

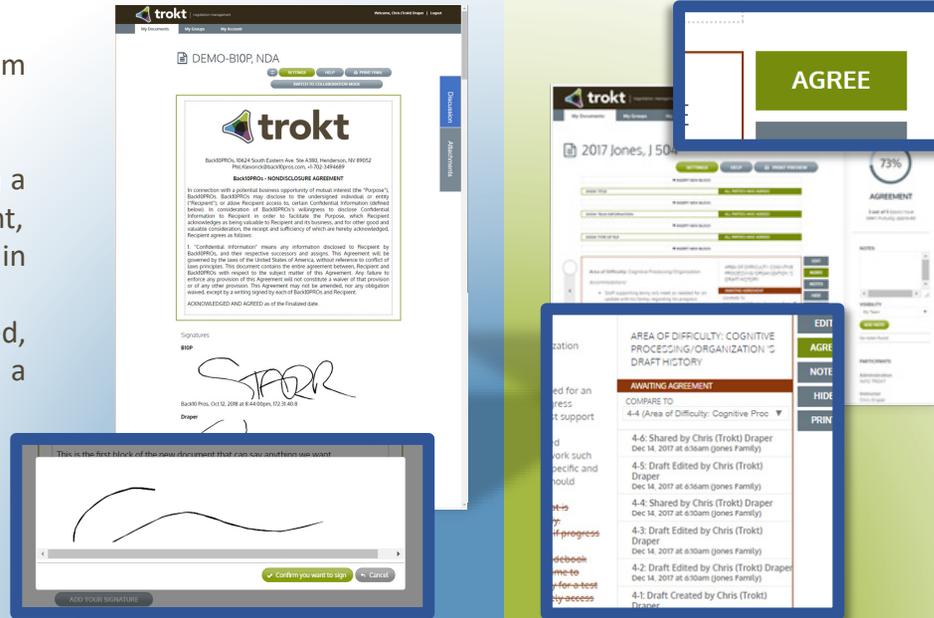
How to use Trokt

Trokt can be securely accessed from any computer or smart device. Its flexible interface allows teams to create a wide number of documentation structures that help your team collaborate more effectively.

Agreements

Trokt takes any agreement from template to signature:

1. Create a new document from a template or existing document,
2. Edit the document securely in Trokt, and
3. Once all parties have finalized, electronically sign from a tablet, phone, or computer.



Action Plans

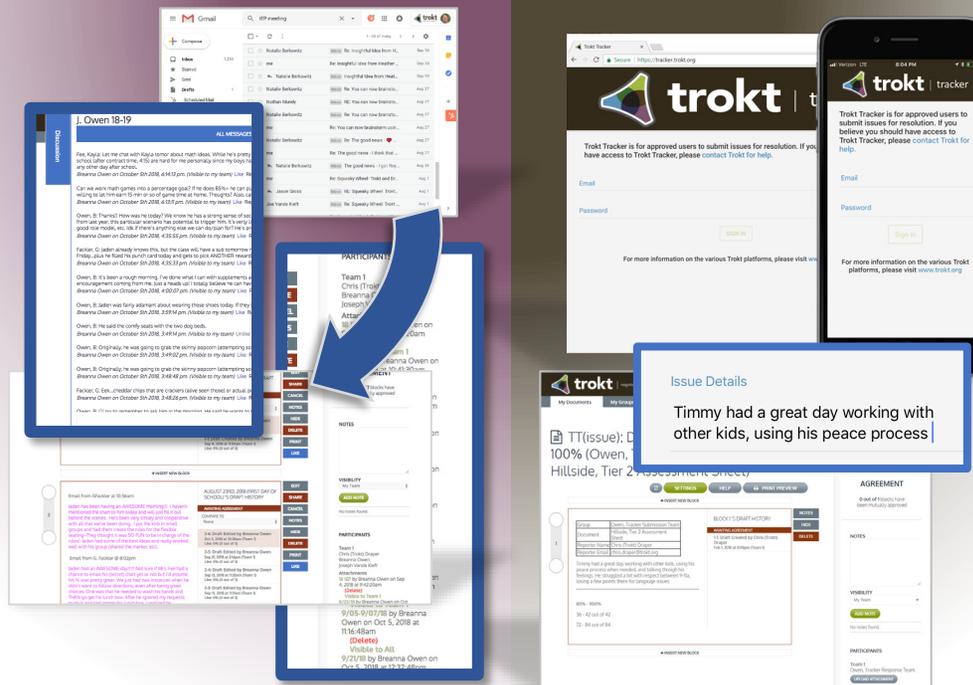
Trokt turns big collaborations into action plans:

1. Create a separate block for each initiative,
2. Keep all revisions for that block in that block in one place, and
3. Record and lock out agreed blocks, so no one has to worry about accidental edits following agreement.

Journaling

Trokt replaces endless email strings with secure messaging:

1. Start a new block for each day or reporting period,
2. Any member of the team can contribute or clarify any element in the block or add to any Discussion, and
3. The agreed block holds all of the valuable, contextual data in one secure location.



Incident Reporting

Trokt makes tracking simple:

1. Select and read any block of any linked document,
2. Submit a written description of an issue related to the selected block that notifies and includes all relevant team members, and
3. Clarify or resolve the issue in a new, secure Trokt document.



Why use Trokt

Trokt is a cost-effective, cloud-based tool that allows any user to invite any other team or team member into a collaborative document at no cost. Trokt offer the following benefits while preventing the following risks.

Team Clarity

Trokt keeps the focus on **student achievement** by:

- keeping all important information, context, and agreements in one accessible platform.
- securely managing updates electronically, without storing sensitive information on personal devices.
- eliminating illegible, hand-written notes, partially accurate tracked changes, and scattered documents.

Meeting Productivity

Trokt improves meeting efficiency by:

- enabling remote meeting that comply with Section 300.324 of IDEA.
- securely collaborating on Consultation notes between meetings.
- securely tracking daily activities or incidents.

Due Process Consistency

Trokt protects from costly legal actions by:

- providing all individuals with the same information, discussions, and supporting documentation in real time.
- eliminating the lag between an event and consistent resolution.
- eliminating the time intensive and error prone “hunting and gathering” process during discovery.

Civil Rights and FERPA Security

Trokt ensures Civil Rights and FERPA protection by:

- preventing accidental releases of personally identifiable or mental health information.
- preventing dissemination of case information through personal devices or student backpacks.
- preventing unilateral changes to notes or documentation.

HR Conformity

Trokt enables HR compliance by:

- decreasing communication workload.
- streamlining collaborative data management.
- Preventing the need for teachers to work unpaid outside of their contracted hours.

Workers Comp Visibility

Trokt manages operational risks by:

- Documenting incidents before they become issues.
- Reducing the mismanagement of special needs students that leads to workers compensation claims.
- Gathering the insight needed to reduce insurance premiums and avoid workers compensation claims.

