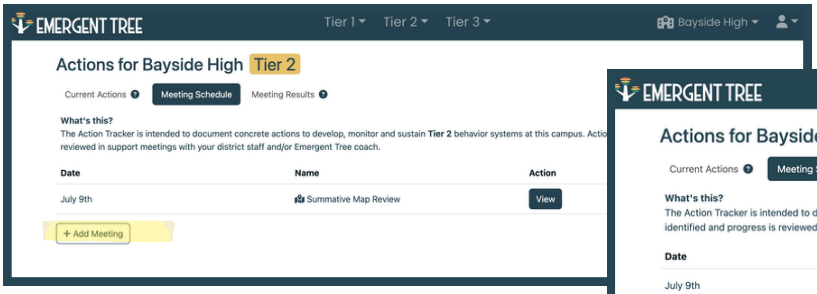
MTSS-B PLATFORM ACTION TRACKER

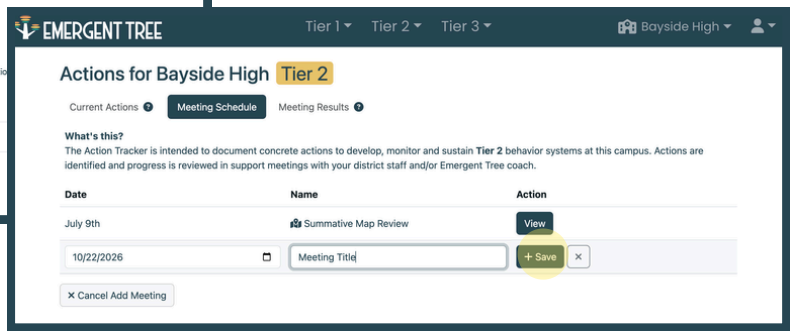
Quick Guide: Follow the steps below to utilize the Action Tracker for meeting facilitation.

Create Meeting

1. Select Action Tracker from the menu
2. In the top right corner, select the school name
3. Select Meeting Schedule, + Add Meeting
   Enter meeting date and meeting title

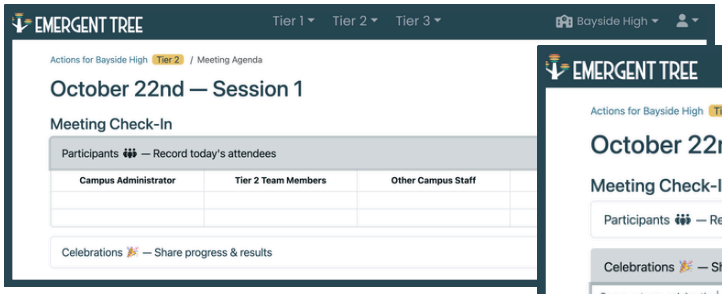


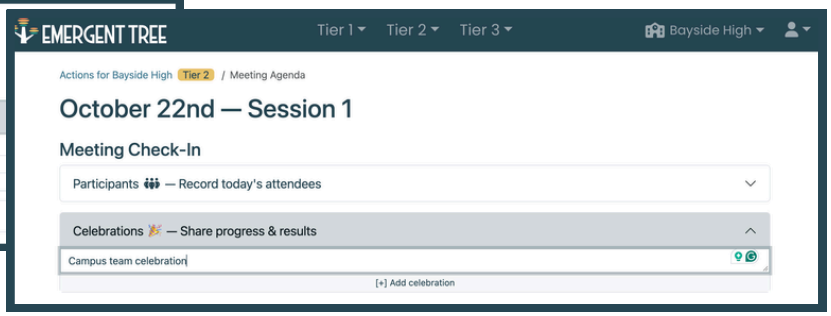




Facilitate First Meeting

1. Add meeting participants, including email and role.
2. Add celebrations.





3. Continue facilitating the meeting discussion.
4. Determine the action topic; add details or notes from the discussion
5. Reference the Implementation Map for area of focus.
6. Select the framework component and phase of implementation
7. Add a new action or finalize the meeting



