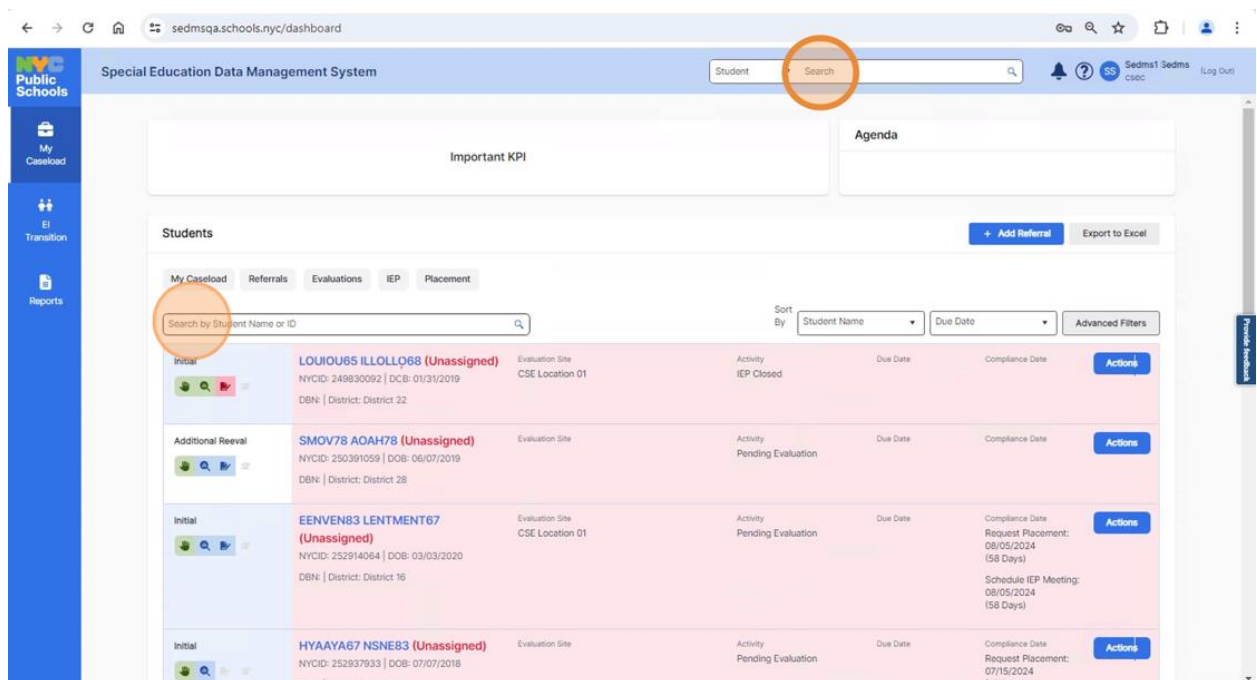


Navigating Student Documents

This guide provides simple step-by-step instructions to help you navigate and access student documents.

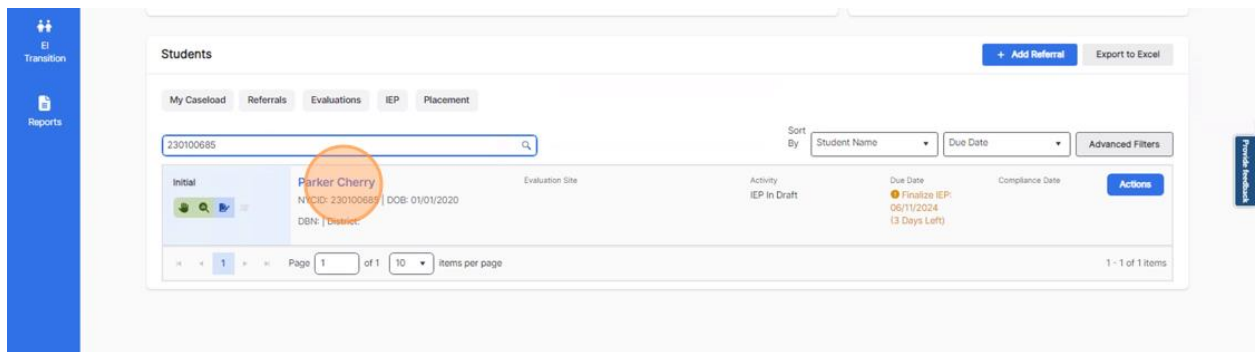
Note: Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

1. Log in to ATLAS. On the **My Caseload** dashboard, search for the student by **First Name, Last Name, or Student ID**. You can use the search box above the student list or the box at the top right of the ATLAS screen.

