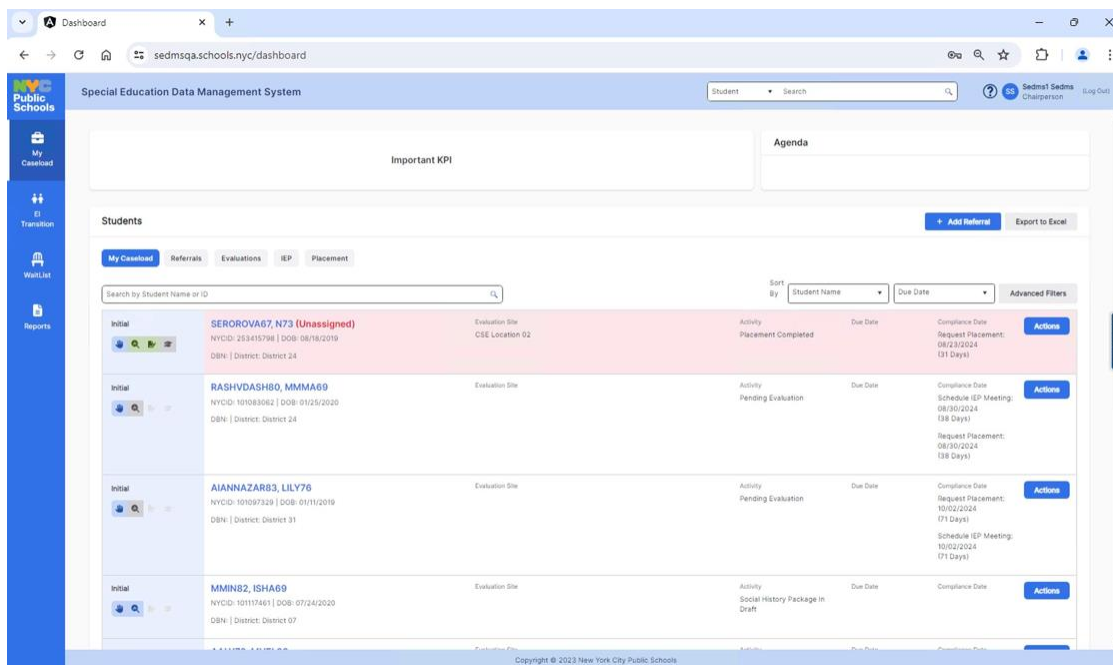


How to Complete an Assessment

This guide provides step-by-step instructions on how to complete an Assessment in ATLAS. It explains how to navigate the dashboard, find the student, edit the assessment, upload the completed document, and submit it.

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. After you log into ATLAS, you will be directed to the **My Caseload** dashboard.



2. From your dashboard, search for the student for whom you wish to complete an Assessment. You can search utilizing the search bar as shown below or filter the dashboard by **Evaluations** or other relevant advanced filters. See “QRG 1.2 How to Navigate the Dashboard” for more information on how to use advanced filters.

The screenshot shows the 'Special Education Data Management System' interface. The top navigation bar includes the NYC Public Schools logo, a search bar, and user information for 'Sedms1 Sedms Chairperson'. The main content area is titled 'Students' and has tabs for 'My Caseload', 'Referrals', 'Evaluations', 'IEP', and 'Placement'. The 'Evaluations' tab is selected. A search bar is present above the table. The table lists three students with their details and evaluation status.

Initial	Student Name	NYCID	DOB	Evaluation Site	Activity	Due Date	Compliance Date	Actions
	eisei, anil	242333022	07/25/2020	YELED V'YALDA	Pending Evaluation		Request Placement: 11/12/2024 (57 Days) Schedule IEP Meeting: 11/12/2024 (57 Days)	Actions
	titgge, anil	242333026	07/25/2020	YELED V'YALDA	Social History Package In Draft			Actions
	Mathurr, Kirann	242334147	01/01/2021	YELED V'YALDA	Pending Evaluation		Schedule IEP Meeting: 11/26/2024 (71 Days) Request Placement: 11/26/2024 (71 Days)	Actions

- Once you have found the student for whom you would like to complete an assessment, click on their row to expand it.

