




























SSEM Quick Reference Guide

	Spell check toggle switch. Allows user to perform a spell check on all keyed information		View Forms allows the user to view and print all finalized forms.
	Print Merge allows the user to print more than one form into a group with automatic page numbering.		Reports allow the user to generate reports off the information contained on finalized IEP sets.
	Setup Options allow the user to customize their spell check dictionary,  develop a set of goals, objective, and accommodations in banks. 		EMIS Tools allows the user, with appropriate security access, to generate an EMIS report and data collection forms.
	Mass Printing Progress Reports		District to District Transfer allows districts to transfer an IEP finalized set from a district that users the SSEM package to another district that also uses SSEM.
	Finalize Forms allows the user to finalize all forms into a read-only group. It is recommended that users finalize forms after they have made changes from the IEP meeting.		Opens a new (proposed) document for the selected student
	Return to SSEM Home Page		Edit the proposed document for the selected student
	View Frequently Asked Questions		Enter comments associated with this form for the selected student
	Log out of SSEM		View a finalized form set
	Close SSEM		Form is locked by user.  All forms must be unlocked before they can be finalized.
	View and Hide header information		Process EMIS Extract is location that the file and error report generated during the Build EMIS Report is stored.
	EMIS Review allows users to build a report to check EMIS data. The report will generate based on the building, dates, and criteria chosen.		EMIS Import File
	PDF View – <i>Forms View is no longer available</i>		EMIS Error Log