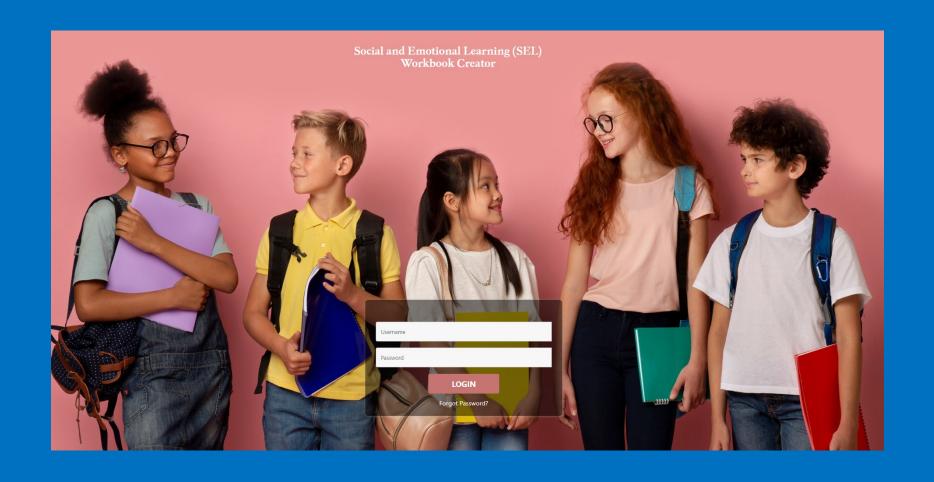
### Using the Social and Emotional (SEL) Workbook Creator

www.BetweenSessions.com



#### Log in to your account.



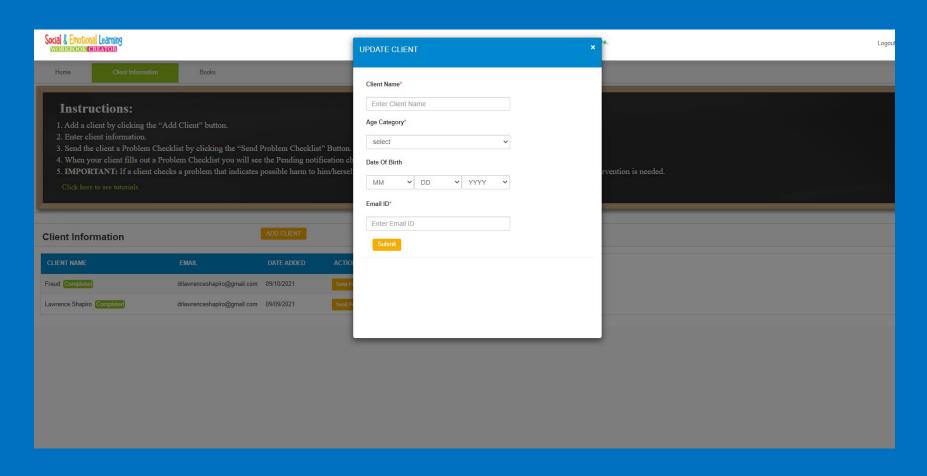
#### Choose whether you wish to create a book for an individual or for a group.



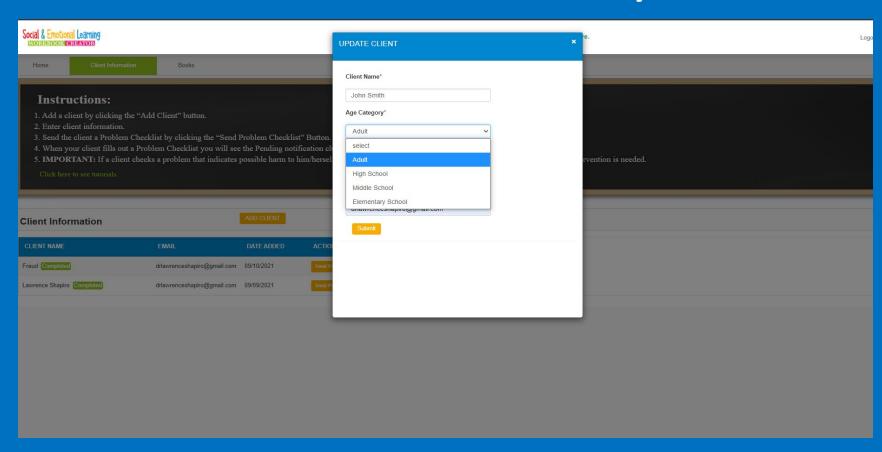
# You can create a workbook for an individual based on specific problems and concerns.

