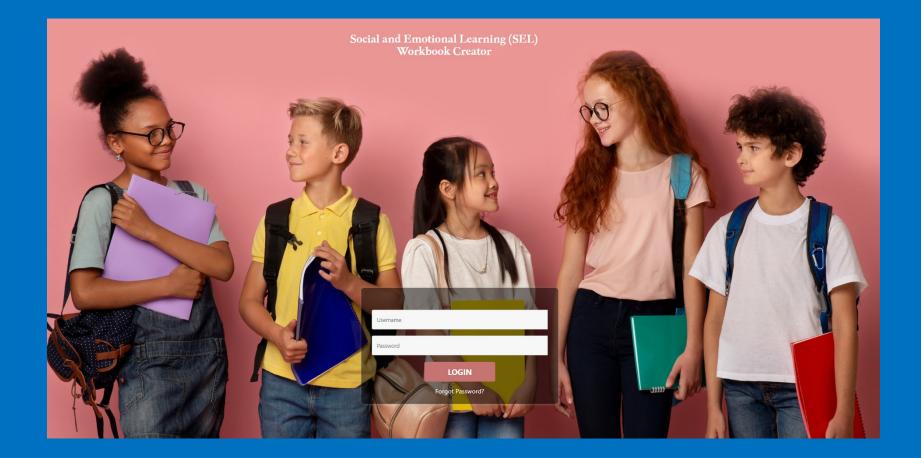
Using the Social and Emotional (SEL) Workbook Creator

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 his/her specific problems and concerns.

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

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

Social & Emotional Learning	UPDATE CLIENT ×	e. Logov
Home Books Instructions: . 1. Add a client by clicking the "Add Client" button. . 2. Enter client information. . 3. Send the client a Problem Checklist by clicking the "Send Problem Checklist" Button. 4. When your client fills out a Problem Checklist you will see the Pending notification client 5. IMPORTANT: If a client checks a problem that indicates possible harm to him/herse Click here to see tutorials.	Date Of Birth	vention is needed.
Client Information ADD CLIENT	Enter Email ID Submit	
CLIENT NAME EMAIL DATE ADDED ACTION Freud Completed drlawrenceshapiro@gmail.com 09/10/2021 Sent F Lawrence Shapiro Completed drlawrenceshapiro@gmail.com 09/10/2021 Sent F		

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

Social & Emotional Learning	UPDATE CLIENT ×	e. Logo
Home Client Information Books	Client Name*	
 Instructions: 1. Add a client by elicking the "Add Client" button. 2. Enter client information. 3. Send the client a Problem Checklist by clicking the "Send Problem Checklist" Button. 4. When your client fills out a Problem Checklist you will see the Pending notification ch 5. IMPORTANT: If a client checks a problem that indicates possible harm to him/hersel. Click here to see tutorials. 	select	vention is needed.
Client Information ADD CLIENT	Elementary School	
CLIENT NAME EMAIL DATE ADDED ACTIO Freud Completed drlawrenceshapiro@gmail.com 09/10/2021 Send P Lawrence Shapiro Completed drlawrenceshapiro@gmail.com 09/09/2021 Send P		

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

Social & Emotional Learning			You are logged in as Abra	aham Lincoln. Your subscription is active.		Logout 🕩
Home Client Information	Books					
Instructions: 1. Add a client by clicking the "Ad 2. Enter client information. 3. Send the client a Problem Chece 4. When your client fills out a Pro 5. IMPORTANT: If a client chece Click here to see tutorials.	klist by clicking the "Send I blem Checklist you will see	the Pending noti	fication change to Completed.	red. This indicates an immediate intervention is need	ed.	
Client Information		ADD CLIENT				
CLIENT NAME	EMAIL	DATE ADDED	АСТ			
John Smith Pending	drlawrenceshapiro@gmail.com	09/15/2021	Send Problem Checklist			
Lawrence Shapiro Completed	drlawrenceshapiro@gmail.com	09/09/2021	Send Problem Checklist			

You can send a Problem Checklist to a client (or teacher or parent).