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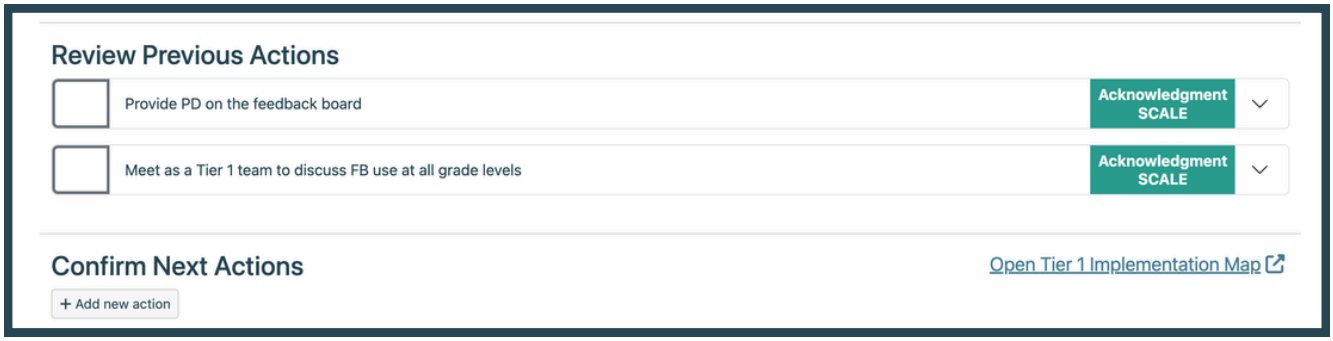
MTSS-B PLATFORM ACTION TRACKER

Quick Guide: Follow the steps below to utilize the Action Tracker for meeting facilitation.

Facilitate Ongoing Meetings

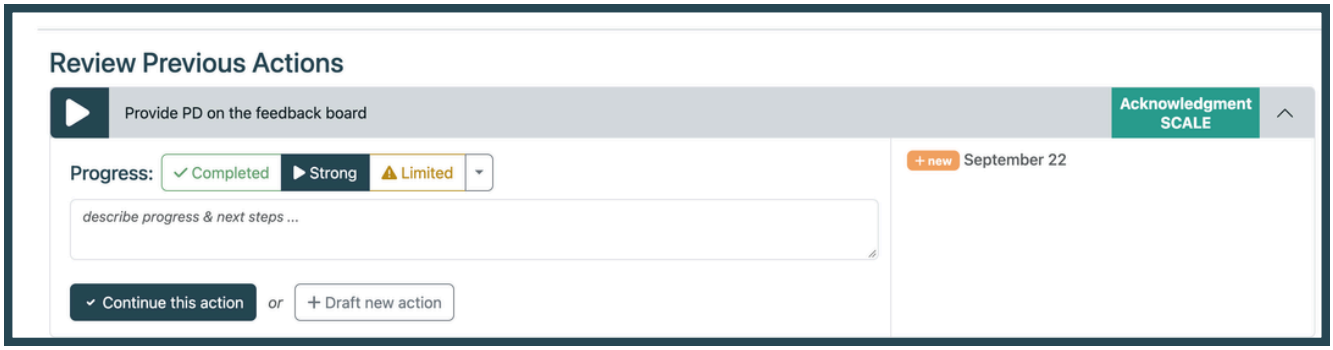
1. Add meeting participants and celebrations

2. Review previous actions



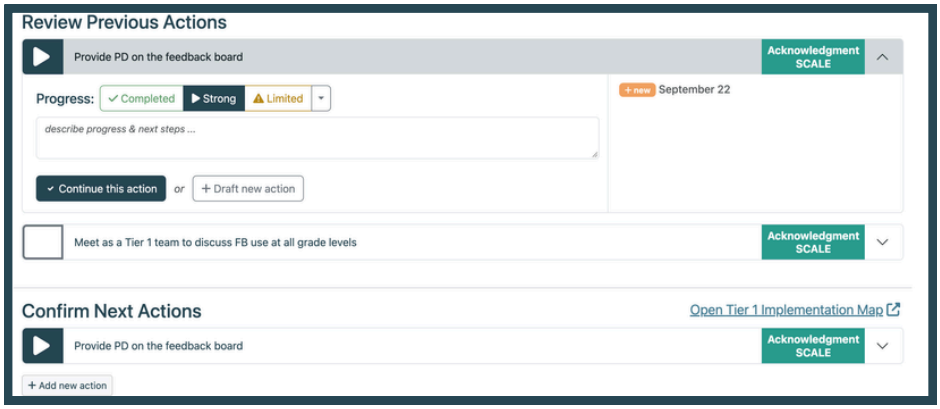
3. Mark each action: Complete, Strong (progress), Limited (progress)

