

## Connect: Educator FAQs

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### GENERAL

#### How do I log in or reset my password?

To log into Connect the first time, click on the link in your welcome email. Your username is the email address you provided to Springboard. The first time you log in, you will be prompted to set a password. Once your password is set, you can log in by going to the website link and entering your username and password. Click on the “Log In” button and you’ll be able to see your session’s information and navigate Connect. To log out, click on the person icon on the top right and select Log out.



06-12-2023 GK Create new session 1 v3

06-12-2023 12:18 9 weeks

(GMT-07:00) Mountain Time 3

2023-12-18 2024-02-23

22:53 hours

Enrollment Capacity: 777 Current Capacity: 7 Available Space: 770

Export to Salesforce  
 Midpoint Assessment (Optional)  
 Assessment and Data- Driven Instruction Kit  
 Disable Unenroll

Goal Setting: **Assessment Based**

Available assessments:  
 Primary: Acadience  
 Secondary: DBELS, DRA, DRA2, DRA Progress Monitoring, DRP (Degrees of Reading Power), Fast Forward, Fourtas & Pinnell, Ready, leveled Screeners, Lexia, Razz Flight, Check, STAR Reading, STEP, Teachers Colleague, TRC, EasyCBM, RRI, Acadience

DEV ONLY - Feature Flags

Feature	User	Sessions
Test	ON OFF	ON OFF
Hide Awards	ON OFF	ON OFF
Mc Connect	ON OFF	ON OFF
Winter Spring 2024	ON OFF	ON OFF
Ux Assessments	ON OFF	ON OFF
Ux Attendance	ON OFF	ON OFF
Bulk Import	ON OFF	ON OFF

12 Instructional Time / 3 Family Workshops

Instructional Time	Family Workshops	
#1 23rd January 2024 Instructional Day 1	#2 28th January 2024 Instructional Day 1	#3 29th January 2024 Instructional Day 1
#4 2nd February 2024 Instructional Day 2	#5 4th February 2024 Instructional Day 3	#6 5th February 2024 Instructional Day 4
#7 11th February 2024 Instructional Day 5	#8 13th February 2024 Instructional Day 6	#9 15th February 2024 Instructional Day 7

06-12-2023 Super Admin  
 j.miala@springboardcollaborative.org  
 Logout of Jillian

If you ever forget your password or need to reset your password, you can click on the “Forgot password?” button. You will then be prompted to change your password and can log in with your updated password.

Springboard Connect - Connect: Educator

Email

teacher@springboardcollaborative.org

Password

.....

Demo Login

**Forgot password?**

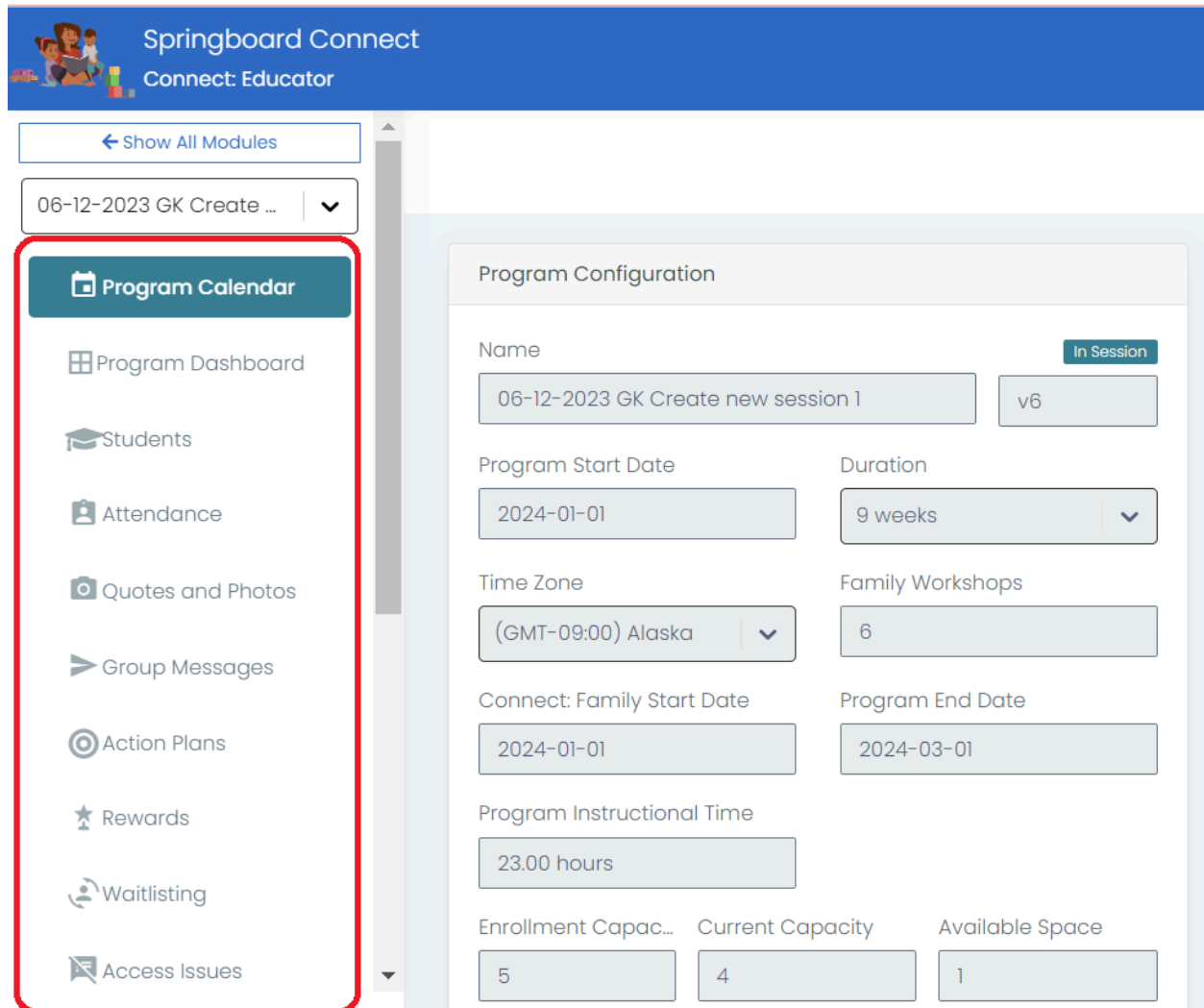
Login

SSO Login with Clever

SSO Login with Class Link

## How do I navigate Connect: Educator tabs?

When you log into Connect: Educator, you will be directed to a screen that shows the main menu on the left-hand side going down with the Program Calendar already highlighted. This menu will remain in a fixed position as you navigate each of the tabs.

A screenshot of the Springboard Connect Educator interface. The top header is blue with the text "Springboard Connect" and "Connect: Educator". Below the header is a navigation menu on the left, highlighted with a red border. The menu items are: "Program Calendar" (highlighted), "Program Dashboard", "Students", "Attendance", "Quotes and Photos", "Group Messages", "Action Plans", "Rewards", "Waitlisting", and "Access Issues". To the right of the menu is a "Program Configuration" form. The form contains several input fields: "Name" (06-12-2023 GK Create new session 1), "In Session" (v6), "Program Start Date" (2024-01-01), "Duration" (9 weeks), "Time Zone" ((GMT-09:00) Alaska), "Family Workshops" (6), "Connect: Family Start Date" (2024-01-01), "Program End Date" (2024-03-01), "Program Instructional Time" (23.00 hours), "Enrollment Capac..." (5), "Current Capacity" (4), and "Available Space" (1).

