

C&C APP USER GUIDE

Set-up Guide for the New School Year

- [Update the School Calendar\(s\)](#)
- [Update Admin and Mentor Level Users](#)
- [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](#)

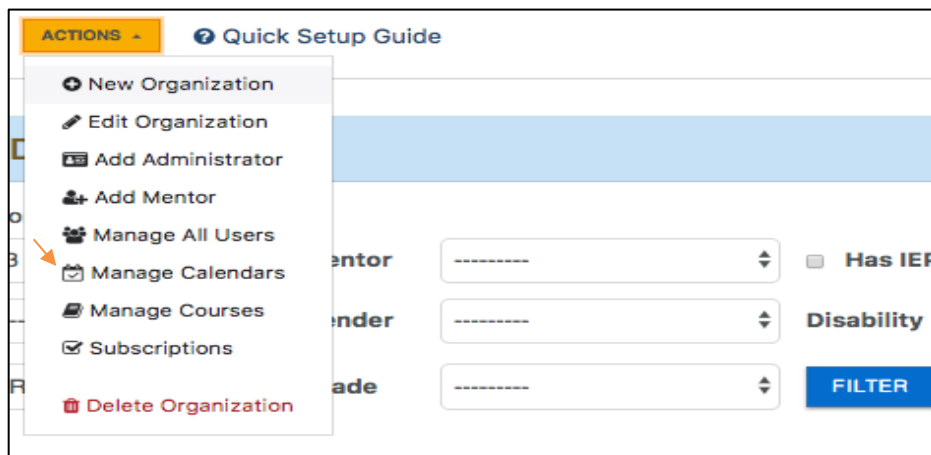
Update School Calendar(s)

This is an Admin Role task

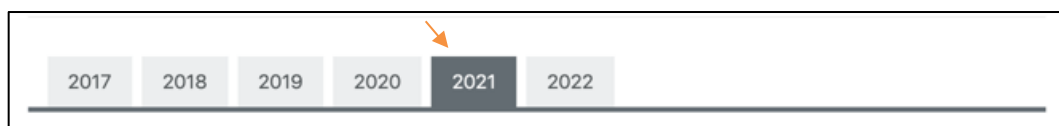
Add the new school year onto your existing calendar rather than creating a new one. Adding to the existing calendar allows you to view data longitudinally and avoid having to associate new calendars with your schools every year.

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 be colored blue to indicate school days. Then click on any individual days that are NOT school days to change the color back to white.

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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

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						

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				

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	

- 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 2022

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

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					

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					

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		

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

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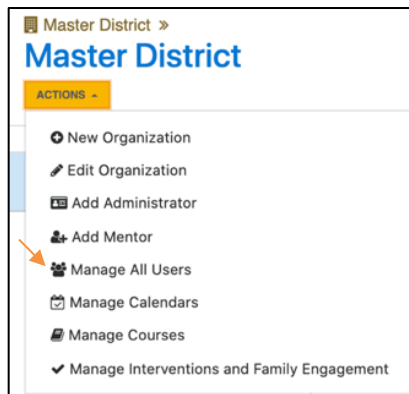
Updating Admin and Mentor Level Users

This is an Admin Role task

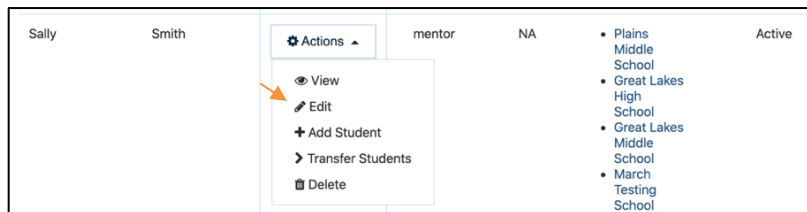
Review and update **as needed** admin and mentor level users. Update, delete, or add users as needed at the organization level that user will be working at. This may be the district level or a specific school.