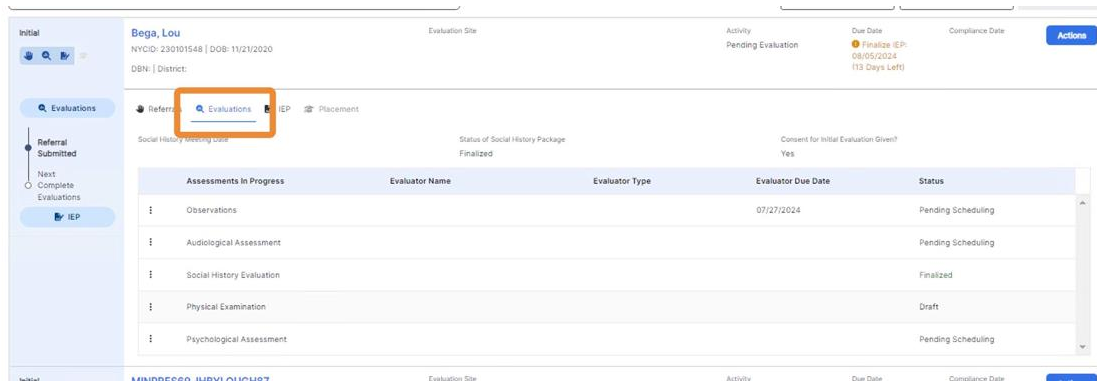
Note: If you click on the student's name in blue, it will take you to their student profile instead of expanding the row.

The screenshot shows the 'Students' page with the 'Evaluations' tab selected. The search bar contains 'Lou'. The table shows three rows, with the first row expanded to show more details. The expanded row for 'Bega, Lou' shows 'Evaluation Site' as 'Hebrew Institute The Deaf & Excp.'.

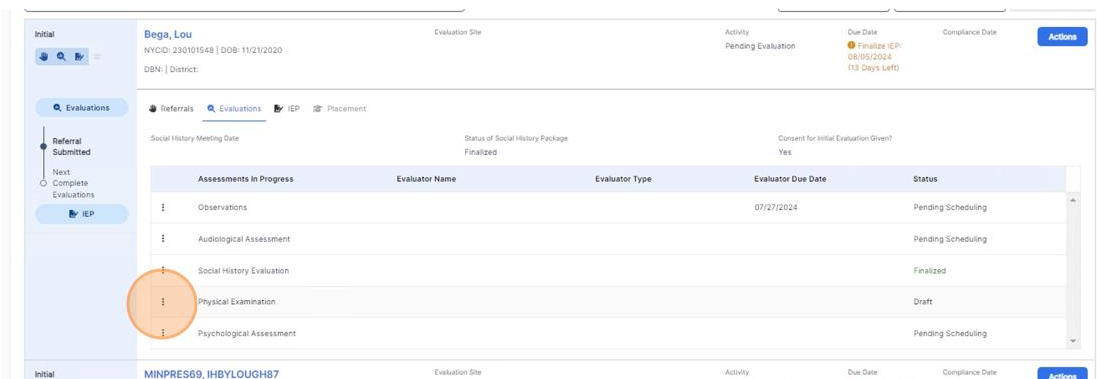
Initial	Student Name	NYCID	DOB	Evaluation Site
	Bega, Lou	230101548	11/21/2020	Evaluation Site
	MINPRES69, IHBYLOUGH87	250003099	03/26/2021	Evaluation Site
	LOUIOU65, ILLOLO68	249830092	01/31/2019	Evaluation Site

Page 1 of 1 | 10 items per page

- Once you have expanded the student's row, you will be able to see more information about each process phase. To see the assessment planning page and view all evaluations assigned to a student, ensure that the second tab **Evaluations** is selected.



- Find the assessment that you wish to complete for the student from the Assessments Planning grid. All assessments assigned to the child will be shown in the grid under the **Assessments in Progress**.
- Click on the vertical three dots to the left of the assessment title to review the **Action Menu**. From the pop-up click **Edit**.