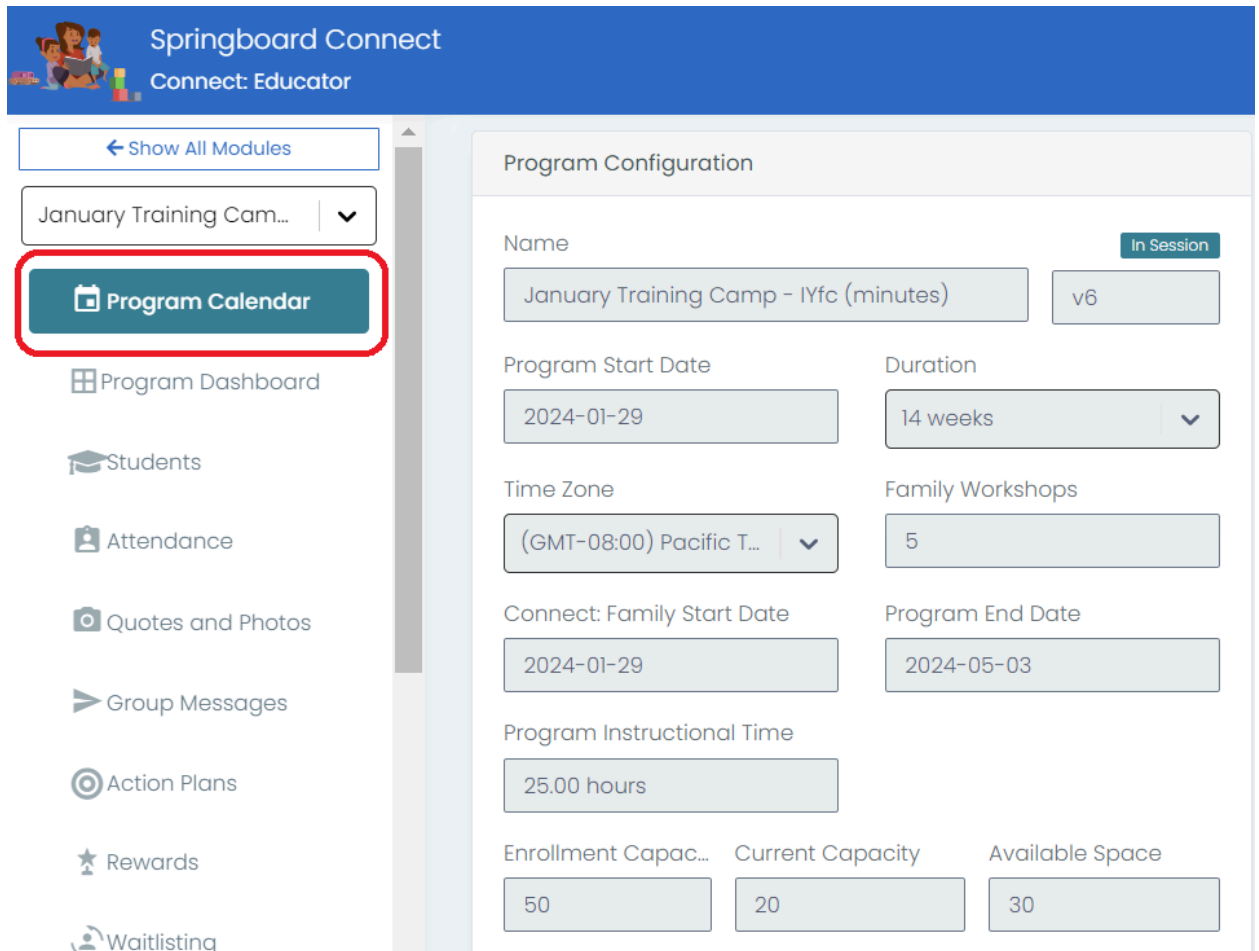
Clicking on each of the tabs on the left will open the view on the right. The menu bar will remain in position while the right-hand side will show the information selected.

## SESSION INFORMATION

### How do I find information about my program?

Connect: Educator will give you plenty of logistical information about your session which we hope will be helpful in your planning. You'll find this information on the Program Calendar page. When you're there, you'll see information on the top left of the screen titled "Program

Configuration.” The information there includes the program start date, length, and Family Workshop details. Program Leaders, you’ll be able to edit this information during your early work with your Program Coach. Teachers, you won’t have editing abilities but you can look at this information to help plan.

A screenshot of the Springboard Connect interface. The top navigation bar is blue with the text "Springboard Connect" and "Connect: Educator". Below this is a sidebar with a "Show All Modules" button and a dropdown menu currently showing "January Training Cam...". The "Program Calendar" option is highlighted with a red box. Other sidebar options include "Program Dashboard", "Students", "Attendance", "Quotes and Photos", "Group Messages", "Action Plans", "Rewards", and "Waitlisting". The main content area is titled "Program Configuration" and contains several input fields: "Name" (January Training Camp - IYfc (minutes)), "In Session" (v6), "Program Start Date" (2024-01-29), "Duration" (14 weeks), "Time Zone" ((GMT-08:00) Pacific T...), "Family Workshops" (5), "Connect: Family Start Date" (2024-01-29), "Program End Date" (2024-05-03), "Program Instructional Time" (25.00 hours), "Enrollment Capac..." (50), "Current Capacity" (20), and "Available Space" (30).

You can also scroll down to the calendar view. There you’ll see events including instructional times, Family Workshops, the date for your Learning Bonus Celebration, and more. If you click on “Print Calendar” you can have a paper copy for your records as well.

Print calendar (highlighted in red)

Today Back Next February 2024 Month Week Day

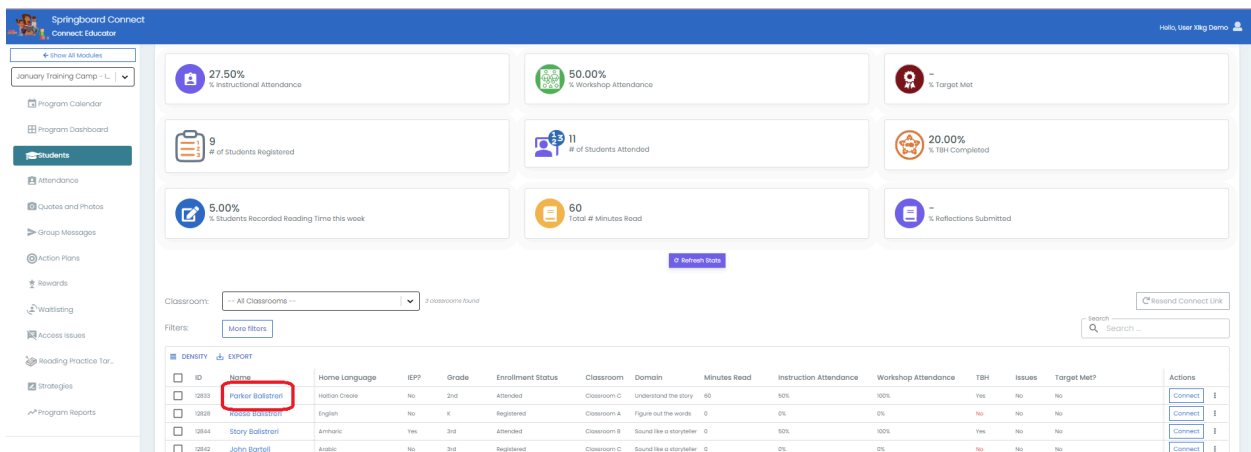
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28 Configuration lock data	29 Program start date Connect Family start date	30 Instruction A-1	31 Instruction B-1	01 Workshop 2	02	03
04	05	06 Instruction A-2	07 Instruction B-2	08 Workshop 3	09	10
11	12	13 Instruction A-3	14 Instruction B-3	15 Workshop 4	16	17
18	19	20 Instruction A-4	21 Instruction B-4	22 Workshop 5	23	24
25	26	27 Instruction A-5	28 Instruction B-5	29 Workshop 6	01	02

Help

## How do I view student information?

- **Video name: View and Edit Student Information**

To view information for a student in Connect: Educator, start on the Students tab from the left-side menu. Scroll down to the table of students. Filter the list as needed then select a student by clicking on the student name.



Springboard Connect Educator

January Training Camp - L

Program Calendar

Program Dashboard

**Students**

Attendance

Quotes and Photos

Group Messages

Action Plans

Rewards

Waiting

Access Issues

Reading Practice List

Strategies

Program Reports

27.50% % Instructional Attendance

50.00% % Workshop Attendance

9 # of Students Registered

11 # of Students Attended

5.00% % Students Recorded Reading Time this week

60 Total # Minutes Read

20.00% % TBH Completed

% Reflections Submitted

Classroom: All Classrooms 2 classrooms found

Filters: More filters

Search Search ...

ID	Name	Home Language	IEP	Grade	Enrollment Status	Classroom	Domain	Minutes Read	Instruction Attendance	Workshop Attendance	TBH	Issues	Target Met?	Actions
12833	Haban Crede	No	No	2nd	Attended	Classroom C	Understand the story	60	100%	100%	Yes	No	No	Connect
12832	Parker Bolstrom	English	No	K	Registered	Classroom A	Figure out the words	0	0%	0%	No	No	No	Connect
12844	Stacy Bolstrom	Arabic	Yes	3rd	Attended	Classroom B	Sound like a storyteller	0	100%	100%	Yes	No	No	Connect
12842	John Bartall	Arabic	No	3rd	Registered	Classroom C	Sound like a storyteller	0	0%	0%	No	No	No	Connect

You can view the student information as well as other helpful information such as attendance records and program progress. To edit any of the student information, click on the edit button to the right of the student name.