You can create a workbook for a group, such as a classroom, school, agency, private practice, and so on.

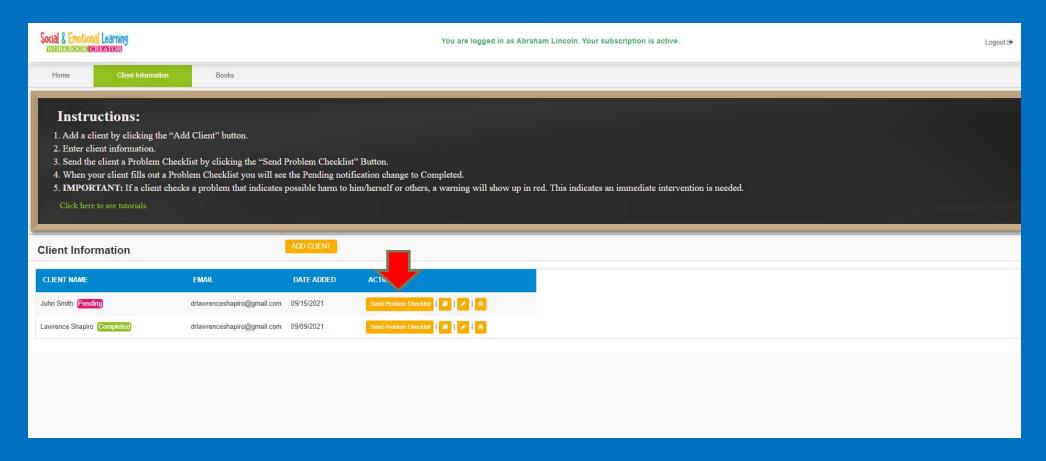
# When you create a workbook for an individual, you begin by adding the basic client information.



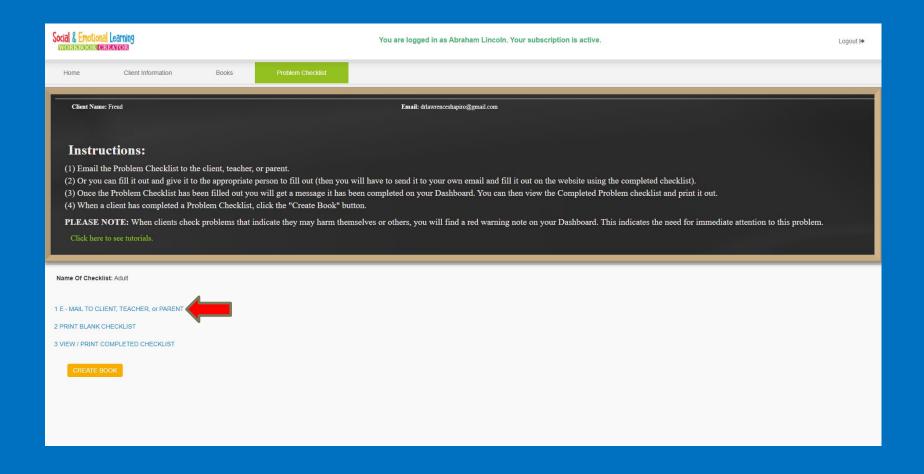
# Select the category appropriate to each age group: Adult, High School, Middle School, or Elementary School.



