How to Use Check & Connect Electronic Files

We have included, as part of your Check & Connect training, electronic versions of select forms and resources provided in this training, including some contained in the Check & Connect manual. Some files are in PDF format for your information only, while others are editable files in Microsoft Excel or Word for use on your computer. Here are the instructions for completing and/or altering files, whether on a PC or Mac.

Forms in Microsoft Word

Forms in MS Word contain fields that you can type information into on your computer (or print and enter information on paper).

How to fill out Word forms (on PC or Mac):
1. Open the file
2. Select "Enable Editing" if prompted (for PC)
3. Tab and/or type information into each field
4. Select File > Save As and save to your computer as a unique name (you can re-use this same blank form in the future)

How to __edit__ Word forms:
On PC:
1. Open the file
2. Select "Enable Editing" if prompted
3. Select Review (tab) > Restrict Editing > Stop Protection
4. Make changes to the form fields as needed (see bitly.com/2010WordForms to create/edit forms in Word 2010)
5. Under Restrict Editing, select Editing Restriction and check "Allow only this type" box with the "Filling in Forms" selected
6. Select "Yes, Start Enforcing Protection" (you do not need to enter a password) and "OK"
7. Select File > Save and save to your computer

On Mac:
1. Open the file
2. Select Tools > Unprotect Document
3. Make changes (for help with inserting fields, search the Web for "create MS Word [enter version on your computer] forms on Mac")
4. Select Tools > Protect Document (you do not need to enter a password)
5. Select File > Save and save to your computer

Spreadsheets in Microsoft Excel

Spreadsheets in MS Excel contain cells that you can enter information into on your computer (or print and enter information on paper).

How to fill out Excel spreadsheets (same for PC/ Mac):
1. Open the file
2. Select "Enable Editing" if prompted (for PC)
3. Type information into the cells
4. Select File > Save As and save to your computer with a unique name (you can re-use this same blank spreadsheet in the future)

How to __edit__ Excel spreadsheets (same for PC/Mac):
1. Open the file
2. Select "Enable Editing" if prompted (for PC)
3. Edit and format the spreadsheet as needed
4. Select File > Save and save to your computer

Sample Letters & Brochure in MS Word

We've provided sample letters to parents, as well as a brochure template to share with parents, to help with communication with parents. Simply copy/paste the sample text into a format that suits your site. Edit as needed.

The New C&C App

Consider purchasing an annual subscription to the C&C App, a web-based monitoring and reporting tool. This tool allows mentors to track progress via tablet or computer and provides visual progress bars to share with students and families for timely interventions. The App replaces the paper and electronic monitoring forms. Learn more on our website at checkandconnect.umn.edu/app.

Check & Connect is a comprehensive student engagement intervention developed at the Institute on Community Integration, University of Minnesota, and implemented by schools nationwide. Learn more at **checkandconnect.umn.edu.**