

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

Set-up Guide for the New School Year

- Update the School Calendar(s)
- Review and Update Course Catalog
- Update Existing Students
- Exit Students Not Returning to the C&C Program
- Add New Students to the C&C Program

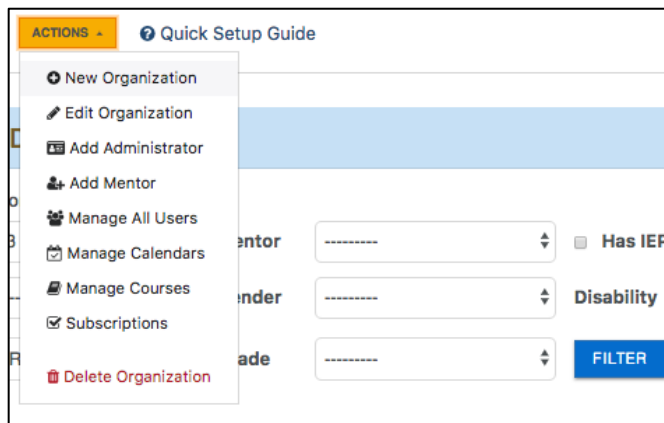
Update School Calendar(s)

This is an Admin. Role task

Add the new school year onto your existing calendar rather than creating a new one. Adding to the existing calendar allows you to view data longitudinally and avoid having to associate new calendars with your schools every year.

IMPORTANT: Do not delete the previous school year calendar. This may result in losing data from the previous year.

- From the organization level dashboard select Actions
- Select Manage Calendars
- Click on the existing calendar to edit



- Scroll down and select the tab for the calendar year that needs updating



- Click “Autofill School Days” to quickly populate all weekdays for a month as school days. The weekdays will to the color blue to indicate school days. Then click on any individual days that are NOT school days to change the color back to white.

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

Please select the school days by clicking to toggle each date in the calendars below. These days will be used to help track student performance, so it is important that they reflect your school calendar.

☐ = No school, ■ = School Day
 📅 = Autofill School Days, 🗑️ = Clear School Days

Autofill School Days						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

SEPTEMBER 2020						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Repeat for each month in the calendar year and click Save
- Click on the next calendar year tab and repeat for the remainder of the school year

2018	2019	2020	2021
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☐ = No school, ■ = School Day
 📅 = Autofill School Days, 🗑️ = Clear School Days

JANUARY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE 2021						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- Click Save to return to the previous screen
- Repeat to update all existing school calendars being used

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

Review and Update Course Catalog

This is an Admin. Role task

Review the current Course Catalog. If all courses are already listed, skip this step.

- From the organization level dashboard select Actions
- Select Manage Courses
- Click on NEW COURSE and enter new courses as needed
- Enter a course Title
- Select a Course Type
- Click SAVE COURSE

Course Name	Enrollments	Actions
Biology	1	CLONE DELETE ARCHIVE
English	1	CLONE DELETE ARCHIVE
Algebra	1	CLONE DELETE ARCHIVE

Update Existing Students

This task may be done by either Admin. or mentor level users

For students who are continuing in the program from the previous year, finalize course enrollments from the previous year, and begin adding courses for the new school year.

End Previous Year Course Enrollment

- From the Mentor Caseload dashboard select Actions > Add Data for a student or select Add Data from a Student Detail page

Sally Smith
GPA: 3.00 | GRADE: 11 | AGE: 18 | GENDER: ?
Great Lakes High School

[STUDENT DETAIL](#) [ADD DATA](#) [ADD NOTES](#) [EDIT CREDITS](#) [EDIT STUDENT](#)

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

- Scroll down to course performance
- Enter final percentile grade

COURSE	END ENROLLMENT	MISSING ASSIGNMENTS	* CURRENT GRADE	CHANGE IN % POINTS
Algebra Enrollment Started: 08/07/2018	END ENROLLMENT		%	0%
Biology Enrollment Started: 08/07/2018	END ENROLLMENT		%	0%
English Enrollment Started: 08/20/2018	END ENROLLMENT		%	0%

ADD COURSE ENROLLMENT

- Click END ENROLLMENT
- In the “Last Activity Date” field enter the last data collection day of the previous school year
- Select the appropriate “Final Status” from the drop down options
- Click on END ENROLLMENT

End Course Enrollment for Student: Sally Smith

Please select the last activity date and final status for the current course enrollment. If you have accidentally enrolled a student in this course or have a different circumstance that does not fit the main reasons, please select "Other" as the reason.