Social & Emotional Learning WORKBOOK GREATER				You are logged in as Abraham Lincoln. Your subscription is active.	Logout 🕩
Home	Client Information	Books	Problem Checklist		
Client Name: F	reud			Email: drlawrenceshapiro@gmail.com	
(2) Or you ca(3) Once the(4) When a cl	Problem Checklist to the n fill it out and give it to t Problem Checklist has be lient has completed a Prob TE: When clients check	the appropriate en filled out yo plem Checklist	person to fill out (then you will u will get a message it has been click the "Create Book" button.	have to send it to your own email and fill it out on the website using the completed checklist). completed on your Dashboard. You can then view the Completed Problem checklist and print it out. ves or others, you will find a red warning note on your Dashboard. This indicates the need for immediate attention to this problem.	
Name Of Checklist	Adult				
1 E - MAIL TO CLIEN	IT, TEACHER, or PARENT				
2 PRINT BLANK CH	ECKLIST				
3 VIEW / PRINT COM	IPLETED CHECKLIST				
CREATE BOO	К				

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

problemchecklist@gmail.com to me ▼		4:41 PM (24 minutes ago)	☆
	Client Progress Accelerator		
	Workbook Creator		
	Please go to the link below to fill out the Problem Checklist. Your answers will be used to create a workbook of assignments designed to help you address the problems that are now troubling you. Please note that your answers to the Problem Checklist are part of your Confidential Record and are never shared without your express permission.		
	Problem Checklist Link: <u>https://sel.betweensessionsqa.</u> com/Users/AddSymptomChecklist/AddSymptomChecklist?ID=10129		
Reply Forward			

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

ECTPRO	OBLEMS FI	ROM LIST	
Instructi	ons: Please	check off any problems that you are currently experiencing. Then rate each problem from 1=This	problem has a minor impact on my life to 5=This problem has a major impact on my life.
ient Nam	ie: John Smitl	h Date of Birth: 01/03/2006	Today's Date: 09/15/2021
Adult P	roblem Ch	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
13.		I have set fires on purpose, just for fun.	right © 2019 BetweenSessions

When the Problem Checklist is filled out, the message will change from "Pending" to "Completed." Then click the Create Book icon.

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Home Client	Information Books						
 Add a client by clic Enter client informa Send the client a Pr When your client fi IMPORTANT: If a 	 Instructions: 1. Add a client by clicking the "Add Client" button. 2. Enter client information. 3. Send the client a Problem Checklist by clicking the "Send Problem Checklist" Button. 4. When your client fills out a Problem Checklist you will see the Pending notification change to Completed. 5. IMPORTANT: If a client checks a problem that indicates possible harm to him/herself or others, a warning will show up in red. This indicates an immediate intervention is needed. Click here to see tutorials. 						
Client Information		ADD CLIENT	-				
CLIENT NAME	EMAIL	DATE ADDED	ACTIONS				
John Smith Pending	drlawrenceshapiro@gmail.com	09/15/2021	Send Problem Checklist				
Lawrence Shapiro Completed	drlawrenceshapiro@gmail.com	09/09/2021	Send Problem Checklist				

You will then see a list of the techniques suggested by our software. Put a check mark by each technique you wish to include in the workbook and click Add to Book.

Social & Emotional Learning Wolk Historic Reservoirs						Lo	ogout 🗭
Home Client Information	Books Problem Checklist						
		CREA	TE BOOK				
Book Name* Workbook for Freud		Save					
 When you are done, click "Downle" You can create a new book for a given book for a	roup by clicking "Create New Book".	ient. New Book" and then elick the blue notebook to	see a list of all the books you have creat	ied.			
1 Techniques In Book Add Suggested Techniques Add Techniques From Database	REVIEW TECHNIQUES	have selected for your Workbook. You can print the Table of Tr	echniques to use as a way to keep track of assignm	ients.			×
Upload techniques	Total pages in book: 30				PRINT TECHNIQUE TABLE		
2 Upload Introduction	TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT	
3 Create Front Cover 4 Create Back Cover	Acts of Kindness Lead to Happiness	This worksheet helps people plan and then record weekly acts of kindness.	To plan a weekly act of kindness.			2	^
DOWNLOAD BOOK CREATE NEW BOOK	Atternative Actions Can Help You Cope with Problematic Eating Habits	This worksheet is designed to help people delay their urges to engage in unhealthy habits around eating by substituting alternative healthy behaviors.	Identifying alternative actions to reduce problematic habits around eating.		Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eros arcu, dapibus quis libero at, aliquam ornare erat. Morbi at mauris uliamcoper dui suscipit venenatis. Nunc at tortor euismod, aliquat risus at, aliquam leo. Pellentesque est lectus Vien More	3	
	Are You a Distracted Eater?	This worksheet is designed to help people who	To become less distracted when you are	BIB		5	

You can add additional techniques selecting Add Techniques from database and by putting a keyword in the search box. This will display additional techniques to add to your workbook.

