

You should sign out of SpecialServices if you plan to leave your computer unattended for any length of time.

To sign out, click  on the banner, then click **Sign Out**.



The screenshot shows the ProgressBook interface with the user menu open. The user name 'Mary Smiles' is displayed, and the 'Sign Out' option is highlighted with a red circle and a mouse cursor.

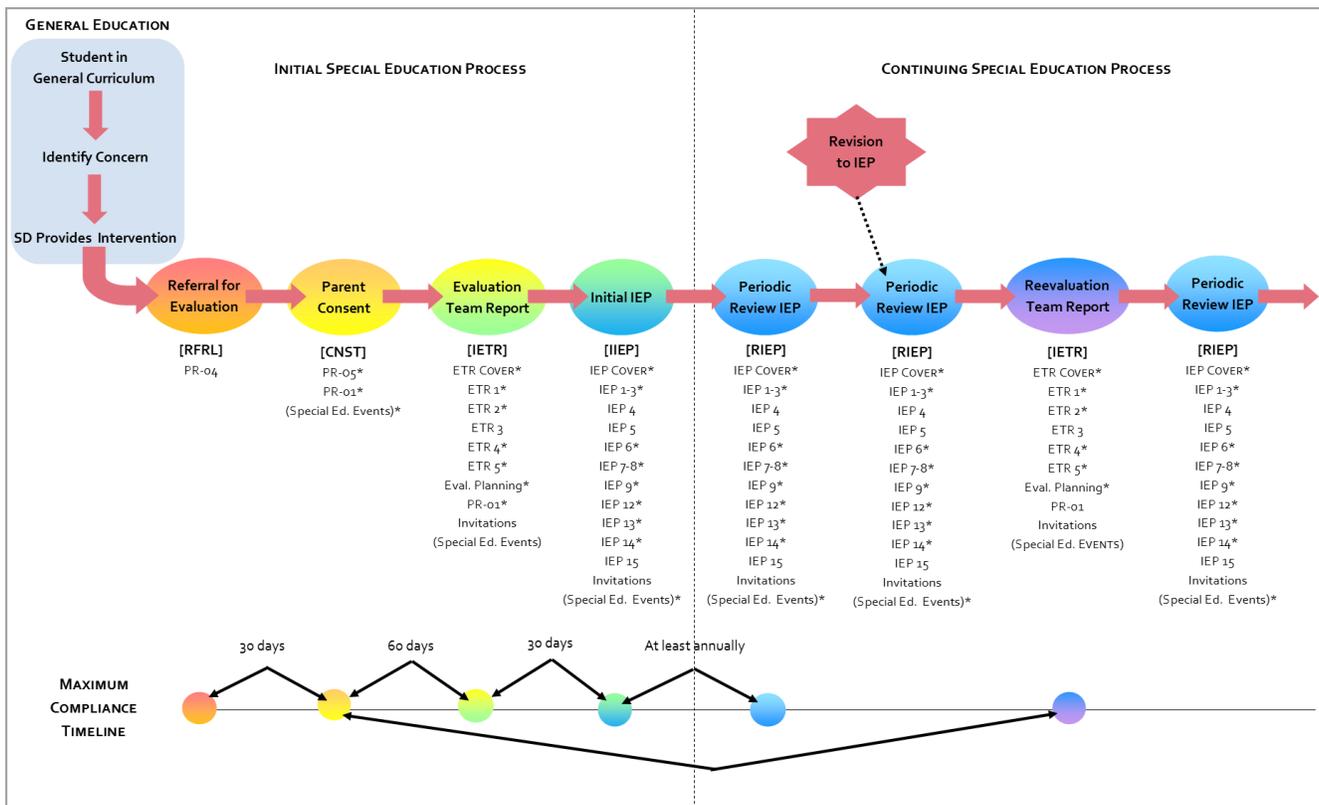
**Caution:** ProgressBook automatically signs you out after a certain amount of inactive time, which is set up by your system administrator, so be sure to save your form data frequently.



# Special Education Process Flow

SpecialServices is designed to follow federal and state mandated time lines and procedures. To accommodate these requirements, SpecialServices uses tasks that correspond with special education events and contain required and additional forms to complete the task.

