



MyEducationBC

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# Journals

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September 2014 v1.0

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## Version History

Version	Date	Description
1.0	2014-09-12	Initial document

## Confidentiality

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## 1.0 Introduction to Journals for Students in MyEducation BC

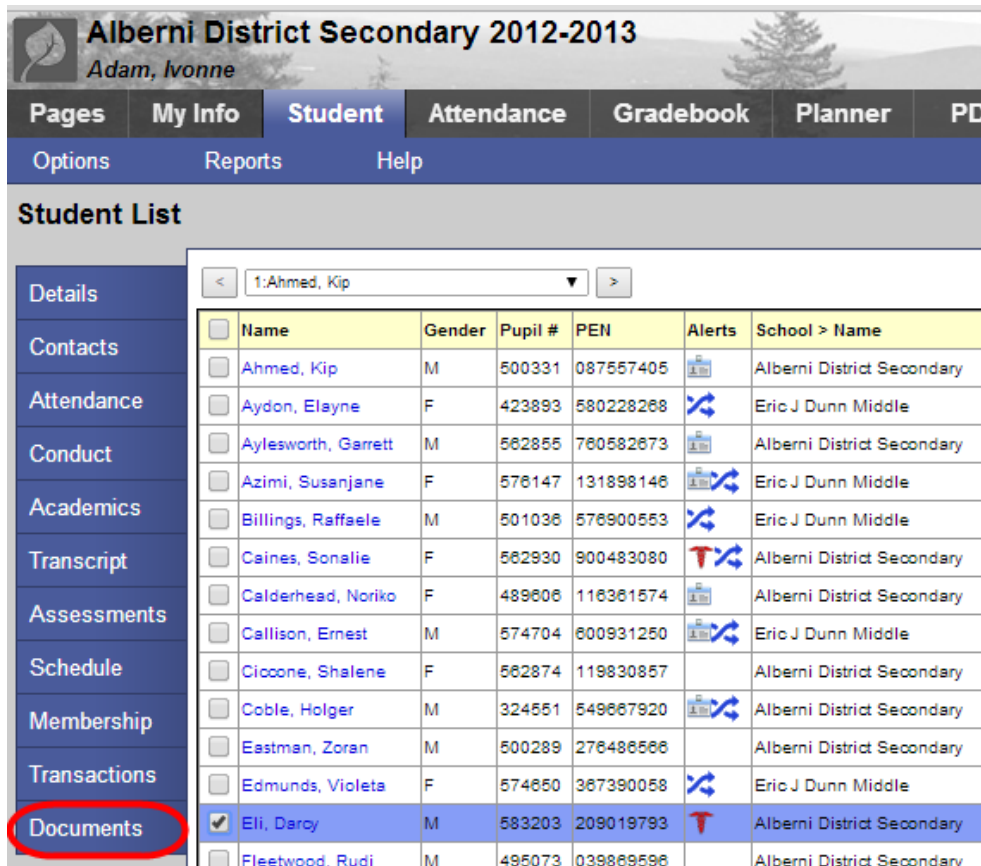
Journals allow staff to keep notes, related to a wide variety of needs, for students. They can be shared amongst staff and have the ability to be marked for deletion or for a future follow up. Journal entries are not accessible in the student or family portals.

## 2.0 Creating a Student Journal Entry

Currently the baseline security roles allow for School Administrators, Clerical-School Admin Assistants, and Counsellors the ability to create journal entries and edit their own entries; while classroom teachers, as well as student support teachers, have read access to those entries identified as public. Entries not checked as public can only be viewed by the individual who created the entry.

### 2.1 Accessing the Journal

To create a journal entry, check the box to select the student from the **Student** top tab and then click on the **Documents** side tab.