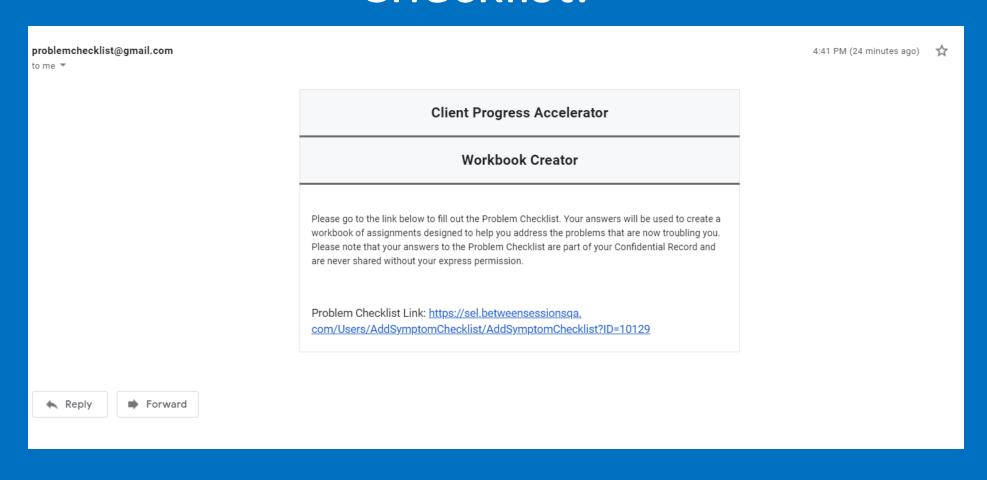
# Your clients will show up on a list. Click the button to send a client the Problem Checklist.



#### You can send a Problem Checklist to a client, teacher, or parent.



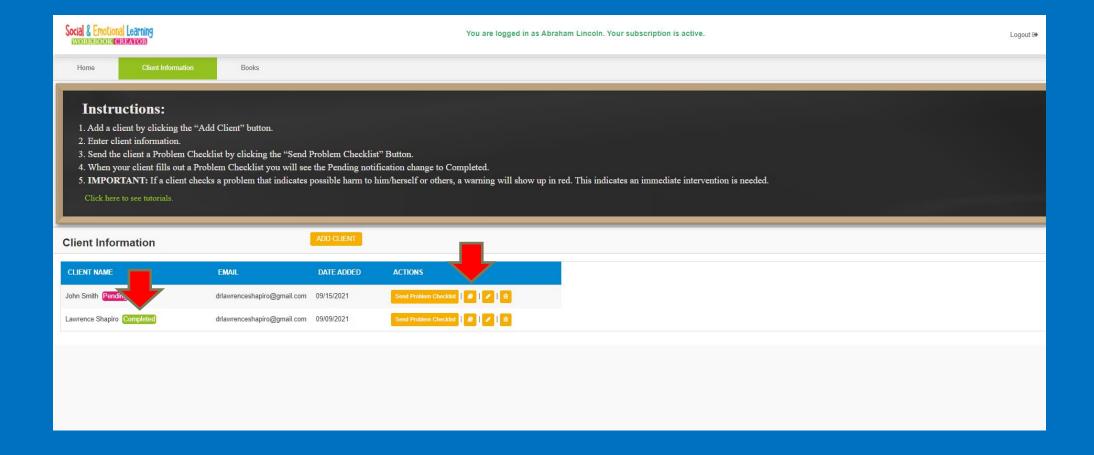
# Your client (or parent, or teacher) will get an email with a link to the Problem Checklist.



