

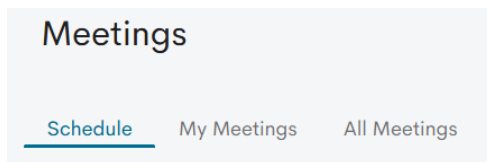
# Educlimber - Quick Guide

## Accessing a Meeting that has been Created

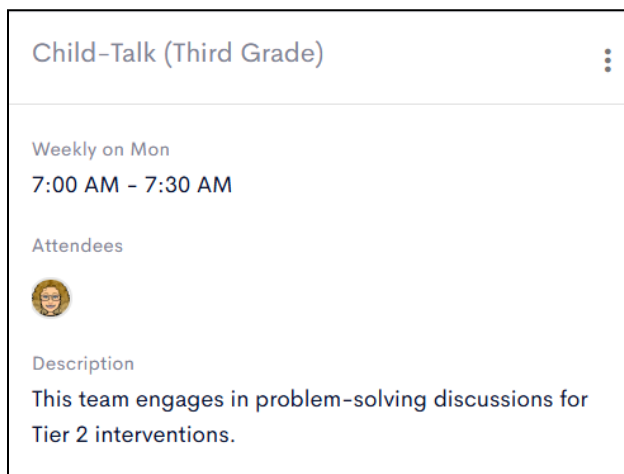
1. Click on the “Meetings” Icon on the left-hand side of the screen:



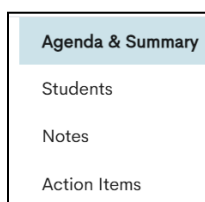
2. You can choose between “Schedule” (shows scheduled meetings for today and tomorrow), “My Meetings” (shows all upcoming meetings), or “All Meetings” (shows all past and future meetings)



3. Click on the meeting you would like to view:



4. From this screen you can toggle between the agenda & summary, students, notes, and action items.



5. When clicking on “Students” you can now view interventions, assessments, incidents (behaviors), attendance, SmartFORMS, comments, and tags.

The screenshot displays the 'Students' interface. At the top, a navigation bar contains seven tabs: 'Interventions', 'Assessments', 'Incidents', 'Attendance', 'SmartFORMS', 'Comments', and 'Tags'. The 'Assessments' tab is currently selected and highlighted in blue. Below the navigation bar, the main content area is titled 'Students' and includes a search bar labeled 'Filter Students'. On the left side, there is a list of student profiles, each represented by a circular icon and a blue bar. The main content area also features a dropdown menu for the school year, currently set to '2024-2025'. Below this, the section 'Latest Assessment Scores' is visible, with a sub-section 'All' selected. Under 'All', there are two main categories: 'ELA' and 'STAR Reading'. The 'ELA' category shows scores for 'Trimester 1' (B) and 'Trimester 2' (A). The 'STAR Reading' category shows scores for 'Fall' (958) and 'Winter' (965).

| Category     | Sub-category | Score |
|--------------|--------------|-------|
| ELA          | Trimester 1  | B     |
|              | Trimester 2  | A     |
| STAR Reading | Fall         | 958   |
|              | Winter       | 965   |