Alberni District Secondary 2012-2013  
Adam, Ivonne

Pages My Info **Student** Attendance Gradebook Planner PD

Options Reports Help

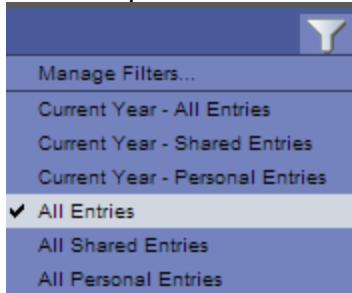
**Student List**

Details < 1:Ahmed, Kip >

<input type="checkbox"/>	Name	Gender	Pupil #	PEN	Alerts	School > Name
<input type="checkbox"/>	Ahmed, Kip	M	500331	087557405		Alberni District Secondary
<input type="checkbox"/>	Aydon, Elayne	F	423893	580228268		Eric J Dunn Middle
<input type="checkbox"/>	Aylesworth, Garrett	M	562855	780582673		Alberni District Secondary
<input type="checkbox"/>	Azimi, Susanjane	F	576147	131898148		Eric J Dunn Middle
<input type="checkbox"/>	Billings, Raffaele	M	501036	576900553		Eric J Dunn Middle
<input type="checkbox"/>	Caines, Sonalie	F	562930	900483080		Alberni District Secondary
<input type="checkbox"/>	Calderhead, Noriko	F	489606	116361574		Alberni District Secondary
<input type="checkbox"/>	Callison, Ernest	M	574704	600931250		Eric J Dunn Middle
<input type="checkbox"/>	Cioccone, Shalene	F	562874	119830857		Alberni District Secondary
<input type="checkbox"/>	Coble, Holger	M	324551	549667920		Alberni District Secondary
<input type="checkbox"/>	Eastman, Zoran	M	500289	276486566		Alberni District Secondary
<input type="checkbox"/>	Edmunds, Violeta	F	574650	367390058		Eric J Dunn Middle
<input checked="" type="checkbox"/>	Eli, Darcy	M	583203	209019793		Alberni District Secondary
<input type="checkbox"/>	Fleetwood, Rudi	M	495073	039869596		Alberni District Secondary

Click on the **Journal** sub-side tab. At this point you can review / revise / delete presented entries, filter for entries, or add an entry.

Filter the presented entries by selecting the filter tool.



From the list of journal entries screen, previous entries can be opened by clicking on the **Date** link. Clicking on the **Comment** link will open a popup of the comment only.

To create a new entry use **Options > Add**.

Alberni District Secondary 2012-2013

Pages School Student Staff Attendance Conduct Grades Assessment Schedule Tools Admin

Options Reports Help

09 - Eli, Darcy

0 of 3 selected

Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment	Name	Public?	File
7/22/2014	4:09 PM	Meeting	10	Other		None	This is the comment entered by Ronda Burton, admin...	Burton, Ronda	Y	
7/22/2014	1:42 PM	Call	20	Academic counselling		Needed	This is a test of a journal entry for Darcy Eli.	Adam, Ivonne	Y	
4/12/2010		TE	0				Sample Notes Narrative text		Y	

Journal Details Documents IEPs Ed. Plans Forms Snapshots

## 2.2 Completing the Journal Entry

Within the journal entry form, the user is provided with fields offering pick lists as well as those for free text entry.

Save
Cancel

<b>Topic</b>	Parent Meeting	<b>Type</b>	Meeting
<b>Date *</b>	6/5/2013	<b>Reason code</b>	Other
<b>Time *</b>	3:05 PM	<b>Delete on Transfer</b>	<input checked="" type="checkbox"/>
<b>Duration in minutes</b>	20	<b>Reported By</b>	Counselor
<b>Author Type</b>	Principal	<b>Reporter's name</b>	David L.
<b>Author's Name</b>	Rhonda Burton	<b>Is public?</b>	<input checked="" type="checkbox"/>

**Comment**

Enter details you wish to capture from the meeting in this example.

<b>Follow-up code</b>	Needed
<b>Follow Up Date</b>	6/15/2013
<b>Completed Date</b>	

Save
Cancel

## 2.3 Managing Student Journals

The fields provided in the student journal template allow for filtering and querying. This assists with the management of student records.

### 2.3.1 Fields of particular note within the journal template

- Delete on Transfer:**

Some journal entries may be intended to be kept with the student, whereas others may only be meant to be kept for the time a student remains at the current school. Checking this box provides an indicator to school staff to delete these journal entries before withdrawing a student. Selecting the filter **delete journal entries on transfer** will present a list of students who have records set as such. From the list of journal entries screen shown for an individual student, the **Delete on Transfer** field indicates which entries are intended to be removed. Be sure to check that the filter is set to show all entries.

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0 of 3 selected

All Entries

Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment	Name	Public?	FieldA001	Follow Up	Completed	Security Level	Call to Office	Delete on Transfer	Program
22/07/2014	4:09 PM	Meeting	10	Other		None	This is the comment entered by Rhonda Burton, admin...	Burton, Rhonda	Y			22/07/2014		N	Y	
22/07/2014	1:42 PM	Call	20	Academic counselling		Needed	This is a test of a journal entry for Darcy Eli.	Adam, Ivonne	Y		28/07/2014			N	Y	
12/04/2010		TE	0				Sample Notes Narrative text		Y				1	N	N	STU178

- Best practice would suggest that prior to transfer/withdrawal, journal entries be reviewed for deletions. Where an individual student is changing schools the office might include a review of the student's journals. Those indicated for removal can be checked and deleted using **Options > Delete**.

Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment	Name	Public?	FieldA001	Follow Up	Completed	Security Level	Call to Office	Delete on Transfer
22/07/2014	4:09 PM	Meeting	10	Other		None	This is the comment entered by Ronda Burton, admin.	Burton, Ronda	Y			22/07/2014		N	Y
22/07/2014	1:42 PM	Call	20	Academic counselling		Needed	This is a test of a journal entry for Darcy Eli.	Adam, Ivonne	Y		29/07/2014			N	Y
12/04/2010		TE	0				Sample Notes Narrative text		Y				1	N	N

- Locating journal entries marked for deletion can be accomplished by using a query and saving it as a filter for future use. From a student list either in the school view or the staff view, the query will locate those students with entries marked for deletion. Those individual student records can then be opened for review and removal.

**New Query** Advanced Mode ▾

Tables: Journal Entries

Fields: Comment, Follow Up Date, Completed Date, Security Level, Call to Office, **Delete on Transfer**

Operator: Exactly matches

Value Source: Constant

Value:

Prompt for value:

Search criteria: Journal Entries > Delete on Transfer Equals Y

Search based on: All Students

Buttons: Search, Cancel, New, Save As..., Select...

**Student List** 0 of 4 selected Delete Journal Entries on Transfer

Name	Gender	Pupil #	PEIN	Alerts	School > Name	QuickStatus	Homeroom	HR Teacher	YOG	Grade	GrSubLvl	DOB	EnrStatus	HomePhone	Address	Memo
Adank, Karla	F	583083	780688842		Alberni District Secondary		10-04	Casey, Robbyn	2015	10		10/04/1997	Active	(250) 555-3141	9368 Dagan Street,	
Eli, Darcy	M	583203	209019793		Alberni District Secondary		9-07	Stoaks, A	2018	09		25/04/1998	Active	(250) 555-0765	7276 South Circle,	
Maani, Kam	M	605476	783765306		Alberni District Secondary		12-06	Hashimoto, D	2014	11		18/03/1996	Active	phone1 unlisted	4072 Snow Bear Drive	
Seymour, Javier	M	057918	307181030		Alberni District Secondary		11-04	Aulin, H	2014	11		12/03/1996	Active	phone1 unlisted	6759 Staysail Drive, APT 476	

Please note that at this time there is not an automated procedure for deleting these entries.

- **Is Public:**

Checking this option for a journal entry allows all staff who have access to the student, the ability to view, not edit the record. Not checking this option keeps the note private only to the staff member who created the record. From the journal list for an individual student, the Public field indicates the setting for each entry.

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Date	Time	Type	Duration	Reason	Referral	Follow-up	Comment	Name	Public?	FieldA001	Follow Up	Completed	Security Level	Call to Office	Delete on Transfer
24/07/2014	8:56 AM	Meeting	0				This is another test of journal.	Levine, David	N					N	N
22/07/2014	4:09 PM	Meeting	10	Other		None	This is the comment entered by Ronda Burton, admin.	Burton, Ronda	Y			22/07/2014		N	Y
22/07/2014	1:42 PM	Call	20	Academic counselling		Needed	This is a test of a journal entry for Darcy Eli.	Adam, Ivonne	Y		29/07/2014			N	Y
12/04/2010		TE	0				Sample Notes Narrative text		Y				1	N	N

- **Follow up and Completion Date:**

The follow up code, follow up date and completion date are fields that can be queried and filtered. These fields can be useful when follow up on an issue is intended. For example; by setting a follow up code to **Needed**, with a blank completion date users can query for those records still requiring attention.

**New Query** Advanced Mode ▼

<b>Tables</b>	Journal Entries
<b>Fields</b>	Follow-up code Referral code Is public? Comment Follow Up Date <b>Completed Date</b>
<b>Operator</b>	Is empty
<b>Value Source</b>	Constant
<b>Value</b>	<input type="text"/>
<b>Prompt for value</b>	<input type="checkbox"/>

Sort A-Z

And  
Or

**Search criteria**

Journal Entries > Follow-up code Equals Needed  
 And Journal Entries > Completed Date Is empty

Delete  
(-)

Search based on All Primary Students

Search Cancel New Save As... Select...