Social & Emotional Learning		You are logged in as Abraham Lincoln. Your subscription is active.	Logout ()
Home Client Information	Books Problem Checklist		
		CREATE BOOK	
Book Name" Workbook for Freud			
 When you are done, click "Down You can create a new book for a g If you want to edit any book you 	group by clicking "Create New Book".	and then click the blue notebook to see a list of all the books you have created.	
1 Techniques In Book	LIST OF OTHER TECHNIQUES	Depression	
	DD TO BOOK / UPDATE BOOK Total pages in book: 3	0	
2 Upload Introduction			
3 Create Front Cover			
4 Create Back Cover			
DOWNLOAD BOOK			
 Go through steps 1-4 to on the left When you are done, click "Down You can create a new book for a g If you want to edit any book you Click here to see tutorials. 1 Techniques In Book Add Suggested Techniques Add Techniques From Database Upload techniques 2 Upload Introduction 3 Create Front Cover 4 Create Back Cover DOWNLOAD BOOK	load Book". group by clicking "Create New Book". have previously created, click "Create New Book" LIST OF OTHER TECHNIQUES	Depression	Q SUBMIT

You can also upload additional worksheets from your computer.

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Home Client Information	Books	Problem Checklist		
			CREATE BOOK	
Book Name* Workbook for Freud		Sav	8	
Instructions: 1. Go through steps 1-4 to on the lef 2. When you are done, click "Downl 3. You can create a new book for a g 4. If you want to edit any book you l Click here to see tutorials.	load Book". roup by clicking "C	reate New Book".	and then elick the blue notebook to see a list of all the books you have created.	
1 Techniques In Book	LIST OF OTHER T	ECHNIQUES	Depression	Q SUBMIT
Add Suggested Techniques Add Techniques From Database	ADD TO BOOK / UP	DATE BOOK Total pages in book: 30		
Upload techniques 2 Upload Introduction 3 Create Front Cover 4 Create Back Cover DOWNLOAD BOOK CREATE NEW BOOK				

Once you have added all of your techniques to the Workbook, you can add an introduction. <u>Upload</u> the introduction in a PDF format.

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Home Client Information	Books Problem Checklist		
		CREATE BOOK	
Book Name* Workbook for Freud		Save	
 When you are done, click "Downle" You can create a new book for a given book for a	roup by clicking "Create New Book".	:. v Book" and then eliek the blue notebook to see a list of all the books you have created.	
1 Techniques In Book Add Suggested Techniques Add Techniques From Database Upload techniques	ADD INTRODUCTION Instructions: a. Click Select or Change File (PDF only). b. Click Add Introductory Page to Book to insert	or replace the intro content in the current book.	×
2 Upload Introduction 3 Create Front Cover 4 Create Back Cover DOWNLOAD BOOK	Current file: None selected SELECT OR CHANGE FILE		
CREATE NEW BOOK			

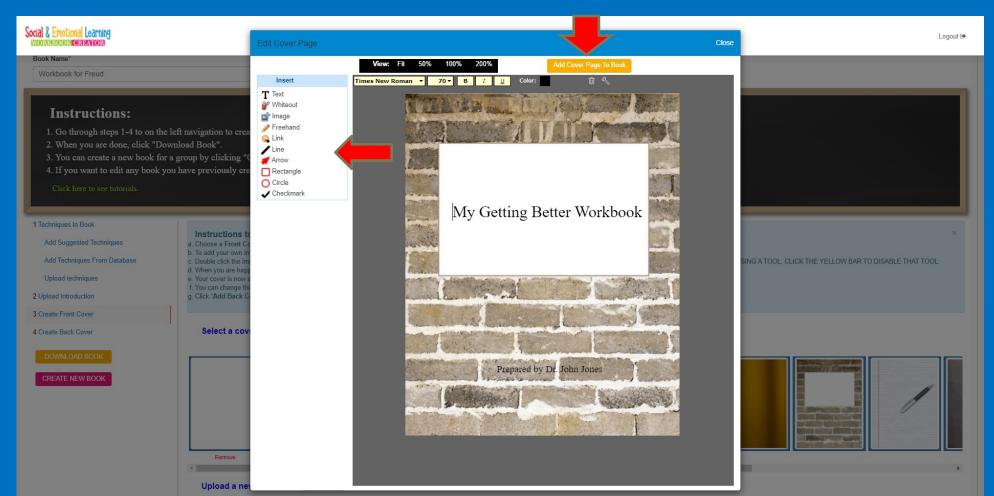
Then you will add a Front and Back Cover.