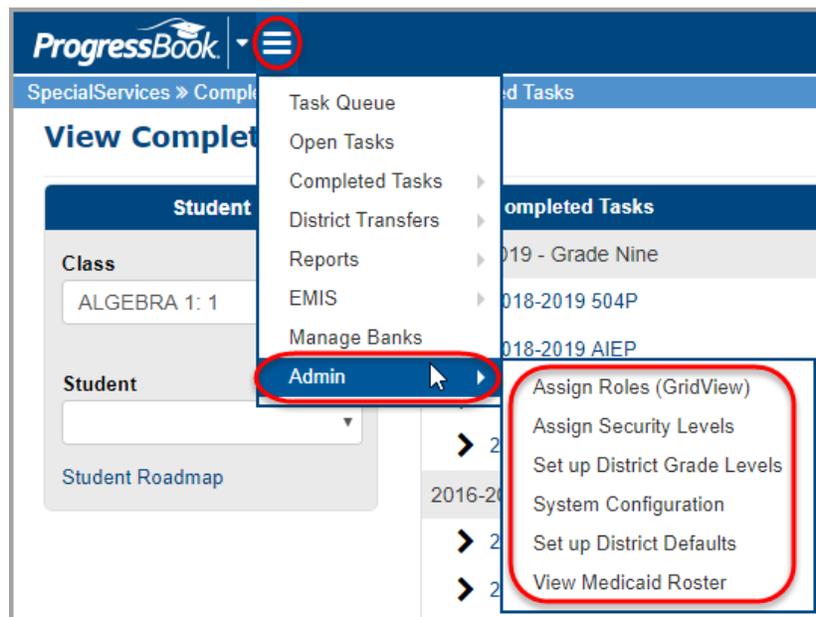
This illustration shows the special education process flow, the corresponding tasks provided by SpecialServices, and the forms associated with each task.





# Admin Menu

The School Administrator and Master security roles let users access the five **Admin** submenu items from the main menu: **Assign Roles (GridView)**, **Assign Security Levels**, **Setup District Grade Levels**, **System Configuration**, and **Setup District Defaults**.



## Security Levels

**100** and **200**: These levels define the most restrictive access, generally assigned to general education teachers.

**300**: This level defines privileges that allow users to perform primary task maintenance functions, and is generally assigned to special education teachers and staff.

**400**: This level defines the least restrictive access, generally assigned to special education administrators.

**450, 500, 600**: These levels define special privileges that you can assign to users, such as Admin Form Unlock, Access EMIS, and District Transfer.

## Assign Roles (GridView)

You must assign roles to define the activities to which a user has access in SpecialServices.

**Note:** In order to access SpecialServices, you must assign a role to each user. Users without a role assigned to them are unable to access any of the screens in the application.

Staff Name	Level 100	Level 200	Level 300	Level 400	Level 450	Level 500	Level 600
Edward Adams	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Betty Allen	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jennifer Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellie Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ruth Baker	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jason Campbell	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ronald Carter	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lisa Clark	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellie Clerk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gary Collins	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellie Curriculum	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Michael Davis	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Deborah Edwards	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matthew Evans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thomas Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Gonzalez	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carol Green	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ellie Guidance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Mark Hall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Susan Harris	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Janet Hayes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Assign Security Levels

All of the current security settings for every task are associated with the IIEP-Initial task type. The system does not currently recognize the privileges assigned to the other task types that appear in the **Type** drop-down list.

It is recommended that you only modify the existing roles to add the following privileges: **Delete**, **Delete Open Tasks**, and **Delete Finalized**.

Security Privilege	Remove
Read	
Archive	

Select privilege to add: **Read** Add New

- Archive
- New
- Edit
- Finalize
- Delete**
- Comment
- Delete Finalized
- Access EMIS
- District Transfer
- Admin Form Unlock
- Delete Open Task

## Set up District Grade Levels

You may need to associate your district grade levels with the state grade levels to ensure the correct state grade levels are used for EMIS reporting. The district grade levels are imported into SpecialServices from StudentInformation during the nightly batch integration process.

Edit	Code	Description	Transition Yr	State Description	Delete
<input checked="" type="checkbox"/>	Code: 01 Description: 01 Transition Yr: <input type="checkbox"/> State Grade: Grade One	01	<input type="checkbox"/>	Grade One	
<input checked="" type="checkbox"/>	02	02	<input type="checkbox"/>	Grade Two	
<input checked="" type="checkbox"/>	03	03	<input type="checkbox"/>	Grade Three	
<input checked="" type="checkbox"/>	04	04	<input type="checkbox"/>	Grade Four	
<input checked="" type="checkbox"/>	05	05	<input type="checkbox"/>	Grade Five	
<input checked="" type="checkbox"/>	06	06	<input type="checkbox"/>	Grade Six	
<input checked="" type="checkbox"/>	07	07	<input type="checkbox"/>	Grade Seven	
<input checked="" type="checkbox"/>	08	08	<input type="checkbox"/>	Grade Eight	
<input checked="" type="checkbox"/>	09	09	<input type="checkbox"/>	Grade Nine	
<input checked="" type="checkbox"/>	10	10	<input type="checkbox"/>	Grade Ten	
<input checked="" type="checkbox"/>	11	11	<input type="checkbox"/>	Grade Eleven	
<input checked="" type="checkbox"/>	12	12	<input type="checkbox"/>	Grade Twelve	
<input checked="" type="checkbox"/>	14	PS Pre-School	<input type="checkbox"/>	Pre Kindergarten	
<input checked="" type="checkbox"/>	13	KG Kindergarten	<input type="checkbox"/>	Kindergarten	
<input checked="" type="checkbox"/>	15	UG UnGraded	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	17	23 Adult Special Ed	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	18	30 Adult Ed - Graduate	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	19	31 Adult Ed - Not Graduate	<input type="checkbox"/>		
<input checked="" type="checkbox"/>	16	GR Senior	<input type="checkbox"/>		

Add New GradeLevel

## System Configuration

Here you can enable or disable **Copy Task Info**, **Banks**, and/or **Electronic Signatures**.

