

SIRAS Beginner Workshop Agenda

Support:

- Videos: Training, How To and Support docs (Support link located in lower left of webpage)
- Email: steve@sirassystems.com or brian@sirassystems.com
- Bad Kitty

Login the Training version go to <https://training-siras.kern.org>

- Use the default password, login and create a new password
- Enter email & phone under Tools / My Account

Getting to know SIRAS:

- Dashboard (SIRAS Home Page)
- Locating your student in SIRAS:
 - Choose Student
 - Quick Search and Reset Search (getting out of a 'found set')

Meeting Process:

1. Go to '**IEP Manager**' and select a purpose (*refer to Meeting Purpose handout*)
2. Enter meeting information, i.e. meeting date, time, location, etc. (*when available*)
3. If, and only if, forms will be needed in Spanish click the "**Translation Req.**" checkbox. *Translations do not need to be made until after the IEP has been 'Finalized'. User must completely fill out the form in English before opening the Spanish form.*
4. Prepare and send the Pre-IEP forms
5. Prepare the Basic IEP forms in the IEP Manager (*examples of Exits and DNQ*)
6. Select "**Preview/Print**" button to generate a working draft of the IEP
7. After the meeting click on "**Meeting Held**" checkbox in the arrange meeting section
8. Now click "**Finalize**" meeting (*if finalized by mistake contact CASEMIS clerk user to 'reactivate' meeting*)
9. Fill out the 'Parent Participation' information under the arrange meeting section; under 'Follow-up' check "Sent to District office" checkbox and then send IEP to special ed. office.
10. Depending on your district's policy, either the CASEMIS clerk or the user can go to the MIS Summary page, Validate, and Submit the CASEMIS data to the repository.

Developing Goals & Benchmarks

- From scratch
- Using the GoalWizard (*Favorites and adding custom behaviors*)

Progress Reports

- Individual Progress Report (located under Student Info / Data Collection and Progress)
- Bulk Progress Report (located under the Reporting menu)

Student Info menu:

- Student Profile
- Sped Profile
- Notes
- Document Files

Tools menu:

- My user
 - add your email & phone
 - view caseload and role
- Added forms
- Assessment Reports

Reporting menu:

- Lists
- Edit list

Now let's log into the "real" or Production version of SIRAS [<https://siras.kern.org>]:

- Use the default password, login and create a new password
- Enter email & phone under Tools / My Account