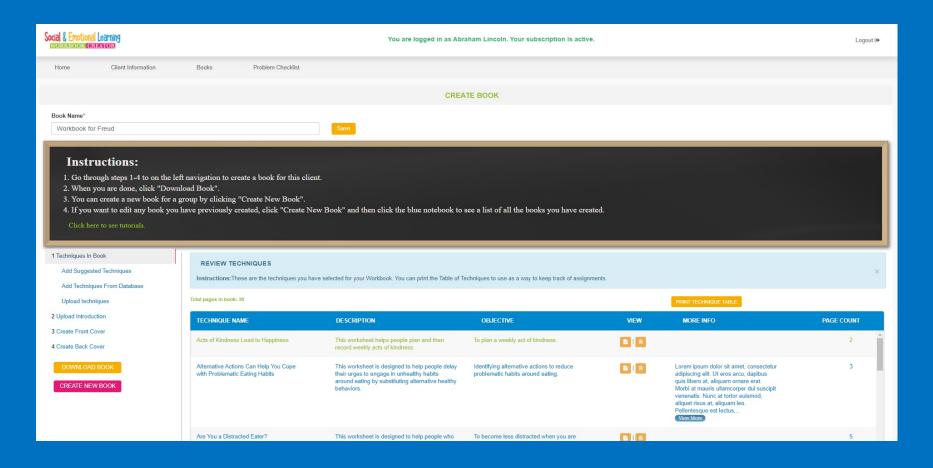
# The recipient will receive a Problem Checklist and will check off problems and rate their severity.

Instructi	ons: Please o	check off any problems that you are currently experiencing. Then rate each problem from 1=This	s problem has a minor impact on my life to 5=This problem has a major impact on my life.
Client Name: John Smith		h <b>Date of Birth</b> : 01/03/2006	Today's Date: 09/15/2021
Adult P	roblem Che	ecklist	-
1.		I don't have control over my eating,	1 2 3 4 5
2.		I engage in impulsive and reckless behaviors.	1 2 3 4 5
3.		If I eat too much I feel compelled to purge (vomit or misuse laxatives).	1 2 3 4 5
4.		I binge eat at least once per week.	1 2 3 4 5
5.		I enjoy taking risks and I don't worry about safety or negative consequences.	1 2 3 4 5
6.		I have made suicide attempts.	1 2 3 4 5
7.		I frequently get into physical fights with people.	1 2 3 4 5
8.		Sometimes I think my behavior is odd or strange.	1 2 3 4 5
9.		Playing video games is more important than almost everything else in my life.	1 2 3 4 5
10.		I frequently get into verbal fights with people.	1 2 3 4 5
11.		I frequently destroy objects just for the fun of it.	1 2 3 4 5
12.		I find that stealing items is exciting,	1 2 3 4 5

# When the Problem Checklist is completed, the message will change from "Pending" to "Completed." Click the Create Book icon.

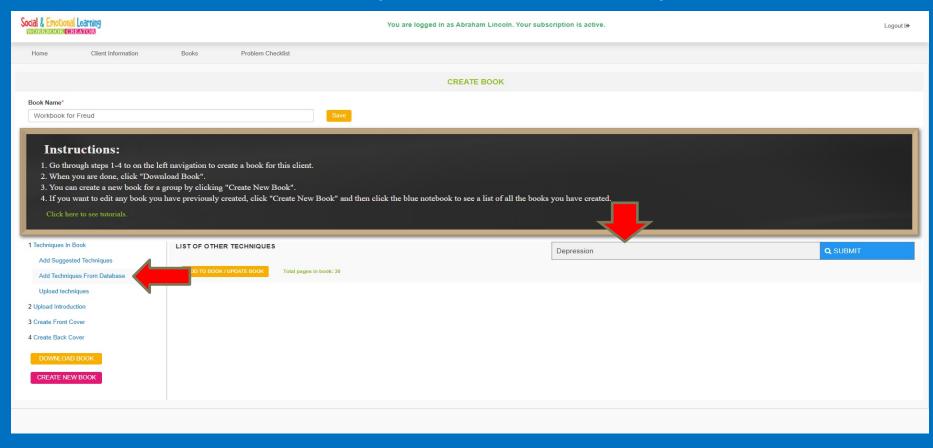


### You will see a list of the techniques suggested by our software. Check off each technique you wish to include in the workbook. Click Add to Book.