**Note:** All features are enabled by default.

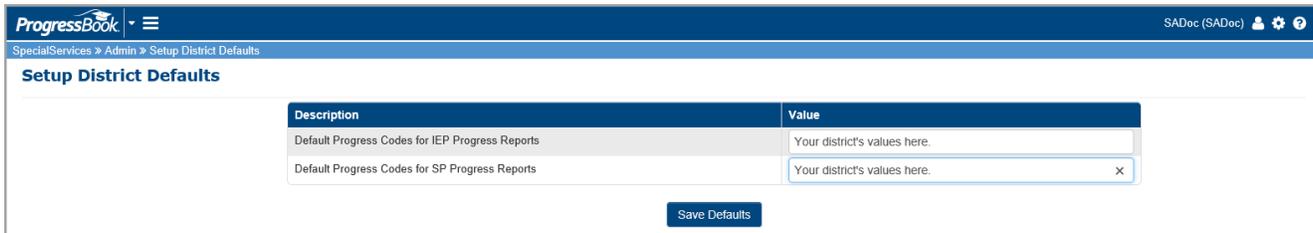
You can also select your file transfer size (max 20MB), as well as select the school year (defaults to the current school year).

	Description
<input checked="" type="checkbox"/>	Enable Copy Task Info
<input checked="" type="checkbox"/>	Enable Banks
<input checked="" type="checkbox"/>	Enable Electronic Signatures
20 MB	Max Attachment Size (MB)
2018-2019	Default School Year

Save

## Set up District Defaults

You can create default progress code text that appears on IEP Progress Reports and Individual Service Plan Progress Reports. The default information you choose to display serves as a legend or key to aid teachers in selecting the progress codes required by your district.



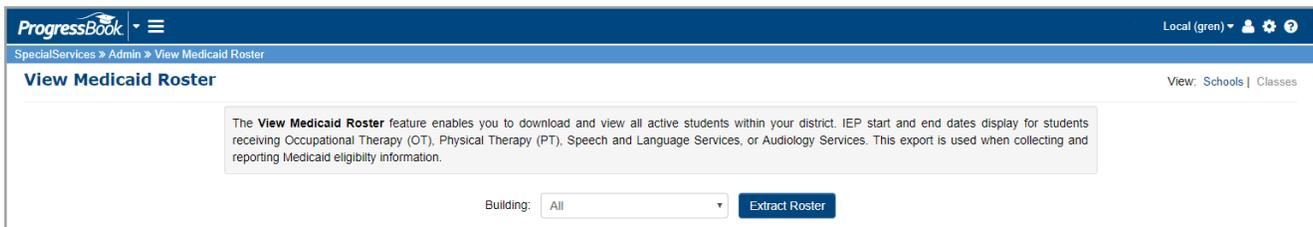
The screenshot shows the 'Setup District Defaults' page in ProgressBook. The breadcrumb trail is 'SpecialServices > Admin > Setup District Defaults'. The page title is 'Setup District Defaults'. There is a table with two columns: 'Description' and 'Value'. The first row has 'Default Progress Codes for IEP Progress Reports' in the description column and 'Your district's values here.' in the value column. The second row has 'Default Progress Codes for SP Progress Reports' in the description column and 'Your district's values here.' in the value column. Below the table is a 'Save Defaults' button.

Description	Value
Default Progress Codes for IEP Progress Reports	Your district's values here.
Default Progress Codes for SP Progress Reports	Your district's values here. x

Save Defaults

## View Medicaid Roster

For each building in your district, you can download and save a .csv file of the Medicaid Roster, which is used when collecting and reporting Medicaid eligibility information.



The screenshot shows the 'View Medicaid Roster' page in ProgressBook. The breadcrumb trail is 'SpecialServices > Admin > View Medicaid Roster'. The page title is 'View Medicaid Roster'. There is a text box with the following text: 'The View Medicaid Roster feature enables you to download and view all active students within your district. IEP start and end dates display for students receiving Occupational Therapy (OT), Physical Therapy (PT), Speech and Language Services, or Audiology Services. This export is used when collecting and reporting Medicaid eligibility information.' Below the text box is a 'Building:' label followed by a dropdown menu with 'All' selected. To the right of the dropdown is an 'Extract Roster' button. In the top right corner, there is a 'View: Schools | Classes' link.

The **View Medicaid Roster** feature enables you to download and view all active students within your district. IEP start and end dates display for students receiving Occupational Therapy (OT), Physical Therapy (PT), Speech and Language Services, or Audiology Services. This export is used when collecting and reporting Medicaid eligibility information.

Building: All Extract Roster

View: Schools | Classes