- This will open the assessment page in edit mode. Complete all required fields within the Assessment Information section. Indicate the date of the assessment by using the date picker. After you select a date, you must click **Add** to add the date of the assessment. You will not be able to submit the assessment unless you have added a date of assessment.

Special Education Data Management System

Physical Examination

Assessment Information

Date(s) of Assessment: MM/DD/YYYY [07/23/2024] [Add]

Language of Assessment: *

Evaluator Information

Date of Report: * [07/23/2024]

Evaluator Name: * [Sedmet1 Sedms]

Telephone #: * [1111111111]

NYS License: * [1111111111]

Discipline: * [Provided by Parent]

Evaluator Type: * [Provided by Parent]

Evaluator Agency: *

Language: *

Upload Date | Document Name | Uploaded By | Action

No records available.

Buttons: Cancel, Save, Submit

8. Complete all evaluator information within the *Evaluation Information* section.

Special Education Data Management System

Physical Examination

Assessment Information

Date(s) of Assessment: MM/DD/YYYY [08/14/2024] [Add]

Language of Assessment: *

Evaluator Information

Date of Report: * [07/23/2024]

Evaluator Name: * [Sedms1]

Telephone #: * [1111111111]

NYS License: * [1111111111]

Discipline: *

Evaluator Type: * [Provided by Parent]

