How to View Students Assigned to My Caseload

This guide provides a step-by-step process on how to view students assigned to you. By following these instructions, you will be able to easily and efficiently view your entire student caseload, ensuring that all students are properly assigned to you for accurate tracking and support.
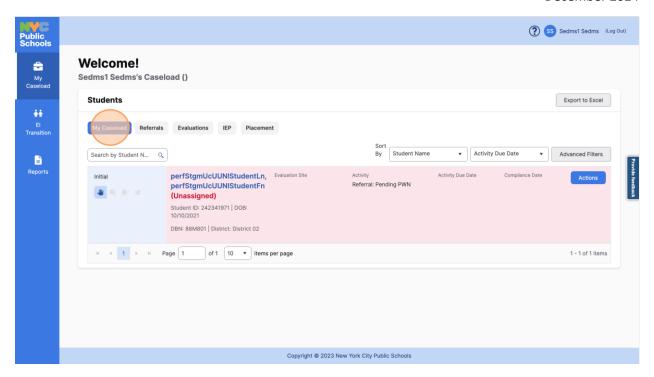
Note: *Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.*

1. When you log in to ATLAS, your dashboard will show the students currently assigned to your caseload. The **My Caseload** button will show all students assigned to you based on your role in their Special Education administration.

Central roles such as a CPSE Administrator or Chairperson will utilize the Assign functionality from the dashboard to assign students, which will subsequently be reflected in the My Caseload view. CPSE Administrators and Chairpersons can also self-assign or assign students to others.

MDE's will not use this function, they utilize Assessment Planning to assign assessments, and their My Caseload will display students for whom they have an assessment assigned. MDE Supervisors will have a comprehensive view of all students assigned to their agency through the MDE Selection functionality.
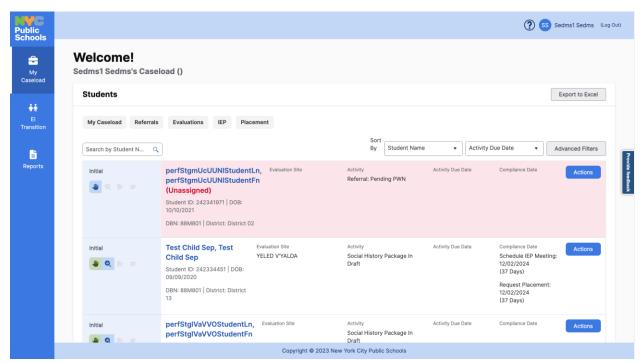
2. If you deselect **My Caseload**, it will turn gray, this will show you all students you have access to, not just those on your caseload.

- School-based users will see all students for their school's DBN

- CSE/CPSE will see all students citywide

Assigned student records are displayed in white rows. Depending on your access level, these may be assigned to you, or you may be able to view student records that are assigned to other users. Unassigned records appear in pink rows. Refer to the reference guide, "7.3 How to Assign Students to A Caseload" for further instructions.

3. To view additional students, scroll to the bottom and click through the pages. You can manually enter a page number or use the arrows to navigate. Change the number of items per page using the drop-down menu on the right.