Student Info

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## Parker Balistreri

ID:12833

Student ID #:

Grade: 2nd                      Gender: F                      Age: -

IEP Status: No

Enrollment status: Attended                      Opt-In: Yes

Enrollment date: 01/01/2024 03:00

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Time Zone: America/Los\_Angeles                      Connect: English

Home: Haitian Creole

Reminders: weekly at 18:00                      Sms

Edit

---

Contact (Family Info)

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### Dominic Balistreri

Missing phone number

email-1PrxktC3@sb-connect.org

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Consents

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Family Signed Media Waiver:	No
Family Signed Contract:	-
Family Signed Score Release Form:	-

---

Team Building Huddle

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-

Notes:

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Connect Link

Chat

A window will pop up and you can edit some fields. Non-editable fields will be grayed out. Be sure to click save changes before closing the window.

### How do I withdraw a student in Connect?

At some point during a Springboard program, you may need to withdraw a student. To withdraw a student from the program, go to Rosters on the menu bar which is located at the bottom under the manage section.

Filter the table by selecting Classroom, Students, or Teachers. Then scroll down to find the student that needs to be withdrawn. On the far right of the table, under Actions, select the 3 dot ellipses to view actions, then select Withdraw.

Classrooms Students Teachers

Save Changes

Name	Age	Gender	Grade	Enrollment Status	Classroom	Actions
Terence Braun	10	-	4th	Registered	-- Select Class --	⋮
Launa Heidenreich	7	-	7th	Registered	-- Select Class --	⋮

It is possible that your session has disabled withdrawing students. If your session has this disabled in the Program Configuration, you will not be able to withdraw students. Please reach out to your Program Director with any questions.

**Program Configuration**

Name:  In Session

Program Start Date:  Duration:

Time Zone:  Family Workshops:

Connect: Family Start Date:  Program End Date:

Program Instructional Time:

Enrollment Capacity:  Current Capacity:  Available Space:

Export to Salesforce  
 Midpoint Assessment (Optional)  
 Assessment and Data-Driven Instruction Kit  
 Disable Unenroll ←

Goal Setting: **assessment-based**  
 Available assessments:  
 Primary: **DIBELS**  
 Secondary:

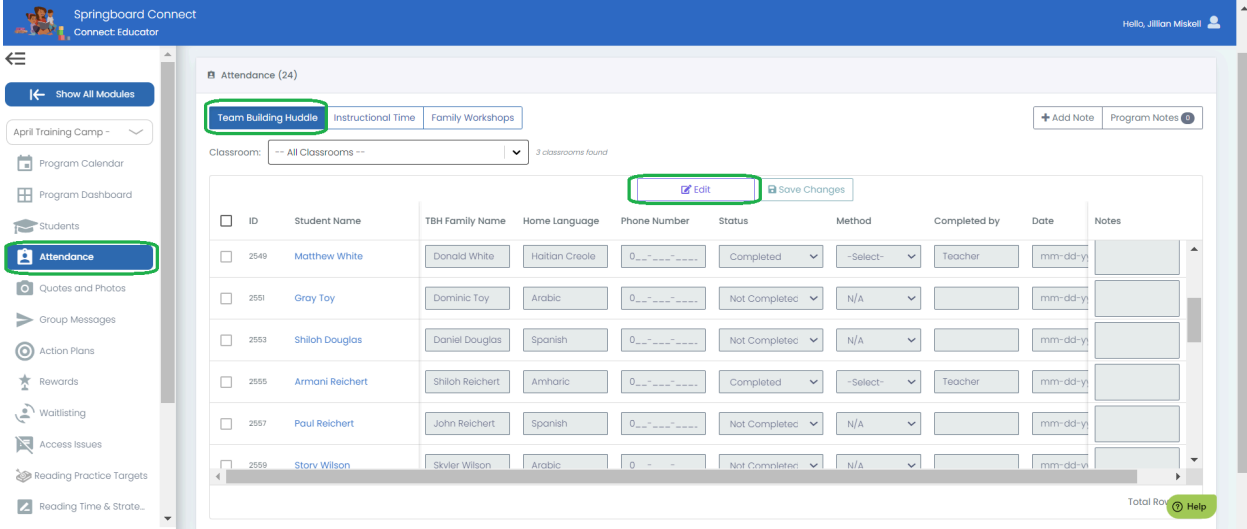
## TEAM BUILDING HUDDLE

### How do I mark Team Building Huddle completion?

- [Video name: Mark Team-Building Huddle Completion](#)

After logging in, navigate to the Attendance page. Select the 'Team Building Huddle' tab along the top of the page. Click 'Edit' on the table. This will open up the table so that you can edit the Team Building Huddle fields. The fields 'TBH Family Name' and 'Phone Number' may be pre-filled out but remain editable. Once the status is set to 'Completed', the fields 'Method' and 'Date' open up to be editable and 'Completed By' will default to the current user. Once you have added the information, click the 'Save Changes' button in the bottom right corner of the Student Info box.

Users can also bulk update Team Building Huddles by selecting the checkboxes on the far left and a blue highlight will appear behind the fields a user can bulk edit.



The screenshot shows the Springboard Connect interface for an educator. The 'Attendance' module is selected in the left sidebar. The main content area displays the 'Attendance (24)' page with the 'Team Building Huddle' tab active. A table lists student attendance records with columns for ID, Student Name, TBH Family Name, Home Language, Phone Number, Status, Method, Completed by, Date, and Notes. The 'Edit' button above the table is highlighted with a green box. The table contains the following data:

ID	Student Name	TBH Family Name	Home Language	Phone Number	Status	Method	Completed by	Date	Notes
2549	Matthew White	Donald White	Haitian Creole	0_--_--_--	Completed	-Select-	Teacher	mm-dd-yy	
2551	Gray Toy	Dominic Toy	Arabic	0_--_--_--	Not Completed	N/A		mm-dd-yy	
2553	Shileh Douglas	Daniel Douglas	Spanish	0_--_--_--	Not Completed	N/A		mm-dd-yy	
2555	Armani Reichert	Shilah Reichert	Amharic	0_--_--_--	Completed	-Select-	Teacher	mm-dd-yy	
2557	Paul Reichert	John Reichert	Spanish	0_--_--_--	Not Completed	N/A		mm-dd-yy	
2559	Styler Wilson	Styler Wilson	Arabic	0_--_--_--	Not Completed	N/A		mm-dd-yy	

## INPUTTING STUDENT DATA

### How do I enter assessment data into Connect?

- [Video name: Adding Assessment Results](#)

Navigate to the Assessment Results page. After clicking Assessment Results, your page will open to a list view of all of your students. Click either Beginning Assessment or Ending Assessment depending on which you will input results for. You can filter by classroom and assessment type if your session is using more than one assessment. Click the edit button and you will be able to input assessment results for all of your students at once. It is important to note that the Assessment Results page edit window has a 30-minute time limit. So, after 30 minutes, if you do not save your results, then your edit session will be canceled. Make sure to hit Save Changes often.



Assessment Results (20)

Classroom:  3 classrooms found

Assessment Type:

ID	Name	<input type="checkbox"/>	Test Stud...	Previous s...	Grade	IEPP	Classroom	Assessment Type	Saved	Date	Test Level	CHF Total	PSF Form ID	PSF Total	NWF Form ID	NWF-CLS Total	NW	Notes
12868	Shiloh Bartell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	K	No	Classroom B	DIBELS		2024-01-29	K		PM-K-9	23	PM-K-9	15		
12878	Emerson Cole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	2nd	No	Classroom C	-		Date	grade 2		-	-	-	-		
12881	Gray Cole	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	2nd	No	Classroom C	-		Date	grade 2		-	-	-	-		
12904	Skyler Crona	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	4th	Yes	Classroom B	-		Date	grade 4		-	-	-	-		
12867	Briar Cronin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	N	K	No	Classroom A	-		Date	K		-	-	-	-		

For directions on how to input assessment results for the specific assessment you use, please refer to the instructions for your specific assessment type.

## ATTENDANCE

### How do I take attendance for student instruction and Family Workshops?

- [Video Name: Take Attendance For Student Instruction and Family Workshops](#)

To take attendance, navigate to the Attendance page. You can click on either Instructional Time or Family Workshops at the top of the page depending on which you are taking attendance for, then choose the correct classroom to filter the students and the week of programming.