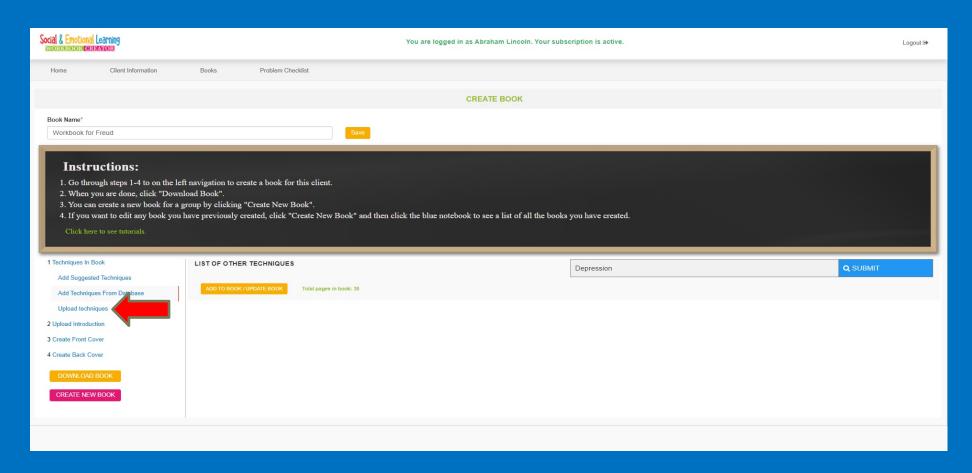


#### You can add additional techniques by selecting Add Techniques From Database.

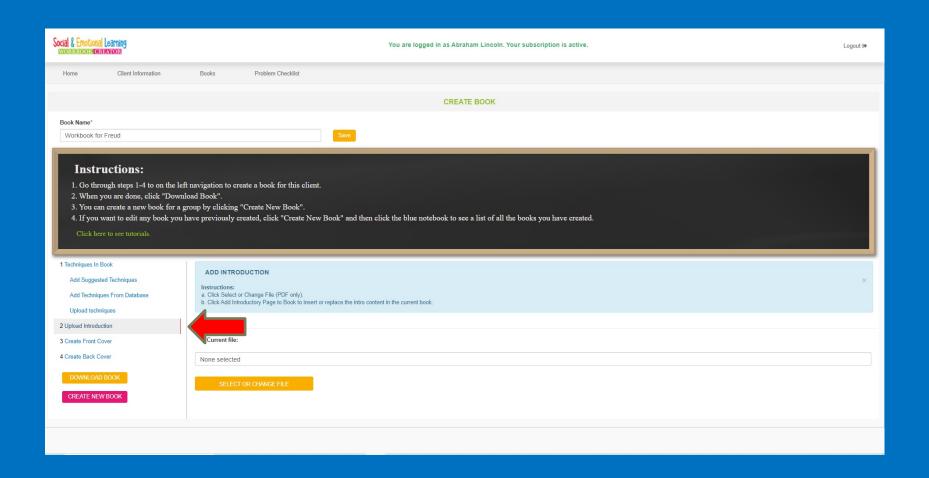
Type a keyword in the search box. This will display additional techniques to add to your workbook.



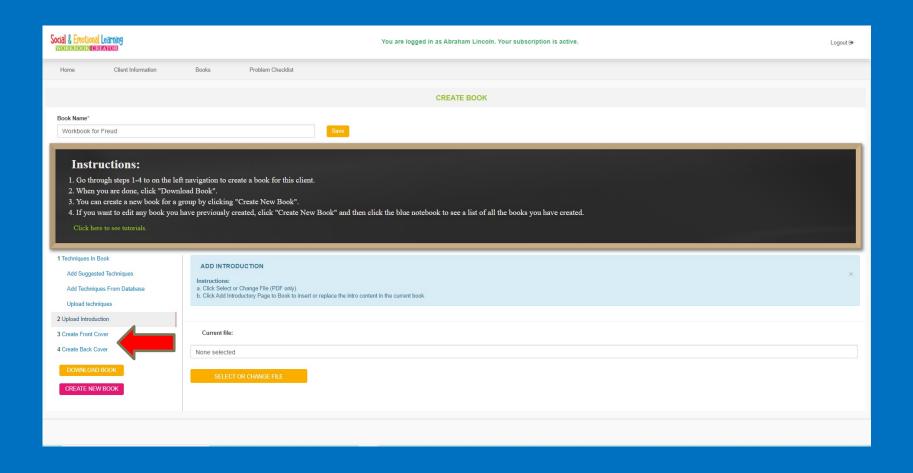
### You can also upload additional PDF worksheets from your computer.