For example, if someone was a mentor and their role has changed to admin/coordinator:

- From the organization level dashboard select Actions
- Select Manage All Users



- Click on the Actions drop down arrow by that person's name
- Select Edit to make the appropriate changes and click save



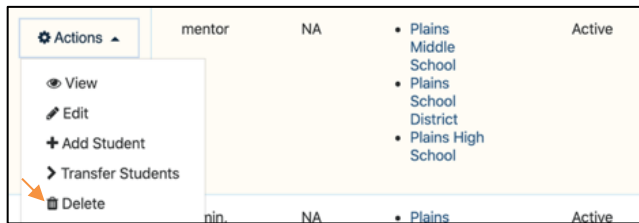
If someone is no longer at the district/school/organization:

- From the organization level dashboard select Actions
- Select Manage All Users

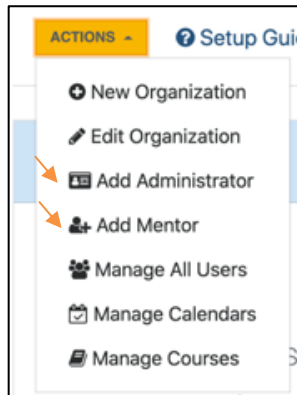


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- Click on the Actions drop down arrow by that person's name
- Click Delete and their status will become Inactive
- Deleted users will continue to appear in this list as Inactive and will not be able to log in



- To add new users, from the organization level dashboard select Actions
- Select "Add Administrator" or "Add Mentor" as needed



- Enter information and click on the appropriate organization(s) the new user will have data access at so they are highlighted in blue
- Click Save

The screenshot shows the 'CREATE A NEW ADMINISTRATOR' form. It includes fields for Email address, Email Confirmation, First name, Last name, Title, and Phone number. There is also a checkbox for 'Also a mentor?' and a section for 'Organizations' with a dropdown menu. An orange arrow points to the 'SAVE' button at the bottom right.

CREATE A NEW ADMINISTRATOR

Email address

Email Confirmation

Please type the email again to confirm.

First name

Last name

Title

Phone number

Also a mentor?
This user can also help mentoring students (a Mentor dashboard will be available for this user)

Organizations

The settings checked above will only apply to the organizations selected below.
Hold down Command (Mac) / Ctrl (PC), then click to select multiple

Plains High School
Plains Middle School
Plains School District
Sample School District 1

Your user will receive email to setup their account. The link within the email will expire 5 days from the time of request. Your user will need to request a new password reset once 5 days have passed otherwise they will receive a Bad Token error.

CANCEL SAVE AND ADD ANOTHER SAVE

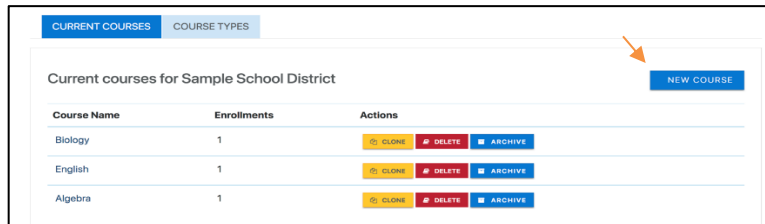
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Review and Update Current Courses

This is an Admin Role task

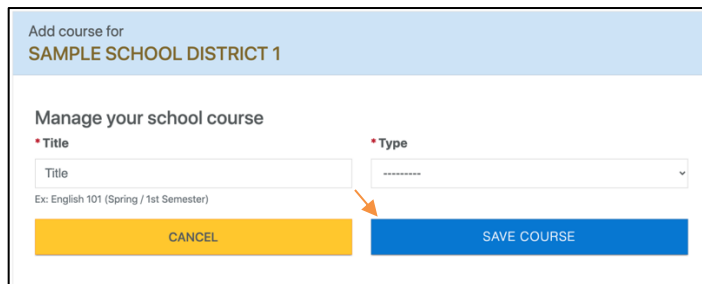
Review the Current Courses. If all courses are already listed, skip this step.

