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
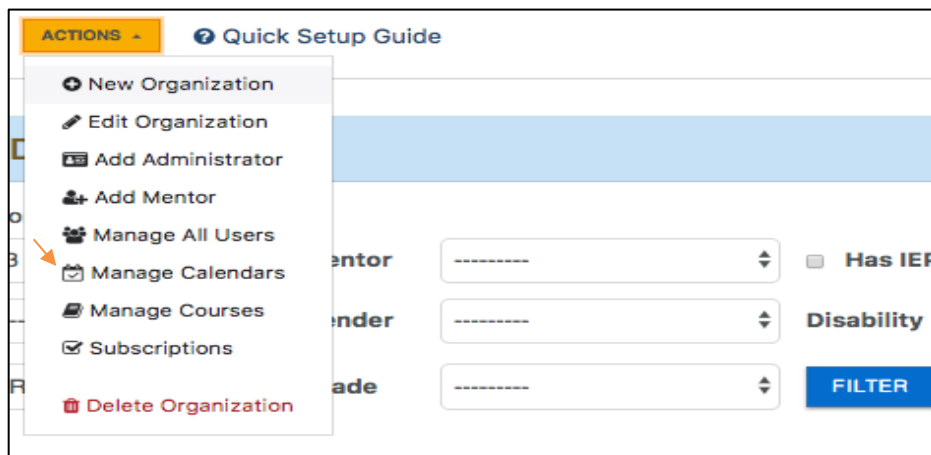
- Scroll down and select the tab for the calendar year that needs updating
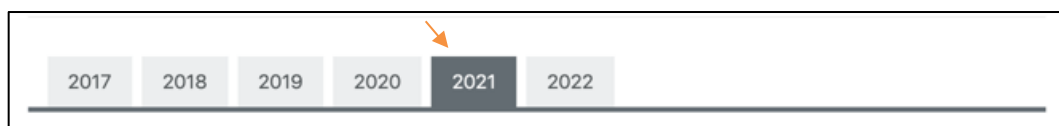
- Click "Autofill School Days" to quickly populate all weekdays for a month as school days. The weekdays will to the color blue to indicate school days. Then click on any individual days that are NOT school days to change the color back to white.

ⓘ 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

- 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

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

## 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
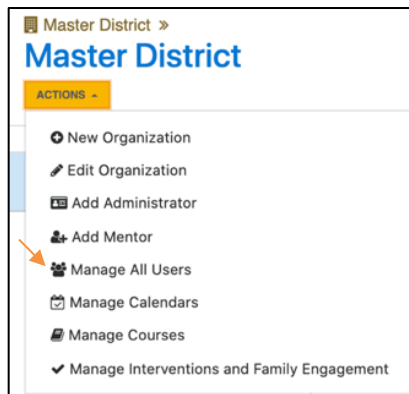
- Click on the Actions drop down arrow by that person's name
- Select Edit to make the appropriate changes and click save
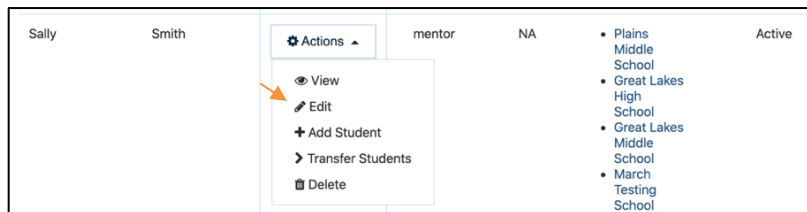
If someone is no longer at the district/school/organization:

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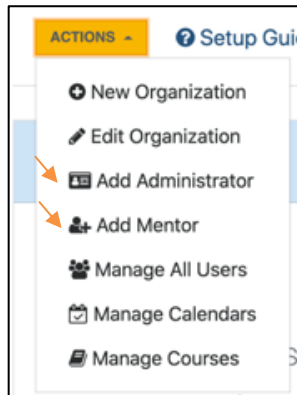- Select Manage All Users

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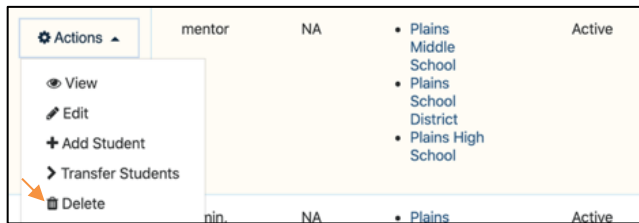
- To add new users, from the organization level dashboard select Actions
- Select "Add Administrator" or "Add Mentor" as needed

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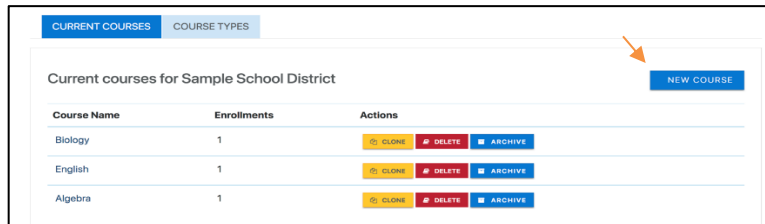- Click Save

Review and Update Current Courses
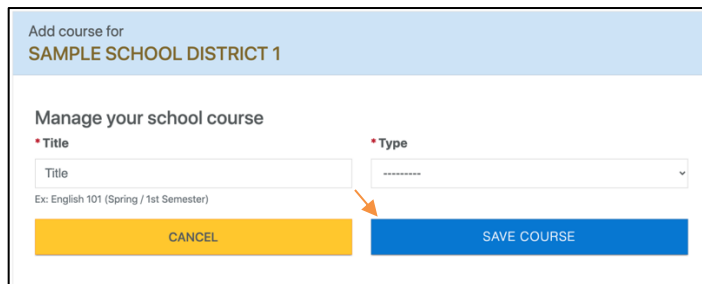
This is an Admin Role task

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

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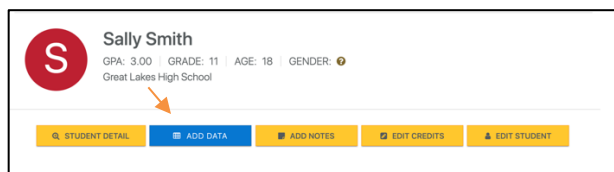- Select a Course Type
- Click SAVE COURSE

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

- 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

- 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

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)
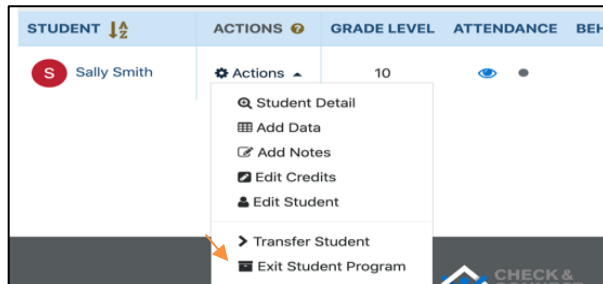- Click SAVE ENROLLMENT

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
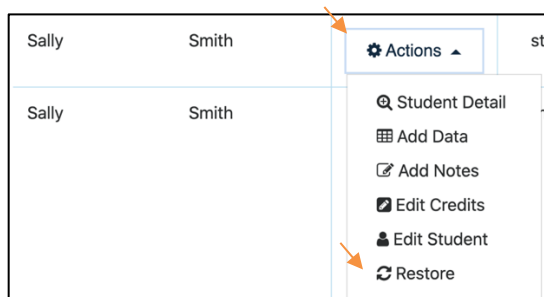- Select Exit Student Program

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

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

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

- 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.