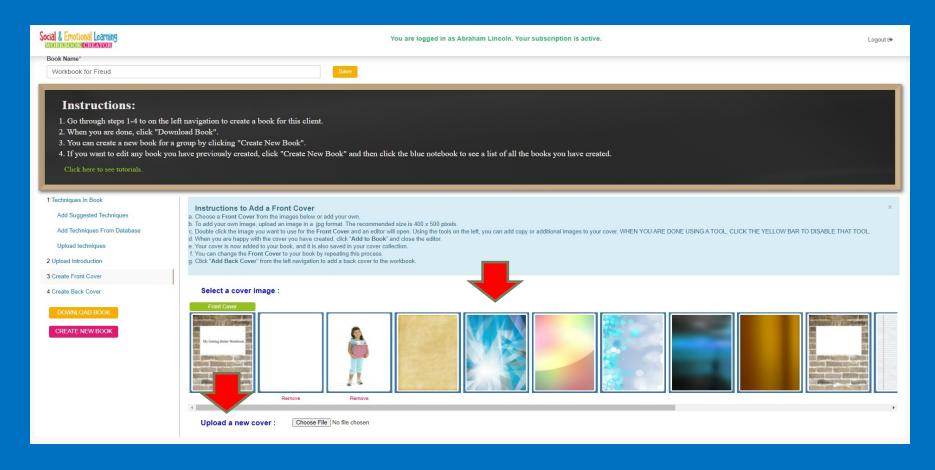
## Once you have added all your techniques to the Workbook, you can add an introduction. Upload the introduction in PDF format.



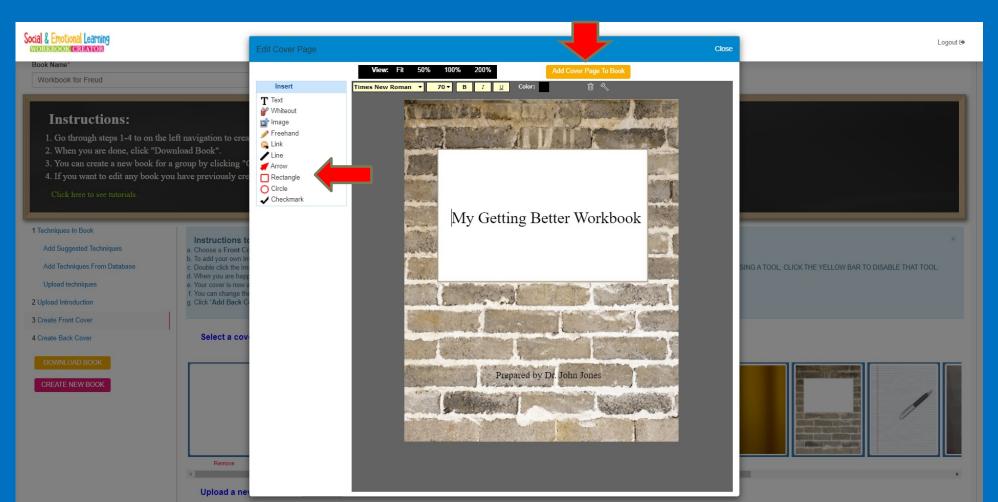
#### Then you will add Front and Back Covers.