Springboard Connect  
Connect Educator

Attendance (24)

Classroom:  3 classrooms found

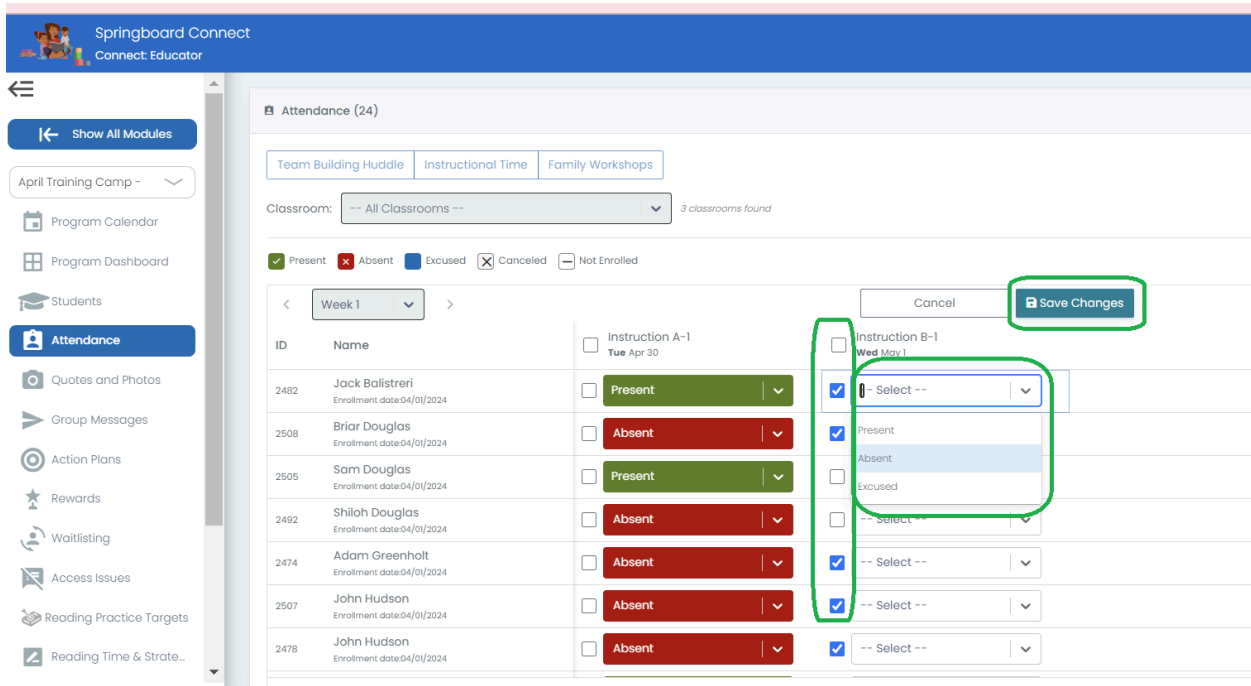
Present
  Absent
  Excused
  Canceled
  Not Enrolled

ID	Name	Instruction A-1 Tue Apr 30	Instruction B-1 Wed May 1
2482	Jack Ballistreri Enrollment date:04/09/2024	<input checked="" type="checkbox"/> Present	<input type="checkbox"/>
2508	Briar Douglas Enrollment date:04/09/2024	<input type="checkbox"/> Absent	<input type="checkbox"/>
2505	Sam Douglas Enrollment date:04/09/2024	<input checked="" type="checkbox"/> Present	<input type="checkbox"/>
2482	Shiloh Douglas Enrollment date:04/09/2024	<input type="checkbox"/> Absent	<input type="checkbox"/>
2474	Adam Greenholt Enrollment date:04/09/2024	<input type="checkbox"/> Absent	<input type="checkbox"/>
2507	John Hudson Enrollment date:04/09/2024	<input type="checkbox"/> Absent	<input type="checkbox"/>
2478	John Hudson Enrollment date:04/09/2024	<input type="checkbox"/> Absent	<input type="checkbox"/>

The attendance table is organized by student and instructional date. To take attendance, click on the Take attendance button. This will make the attendance table and options editable.

Click on the drop down caret for the instructional session and select the attendance option. Only one person can take attendance for the same class at a time. You must take attendance for the entire class in order to save.

Users can also bulk edit attendance by selecting the checkbox at the top of the column to select all or select students manually and then making an attendance selection from the dropdown. Once complete, be sure to click the save changes button.



The screenshot displays the 'Attendance (24)' page in Springboard Connect. The left sidebar contains navigation options like 'Show All Modules', 'Program Calendar', and 'Attendance'. The main area shows a table of students with columns for 'Instruction A-1' and 'Instruction B-1'. A dropdown menu is open for the 'Instruction B-1' column, showing options like 'Present', 'Absent', and 'Excused'. A 'Save Changes' button is highlighted with a green box.

ID	Name	Instruction A-1 Tue Apr 30	Instruction B-1 Wed May 1
2482	Jack Balistreri	Present	Select --
2508	Briar Douglas	Absent	Present
2505	Sam Douglas	Present	Absent
2492	Shiloh Douglas	Absent	Excused
2474	Adam Greenholt	Absent	Select --
2507	John Hudson	Absent	Select --
2478	John Hudson	Absent	Select --

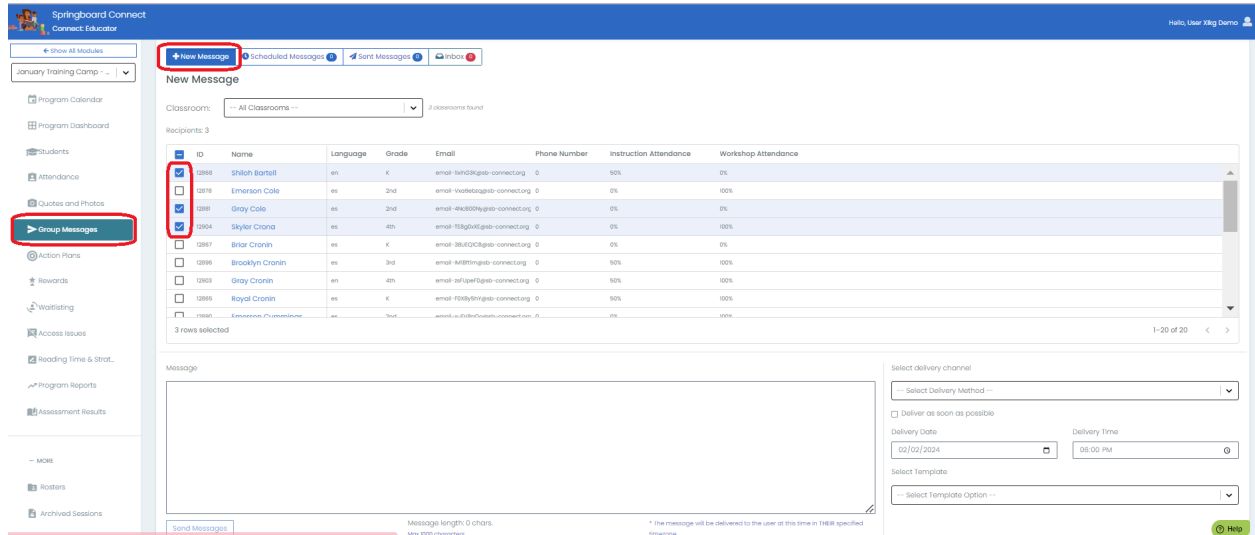
## CONNECTING WITH FAMILIES

### How do I send messages to families through Connect?

- [Video Name: Send Messages through Connect](#)

Click on the Group Messages page, which you can find on the left side of your screen next to the paper airplane icon. Here you can see the options to create a new message from scratch or send a templated message, view scheduled messages, look at messages you have previously sent, or check your inbox.

To send a new message, first make sure the New Message button is highlighted blue. Underneath this is a list of your students. To make a student the recipient of your message, select the box to the left of their name and ID, making sure that the box turns blue with a check mark. Once you have selected your recipients, you will scroll down under the list of students.



