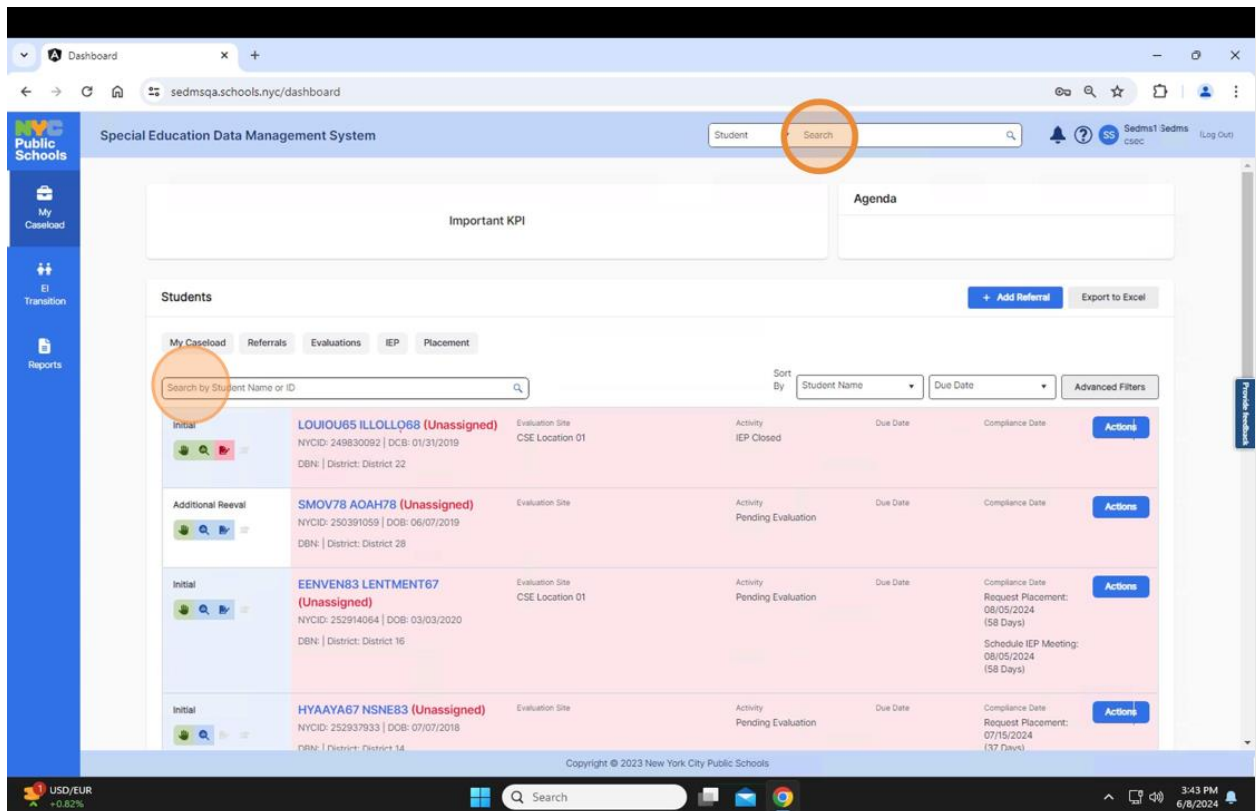


# Navigating Student Documents

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

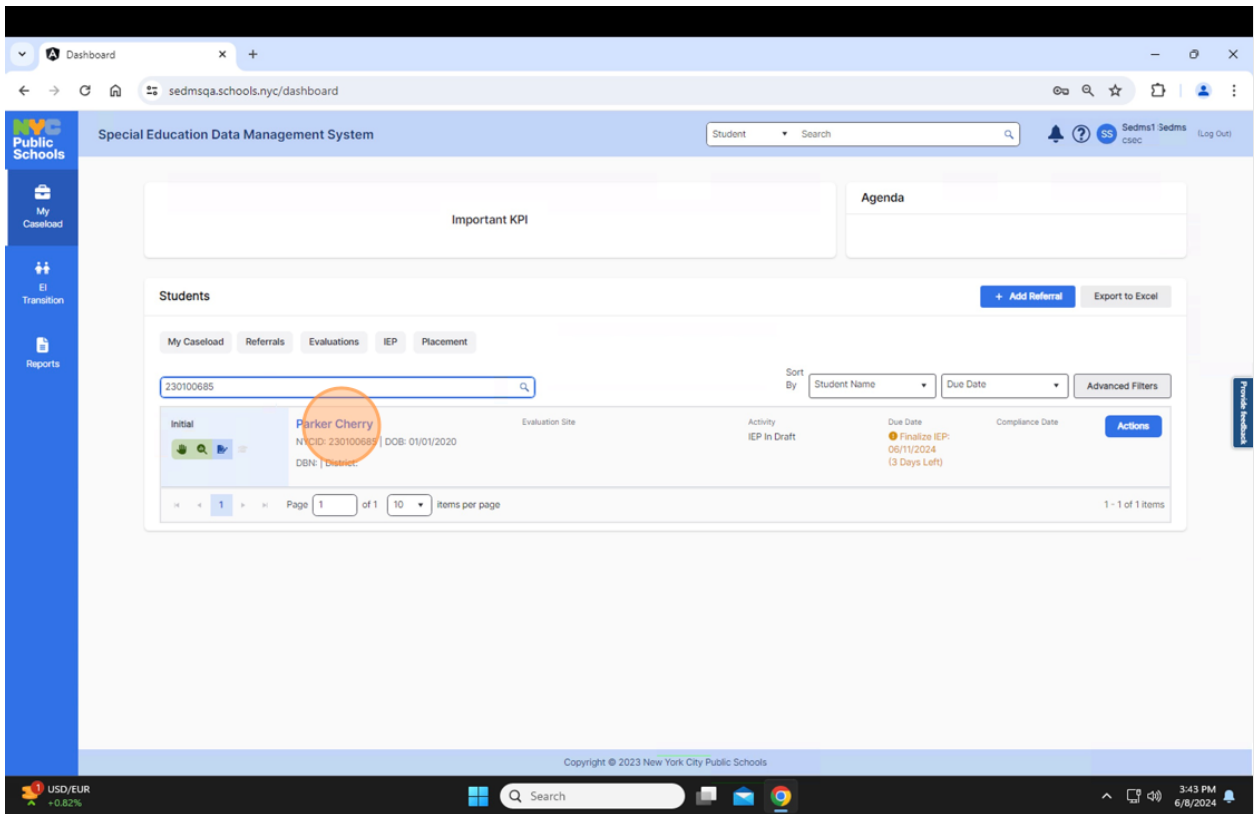
**Disclaimer:** Student data included in this reference guide is entirely fictional and has been created for training and support purposes only. Any resemblance to actual students is purely coincidental.

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.