Last Activity Date
09-18-2018

Final status

End Enrollment

Enroll Students in New Courses

- From the Mentor Caseload dashboard select Actions > Add Data for a student
- Scroll down to course performance
- Go to ADD COURSE ENROLLMENT and click on the blue + to add courses
- Select Course Type
- Select a course from the results list
- Enter date to start enrollment as the date the student enrolled in the course or the date mentors will begin gathering and entering data (this may be different than the first day of school)
- Click SAVE ENROLLMENT

ADD COURSE ENROLLMENT

Course types
Social Studies

Select an Existing Course
World History

Date to start course enrollment *
09-18-2018

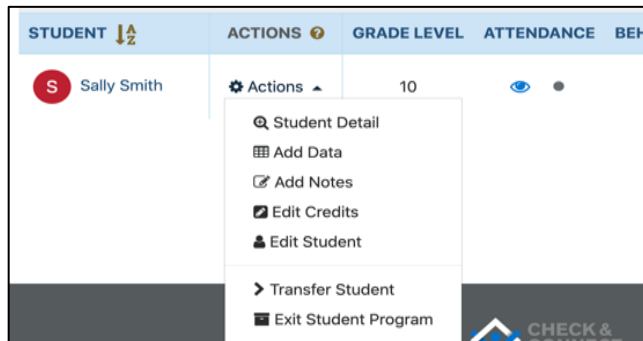
SAVE ENROLLMENT

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

Exit Students Not Returning to the C&C Program

This task may be done by either Admin. or mentor level users

- If a student(s) is not returning to the C&C program, do not delete that student(s)
- Students not returning to the C&C program will be exited them from the program
- Go to the Mentor's dashboard and scroll down to see the full list of students
- For students not returning, click on the Actions drop down by their name
- Select Exit Student Program



- Enter Exit Date and exit Status, then click EXIT PROGRAM

Exiting Sally Smith's program

Please enter the exit date, the reason for exiting, and click submit. The student will then no longer appear on your caseload, but their data will be saved for historical purposes. Students can also be reactivated by an administrator at a later date, should the student re-enter the Check & Connect program.

• Exit Date

• Exit status

C&C APP BEGINNING OF SCHOOL YEAR GUIDE

Add New Students to the C&C Program

This task may be done by either Admin. or mentor level users

- Go to the new student's mentor dashboard page
- Click on the ACTIONS drop down and select Add Student

CURRENT ORG: Sample School District 2 | MENTOR: Suzie Sample | STUDENT: ----- | BACK TO DASHBOARD

Sample School Distri... »
Suzie Sample's Dashboard
Last Login: Never | ACTIONS -

- Edit Mentor
- + Add Student
- > Transfer Students
- Delete Mentor

38 Notifications | d Notifications for Suzie Sample | DELETED

- Enter the required information and click SAVE

IMPORTANT: For Program Details Start Date, enter the date Mentors will begin recording data into the app on a weekly basis.

ADD A NEW STUDENT

First name * [First name] **Has IEP**
Does this student have an Individualized Education Plan?

Last name * [Last name] **Primary disability**
None [v]
Select from one of the categories defined under the Individuals with Disabilities Education Act (IDEA)

Birth Date * [mm-dd-yyyy] **Is EL**
Is this student and English Language Learner?

Phone number [Phone number] **Local id**
Local id
If your school or school district has a special identifier for each student, you may use this field to save it.

Email address [Email address] **Avatar color ***
Red [v]
This is the color used in a student's avatar

Ethnicity [-----] **Avatar shape ***
Circle [v]
This is the shape of a student's avatar

Gender [-----] **Verified**
Student's information has been verified correct.

Program details

School * [I don't see my school] [-----] **Start Date *** [mm-dd-yyyy]

Grade year * [-----]

Mentor * [I don't see myself or the mentors I need] [-----]