4. Add details or notes from discussion



5. Determine whether to “Continue this action” or “Draft new action”

6. Actions “Continued” will populate as “Next Action”



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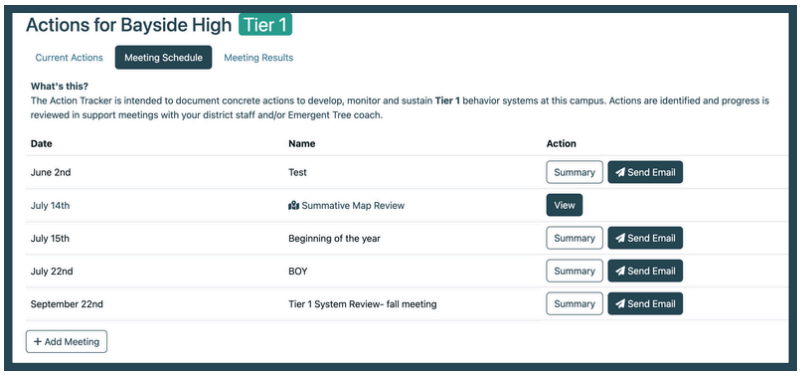
MTSS-B PLATFORM ACTION TRACKER

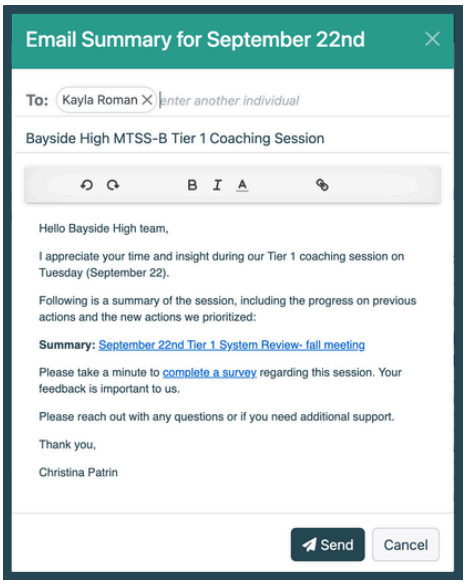
Quick Guide: Follow the steps below to utilize the Action Tracker for meeting facilitation.

Finalize Meeting

1. Finalize the meeting summary to lock the meeting
2. Select “Send Email” to populate the automatic email with the meeting summary

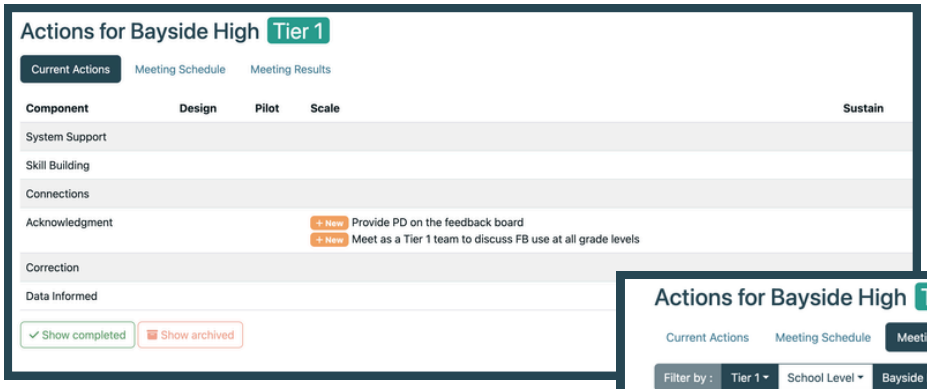


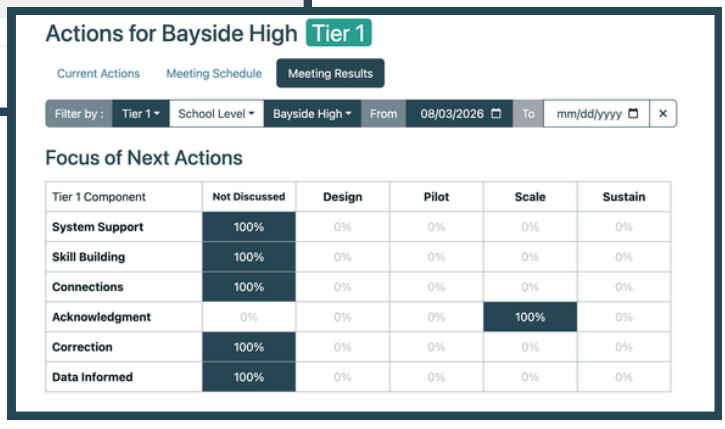




Meeting Results

1. Current Actions shows a brief summary of the selected actions
2. Review Meeting Results that show:
   1. Focus of Next Actions -targeted team efforts
   2. Progress on previous actions
   3. Participation in meetings by role





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