Evaluator Agency: *

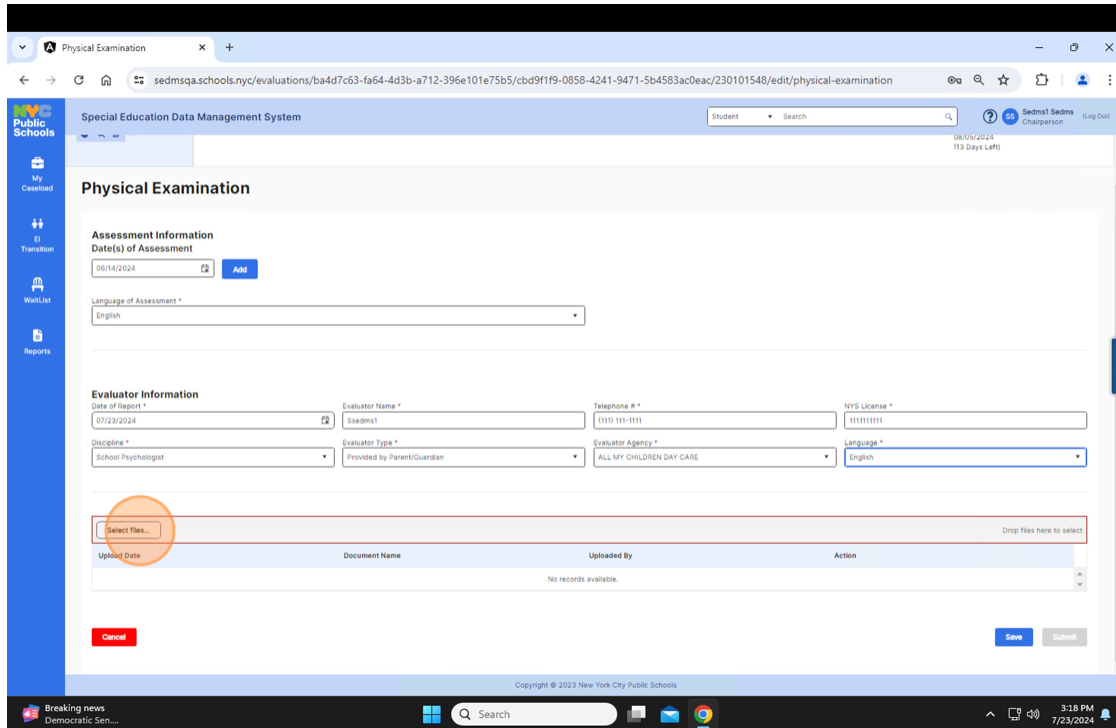
Language: *

Upload Date | Document Name | Uploaded By | Action

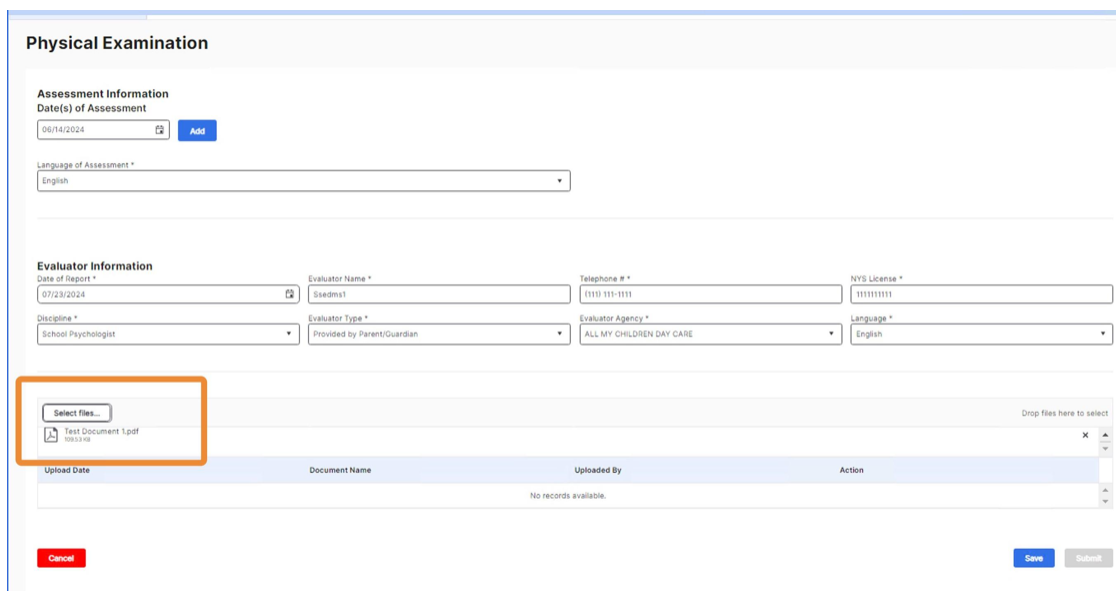
No records available.

Buttons: Cancel, Save, Submit

- Upload a completed assessment by clicking the **Select Files** button below the *Evaluator Information* section. This will allow you to select a file from your computer and upload it into the system.



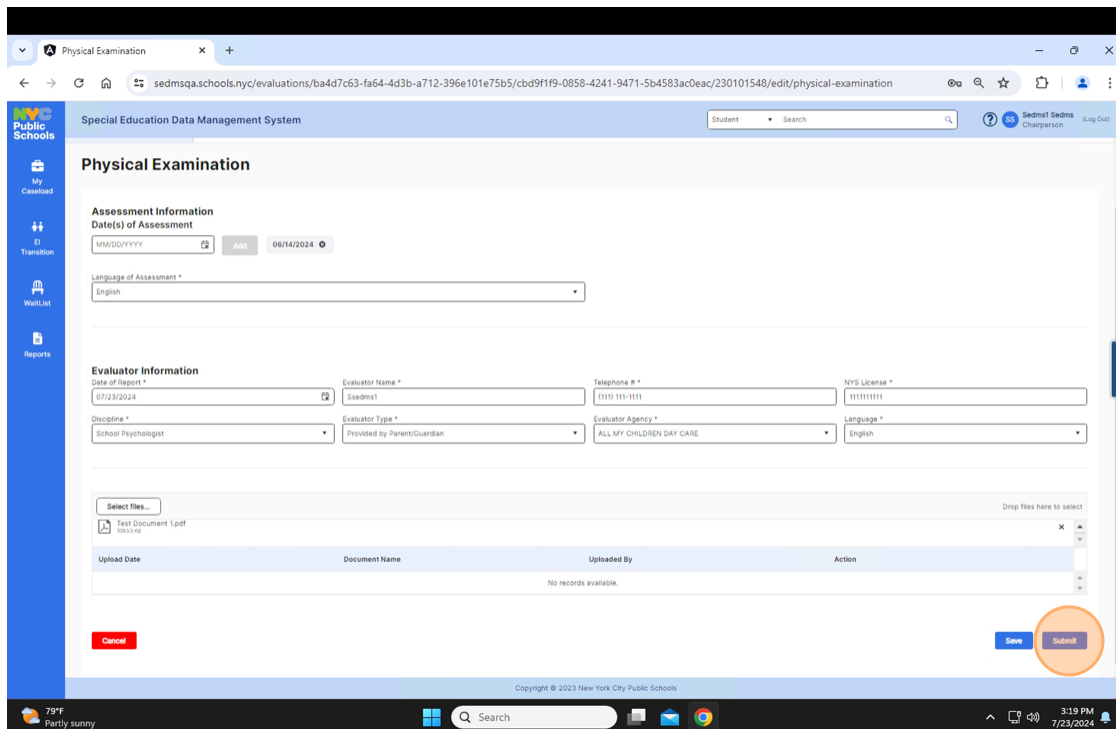
- Once you have uploaded a document, it will appear beneath the **Select Files** button.



