

# TACKLE TALK

## HOW TO USE THE TACKLE TOOLBOX

We break down the process of how to use the three main tools of the TACKLE toolbox.


### 01 Start by creating a user for the Tackle tools

- Log on to [app.thetackleproject.eu/](http://app.thetackleproject.eu/)
- You will get an email to validate your account - make sure to check your Spam folder.


### 02 Complete the Checklist

- Under "name of school" you can identify the checklist by academic year, upper or lower year, by staff, etc.
- Each page of the Checklist autosaves when you click "next" so you can come back later to finish or after consulting with a colleague.

### 03 Review the Results

- From the Results tab you can:
  - Access draft checklists and complete them.
  - Review Checklist results under the  icon.
- The Checklist gives you a score for each area out of 10 and is spotlight color coded.

### 04 Create an Action Plan

- Create or edit an Action Plan by clicking on the  icon.
- Under each of the areas and items, consult the notes and Resources.
- For actions that you want to add - select a completion date and check the "Add to action plan" box.
- Click on **+ Add action** to add your own.

### 05 Jump start your Action Plan with the Tackle Training Module

- The Tackle Training Module offers training on the six areas of the Checklist and gives you content to support actions and put into practice the resources of the Action Plan and Resource.
- Create a user and do the online self-paced course.
- The [course](#) with videos, content and infographics is open and you can do one part or all of the blocks.

## WHAT'S NEW?

- The Tackle Training Module - the 3 tool in the Tackle toolbox
- Tackle partners have created an overview of the toolbox and a tutorial of the Action Plan & Resource based on pilot feedback

## The toolbox is always available!

The TACKLE tools are always available for Secondary schools - directors, guidance practitioners and teachers. The first step is the **Checklist and Action Plan & Resource**

Start with the Tackle tools here!

Have you already done the Checklist and Action Plan?

Checkout the [TACKLE Training Module](#)



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