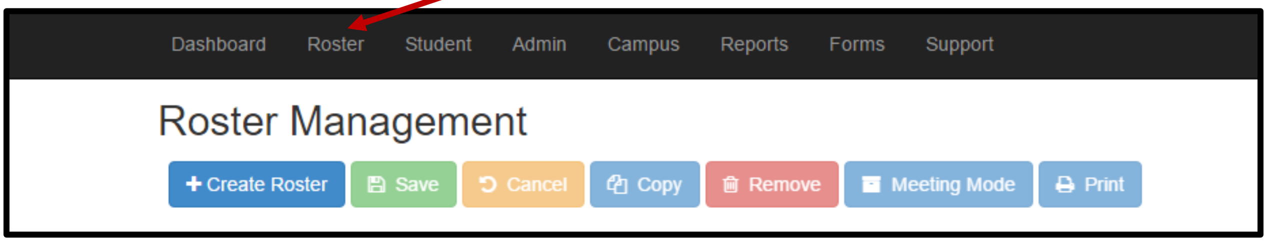
How to Complete Forms in Meeting Mode

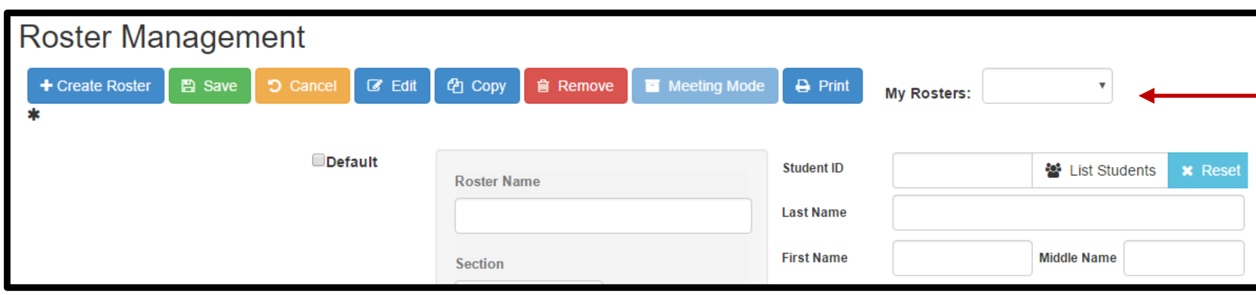
Note: If the roster was not originally created as a "Meeting" roster, you will not be allowed to work on it in Meeting Mode.

1. On the top black menu bar, select 

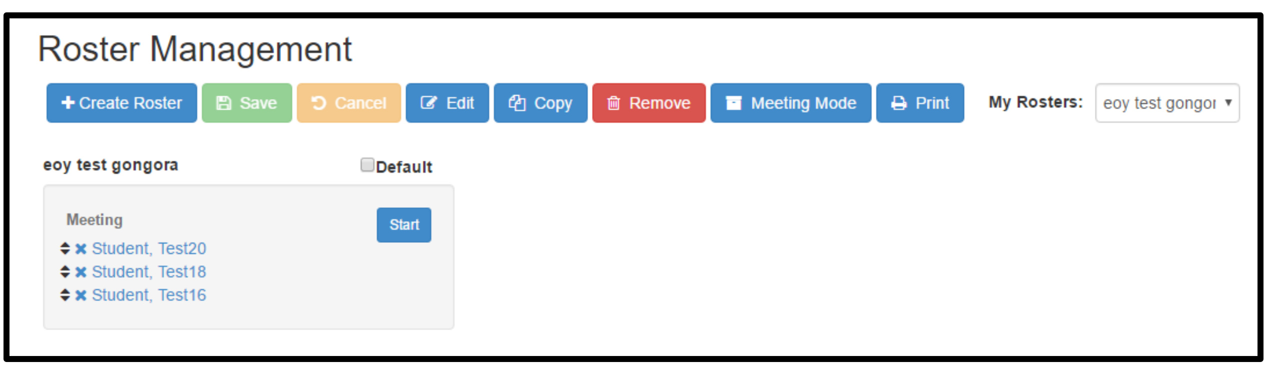


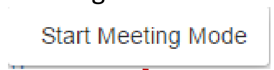
2. Select the roster from the "My Rosters" drop down menu.