Social & Emotional Learning WORKHODINGREAVED			
Home Client Information	Books Problem Checklist		
		CREATE BOOK	
Book Name* Workbook for Freud	Save		
 When you are done, click "Downle" You can create a new book for a group of the second se		he blue notebook to see a list of all the books you have created.	
1 Techniques In Book Add Suggested Techniques Add Techniques From Database Upload techniques 2 Upload Introduction 3 Create Front Cover 4 Create Back Cover DOWNLOAD BOOK CREATE NEW BOOK	ADD INTRODUCTION Instructions: a. Click Select or Change File (PDF only). b. Click Add Introductory Page to Book to insert or replace the intro content in the Current file: None selected SELECT OR CHANCE FILE	re current book.	×

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.

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Book Name*		
 When you are done, click "Dow You can create a new book for a 	eft navigation to create a book for this elient. nload Book". group by clicking "Create New Book". 1 have previously created, click "Create New Book" and then click the blue notebook to see a list of all the books you have created.	
1 Techniques In Book		4
Add Suggested Techniques	Instructions to Add a Front Cover a. Choose a Front Cover from the images below or add your own.	×
Add Techniques From Database	b. To add your own image, upload an image in a jpg format. The recommended size is 400 x 500 pixels. c. Double click the image you want to use for the Front Cover and an editor will open. Using the tools on the left, you can add copy or additional images to your cover. WHEN YOU ARE DONE USING A TOOL, CLICK THE YELLOW BAR TO DISABLE THAT TOOL.	
Upload techniques	d. When you are happy with the cover you have created, click "Add to Book" and close the editor. e. Your cover is now added to your book, and it is also saved in your cover collection. f. You can change the Front Cover to your book by repeating this process.	
2 Upload Introduction	g. Click "Add Back Cover" from the left navigation to add a back cover to the workbook.	
3 Create Front Cover		
4 Create Back Cover	Select a cover image :	
DOWNLOAD BOOK	For Core	•

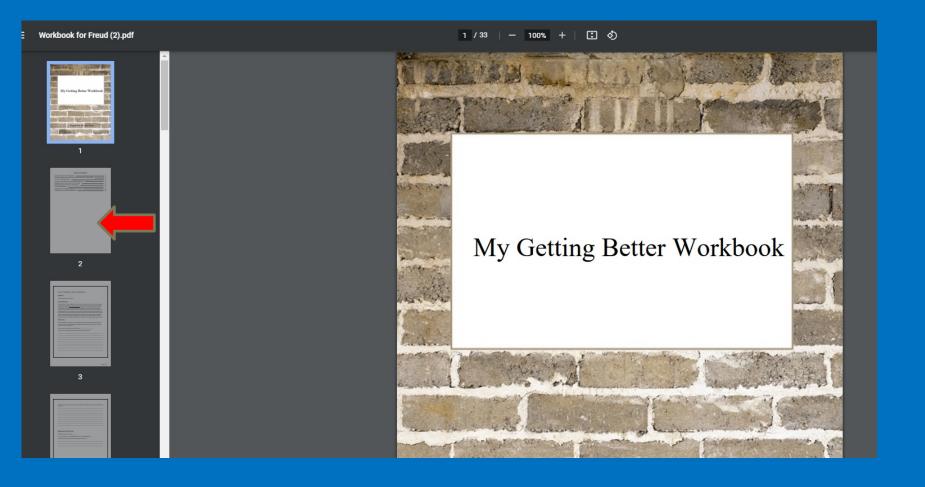
You can edit the cover with text, additional images shapes and so on. When done, click Add Cover to the Book.



After you have added covers, you can then download your book. If you want to edit the book at a later date, click **Create New Book**.

