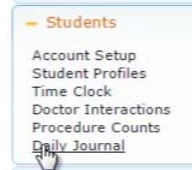


## Checking Daily Journals

To prepare you will need to check the clinical calendar/schedule to correlate appropriate journal dates. Your primary goal will be to check if students have entered journals for each date, and then to check content for appropriateness and needed follow up.

1. From the left-side menu choose Students → Daily Journal.
2. Filter by the rank desired.



3. Select the student whose interaction you'd like to view. From the Action column choose "Edit".  
**(NOTE: This is assuming you'd like to comment on the entry. If you think you might want to simply read the entry, select "View". Be sure to select the correct action here for your goal. If you select "View" here, you can view entries, but can make no permanent changes. You can type an entire response to an entry, but you will be frustrated to find there will be no "Save" button when you are done.)**

Journal History Report

Response	Hospital	Journal Date	Date Created	Action
NE	03-Initech Community Hospital	01/26/2017	01/28/2017	
NE	03-Initech Community Hospital	01/10/2017	01/22/2017	

4. Select the item you wish to review and again select "Edit" from the Action column.
5. Choose the 2nd blue bar titled "Respiratory Care Student Journal Entry" to view the entry.
6. Review the note written by the student. If you do not wish to write a response you can simply cancel or select another item from the menu. If you do want to write a response, you can enter it in the box under "School Response."

Adam Baldwin - Respiratory Care Student Journal Entry

Journal Date:  \* Required Rot

Student Journal Entry:

I started my day with Renee. The floor was almost empty, so she instructed me on different settings for patient ventilation and oxygenation manipulation. Marci checked settings and pt manipulation with me. We talked to Dr McKeon and had one of

School Response:

I hope this practice was useful in your upcoming lab practical exam! Renee D.  
I

6. Review the note written by the student. If you do not wish to write a response you can simply cancel or select another item from the menu. If you do want to write a response, you can enter it in the box under "School Response." If you decide to do this, you may want to type your notes in a word processor to avoid losing your entry to timing out or if the Internet goes down. You will probably also want to type your name at the end of the entry so it's clear you wrote it, as these notes do not have a required signature line.

7. When done, select a "Save" option. You will know you have correctly saved the entry when you see the green bar at the top left with the text, "Success: journal record saved successfully." You will also see that a "Yes" will appear in the "Response" column of the record. This "Yes" lets the student know there has been a comment entered by you that needs review.

Adam Baldwin - Student Journal History Report

Student	Response	Hospital
Adam Baldwin	YES	03-Initech C
Adam Baldwin	NONE	03-Initech C