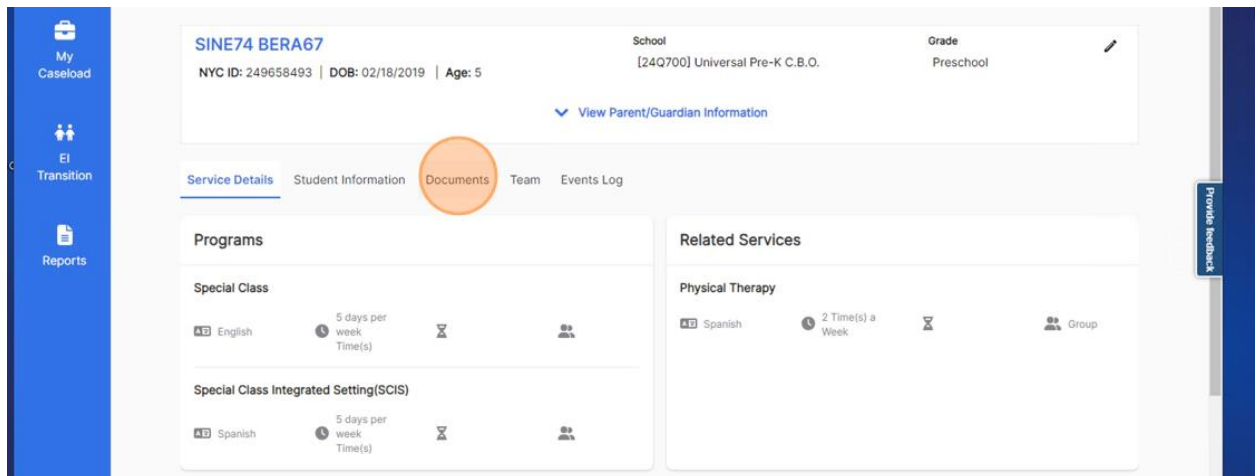


Tip: If the student doesn't appear in your search, try unchecking the **My Caseload** button at the top of the grid. The button will be blue when it is enabled and gray when it is disabled. Some users can only see students assigned to their caseload. In that case, unchecking **My Caseload** would not return any search results.

2. After the student has been returned by the search, click on the student's name in blue to be directed to their **Student Profile**.



- Once you have navigated to a student's profile, click on the **Documents** tab.



- Documents are organized by school year. To view documents from a specific year, click the triangle to the right of the school year and select the year you're looking for. Only years for which a student has documents will appear in the drop-down. If a student has no documents yet, the menu will read **"No Data Found"**.

SINE74 BERA67
 NYC ID: 249658493 | DOB: 02/18/2019 | Age: 5

School: [24Q700] Univers

[View Parent/Guardian Inform](#)

Service Details | Student Information | **Documents** | Team | Events Log

School Year: 2023-2024

Evaluations

Date Created	Document Name	Document Type
05/22/2024	ddddddddddpppppppppp...	Feeding Assessment
05/23/2024	Central Auditory Processin...	Central Auditory Processin...

- On the *Documents* tab, click on the triangle to the right of the document category header (for example, *Placement* or *IEP*) to expand the folders and view associated documents for the student.

IILY69's Student Profile [Manage Student](#)

Disability Classification: Preschool Student with a Disability
 IEP Placement Recommendation
 Next Annual Review Date: 10/06/2025
 IEP Extension Date

Service Details | Student Information | **Documents** | Team | Events Log | Misc

School Year: 2023-2024

Placement

IEP

- Once expanded, the student's available documents appear in a list. Users can view details such as **Date Created**, **Document Name**, **Document Type**, **Uploaded By**, or **Actions**. **Action** available include **Print**, **Download**, and **Delete**, which are each represented by an icon.

ILY69's Student Profile

Disability Classification: **Preschool Student with a Disability**

IEP Placement Recommendation: [Blank]

Next Annual Review Date: **10/06/2025**

IE Extension Date: [Blank]

School Year: **2023-2024**

Documents

Date Created	Document Name	Document Type	Uploaded By	Action
06/18/2024	IEP Document	Waiver of IEP Meeting	ssdms2	[Icons]
06/18/2024	24 PWN 252971825	Reevaluation/Annual	SEDMS_App	[Icons]
06/18/2024	IEP 252971825 6/18/2024	IEP Document	SEDMS_App	[Icons]

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Note: The delete icon will only be available to users with deletion rights.