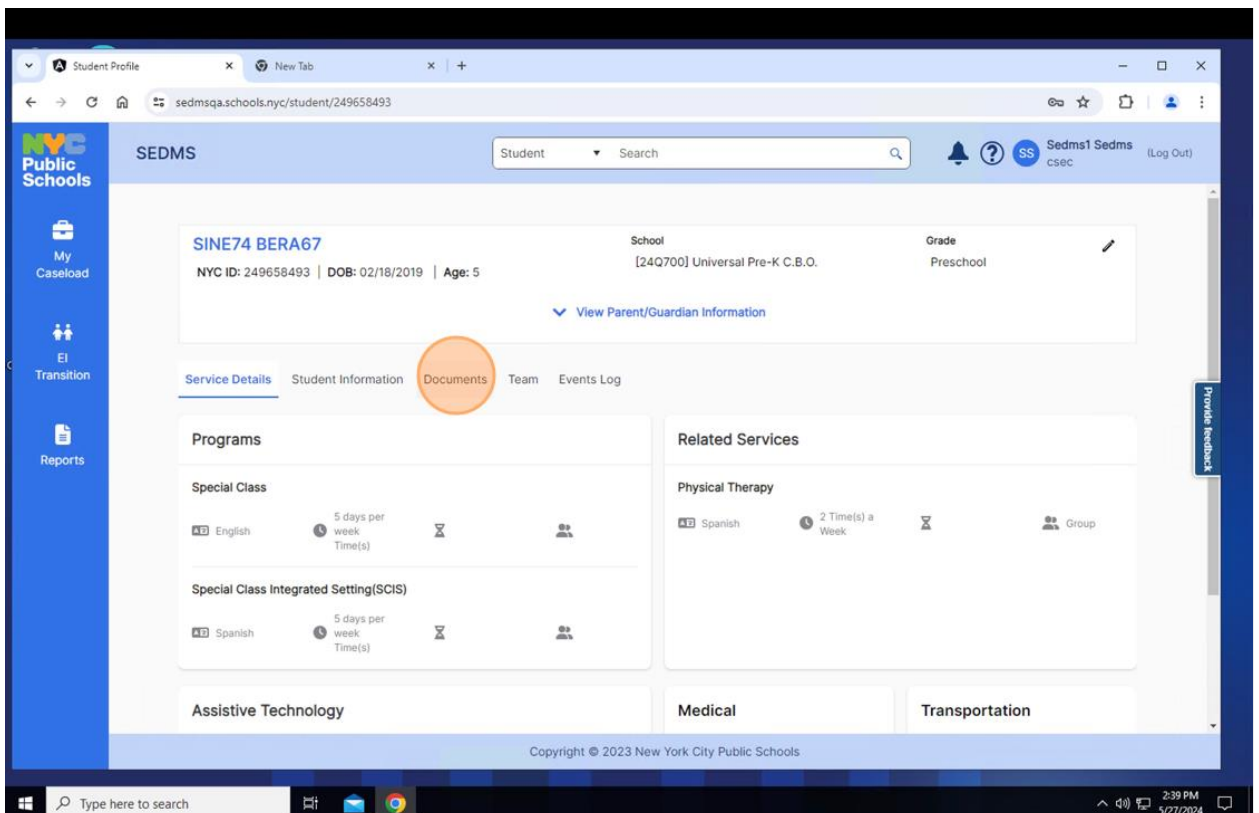


**Tip:** If the student doesn't appear in your search, try unchecking the **My Caseload** button at the top of the grid. The button will be blue when it is enabled and gray when it is disabled. Some users can only see students assigned to their caseload. In that case, unchecking **My Caseload** would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