**New Message**

Classrooms: -- All Classrooms -- 3 classrooms found

Recipients: 3

ID	Name	Language	Grade	Email	Phone Number	Instruction Attendance	Workshop Attendance
<input checked="" type="checkbox"/>	12898 Shiloh Bartell	en	K	email-hsh03k@sb-connect.org	0	50%	0%
<input checked="" type="checkbox"/>	12878 Emerson Cole	es	2nd	email-vwde0e@sb-connect.org	0	0%	100%
<input checked="" type="checkbox"/>	12881 Gray Cole	es	2nd	email-4nc50n@sb-connect.org	0	0%	0%
<input checked="" type="checkbox"/>	12804 Skyler Crona	es	4th	email-7f8g0vt@sb-connect.org	0	0%	100%
<input type="checkbox"/>	12897 Briar Cronin	es	K	email-38UC0C@sb-connect.org	0	0%	0%
<input type="checkbox"/>	12896 Brooklyn Cronin	es	3rd	email-m8Bt@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12903 Gray Cronin	en	4th	email-afUpe@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12895 Royal Cronin	es	K	email-f08y5n@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12890 Emersson Cronin	es	3rd	email-uc5B@sb-connect.org	0	0%	100%

3 rows selected

Message

Select delivery channel

-- Select Delivery Method --

Deliver as soon as possible

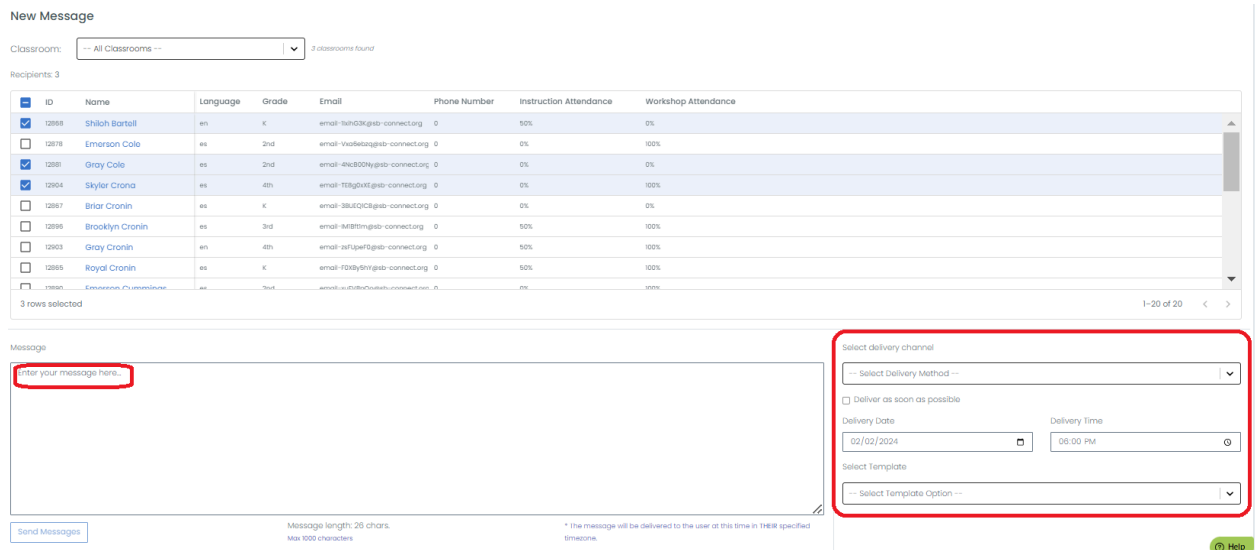
Delivery Date: 02/02/2024 Delivery Time: 08:00 PM

Select Template

-- Select Template Option --

Message length: 0 chars. Max 1000 characters. \* The message will be delivered to the user at this time in THEIR specified timezone.

There you will find the message box where you can type up the message you want to send out to families. After composing your message, look to the right side of the screen to input your message delivery details. Choose the method of delivery under ‘Select delivery channel’. You have three options—student’s preferred communication channel (whichever delivery method they have selected in their Connect account), Text Message SMS, or Email. After choosing your method of delivery, you will choose when to send the message. Send the message right away by selecting the box next to ‘Deliver as soon as possible’, or schedule when the message goes out by choosing the date and time you would like it sent.



**New Message**

Classrooms: -- All Classrooms -- 3 classrooms found

Recipients: 3

ID	Name	Language	Grade	Email	Phone Number	Instruction Attendance	Workshop Attendance
<input checked="" type="checkbox"/>	12898 Shiloh Bartell	en	K	email-hsh03k@sb-connect.org	0	50%	0%
<input checked="" type="checkbox"/>	12878 Emerson Cole	es	2nd	email-vwde0e@sb-connect.org	0	0%	100%
<input checked="" type="checkbox"/>	12881 Gray Cole	es	2nd	email-4nc50n@sb-connect.org	0	0%	0%
<input checked="" type="checkbox"/>	12804 Skyler Crona	es	4th	email-7f8g0vt@sb-connect.org	0	0%	100%
<input type="checkbox"/>	12897 Briar Cronin	es	K	email-38UC0C@sb-connect.org	0	0%	0%
<input type="checkbox"/>	12896 Brooklyn Cronin	es	3rd	email-m8Bt@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12903 Gray Cronin	en	4th	email-afUpe@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12895 Royal Cronin	es	K	email-f08y5n@sb-connect.org	0	50%	100%
<input type="checkbox"/>	12890 Emersson Cronin	es	3rd	email-uc5B@sb-connect.org	0	0%	100%

3 rows selected

Message

Enter your message here.

Select delivery channel

-- Select Delivery Method --

Deliver as soon as possible

Delivery Date: 02/02/2024 Delivery Time: 08:00 PM

Select Template

-- Select Template Option --

Message length: 26 chars. Max 1000 characters. \* The message will be delivered to the user at this time in THEIR specified timezone.

You can also select to send a message from one of the available Message Templates. Select a template from the dropdown named ‘Select Template’. The message contents will

appear in the message box. Some templates will require you to enter information such as dates and times on the right hand side which will populate in the message box.



Once you have finished selecting the recipients, composing the message, and settling on the delivery instructions, click the Send Messages button located under the message box. You can make sure that the message was sent by selecting either Scheduled Messages or Sent Messages (depending on if you scheduled or sent the message) at the top of the page next to New Message, and see the status of your message.

You can view messages and responses from families in your inbox. On the Group Messages page, you will see an 'Inbox' button at the top of the page. This is where responses and messages from families will be delivered. Make sure to check your inbox often to communicate with and help families as they use Connect.

[+ New Message](#)
[Scheduled Messages 0](#)
[Sent Messages 0](#)
[Inbox 0](#)

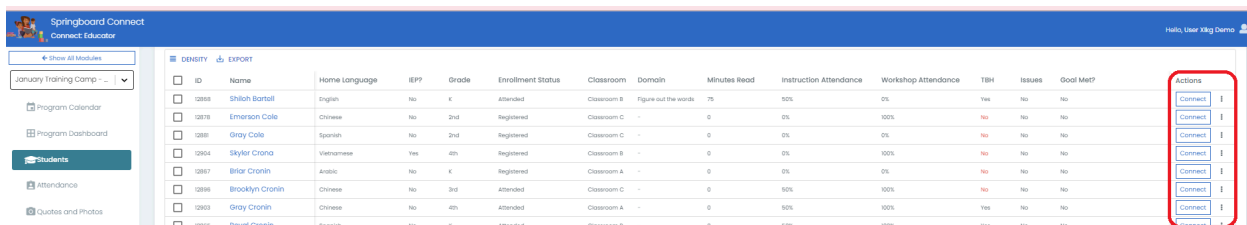
#### Incomming Messages

Total no. of messages: 0

ID	From	Message	Received
No rows			

### How to access a student's Connect: Family portal?

To access Connect: Family for a particular student, log into Connect: Educator and choose the "Students" tab on the left hand side of the screen. Then, scroll down to your list of students. Go to the students name for whom you want to look at their Connect: Family portal. Then, on the right-hand side under "Actions," click "Connect."



ID	Name	Home Language	IEP?	Grade	Enrollment Status	Classroom	Domain	Minutes Read	Instruction Attendance	Workshop Attendance	TBI?	Issues	Good MET?	Actions
1285	Shiloh Bartoli	English	No	K	Attended	Classroom B	Figure out the words	75	50%	0%	Yes	No	No	Connect
1276	Emerson Cole	Chinese	No	2nd	Registered	Classroom C	-	0	0%	100%	No	No	No	Connect
1288	Gray Cole	Spanish	No	2nd	Registered	Classroom C	-	0	0%	0%	No	No	No	Connect
1264	Skyler Crona	Vietnamese	Yes	4th	Registered	Classroom B	-	0	0%	100%	No	No	No	Connect
1287	Brax Cronin	arabic	No	K	Registered	Classroom A	-	0	0%	0%	No	No	No	Connect
1286	Brooklyn Cronin	Chinese	No	3rd	Attended	Classroom C	-	0	50%	100%	No	No	No	Connect
1293	Gray Cronin	Chinese	No	4th	Attended	Classroom A	-	0	50%	100%	Yes	No	No	Connect
1285	Royal Cronin	Spanish	No	K	Attended	Classroom B	-	0	50%	100%	Yes	No	No	Connect

This connect button will take you to Connect: Family for that student. There, you'll be able to see the app version of Connect: Family the same way that students' family does.