- Click on the name of the document in blue under *Document Name* to open the document.

School Year: **2023-2024**

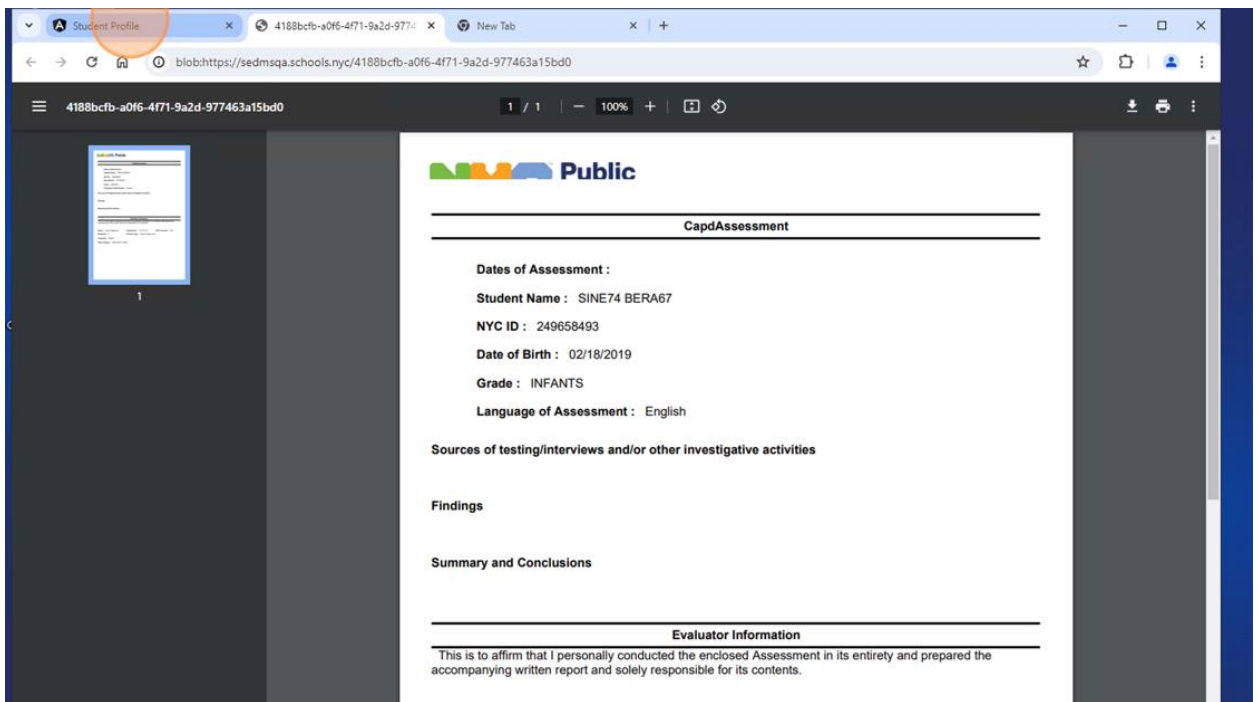
Evaluations

Date Created	Document Name	Document Type	Uploaded By
05/22/2024	ddddddddddpppppppppp...	Feeding Assessment	ssdms2
05/23/2024	Central Auditory Processin...	Central Auditory Processin...	SEDMS_App
05/22/2024	Feeding Assessment: 2496...	Feeding Assessment	SEDMS_App

