

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.)

| Daily 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 | Edit |

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." 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.

Adam Baldwin - Respiratory Care Student Journal Entry

Journal Date: 01/26/2017 * Required

Student Journal Entry:

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

School Response:

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

Save & Continue Save & Exit Cancel

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.

| Student | Response | Hospital |
|--------------|----------|--------------|
| Adam Baldwin | YES | 03-Initech C |
| Adam Baldwin | NON | 03-Initech C |