   NOTE: If you are a team teacher, you should be able to see the other teacher's roster. If you do not see it, you have a couple of options:
   - Ask your team teacher to edit her roster and include you in the "Share" box; or
   - You can edit your roster and add those students to your existing roster; or
   - You can create a new roster for that group of students.

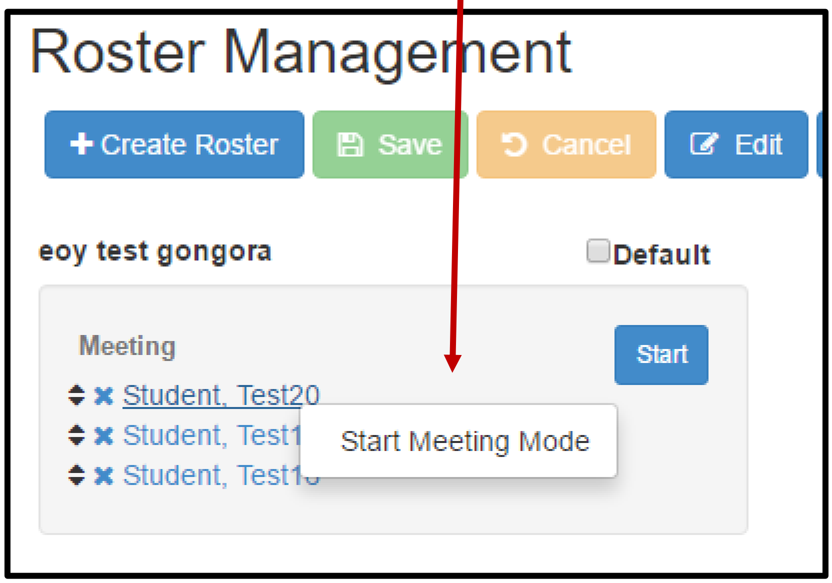


Once you select the roster, you should see your roster open up with the title of your roster and a list of students include in that roster.

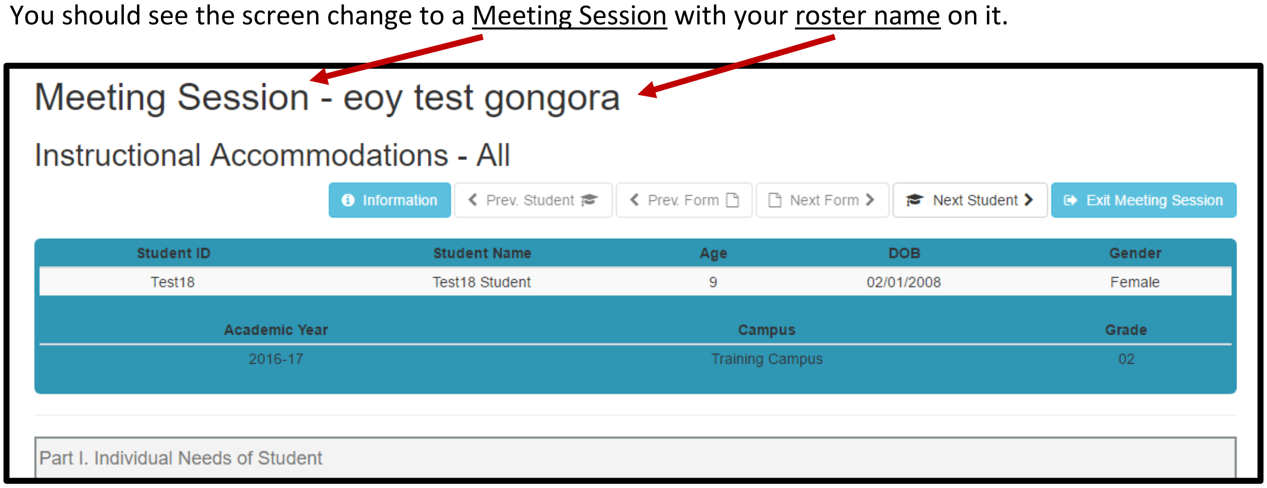


3. Hover over the first name in your roster and right click. You should see a small white box pop up next to the student's name. Click on 

to begin filling out the form(s).