- From the organization level dashboard select Actions
- Select Manage Courses
- Click on NEW COURSE and enter new courses as needed



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

- Enter a course Title
- Select a Course Type
- Click SAVE COURSE



Add course for
SAMPLE SCHOOL DISTRICT 1

Manage your school course

• Title

• Type

Ex: English 101 (Spring / 1st Semester)

[CANCEL](#) [SAVE COURSE](#)

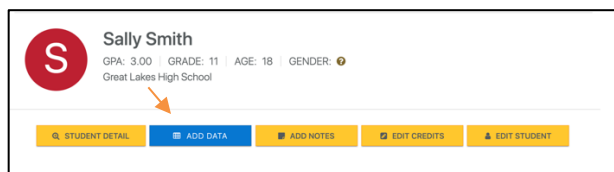
Update Existing Students

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 (see below), 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



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

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

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- Scroll down to course performance
- Enter final percentile grade
- Enter number of final missing assignments
 - This cell must contain a number
 - Enter 0 if no missing assignments

COURSE	END ENROLLMENT	MISSING ASSIGNMENTS	CURRENT GRADE	CHANGE IN % POINTS
Algebra Enrollment Started: 09-18-2018	END ENROLLMENT		%	0%
Biology Enrollment Started: 09-18-2018	END ENROLLMENT		%	0%
English Enrollment Started: 09-18-2018	END ENROLLMENT		%	0%

- 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

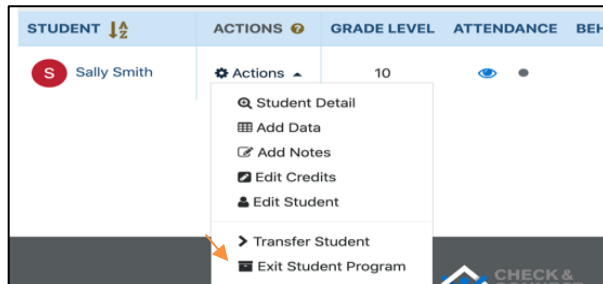
SAVE ENROLLMENT

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Exit Students Not Returning to the C&C Program

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

- Students not returning to the C&C program will be exited 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



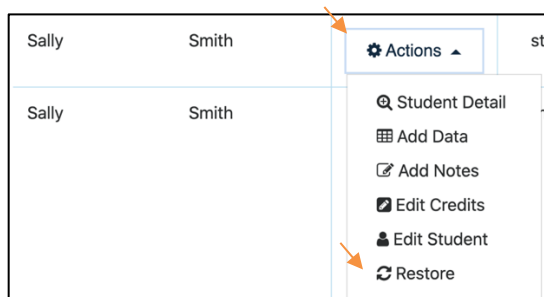
- Enter Exit Date and exit Status, then click EXIT PROGRAM

A screenshot of a form titled 'Exiting Sally Smith's program'. The form contains the following text: '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.' Below this text are two required fields: '* Exit Date' with a text input field containing 'mm-dd-yyyy' and a calendar icon, and '* Exit status' with a dropdown menu currently showing 'Other'. At the bottom of the form are two buttons: a yellow 'CANCEL' button and a red 'EXIT PROGRAM' button. An orange arrow points to the 'EXIT PROGRAM' button.

Restoring Students to the C&C Program if exited students are re-entering the program

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

- Click on the Actions drop down arrow by that student's name
- Click Restore and their status will become Active again



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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 | 0 Notifications for Suzie Sample | DELETE

- Enter the required information and click CREATE STUDENT

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

Last name *
Last name

Birth Date *
mm-dd-yyyy

Phone number
Phone number

Email address
Email address

Ethnicity

Gender

Has IEP
Does this student have an Individualized Education Plan?

Primary disability
None

Is EL
Is this student an English Language Learner?

Local id
Local id

Avatar color *
Red

Avatar shape *
Circle

Verified
Student's information has been verified correct.

Program details

School * | don't see my school

Start Date *
mm-dd-yyyy

Grade year *

Mentor * | don't see myself or the mentors I need

+ Add Mentor

CANCEL | CREATE AND ADD ANOTHER | **CREATE STUDENT**