SEASWeb

User Manual

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Chapter 5: Home Page

The home page is the first screen you will see after logging into SEASWeb. From this screen you can navigate to any other part of the program providing that your level of access is sufficient to view those areas. This section of the manual deals with descriptions of the main menu items and their use.

Heading

The heading is the area at the top of the SEASWeb site where the name of the district is displayed. This area is used to make sure that you are on the correct SEASWeb site for your district.

Time/Date

This displays the current time and date to make it easier for users that need to know the time and date. This information does not come from the SEASWeb server, but instead comes from the time and date settings on the computer you are using. If the time and date on the main menu is incorrect, you will need to correct the problem by changing the time and date on your computer.

Main Menu

The main menu is the horizontal row of buttons along the left hand side of the home page which is used to navigate to different portions of the program. Each of the main menu buttons takes you to a group of options in that category.

Selecting Menu Items

To open an item in the main menu, simply click once on the desired button in the row. For example if you want see the list of forms in the program single click on the button labeled Forms. Then the list of forms will be displayed in the content frame, which is detailed in chapter 5 (Home Page) under Content Frame.

Selecting Sub-Menu Items

Some main menu options will have sub-menus which will appear directly below the button when it is selected. Sub-menus are used to make navigation between the different sections of SEASWeb easier for the user.

To select a sub-menu option, follow the steps below.

Step 1 > Single click on the desired option in the main menu
Step 2 > Single click on the desired option in the sub-menu

Content Frame

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The Content Frame is the section in the middle of the SEASWeb home page that lists options when the list is longer than a sub-menu can display as well as district–entered items such as conferences. For example when you click on the forms option on the main menu, the list of forms will be displayed in the Content Frame.

Selecting Content Frame Items

To select an option from the Content Frame, please use the following steps.

> **Step 1 >** Single click on the desired option in the main menu
> **Step 2 >** Single click on the desired option in the Content frame

Support Center

The Support Center is where users go when they have questions concerning SEASWeb or if they are having problems using the program. The different sections are described briefly in the text below.

- *SEAS Manual* – This is the document you are currently reading.

- *Mac Browser Settings* – This is another way to access the document that details the settings needed to run SEASWeb on Mac computers.

- *SEAS Updates* – This is the area where changes to SEASWeb will be described.

- *Tech Support Information* – Information on how to contact SEASWeb Technical Support.

- *SEASWeb Lessons* – These are short video clips that detail the use of the different portions of SEASWeb.

- *Frequently Asked Questions* – This is a document set in the F.A.Q. format that answers common questions about SEASWeb.

- *Implementation Documents* – This is where to find information needed when first setting up SEASWeb within the district.

- *SEAS Quarterly Newsletter* – The Seas newsletter keeps users informed of upcoming trainings, changes to the program and general goings here at Computer Automation.

Related Links

This section is designed to provide you with links to other websites that you may need to visit while using SEASWeb. As time goes on, the needs of our users will change, and when they do our related links may change in response. We do not endorse these sites in any way and are not responsible for the content of these sites. We simply provide these links as an easy way to access these commonly used resources.

- *IDEA* - This site contains information related to the Individuals with Disabilities Education Improvement Act of 2004.

- *Sped Connection* – This site has many tools that Special Education professionals may find useful.

Contact Us

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This section lists our toll-free telephone number and the Tech Support e-mail address in a convenient location to make getting in touch with us easy. Hours of operation for both phone and e-mail correspondence are:

Monday – Friday: 7:00am – 6:00pm CST.

E-mails sent after 6:00pm are read on the morning of the next business day.

Footer Information

The "footer" is the area along the bottom of the home page that provides users with legal information and information about the company. The first link goes to the Computer Automation, inc. website which includes marketing information and detailed contact information. The second link is to our Terms of Use page which must be included for legal reasons.

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