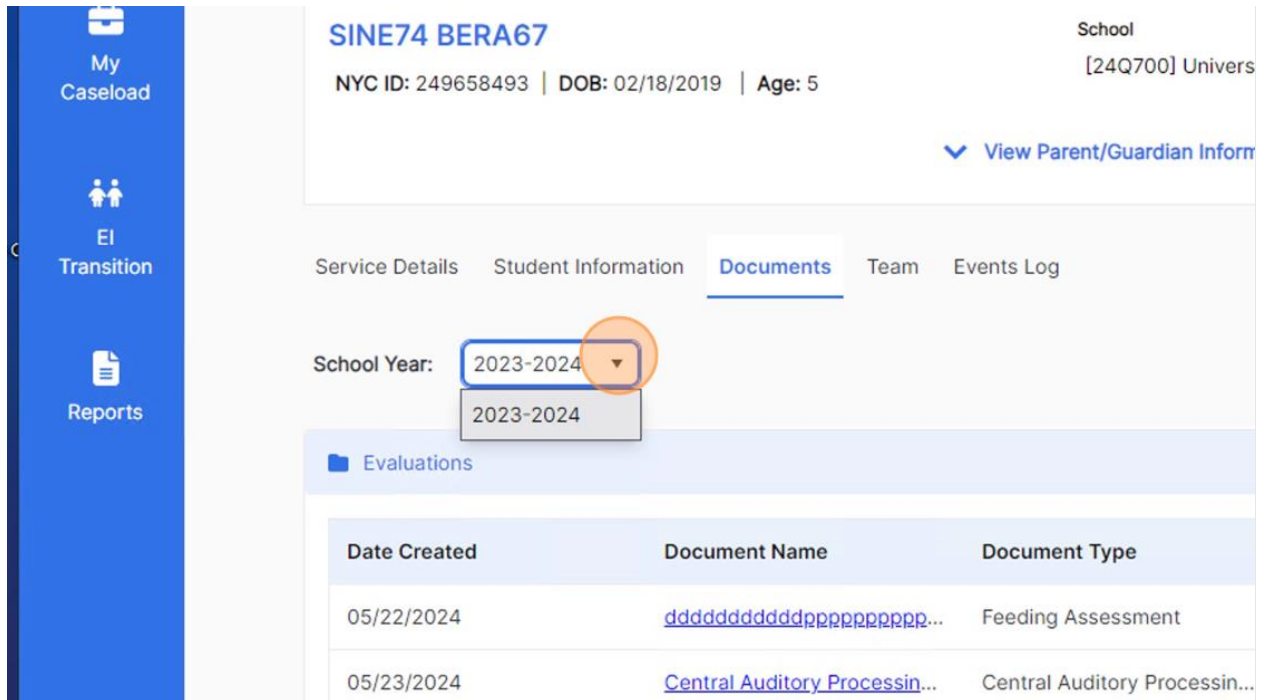
2. After the student has been returned by the search, click on the student's name in blue to be directed to their Student Profile.