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Book Name*			
Workbook for Freud		Save	
 When you are done, click "Downle" You can create a new book for a group of the second se	roup by clicking "Create New Book".	'Book" and then elick the blue notebook to see a list of all the books you have created.	
1 Techniques In Book Add Suggested Techniques Add Techniques From Database Upload techniques 2 Upload Introduction		f format. The recommended size is 400 x 500 pixels. ont Cover and an editor will open. Using the tools on the left, you can add copy or additional images to your cover. WHEN YOU ARE DONE USING A TOOL, CLICK THE YELLOW BAR TO DISABLE THAT T ated, click "Add to Book" and close the editor. so saved in your cover collection. repeating this process.	× DOL.
3 Create Front Cover 4 Create Back Cover DOWNLOAD BOOK CREATE NEW BOOK	Select a cover image : Ford Cover	Image: Second	

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

Social & Emotional Learning	Ye	ou are logged in as Abraham Lincoln. Your subscript	tion is active.		Logout 📴
Home Client Information Books					
 Instructions: 1. You can create a new book for a group by clicking the yellow ADD BOOK button. 2. This will take you to a page where you can name the book and select the appropriate age group for the book. 3. You will also see a list of previous books you have created, including books for individual clients and books for groups (called Generic Books). 4. Click on the Edit button to make changes to any book. 					
Book Information	ADD BOOK				
BOOK NAME	EMAIL	DATE ADDED	CLIENT NAME	ACTIONS	
book for middle school		09/10/2021		Еріт 🖀	
Generic Book		09/10/2021		ЕДТ	
Generic Book		09/09/2021		EDIT	
Generic Book		09/09/2021		ЕДТ	
Generic Book		09/13/2021		EDIT	
High School Workbook		09/13/2021		ЕДТ	
Marta's Workbook		09/13/2021		Ертт I 🔮	
Middle School Workbook		09/13/2021		ЕОП	
My Test Workbook		09/09/2021		EDIT	
Workbook for Freud		09/10/2021	Freud	EDIT	
Workbook for Lawrence Shapiro		09/09/2021	Lawrence Shapiro	ЕОП 😫	

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



You can add a generic workbook by clicking Add Book.

Social & Emotional Learning	Y	ou are logged in as Abraham Lincoln. Your subscript	ion is active.		Logout 🖙
Home Client Information Books					
Instructions: 1. You can create a new book for a group by clicking the yellow ADD BOOK button. 2. This will take you to a page where you can name the book and select the appropriate age group for the book. 3. You will also see a list of previous books you have created, including books for individual clients and books for groups (called Generic Books). 4. Click on the Edit button to make changes to any book. Click here to see tutorials.					
BOOK NAME	EMAIL	DATE ADDED	CLIENT NAME	ACTIONS	
book for middle school		09/10/2021	CEIENT NAME		
Generic Book		09/10/2021		EDIT	
Generic Book		09/09/2021		Ергт 🔮	
Generic Book		09/09/2021		EDIT 🔒	
Generic Book		09/13/2021		EDIT	
High School Workbook		09/13/2021		EDIT	
Marta's Workbook		09/13/2021		ЕЛЦ	
Middle School Workbook		09/13/2021		EDIT 📔 🖀	
My Test Workbook		09/09/2021		EDIT 📔 🖀	
Workbook for Freud		09/10/2021	Freud	EDIT	
Workbook for Lawrence Shapiro		09/09/2021	Lawrence Shapiro		

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

Social & Emotional Learning		You are logged in as A	braham Lincoln. Your subscription is active.			Logout 🕪
 When you are done, click "Downlog" You can create a new book for a group of the second s	navigation to create a book for this client. pad Book". roup by clicking "Create New Book".	Select Age Group Category: select Adult High School Elementary School ook" and then click the blue notebook	ATE BOOK			
1 Techniques In Book Add Techniques From Database Upload techniques	REVIEW TECHNIQUES	lected for your Workbook. You can print the Table c	f Techniques to use as a way to keep track of assignments.			×
2 Upload Introduction	Total pages in book: 0				PRINT TECHNIQUE TABLE	
3 Create Front Cover	TECHNIQUE NAME	DESCRIPTION	OBJECTIVE	VIEW	MORE INFO	PAGE COUNT
4 Create Back Cover DOWNLOAD BOOK CREATE NEW BOOK						

You can create a generic book the same way as you would for an individual, BUT the software does not suggest worksheets, so you will start with Add Techniques from the Database.

Instructions:	Adult	
1. Go through steps 1-4 to on the left navigation to cre	High School	
 2. When you are done, click "Download Book". 	Middle School	
3. You can create a new book for a group by clicking	"Create New Book". Elementary School	
4. If you want to edit any book you have previously c	reated, click "Create New Book" and then click the l	plue notebook to see a list of all the books you have create
Click here to see tutorials.		
1 Techniques In Book	CHNIQUES	
Add Techniques From Database	account of the techniques you have selected for your Workheak. You o	an print the Table of Techniques to use as a way to keep track of assignmen
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