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:

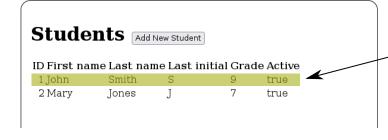## Begin your student database.

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]

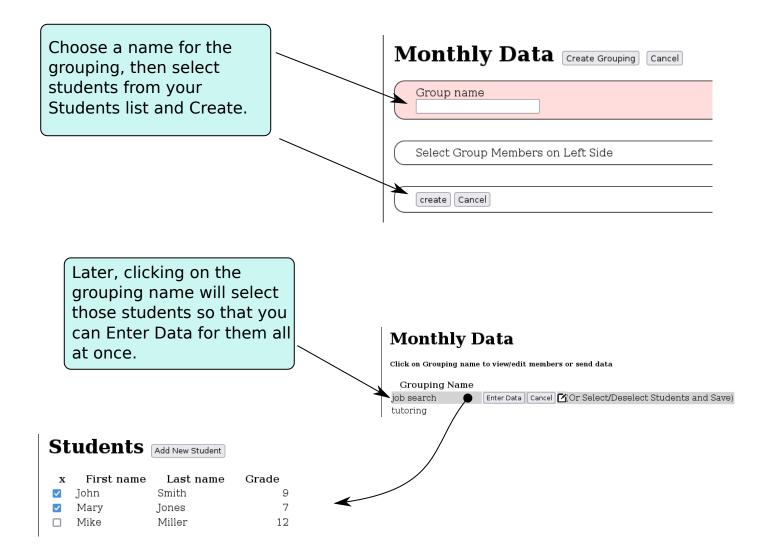**Click on Grouping name to view/edit members or send data**

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]

Grouping Name

job search   [Enter Data] [Cancel] ✎

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

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.
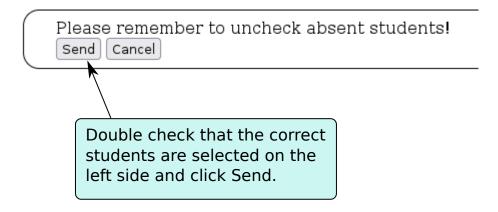
SENDING DATA. DO NOT CLOSE WINDOW!

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