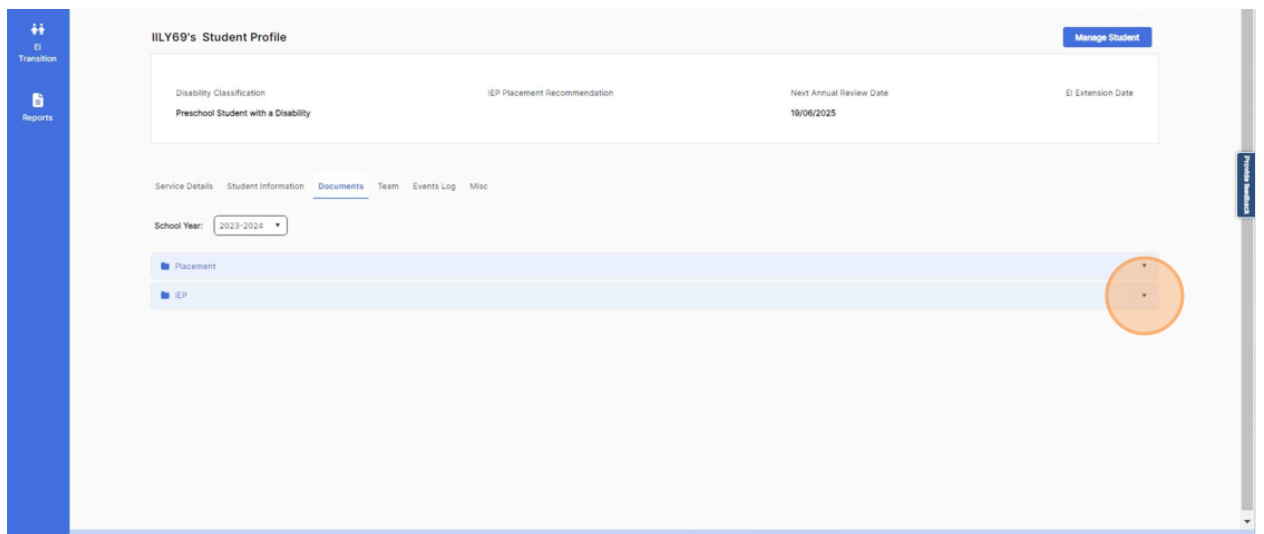
3. Once you have navigated to a student’s profile, click on the **Documents** tab.



- 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".

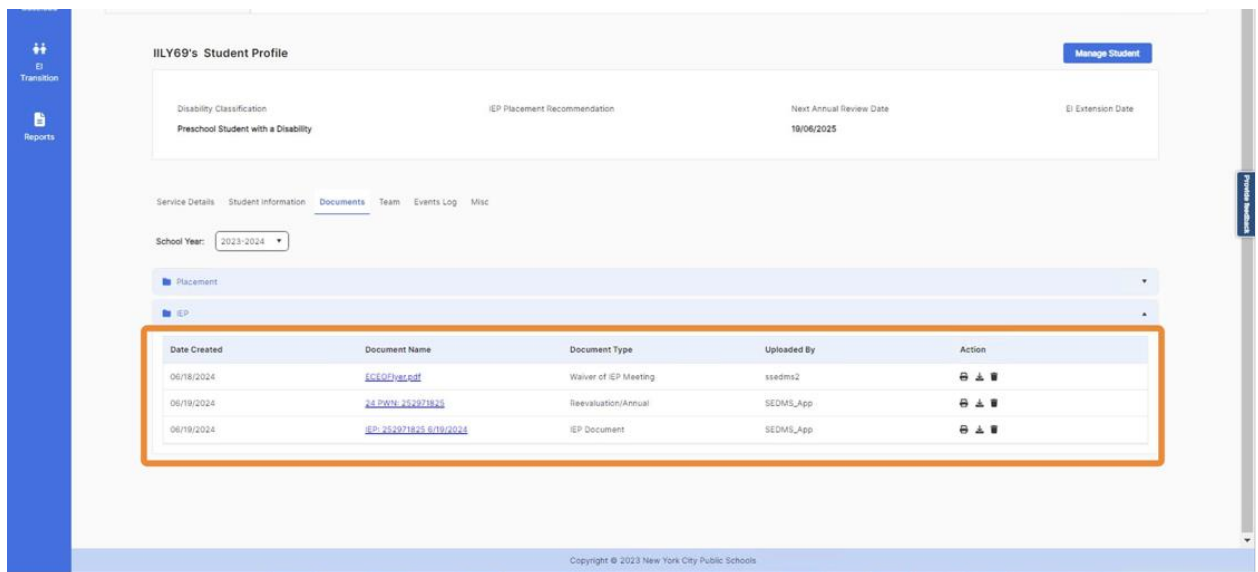


- On the *Documents* tab, click on the triangle to the right of the document category header (for example, *Placement* or *IEP*) to expand the folders and view associated documents for the student.



