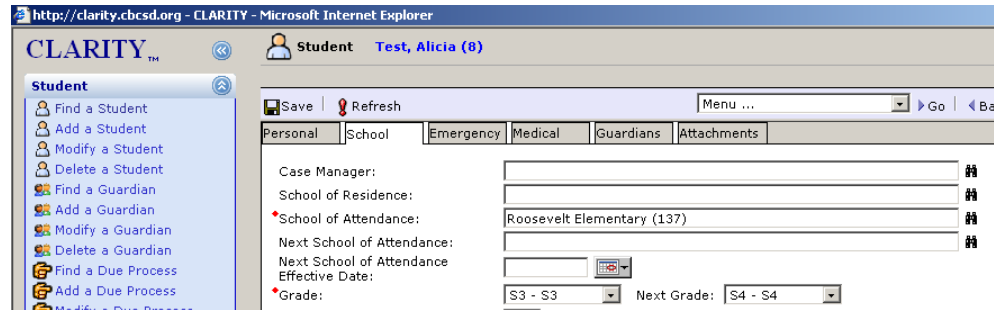


# Directions for Assigning Case Manager

## Student Sidebar

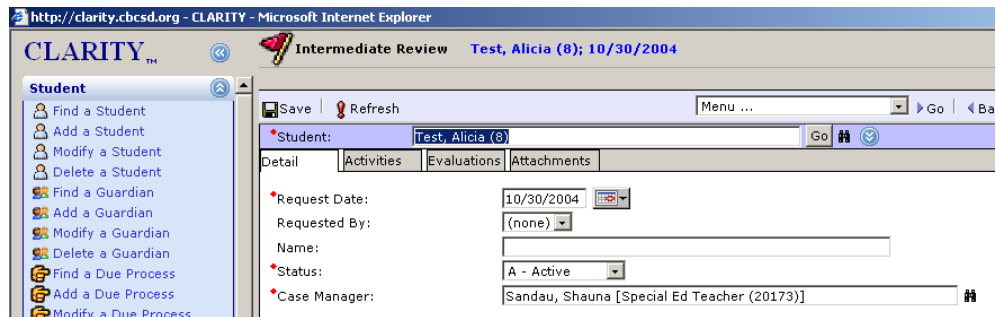
1. Log into Clarity
2. On the sidebar, click Student
3. Click Find Student
4. Filter by: Name
5. Type in first few characters of student's last name
6. Hit Enter on keyboard, or click GO
  - a. This will Bring up all students at your school w/ that last name.
7. Click on student's name
8. Click School tab
9. Using the binoculars, populate the case manager field w/ the appropriate roster teacher. (Typing in your name does not work.)
10. Verify that school of Residence and School of Attendance are correct.
11. Click SAVE



The screenshot shows the CLARITY web interface in Microsoft Internet Explorer. The browser address bar displays 'http://clarity.cbcsd.org - CLARITY - Microsoft Internet Explorer'. The page title is 'CLARITY™' and the user is logged in as 'Student Test, Alicia (8)'. The left sidebar contains a 'Student' menu with options like 'Find a Student', 'Add a Student', 'Modify a Student', 'Delete a Student', 'Find a Guardian', 'Add a Guardian', 'Modify a Guardian', 'Delete a Guardian', 'Find a Due Process', 'Add a Due Process', and 'Modify a Due Process'. The main content area has tabs for 'Personal', 'School', 'Emergency', 'Medical', 'Guardians', and 'Attachments'. The 'School' tab is active, showing fields for 'Case Manager', 'School of Residence', 'School of Attendance' (set to 'Roosevelt Elementary (137)'), 'Next School of Attendance', 'Next School of Attendance Effective Date', and 'Grade' (set to 'S3 - S3') with 'Next Grade' set to 'S4 - S4'.

