

Getting Started with Check & Connect App

C&C App Training



**CHECK &
CONNECT**

ICI INSTITUTE *on*
COMMUNITY
INTEGRATION

UNIVERSITY OF MINNESOTA

Training Overview

- Hands-on with C&C app
 - Onboarding
 - Inputting data
 - Using data to make decision
- Evaluation
 - App design and functionality
 - App training

Learning Objectives

- Become familiar with the app user interface
- Know how to onboard your site
- Know how to input check and connect data
- Know how to use reports and dashboards for decision making and monitoring

Onboarding

Setting Up Your Site

- Create “parent” site
- Configure credit requirement
- Create “child” site



Adding Mentors

- Add mentors
- Assigning privileges
- Assigning mentors to a site



Adding Students

- Add students
- Assign students to mentor and school



Inputting Data

Inputting Check Data

- Enter credits accrued
- Enter attendance data
- Enter behavior data
- Enter course grade



Inputting Connect Data

- Adding interventions
- Enter intervention data



Using Data to Make Decision

Student Report

- Identify attendance and behavior pattern
- Identify attendance and behavior trend
- Identify academic performance trend and areas of concern
- Determine focus area
- Track intervention
- Review case notes



Mentor Dashboard

- Monitor students progress at a glance
- Identify professional development need
- Manage caseload



Administrator/Coordinator Dashboard

- Monitor student progress at district/school level
- Manage and monitor C&C implementation
- Identify professional development need for mentors



Evaluation

- Administrator/Coordinator feedback form
- Mentor feedback form
- App training feedback form