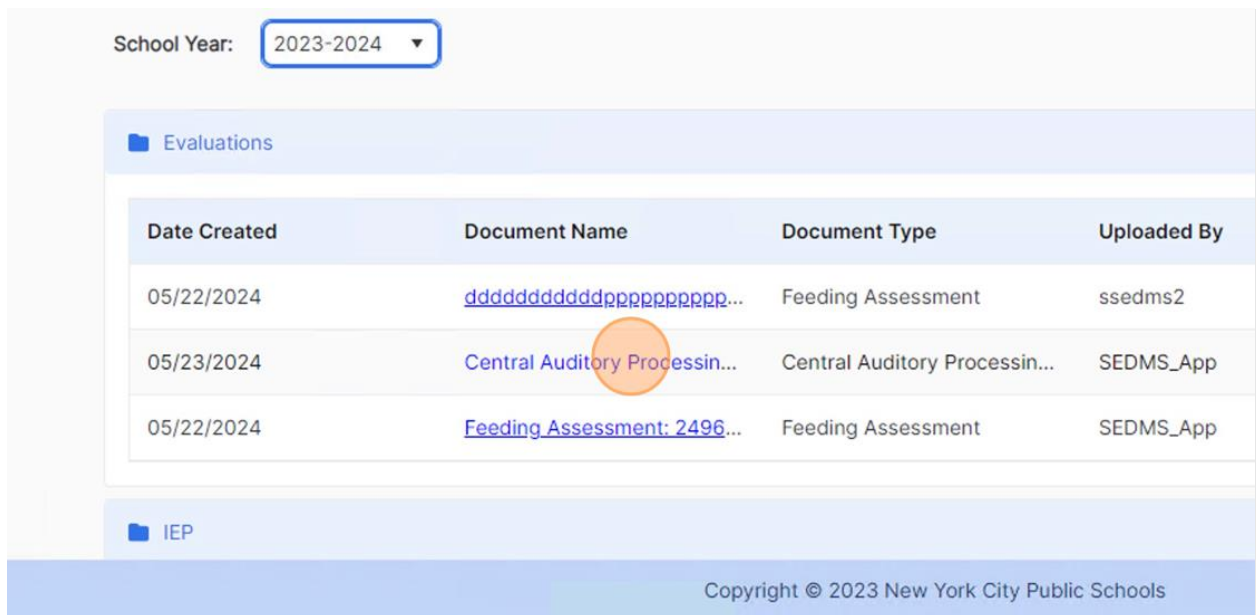
- Once expanded, the student's available documents appear in a list. Users can view details such as Date Created, Document Name, Document Type, Uploaded By, or

Actions. Action available include Print, Download, and Delete, which are each represented by an icon.

