SCHOOL ADMIN INSTRUCTIONS FOR THE NBC

Go to https://nbc.firelightbooks.com.
Login with your assigned user name and password. * means "first steps."

***Add a school.**
Look on the left margin. Click New School. The New School popup will appear. Complete the school information that is in yellow. Click Save.

Edit school info.
Look on the left margin. Click list Schools. The List Schools popup will appear. Click on the page/✓ icon to the left of the school name. You can view, add new, or delete the school admins, teachers, and/or students.

***Add teachers.**
There are 4 gray tabs below the school information: School Admins, Teachers, Active Students, Inactive Students. Click Teachers. Click New Teacher (on the right). A popup will appear. Complete the required fields. Click Save. Repeat this for each teacher. Each teacher's information will appear on the database field. Under the Action column two icons appear on the left of each teacher's name. The left icon is to edit, the trash can is to delete.

***Add Students.**
Go to the Edit School screen, click Active Students.
In the Active Student section, you can click Deactivate Student, New Student, Import Students. Add students individually. Click on New Student and complete the demographic information on the New Student screen that pops up. All fields are mandatory. Click Save.

Add a group of students. Click Import Students. On the popup, click Download CSV Template. A form will pop up that allows you to list students' data: Student ID, First Name, Last Name, Birthday, Gender. Save the form to your desktop (or other). Click the Browse tab and find the student data file. Click Import. This will import your students' data. Click Close.

Student names and info appear under Active Students database. Under the Action column, two actions are just left of each student name. The left box is to deactivate the student. The right icon is to edit.

*Now the teachers can complete the NBC for their students.

Note: You will receive the Urgent Email when a teacher submits a student checklist that indicates the student may be a danger to him/herself or others, or if the student is possibly experiencing hallucinations.

View Completed Reports and Screenings
Look on the left margin. Click List Screenings. You can view the reports for all the students in your school/district. To the left of the students' names are three icons. The magnifying glass shows the NBC checklist as the teacher filled it out. The clipboard icon allows you to view the

basic report. Note: the report provides a basic overview of the student's emotional and behavioral self. No accommodations or recommendations are in the basic report. The page/✓ icon shows the accommodations report. The trash can allows you to delete the report.

Note: This is an RTI Level 1 checklist. It is the base, the starting point, the universal screening. It is not a psychiatric evaluation and will not provide a diagnosis. The average student typically has a short, simple report. The student with emotional and behavioral challenges will have longer reports. You may notice that some accommodations are on both reports. Generally speaking, there are some accommodations which are good for all kids all the time. That is why some accommodations will appear on every accommodation report. Only administrators can delete reports.

TEACHER INSTRUCTIONS FOR THE NBC

Go to https://nbc.firelightbooks.com.
Login with your assigned user name and password.

Complete a New Screening
Complete a new screening on a student already in the database.
Look on the left margin. Click on New Screening. A new screening form will pop up. Look on the right. Complete the boxes that are yellow: Student's Name and Grade. Age will automatically calculate.

Complete a new screening on a student not in the database. Add new student.
Look on the left margin. Click New Screenings. A new screening form will pop up. To add a new student, click the green cross to the right of the yellow box Student's Name. A popup appears and you can enter your new student's data. Click Save.

Complete the screening. Important point: the checklist is one page with easy-to-understand items. The checklist is concise (quick and easy to use).
You must check one circular radio button per section. You may check or not check square radio buttons. Fill in green extension boxes when they turn yellow.
Complete the checklist. Save as Final. (If you save as a Draft, use the middle icon to Edit.)
Review the report and the accommodations.

Note: A Key Contact will receive the Urgent Email when a teacher submits a student checklist that indicates the student may be a danger to him/herself or others, or if the student is possible experiencing hallucinations.

View Completed Reports and Screenings
Look on the left margin. Click List Screenings.
You will see your students who have completed screening reports. To the left of the students' names are three icons. The magnifying glass shows the NBC checklist as it was filled it out.

Clicking on the clipboard icon allows you to view the basic report. Note: the report provides a basic overview of the student's emotional and behavioral self. No accommodations or recommendations are in the basic report. Accommodations or recommendations are in the accommodations report.

Click on the page/✓ icon. This is the accommodations report.

Note: This is an RTI Level 1 checklist. It is the base, the starting point, the universal screening. It is not a psychiatric evaluation and will not provide a diagnosis.
The average student typically has a short, simple report. The student with emotional and behavioral challenges will have longer reports. You may notice that some accommodations are on both reports. Generally speaking, some accommodations are good for all kids all the time. That is why some accommodations will appear on every accommodation report.
Only administrators can delete reports.