



# Student Engagement Evaluation System (SEES) Frequently Asked Questions

## 1.) What is SEES?

SEES (Student Engagement Evaluation System) is the evaluation system for the annual progress report. All CGP schools will be required to use this system for Year 6 progress reports.

## 2.) How do I access SEES?

Your district LAM (Local Access Manager) will need to provide you with access to the SEES system. Once you have received access, test your login at <https://cdeapps.cde.state.co.us/index.html>, then go to applications in the left navigator bar and click on Student Engagement Evaluation System (SEES).

Username: email

Password: click on the 'forgot my password' to reset it

## 3.) Who is my district LAM and what is her/his role?

The LAM is the local access manager. Their role is to maintain identity management. You will need to work with them to gain access to the SEES system and enter in your Year 6 progress report data, which is due July 15.

## 4.) How do I identify my district LAM?

If you do not know who your LAM is, please complete the online request form at <https://cdeapps.cde.state.co.us/index.html>.

CDE Home > CDE Identity Management >

### Assistance Request Form

The purpose of this form is to request assistance from the Local Access Managers assigned to your organization. If you're not part of a district or a BOCES, please choose "External Organization" for support.

Email Address  
First Name  
Last Name  
Organization Name  
Requestor  
Telephone  
Service Request

Please select from this list

Submit Request

### Security Check

Please type both words separated by a space.  
The text is case sensitive, including upper and lower case letters.  
Select the refresh button to have a new graphic displayed.

The Security Check allows us to:

- Ensure Security from "Bots"  
Automated programs known as "Bots" cannot read distorted text as well as humans. The Security Check helps prevent automated programs from using this registration page.
- Digitize Books One Word at a Time  
By entering the words in the box, you are also helping to digitize books from the Internet Archive and preserve literature that was written before the computer age.
- Provide an Audio Option for Visually Impaired Customers  
An audio option allows visually impaired customers to hear a set of 8 digits that can be entered instead of the word challenge.

Copyright © 1999-2008 Colorado Department of Education. All rights reserved.  
Title IX Accessibility Statement: Please

Last modified: August 6th, 2011

5.) How do I access a copy of the Year 6 Questionnaire and Guidance from the webinar? All the supportive materials regarding SEES will be located on the CGP website at [http://www.cde.state.co.us/dropoutprevention/cgp\\_grantmanagement](http://www.cde.state.co.us/dropoutprevention/cgp_grantmanagement). The materials include:

- Year 6 Progress Reporting Questions
- Reporting and SEES Guidance document
- Plus more tools and materials



**6.) What are the best practices for completing the reporting on SEES?**

It is recommended CGP schools fill out the MS Word version of the Year 6 progress report before entering and submitting this information through the SEES system. The benefits of completing the Year 6 word document include:

- 1) Written record of your responses
- 2) Ability to gather responses from multiple offices or individuals (if necessary)
- 3) Review individual school responses at the district level prior to final submission
- 4) Avoid losing data if SEES times out or if an entry was not saved

When you are completing the online form, please remember to *SAVE* often!

**7.) Will SASIDs be collected for Year 6 Progress Reporting?**

No, we will not collect SASIDs (State Assigned Student Identifiers) for Year 6 Progress Reporting.

**8.) When is the Year Progress Report due?**

The Year 6 progress report is due July 15, 2016.

**9.) When will the SEES system be open to enter the data?**

We anticipate SEES to be open May 25 to July 15, 2016