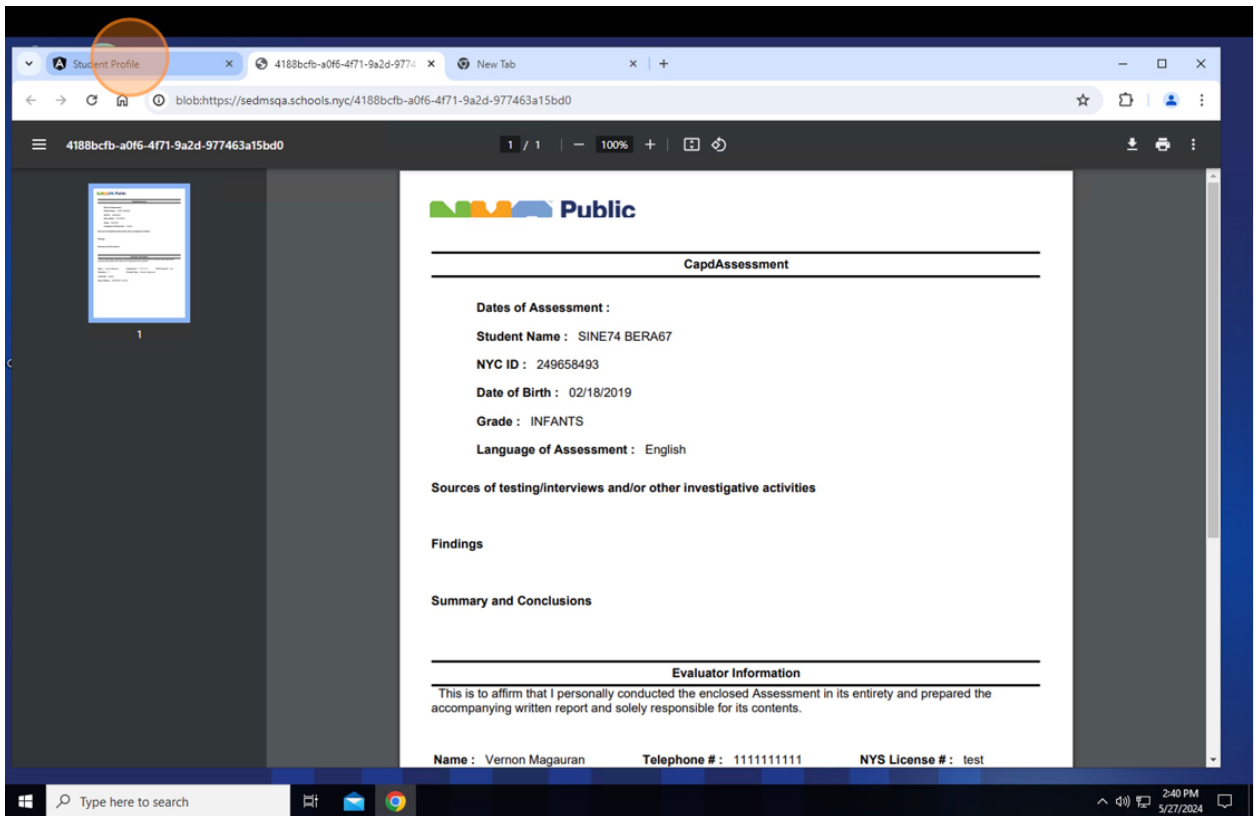


**Note:** The delete icon will only be available to users with deletion rights.

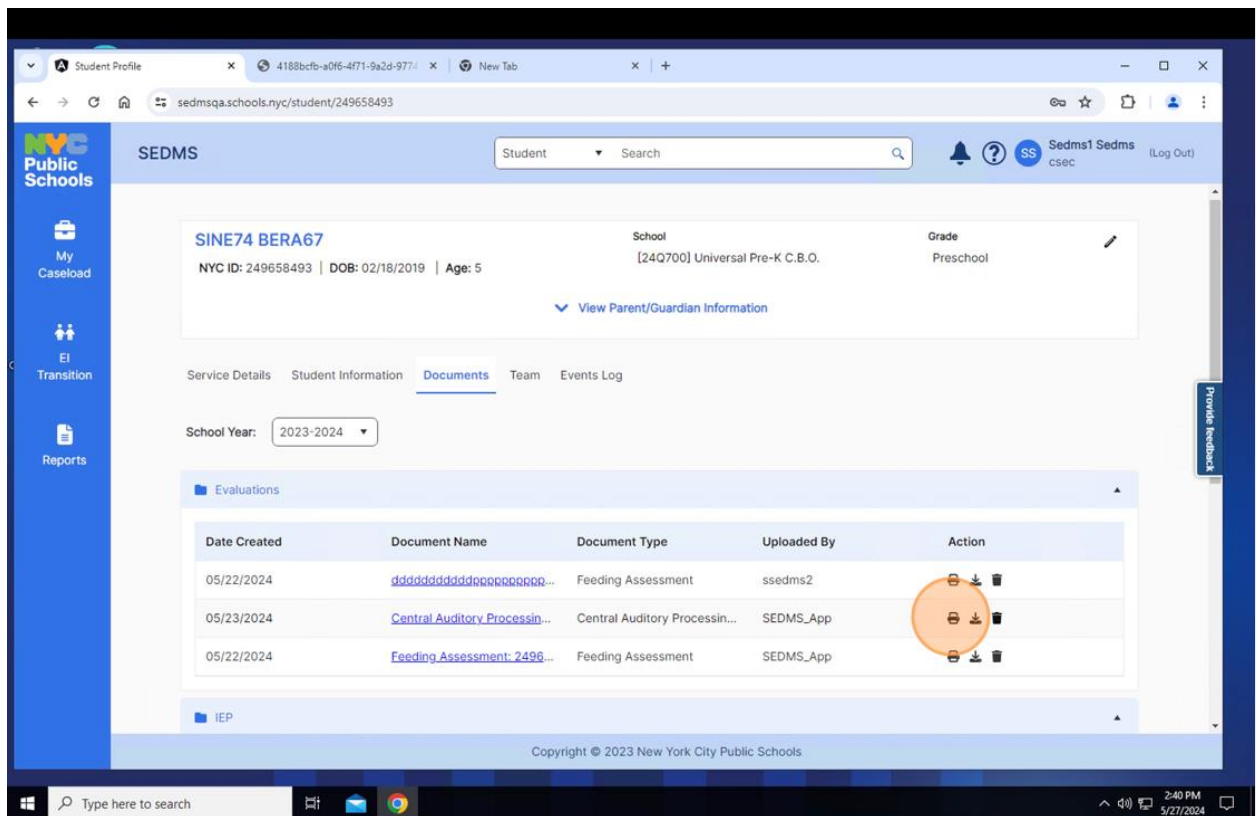
- Click on the name of the document in blue under *Document Name* to open the document.



- 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.

