



# Journals

## Tracking Emails, Phone Calls, and Meetings for Teachers

- Journal entries are added to individual student records.
- Journal entries are not used for Conduct/Incidents.
- Journal entries do not contain names.

Kyle, Selina

Pages My Info Student Attend

### Student List

Details	Options ▾	Reports ▾
Contacts		
Attendance		
Conduct	<input checked="" type="checkbox"/>	Grayson, Richard

### Creating a Journal Entry

1. Student TopTab > Select a student
2. Click the Documents SideTab
3. Journal SubSideTab will appear
4. Options Menu > Add
5. Enter information as demonstrated below.
6. Author and reporter names are not necessary.

Enter: Topic, Date, Time, Duration (if applicable), Type, Reason Code, Expiration Date (end of June), and check the Is Public? Box, Comment, and Follow-up info if you wish.

Topic	Academics Discussion	Type	Call
Date *	23/11/2018	Reason code	Academic counseling
Time *	1:43 PM	Reporter's name	
Duration in minutes	10	Reporter Type	
Author's name		Expiration Date	30/06/2019
Author Type		Is public?	<input checked="" type="checkbox"/>
Security Level			
Comment	Add summary of conversation, or paste in the content of your email. Do not use names in this box. Instead use "student", "mother", etc. Journal entries are not for Conduct or other Incidents. <div style="background-color: yellow; padding: 5px; text-align: center;">The "Is Public" checkbox allows other school staff to view this record.</div>		
Follow-up code	None	<div style="background-color: #007bff; color: white; padding: 10px 20px; border-radius: 15px; display: inline-block;">Save your work!</div>	
Follow Up Date			
Completed Date			