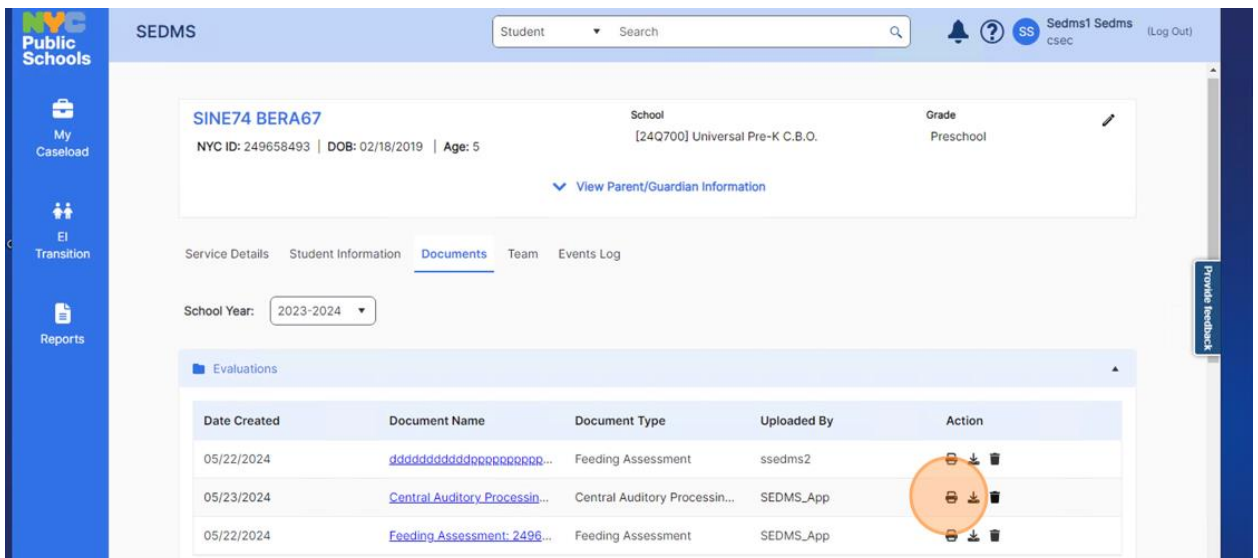
IEP

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- The finalized document will open as a PDF in a new tab. To return to the ATLAS dashboard, either click the original *Student Profile* tab at the top of your browser or simply close the PDF tab.

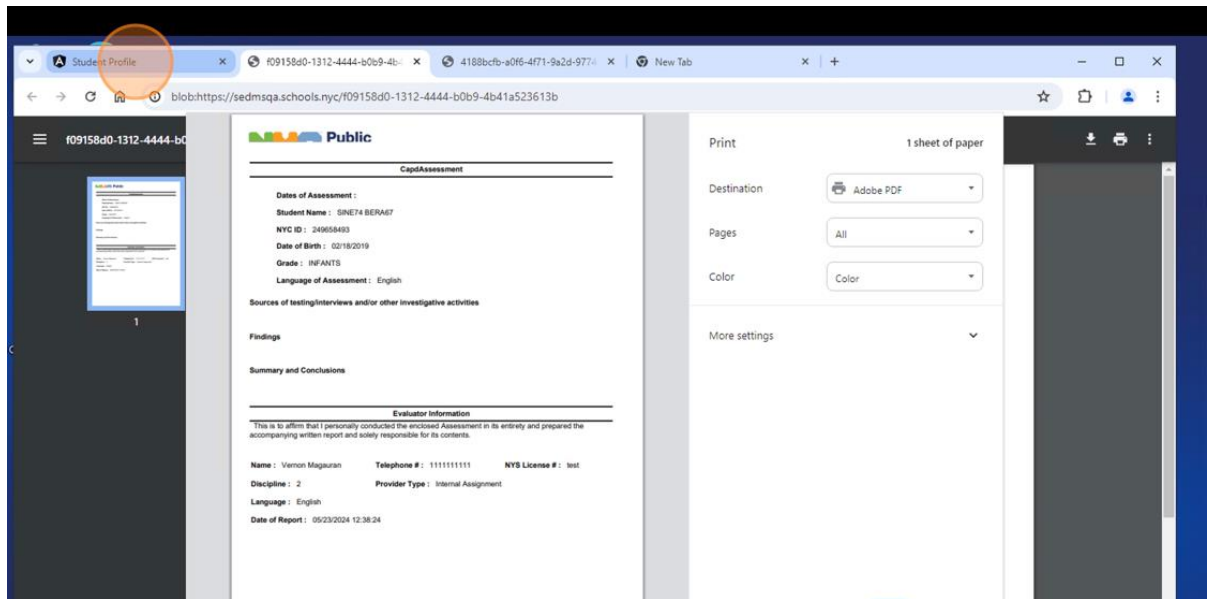


9. The actions available for each document are *Print*, *Download*, and *Delete*, which are each represented by an icon. To print the document, click on the **Print** icon (the first icon, which resembles a printer) under *Action*.

