# A Note About Data:
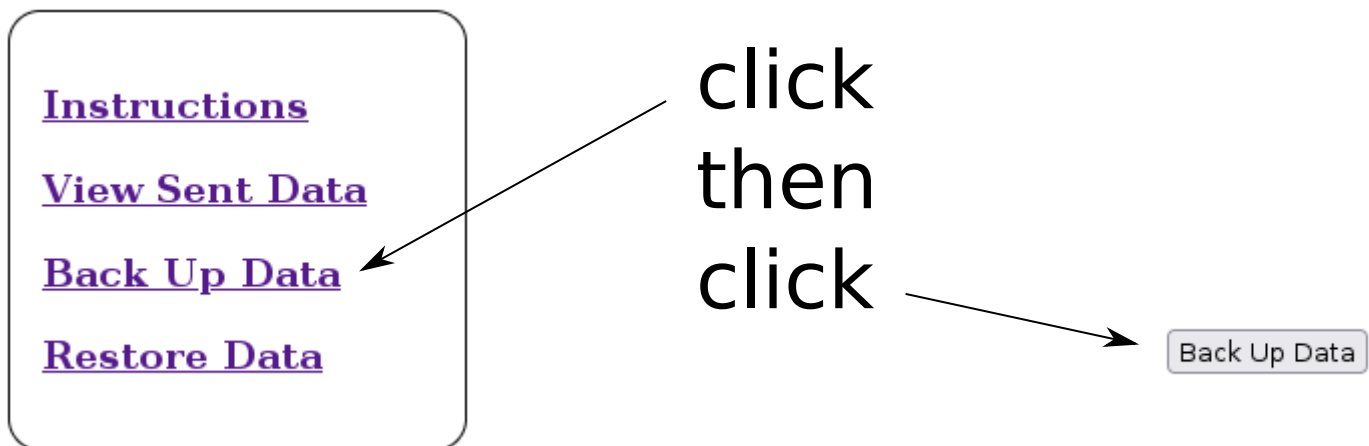
Your data is stored on your computer, inside of the browser. If you change computers, or change browsers, or if data is "cleaned" from your browser, your data will "disappear."

# Back Up!

To protect against disappearing data, you can back up as follows:

Instructions

View Sent Data

Back Up Data

Restore Data

click
then
click

Back Up Data

Save the file in a safe, secure location. You may want to do this EVERY TIME you enter data!

# Share:

Your backed up data can also be used to save typing if you share students with other staff. Choose "Load Student Data" from the Restore Data page to import student data.

# Step 1:

## Edit your settings.

Click to edit your settings

### Students  [Add New Student]

ID First name Last name Last initial Grade Active

### Staff  [Edit]

**MUST SET URL BEFORE USE!**

**Edit to set Name and Position!**

**Agency Not Set**

### Monthly Data  [Create Grouping] [Quick Grouping]

**Click on Grouping name to view/edit members or create sessions**

ID Name

Enter your name, and select your agency.

In the email with the link to the database form, find the long link labeled **URL**.

paste **URL** from email

### Students  [Add New Student]

ID First name Last name Last initial Grade Active

### Staff  [Edit] [Cancel]

Sheets URL*
[MUST SET BEFORE USE!]

Staff Name*
[ ]

Agency Name*
[Choose... ▾]

[Save] [Cancel]

# Step 2:

## Begin your student database.

Click to expand Add form

**Students** [Add New Student]

ID First name Last name Last initial Grade Active

**Staff** [Edit]

**asdffdsa**

Other:

**Students** [Add New Student] [Cancel]

First Name*
[            ]

Last Name*
[            ]

Grade*                                    Remember ☐
[Choose... ▾]

DOB*
[mm / dd / yyyy]

Initial Contact*
[01 / 13 / 2022]

Select groups on the right. (Optional)

[Create] [Cancel]

"Remember" boxes tell the form that this value should be used again the next time this form is accessed.

Use them to save clicks on form elements that you tend to fill out the same way every time.

Date first seen this school year.

**Students** [Add New Student]

| ID | First name | Last name | Last initial | Grade | Active |
|----|-----------|-----------|--------------|-------|--------|
| 1 | John | Smith | S | 9 | true |
| 2 | Mary | Jones | J | 7 | true |

After creation, you can click to edit a student's info.

# Step 3:
## Create groupings (optional).

**Monthly Data**  [Create Grouping] [Send Data]

**Click on Grouping name to view/edit members or send data**

**Grouping Name**
job search
tutoring

"Groupings" are an optional convenience for groups of students that often get the same data entered.

This is not necessarily for formal workshops or groups.

You can also create quick groupings of students with the same data by just choosing "Enter Data."

Choose a name for the grouping, then select students from your Students list and Create.

**Monthly Data**  [Create Grouping] [Cancel]

Group name
[_____]

Select Group Members on Left Side

[create] [Cancel]

Later, clicking on the grouping name will select those students so that you can Enter Data for them all at once.

**Monthly Data**

**Click on Grouping name to view/edit members or send data**

**Grouping Name**
job search   ● [Enter Data] [Cancel] ☑(Or Select/Deselect Students and Save)
tutoring

**Students** [Add New Student]

| x | First name | Last name | Grade |
|---|------------|-----------|-------|
| ☑ | John | Smith | 9 |
| ☑ | Mary | Jones | 7 |
| ☐ | Mike | Miller | 12 |

# Step 4:

## Enter your data.

**Monthly Data** [Create Grouping] [Enter Data] [View Sent Data]

> Click Enter Data, or click on one of your groupings and then click on Enter Data for that grouping.

### Grouping Name

job search [Enter Data] [Cancel] ✏️

## Students Included [Cancel]

**Select Students to Include Below**

**Then Complete Data and Send on Right Side**

| x | First name | Last name | Grade |
|---|---|---|---|
| ☑ | John | Smith | 9 |
| ☑ | Mary | Jones | 7 |
| ☐ | Mike | Miller | 12 |

> Select students to send data for...

| Service Units This Month (1SU = 15 minutes)* | | Remember ☑ |
|---|---|---|
| **Set All:** | 3 ↕ | |
| John S | 3 ↕ | |
| Mary J | 3 ↕ | |

> Service units for each selected student can be set individually.

> For each student, use the total service units for all services provided.

## Students Included [Cancel]

**UNCHECK ABSENT STUDENTS!**

**(will not remove from group tutoring, only from this session)**

| x | First name | Last name | Grade |
|---|---|---|---|
| ☑ | John | Smith | 9 |
| ☑ | Mary | Jones | 7 |

> ...or uncheck those who should not be included this time.

Services Provided*                                    Remember ☑
☐ College Prep.
☐ Crisis Intervention
☐ Drug/Alcohol Assessment/Counseling
☐ Family Casework
☐ Individual Case Management/Counseling
☐ Job Readiness
☐ Mentoring
☐ Referral to Outside Agency
☐ Other:

> Check all services provided.

# Step 5:

## Send your data.

Please remember to uncheck absent students!
Send  Cancel

Double check that the correct students are selected on the left side and click Send.

**SENDING DATA. DO NOT CLOSE WINDOW!**

After clicking Send, watch for this banner. Sending data should take a few seconds and then the banner will disappear!

If banner remains, data is not lost.

Make sure you are connected to the internet and reload the page.

Data will be sent next time you connect.

# Monthly Data  Create Grouping  Enter Data  View Sent Data

If you want to see the data you have sent previously, click on View Sent Data, then click on Show Data.

Show Data