



Accessing CLEVR

Logging In Automatically via Teams

1. Open **Microsoft Teams**.
 2. Click on **ConnectED** (top-left corner).
 3. Under **Quick Links** (on the right side of the screen), click CLEVR.
 - You will be logged in automatically.
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How to Complete Incident Forms in CLEVR

1. Once logged in, locate the **ADD** button (on the right side of the screen, next to "My Forms"). Click **ADD**.
 2. **Select Options from Dropdown Menus:**
 - Choose the appropriate **Location**.
 - Choose the correct **Form** based on the incident type.
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Types of Forms

1. Student Incident Form

- Use this form if the incident involves a student.
- While filling out the form:
 - Navigate to the **Incident Details** tab.
 - Answer the question: **Was a staff member injured?**
 - If **Yes**, a section will appear to start an **Employee Incident Form** for the affected staff member.
 - Relevant details will auto-fill into the new Employee Incident Form.

2. Employee Incident Form (Equivalent to WorkSafeBC Form 6A)

- Use this form if the incident does not involve a student.
- This is the only form required when the incident solely affects staff.