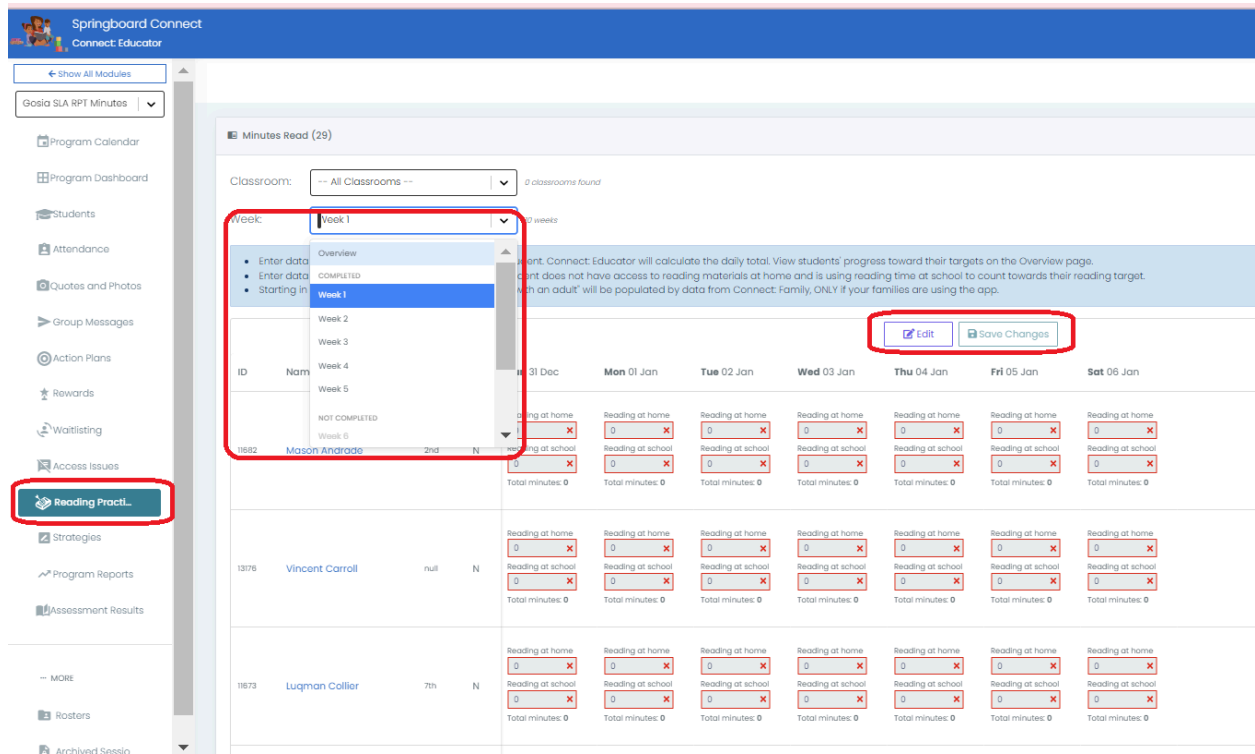
## DATA

### **A family I'm working with isn't able to use Connect: Family consistently - how do I enter minutes read on behalf of a family or student?**

As teachers, you might work with families who aren't able to use Connect: Family Companion consistently, and as strong teammates you might want to enter Connect data for them. You can learn this through conversations with your families and by checking minutes/books read on your end regularly.

To enter minutes read and strategy reflections on behalf of a family or student, follow these steps.

1. To do that, you'll need to be on the Reading Practice Targets page. When you're there, you'll see the option to view Reading Practice Targets and progress towards them.
2. Select the appropriate Classroom
3. If your program is using Books Read, click edit to input, change, or delete students' books read. Click Save Changes before closing.
4. If your program is using Minutes Read, select the appropriate Week for which you want to enter information
5. Click edit to input, change, or delete students' minutes read. Click Save Changes before closing.



**Springboard Connect**  
Connect: Educator

Show All Modules

Gosia SIA RPT Minutes

Program Calendar

Program Dashboard

Students

Attendance

Quotes and Photos

Group Messages

Action Plans

Rewards

Waitlisting

Access Issues

**Reading Pract...**

Strategies

Program Reports

Assessment Results

MORE

Rosters

Archival Session

Minutes Read (29)

Classroom: -- All Classrooms -- (8 classrooms found)

Week: Week 1 (1 weeks)

Overview  
COMPLETED  
Starting in Week 1

Week 2  
Week 3  
Week 4  
Week 5  
NOT COMPLETED  
Week 6

1892 Mason Andrade 2nd N

1376 Vincent Carroll null N

11873 Luqman Callier 7th N

ID	Name	31 Dec	Mon 01 Jan	Tue 02 Jan	Wed 03 Jan	Thu 04 Jan	Fri 05 Jan	Sat 06 Jan
1892	Mason Andrade	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0
1376	Vincent Carroll	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0
11873	Luqman Callier	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0	Reading at home 0 Total minutes: 0

Connect: Educator will calculate the daily total. View students' progress toward their targets on the Overview page. If a student does not have access to reading materials at home and is using reading time at school to count towards their reading target, their reading time at home will be populated by data from Connect: Family, ONLY if your families are using the app.

Edit Save Changes

## How do I view family-entered data such as minutes read?

Yes, the Connect: Educator module provides visibility to minutes read and strategy progress in the Student Profile and the Reading Practice Targets and Strategies menus.

1. In Connect: Educator, navigate to the Students tab on the left menu
2. Find the student you want to view and click on their name in the table
3. You will be redirected to the Student profile where you can see Strategy Progress, Minutes Read or Books Read, and progress to RPT if your session is anchoring to RPT's for goal setting

### Student Profile - Strategy Progress

**Student info**

**Rob Adams** ID: 4288 [Edit]

Grade: 4th      Gender: M      Age: -

IEP Status: Yes      Additional IEP Details:      Opt-In: Yes

Enrollment status: Attended      Enrollment date: 03/10/2023 05:59

Time Zone: America/Denver      Ethnicity: none

Reminders: daily at 18:00

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**Parent Adams**

Missing phone number

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**Consents**

Family Signed Media Waiver: -

Family Signed Contract: -

Family Signed Score Release Form: -

---

**Team Building Hubble**

Not Completed

on 03/09/2023 by

[Connect Link](#) [Chat](#) [Enrollment Record](#)

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**Assessment Results**

Opening      Closing

**Action Plan/Strategy**

Status: Ready to Print

Strategy: Scoop under a few words as I read

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**Scoop under a few words as I read**

Figure out the words

Show Details

---

**Learn the strategy** Week 1

Independently

720 minutes read

---

**Dig deeper** Week 2

With teacher support

0 minutes read

---

**Ask more questions** Week 3

Missing

0 minutes read

### Student Profile - Minutes Read Bar Chart & RPT Progress Circle Chart

Springboard Connect

Connect: Educator

Hello, Jillian Mickell

← Show All Modules

January Training Cam...