11. To finalize the assessment click the blue **Submit** button located in the bottom right corner of the screen.

12. If you wish to save and return, click the blue **Save** button at the bottom right corner of the screen.

If you wish to cancel, which will delete all unsaved data, click the red **Cancel** button at the bottom left corner of the screen.



The screenshot shows a web browser window displaying the 'Physical Examination' form in the 'Special Education Data Management System'. The form is titled 'Physical Examination' and contains the following sections:

- Assessment Information:** Includes a 'Date(s) of Assessment' field with a date picker set to 06/14/2024, and a 'Language of Assessment' dropdown menu set to 'English'.
- Evaluator Information:** Includes fields for 'Date of Report' (07/23/2024), 'Evaluator Name' (Ssedms1), 'Telephone #' (0110 111-1111), 'NYS License #' (111111111), 'Discipline' (School Psychologist), 'Evaluator Type' (Provided by Parent/Guardian), 'Evaluator Agency' (ALL MY CHILDREN DAY CARE), and 'Language' (English).
- File Upload:** A 'Select Files...' button and a 'Drop files here to select' area. A file named 'Text Document 1.pdf' is shown with an upload date of 7/23/24.
- Table:** A table with columns 'Upload Date', 'Document Name', 'Uploaded By', and 'Action'. It currently shows 'No records available.'
- Buttons:** A red 'Cancel' button is located at the bottom left. A blue 'Save' button and a blue 'Submit' button (circled in orange) are located at the bottom right.

13. After you have clicked **Submit** you will be directed back to the dashboard.

14. Follow steps 1-4 to navigate back to the desired student. The status of the assessment will now show as Finalized.

sedmsqa.schools.nyc/dashboard

Special Education Data Management System

Student Search

Students

+ Add Referral Export to Excel

My Caseload Referrals Evaluations IEP Placement

Sort By Student Name Due Date Advanced Filters

Initial Bega, Lou Evaluation Site Activity Pending Evaluation Due Date 08/05/2024 (13 Days Left) Compliance Date Actions

NYCD: 230101548 | DOB: 1/21/2020
DSN: | District:

Initial Evaluations Referrals Evaluations IEP Placement

Social History Meeting Date Status of Social History Package Finalized Consent for Initial Evaluation Direct? Yes

Assessments in Progress	Evaluator Name	Evaluator Type	Evaluator Due Date	Status
Observations			07/27/2024	Scheduled
Audiological Assessment				Scheduled
Social History Evaluation				Finalized
Physical Examination				Finalized
Psychological Assessment				Scheduled

Initial MINPRES09, IHBVLUOH87 Evaluation Site Activity Referral: Pending PWN Due Date 06/17/2024 (1-30 Days Left) Compliance Date PWN Notice of Referral: 06/19/2024 (1-34 Days) Actions

NYCD: 256003099 | DOB: 03/26/2021
DSN: | District: District 07

Initial LOUIDU65, ILLLOLO68 Evaluation Site Activity Due Date Compliance Date Actions