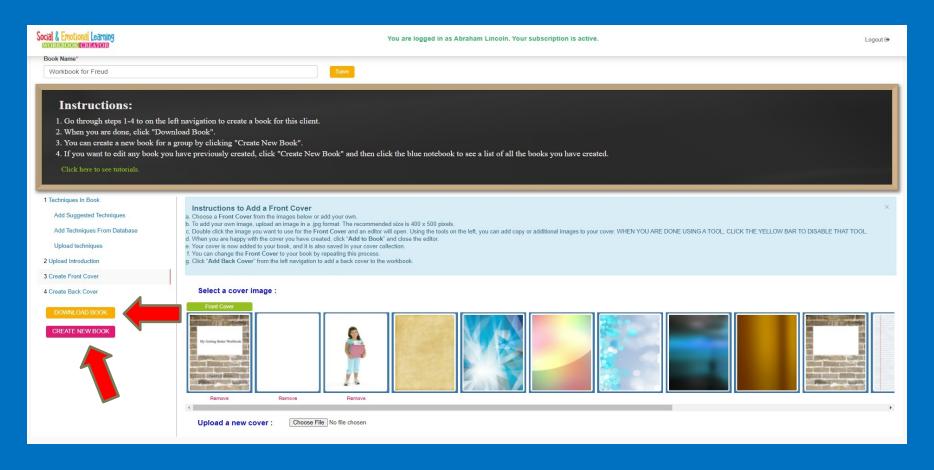
### You can select one of the pre-loaded covers or upload your own cover background in a JPG format. You can also upload a complete cover.



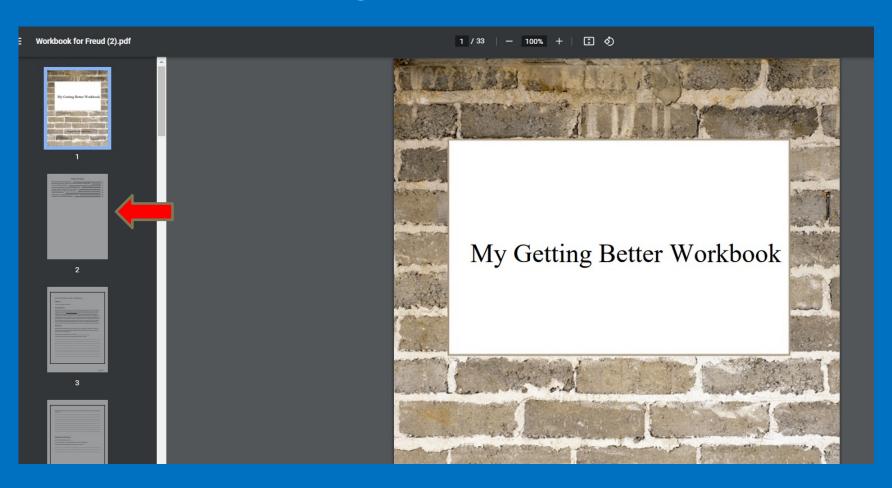
# You can edit the cover with text, additional images, shapes, and so on. When done, click Add Cover Page To Book.



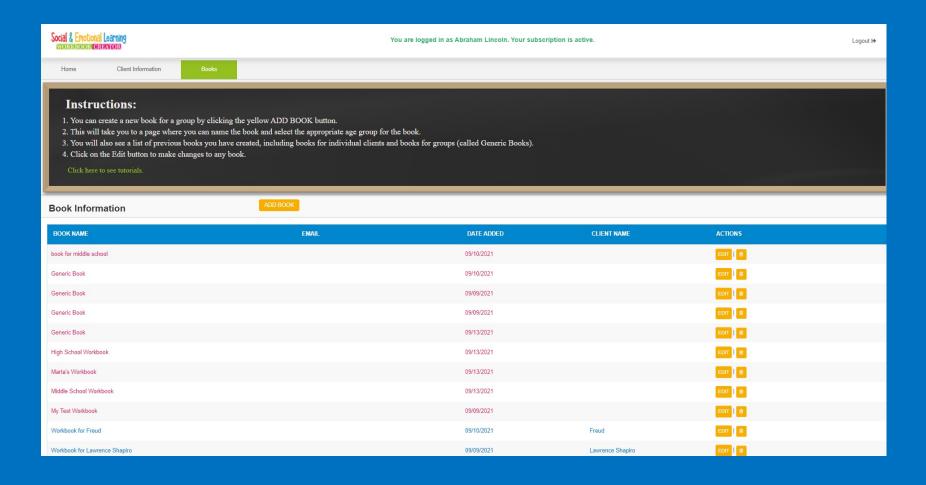
## After you have added covers, you can download your book. If you want to edit the book later, click Create New Book.