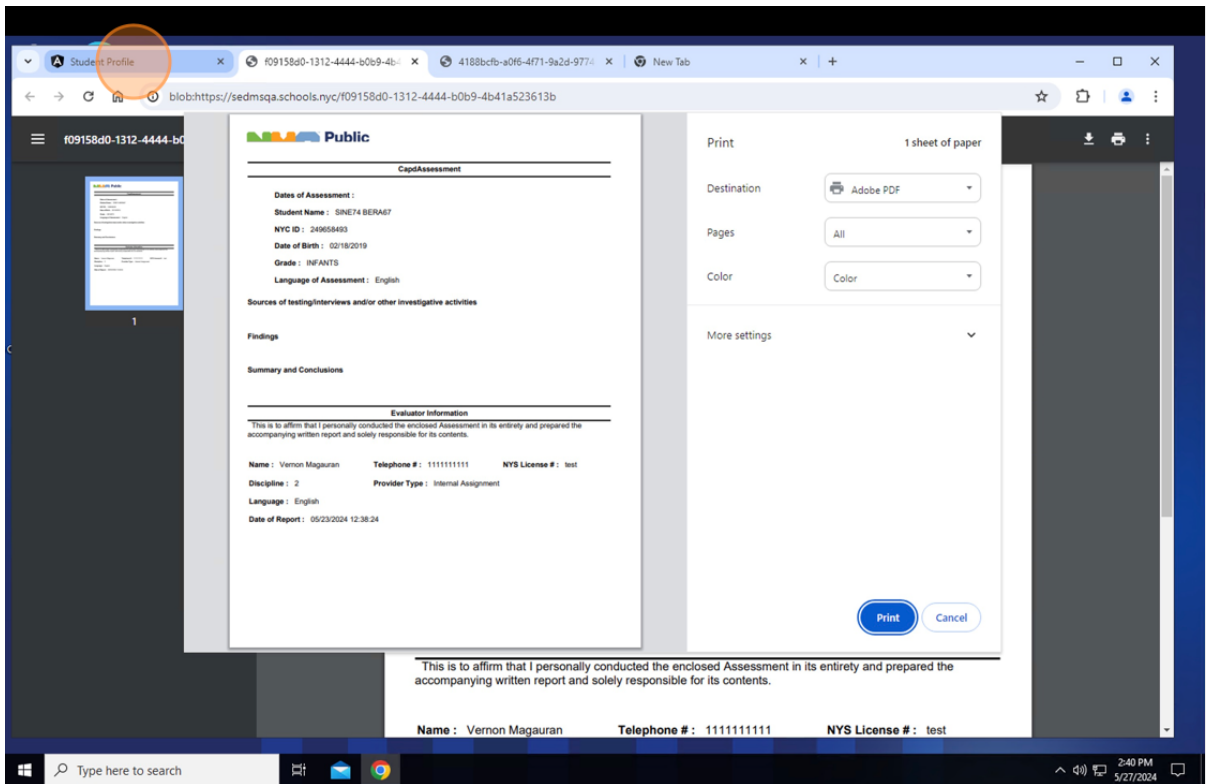


- The actions available for each document are *Print*, *Download*, and *Delete*, which are each represented by an icon. To print the document, click on the **Print** icon (the first icon, which resembles a printer) under *Action*.

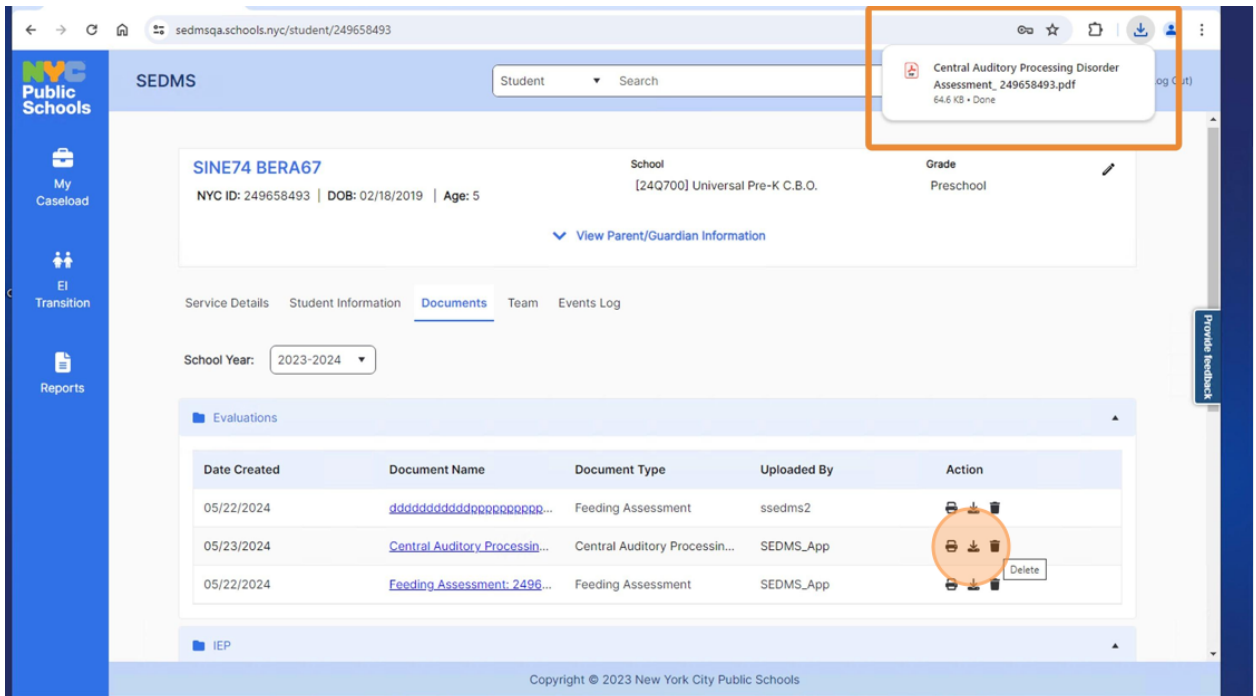


10. After you have clicked on the **Print** icon, the document will show in print preview in a new tab. From there, click on the blue **Print** button in the lower right corner to print the document. To return to the ATLAS dashboard, either click the original