## Evaluations and Reviews Sidebar

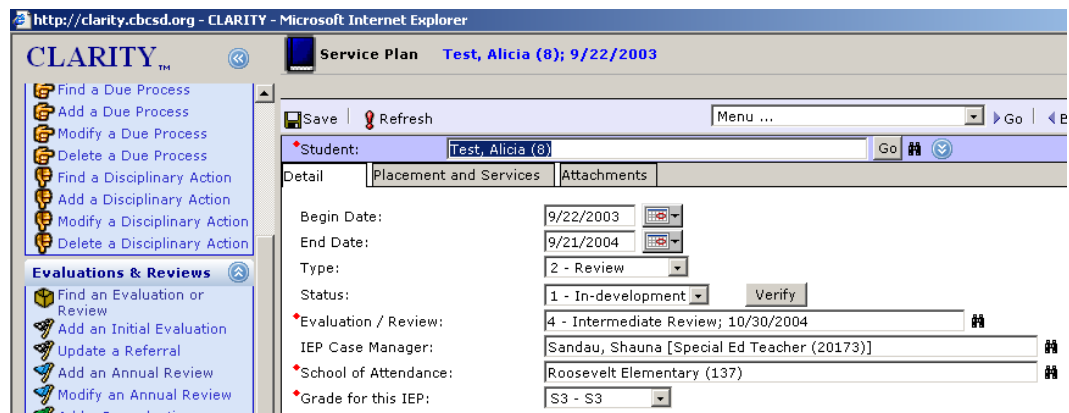
1. Click Evaluations and Review (sidebar)
2. Click "Find an Evaluation or Review"
3. Select the appropriate document (There may be more than one)
4. On the Detail tab, use the binoculars to populate the Case Manager field with the appropriate roster teacher.
5. Click SAVE.



The screenshot shows the CLARITY web interface in Microsoft Internet Explorer. The browser address bar displays 'http://clarity.cbcsd.org - CLARITY - Microsoft Internet Explorer'. The page title is 'CLARITY™' and the user is logged in as 'Intermediate Review Test, Alicia (8); 10/30/2004'. The left sidebar contains a 'Student' menu and an 'Evaluations & Reviews' menu with options like 'Find an Evaluation or Review', 'Add an Initial Evaluation', 'Update a Referral', 'Add an Annual Review', 'Modify an Annual Review', and 'Add a Reevaluation'. The main content area has tabs for 'Detail', 'Activities', 'Evaluations', and 'Attachments'. The 'Detail' tab is active, showing fields for 'Request Date' (10/30/2004), 'Requested By' ((none)), 'Name', 'Status' (A - Active), and 'Case Manager' (Sandau, Shauna [Special Ed Teacher (20173)]).

## Service Plan Sidebar

1. Click Service Plan (sidebar)
2. Click "Find a Service Plan"
3. Select the appropriate document (There may be more than one)
4. On the Detail tab, use the binoculars to populate the Case Manager field with the appropriate roster teacher.
5. Verify that "School of Attendance" is correct.
6. Click Save.



The screenshot shows the CLARITY web interface in Microsoft Internet Explorer. The browser address bar displays 'http://clarity.cbcsd.org - CLARITY - Microsoft Internet Explorer'. The page title is 'CLARITY™' and the user is logged in as 'Service Plan Test, Alicia (8); 9/22/2003'. The left sidebar contains a 'Student' menu, an 'Evaluations & Reviews' menu, and a 'Service Plan' menu with options like 'Find a Due Process', 'Add a Due Process', 'Modify a Due Process', 'Delete a Due Process', 'Find a Disciplinary Action', 'Add a Disciplinary Action', 'Modify a Disciplinary Action', 'Delete a Disciplinary Action', 'Find an Evaluation or Review', 'Add an Initial Evaluation', 'Update a Referral', 'Add an Annual Review', 'Modify an Annual Review', and 'Add a Reevaluation'. The main content area has tabs for 'Detail', 'Placement and Services', and 'Attachments'. The 'Placement and Services' tab is active, showing fields for 'Begin Date' (9/22/2003), 'End Date' (9/21/2004), 'Type' (2 - Review), 'Status' (1 - In-development), 'Evaluation / Review' (4 - Intermediate Review; 10/30/2004), 'IEP Case Manager' (Sandau, Shauna [Special Ed Teacher (20173)]), 'School of Attendance' (Roosevelt Elementary (137)), and 'Grade for this IEP' (S3 - S3).