### The Workbook Creator generates a PDF workbook for you to download and print or send to a client. It will even generate a Table of Contents!



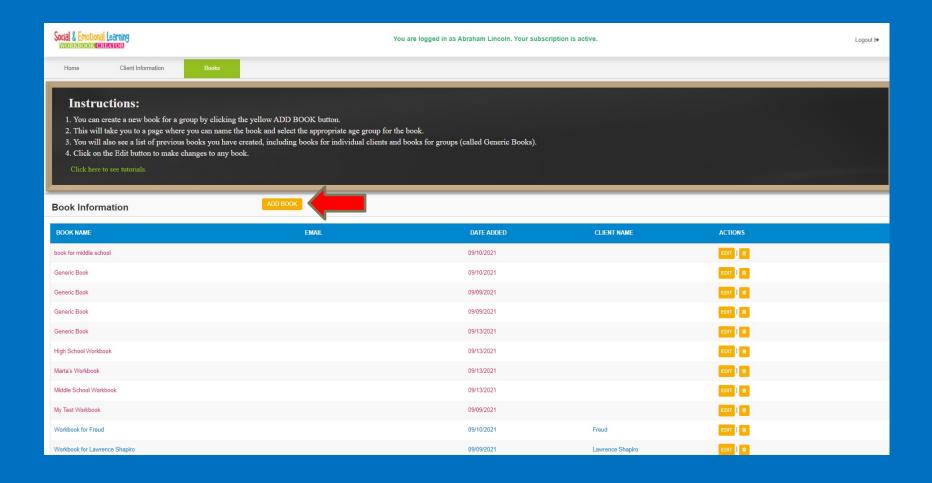
### All your workbooks are stored on the site. Your "generic" workbooks are listed in red, and your "client" workbooks are listed in blue.



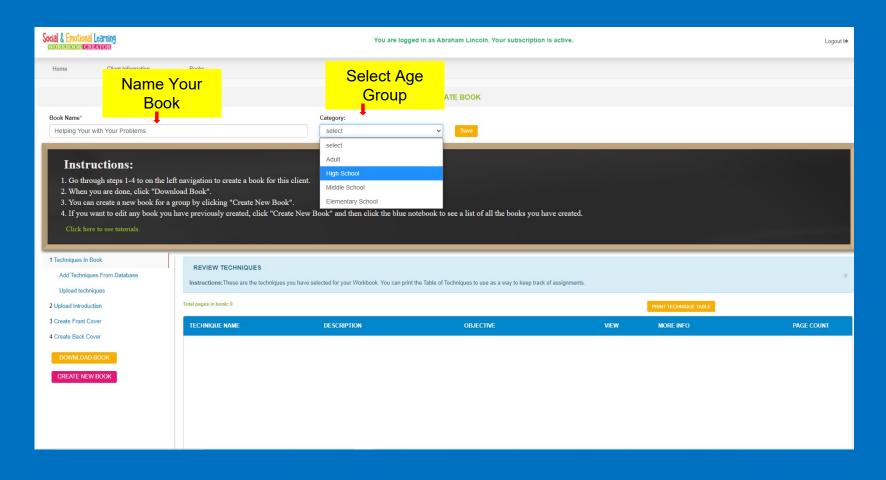
### You can also create a "generic" book for a group from the Home page.



### You can add a generic workbook by clicking Add Book.



### When creating a generic book, name your book and select the audience (age group) for the workbook.



# You can create a generic book the same way you would create an individual book, <u>BUT</u> the software does not suggest worksheets, so you will start with Add Techniques From Database.