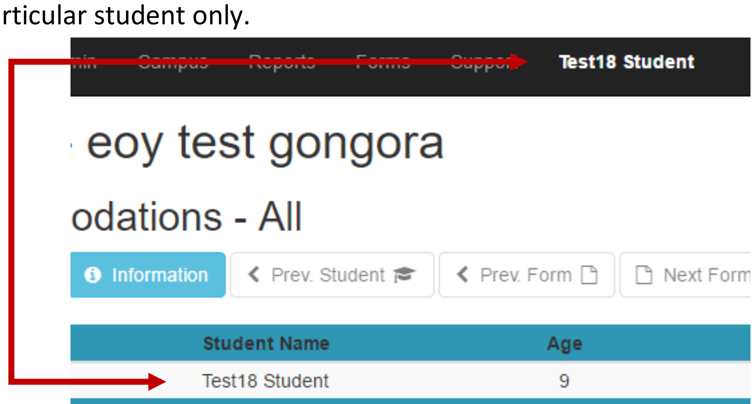


You should see the screen change to a Meeting Session with your roster name on it.

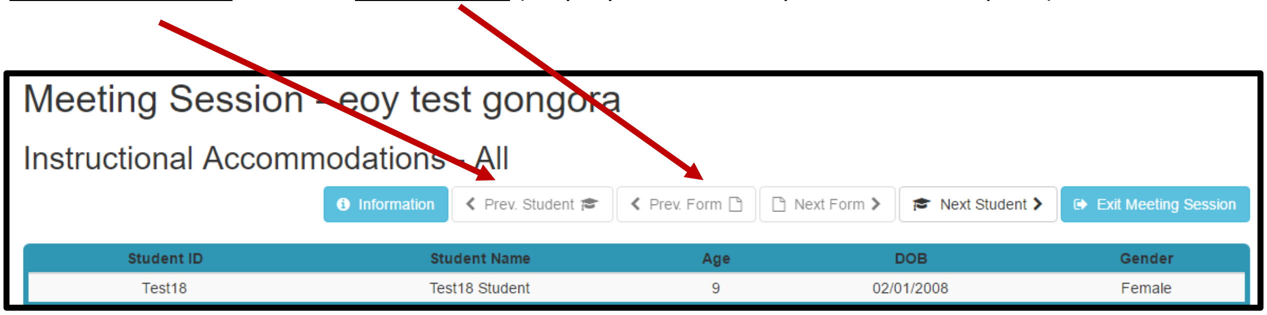


This screen includes the student's demographic information across the top section. This is to show you that you are completing a form for this particular student only.

The name of the student will also appear on your top menu bar

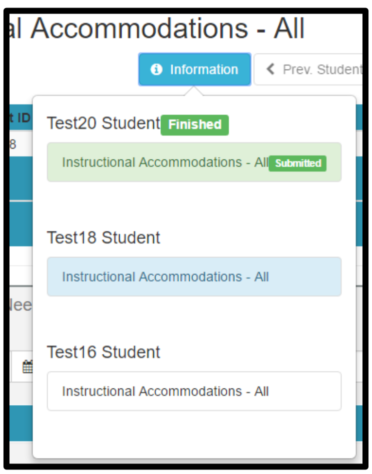


At the top of your Meeting Session screen you will find the following buttons to help you move from student to student and from form to form (only if you have multiple forms to complete).

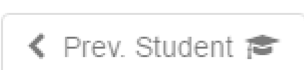


We will now go through each of the buttons above.

This button will list all the students and forms you have included in this Meeting Session.



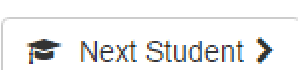
This is what you will see when you click on 



This button will take you to the forms for the Previous Student.

If you have more than one form, this button will take you to the Previous Form for this same student.

If you have more than one form, this button will take you to the Next Form for this same student.



This button will take you to the forms for the Next Student.

4. Use the light gray bar on the right of your screen or the wheel on your mouse to scroll down the screen to begin filling in the information on the form you have selected.

5. When you have completed the form, or need to stop working at this time, scroll to the bottom of the page and click 

Note: if the 

button appears lighter green, it is because the system has auto saved your information.

6. When you have finished working on all student forms for this roster, or if you need to stop working for the moment, select 

You will see a white Meeting Session window pop up asking if you are sure you want to exit Meeting Session: (your roster title)?

If you are ready to stop working, click 

If you accidentally pressed 

but wish to continue working, click 

When you are ready to begin working on this roster once again, you repeat the steps in this guide beginning with 1.

If you have any questions, feel free to contact me via email.