

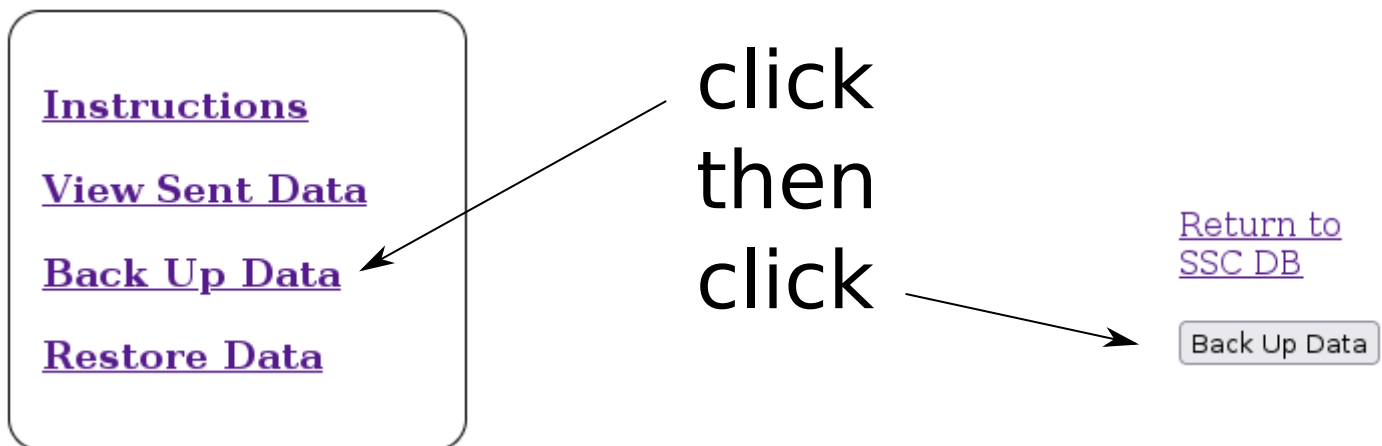
# A Note About Data:

SSCDB

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:



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 ☐

DOB\*

Initial Contact\*

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

tutoring

[Enter Data](#)
[Cancel](#)
[Or Select/Deselect Students and Save](#)

### Students

[Add New Student](#)

x	First name	Last name	Grade
<input checked="" type="checkbox"/>	John	Smith	9
<input checked="" type="checkbox"/>	Mary	Jones	7
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	John	Smith	9
<input checked="" type="checkbox"/>	Mary	Jones	7
<input type="checkbox"/>	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
<input checked="" type="checkbox"/>	John	Smith	9
<input checked="" type="checkbox"/>	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.

SSCDB

Please remember to uncheck absent students!

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