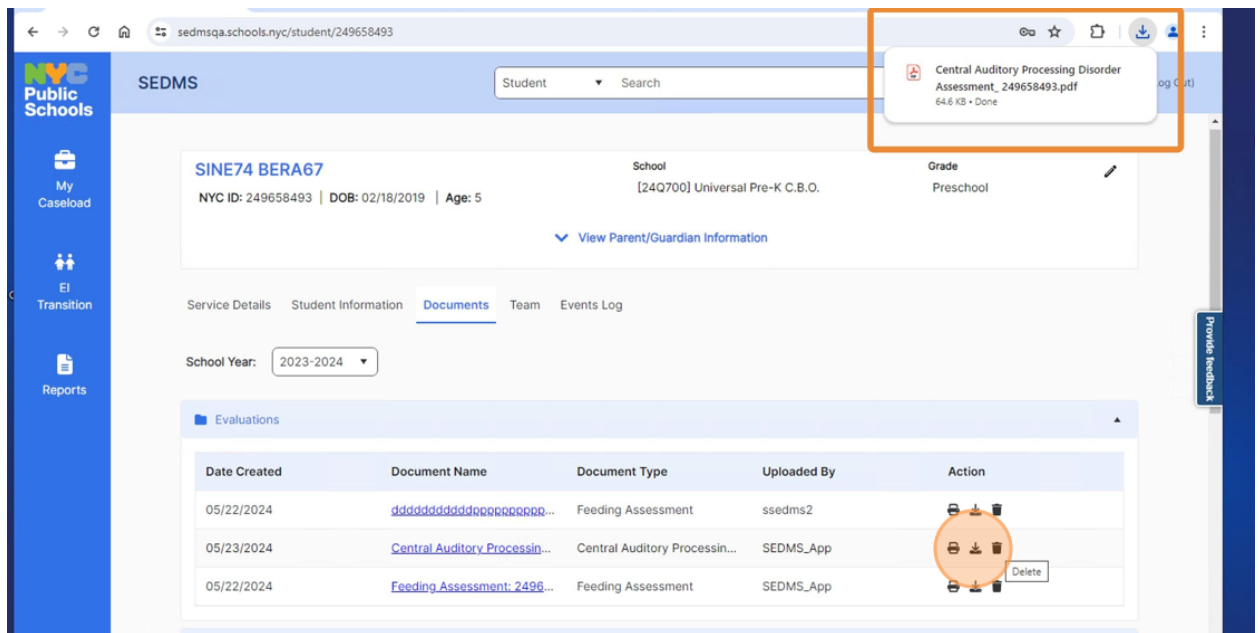


10. After you have clicked on the **Print** icon, the document will show in print preview in a new tab. From there, click on the blue **Print** button in the lower right corner to print the document. To return to the ATLAS dashboard, either click the original

Student Profile tab at the top of your browser or simply close the PDF tab.



11. To download a document, click on the **Download** icon (the second icon or down arrow) under *Action*.



12. To delete a document, click on the **Delete** icon (the third icon resembling a trash can) under *Action*. After clicking the icon, a pop-up will appear. This icon will only be available to users with deletion rights for a given document.

The screenshot shows the SEDMS Student Profile page for student SINE74 BERA67. The page includes a sidebar with navigation options like 'My Caseload', 'EI Transition', and 'Reports'. The main content area displays student information (NYC ID: 249658493, DOB: 02/18/2019, Age: 5) and a list of documents under the 'Documents' tab. The 'Evaluations' section shows a table with columns: Date Created, Document Name, Document Type, Uploaded By, and Action. The 'Action' column for the document 'Central Auditory Processing Disorder Assessment_249658493.pdf' has a 'Delete' button highlighted with an orange circle.

Date Created	Document Name	Document Type	Uploaded By	Action
05/22/2024	Central Auditory Processing Disorder Assessment_249658493.pdf	Feeding Assessment	ssedms2	Download, Upload, Delete
05/23/2024	Central Auditory Processing Disorder Assessment_249658493.pdf	Central Auditory Processing Disorder Assessment	SEDMS_App	Download, Upload, Delete
05/22/2024	Feeding Assessment: 249658493.pdf	Feeding Assessment	SEDMS_App	Download, Upload, Delete

13. Choose **Yes** to delete the document. Choose **No** for the document to remain in the student's documents. To be directed back to the documents page, click on the **X** in the top right corner to close the pop up.

The screenshot shows the same SEDMS Student Profile page, but with a confirmation dialog box open. The dialog box has the title 'Please confirm' and the text 'Are you sure you want to delete the document?'. It contains two buttons: 'No' and 'Yes'. The 'Yes' button is highlighted with an orange circle. There is also a close button (X) in the top right corner of the dialog box.