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

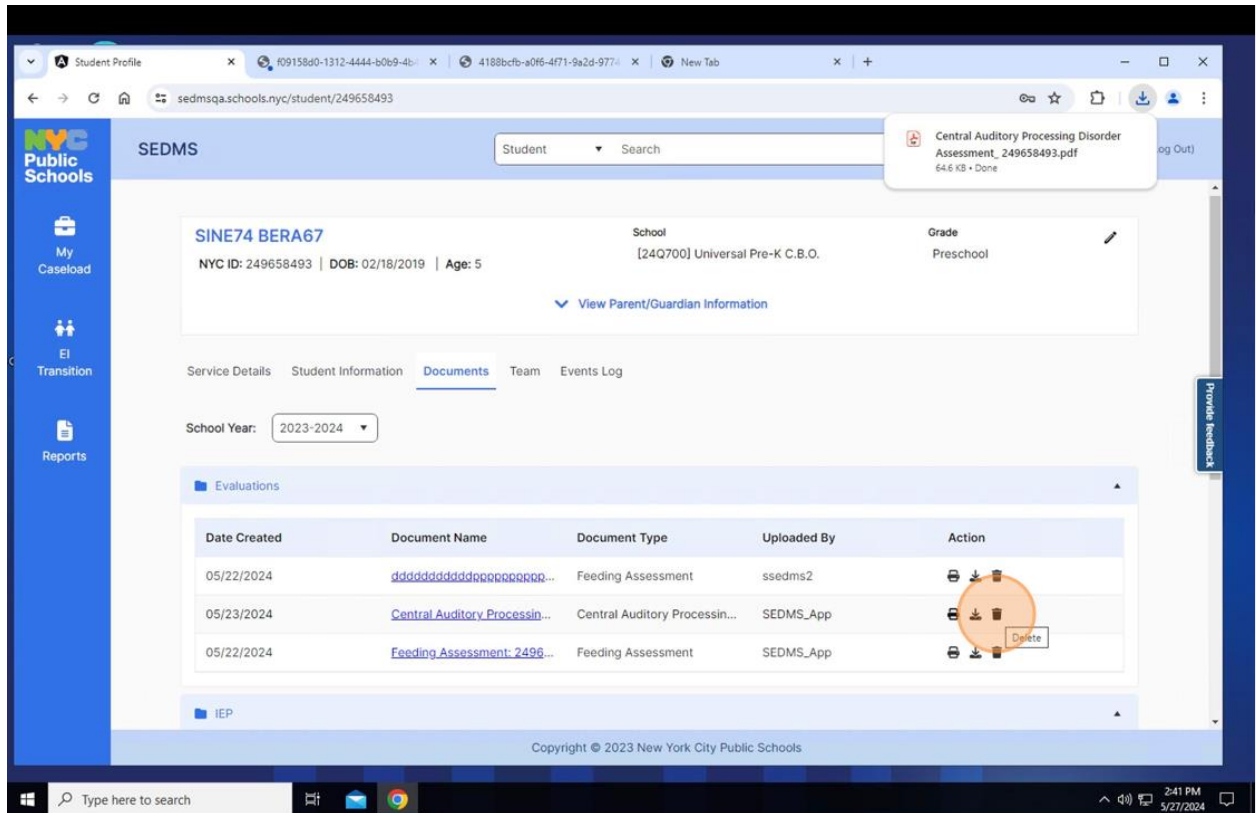


11. To download a document, click on the **Download** icon (the second icon or down arrow) under **Action**.





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.



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 SEDMS (Special Education Data Management System) interface. At the top, there's a search bar with 'Student' selected. The main content area displays student information for 'SINE74 BERA67', including NYC ID (249658493), DOB (02/18/2019), Age (5), School ([24Q700] Universal Pre-K C.B.O.), and Grade (Preschool). A 'View Parent/Guardian Information' link is visible. Below this, there's a 'School Year' dropdown set to '2023-2024'. A modal dialog box is open in the center, titled 'Please confirm', asking 'Are you sure you want to delete the document?'. It has 'No' and 'Yes' buttons. An orange circle highlights the 'Close' button in the top right corner of the dialog. Below the dialog is a table of documents under the 'Evaluations' section.

Date Created	Document Name	Document Type	Uploaded By	Action
05/22/2024	ddddddddddppppppppp...	Feeding Assessment	ssedms2	
05/23/2024	Central Auditory Processin...	Central Auditory Processin...	SEDMS_App	
05/22/2024	Feeding Assessment: 2496...	Feeding Assessment	SEDMS_App	

At the bottom of the page, there's a footer with 'Copyright © 2023 New York City Public Schools'. The Windows taskbar at the very bottom shows the search bar, task view, and system tray with the time '2:41 PM' and date '5/27/2024'.