- Program Calendar
- Program Dashboard
- Students
- Attendance
- Quotes and Photos
- Group Messages
- Action Plans
- Rewards
- Waitlisting
- Access Issues
- Reading Practice...
- Strategies
- Program Reports

Consents

Family Signed Media Waiver: No

Family Signed Contract: -

Family Signed Score Release Form: -

Team Building Hubble

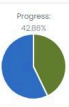
Notes:

[Connect Link](#) [Chat](#)

**Reading Targets** 80 minutes read

Reading Target: 140 minutes

Progress: 42.86%

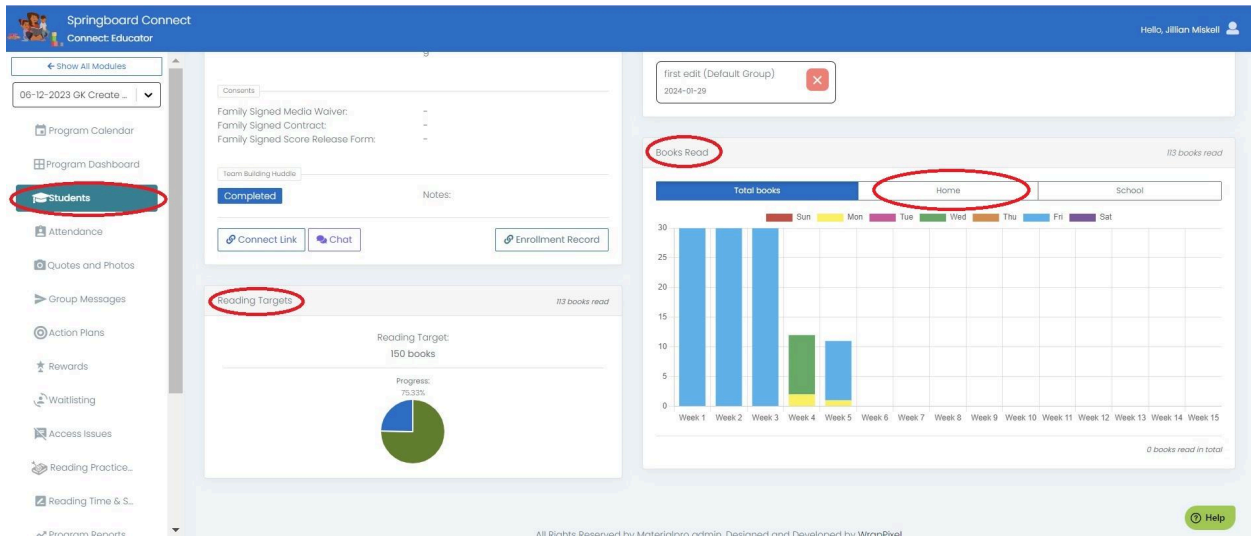


**Minutes Read** 80 minutes read

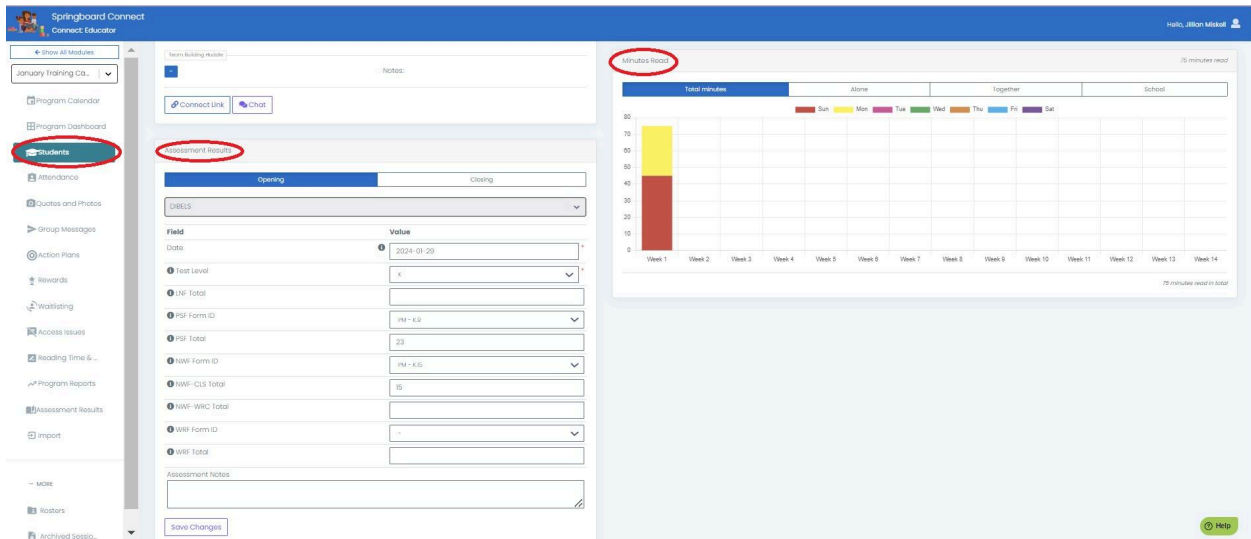
Total minutes	Alone	Together	School
60			
50			
40			
30			
20			
10			
0			
	Sun	Mon	Tue
	Wed	Thu	Fri
	Sat		

80 minutes read in total

## Student Profile - Reading Practice Targets - Books Read Bar Chart & RPT Progress Circle Chart



## Student Profile - Assessments



### How do I check minutes read/ books read for Reading Practice Targets?

- [Video Name: Updating Books Read for RPTs](#)
- [Video Name: Updating Minutes Read for RPTs](#)

To check reading-output, either by number of minutes read or by number of books read, for programs using Reading Practice Targets for goals and incentives, go to the Reading Practice Targets tab in Connect: Educator. Choose the Overview option to see the list of students and their reading-output goals and progress. Choose a specific week of the program to view the table with reading data.



← Show All Modules

Breaks Testing

- Program Calendar
- Program Dashboard
- Students
- Attendance
- Quotes and Photos
- Group Messages
- Action Plans
- Awards & Incentives
- Reading Practice Ta...

Minutes Read (3)

Classroom: -- All Classrooms -- 0 classrooms found

Week: Week 1 5 weeks

- Enter data from the paper reading tracker for each student. Connect Educator will calculate the daily total. View students' progress toward their targets on the Overview page.
- Enter data in the field labeled "at school" only if the student does not have access to reading materials at home and is using reading time at school to count towards their reading target.
- Starting in week 3, fields labeled "independently" and "with an adult" will be populated by data from Connect: Family, ONLY if your families are using the app.

Edit Save Changes Export (CSV)

ID	Name	IEPP?	Sun 22 Jan	Mon 23 Jan	Tue 24 Jan	Wed 25 Jan	Thu 26 Jan	Fri 27 Jan	Sat 28 Jan
7726	Miller Albert	N	With An Adult: 40 ✓	With An Adult: 35 ✓	With An Adult: 20 ✓	With An Adult: 15 ✓	With An Adult: 0	With An Adult: 10	With An Adult: 20 ✓
			Independently: 35 ✓	Independently: 5	Independently: 0	Independently: 0	Independently: 15 ✓	Independently: 15 ✓	Independently: 10
			At School: 0	At School: 0	At School: 0	At School: 20 ✓	At School: 0	At School: 0	At School: 0
			Total minutes: 75	Total minutes: 40	Total minutes: 20	Total minutes: 35	Total minutes: 15	Total minutes: 25	Total minutes: 30

To edit the information in the table, click the edit button. Then update the number of minutes read, or books read, for that student based on reading at home or reading at school. Be sure to click "Save Changes" to save the information in the table.

← Show All Modules

Breaks Testing

- Program Calendar
- Program Dashboard
- Students
- Attendance
- Quotes and Photos
- Group Messages
- Action Plans
- Awards & Incentives
- Reading Practice Ta...

Minutes Read (3)

Classroom: -- All Classrooms -- 0 classrooms found

Week: Week 1 5 weeks

- Enter data from the paper reading tracker for each student. Connect Educator will calculate the daily total. View students' progress toward their targets on the Overview page.
- Enter data in the field labeled "at school" only if the student does not have access to reading materials at home and is using reading time at school to count towards their reading target.
- Starting in week 3, fields labeled "independently" and "with an adult" will be populated by data from Connect: Family, ONLY if your families are using the app.

