





## Educator User Guide

*This user guide is to aid educators in using the resources provided by the SchermCo Toolkit*

[bit.ly/schermco-fet](https://bit.ly/schermco-fet)

- [bit.ly/fet-res](https://bit.ly/fet-res) → **resources google drive folder**
- For Spanish translations use the following website:
  - <https://www.deepl.com/en/translator>
- To insert links:
  - Highlight the section you want to link
  - use the  button and enter the link for the document/website/image
- To make a copy and edit the **Student/Family Needs Survey**
  - [bit.ly/schermco-fis](https://bit.ly/schermco-fis)
    - Click the pencil icon on the lower right corner
    -  button and select “Make a Copy”
    - Change name of file
    - Select the folder it is in and place the document in your own folders.
- To make a copy and edit the **Open Suggestion Box**:
  - [bit.ly/schermco-osb](https://bit.ly/schermco-osb)
    - Click the pencil icon on the lower right corner
    -  button and select “Make a Copy”
    - Change name of file
    - Select the folder it is in and place the document in your own folders.
- The **communication tracker** can be entered manually or through the form.
  - To enter manually select the sheet labeled “Manual Entry”
  - To enter through the form use the following link
    - [bit.ly/schermco-ct](https://bit.ly/schermco-ct)
- To make a copy and edit the **School Event RSVP**:
  - [bit.ly/schermco-se](https://bit.ly/schermco-se)
    - Click the pencil icon on the lower right corner
    -  button and select “Make a Copy”
    - Change name of file
    - Select the folder it is in and place the document in your own folders.