Edit Save Changes Export (CSV)

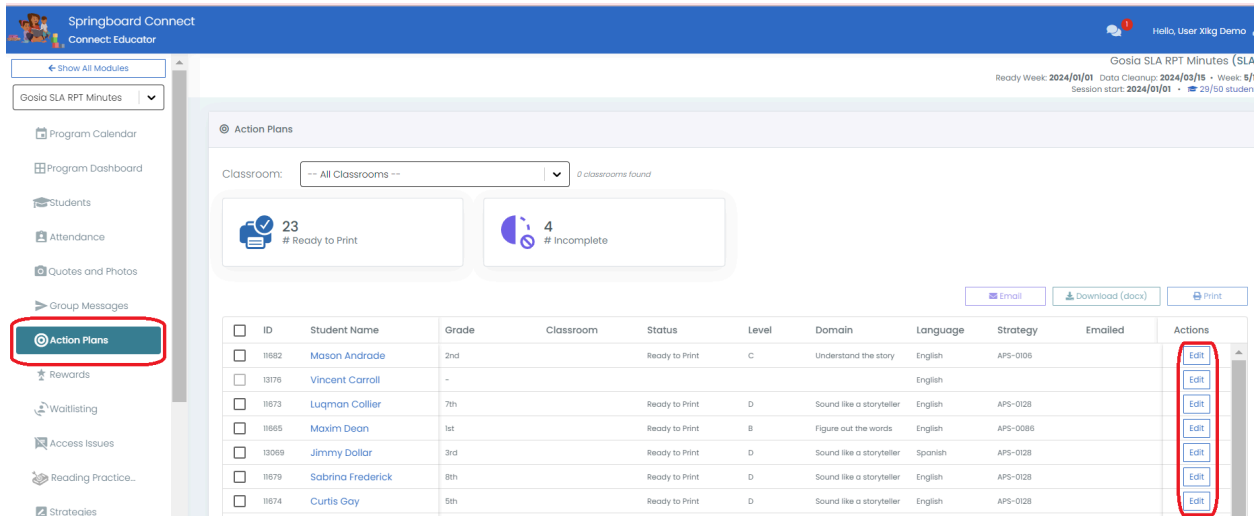
ID	Name	IEPP?	Sun 22 Jan	Mon 23 Jan	Tue 24 Jan	Wed 25 Jan	Thu 26 Jan	Fri 27 Jan	Sat 28 Jan
7726	Miller Albert	N	With An Adult: 40 ✓	With An Adult: 35 ✓	With An Adult: 20 ✓	With An Adult: 15 ✓	With An Adult: 0	With An Adult: 10	With An Adult: 20 ✓
			Independently: 35 ✓	Independently: 5	Independently: 0	Independently: 0	Independently: 15 ✓	Independently: 15 ✓	Independently: 10
			At School: 0	At School: 0	At School: 0	At School: 20 ✓	At School: 0	At School: 0	At School: 0
			Total minutes: 75	Total minutes: 40	Total minutes: 20	Total minutes: 35	Total minutes: 15	Total minutes: 25	Total minutes: 30

## ACTION PLANS AND INCENTIVES

### How do I edit Student Action Plans?

- [Video name: How to create and edit Student Action Plans](#)

To create the student action plan, navigate to the Goals & Action Plans tab in Connect: Educator. Go to an individual student's line in the table and click edit under Actions for an individual student.



Read the direction at the top of the page, then use the drop-down options to choose a domain skill and corresponding strategy. Preview the action plan by clicking Preview Action Plan. Then click Save Changes. This is also how you will edit the Student Action Plan if your Program Leader suggests making changes.

### Create Action Plan

Action Plan Status:

Curriculum Level:

Domain:

Language:

Strategy:  10 strategies found

### Reading Practice Target

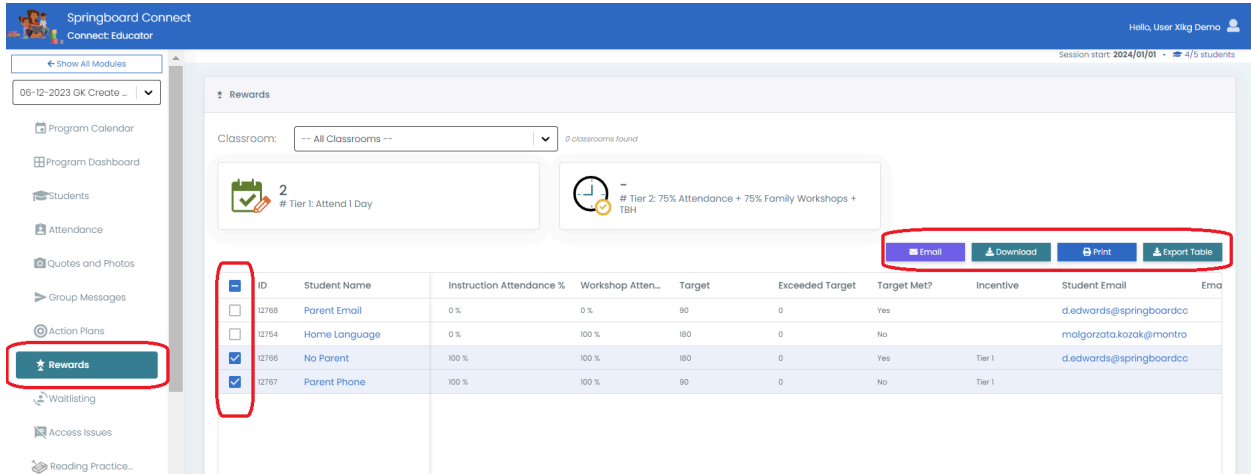
Reading Target: 40.00 minutes/day  
 Progress to Reading Target: -%

[← Back](#) [Preview Action Plan](#) [Save Changes](#)

## How do I check incentive progress or print Reward Letters?

- [Video name: Print Reward Letters](#)

To check incentive progress, navigate to the Rewards tab in Connect: Educator. Use the quick view to see the number of students qualifying for different tiers of incentives. To check the progress of a particular student, scroll across the table to see attendance percentage, goals, goals met, and incentives. This is where you can also print, email or download the reward letter by selecting the student(s) and using the buttons on the top right to deliver the reward letters.



Springboard Connect  
Connect: Educator

06-12-2023 GK Create ...

Program Calendar  
Program Dashboard  
Students  
Attendance  
Quotes and Photos  
Group Messages  
Action Plans  
**Rewards**  
Waitlisting  
Access Issues  
Reading Practice...

Classroom: -- All Classrooms --  
0 classrooms found

# Tier 1: Attend 1 Day  
# Tier 2: 75% Attendance + 75% Family Workshops + TBH

Email Download Print Export Table

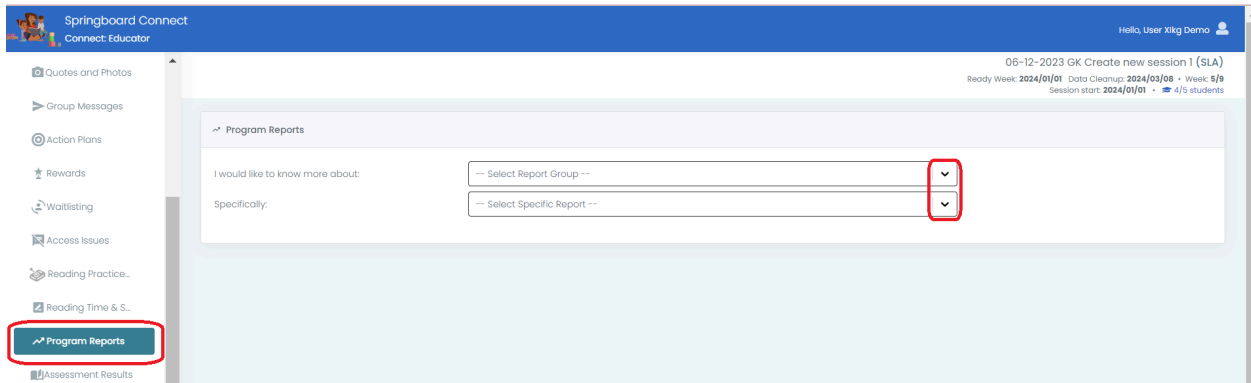
ID	Student Name	Instruction Attendance %	Workshop Atten...	Target	Exceeded Target	Target Met?	Incentive	Student Email	Em...
<input type="checkbox"/>	12768 Parent Email	0 %	0 %	90	0	Yes		d.edwards@springboardcc	
<input type="checkbox"/>	12754 Home Language	0 %	100 %	180	0	No		malgorzata.kozak@montr	
<input checked="" type="checkbox"/>	12766 No Parent	100 %	100 %	180	0	Yes	Tier 1	d.edwards@springboardcc	
<input checked="" type="checkbox"/>	12767 Parent Phone	100 %	100 %	90	0	No	Tier 1		

## How do I run reports in Connect?

- [Video name: Run Program Reports](#)

Throughout programming, you may want to run reports in Connect to find information about your program. To run a report in Connect, go to Program Reports on the menu.

Select one of the drop-down options for the report based on what you want to know more about, such as Team Building Huddle, assessment results, student instruction, and Family Workshops. Then select one of the drop-down options for the report to generate specific data for the report.



Springboard Connect  
Connect: Educator

06-12-2023 GK Create new session 1 (SLA)  
Ready Week: 2024/01/01 Data Cleanup: 2024/01/08 Week: 5/9  
Session start: 2024/01/01 4/5 students

Quotes and Photos  
Group Messages  
Action Plans  
Rewards  
Waitlisting  
Access Issues  
Reading Practice...  
**Program Reports**  
Assessment Results

I would like to know more about: -- Select Report Group --  
Specifically: -- Select Specific Report --