

Entry of Daily Journal

To prepare you will want to make notes during the day to ensure you include everything that's pertinent. Type your notes in a word processor to avoid losing your entry to timing out or if the Internet goes down.

1. From the left-side menu choose Students → Daily Journal.
2. From the Action column choose "Add". (**NOTE:** This is assuming you'd like to add a new entry. If you want to edit a prior entry, select "Edit". But if you choose "Edit" when you really want to create a new entry, you will inadvertently save over a prior original entry, erasing it permanently. So be sure to select the correct action here for your goal. Also: if you select "View" here, you can view prior entries, but can make no permanent changes. You can type an entire entry, but you will be frustrated to find there will be no "Save" button when you are done.)
3. If you have prior journal entries, you'd now select "Add" from the Action column to add a new one. If it's your first one, simply choose the 2nd blue bar titled "Student Respiratory Care Student Journal Entry" to enter one.



4. Fill in the required fields, noting carefully the following:

- a. For your "Journal Date" click in the box and use the pop-up calendar for the date. If you try to type in the date, the system may not be able to correctly process the date, so you will appear to not have made an entry for the day (which will likely result in a penalty for failure to enter a journal).
 - b. Make certain you have selected the correct term and rotation from the "Rotation Site" dropdown.
5. When done, select a "Save" option. Check to be sure your entry has been correctly saved under the "Student Journal History Report" bar.
 6. If your instructors have written responses to your prior entries, you'll see a "Yes" in the "Response" column. You'll want to select the item and then select "View" from the Action column to read the feedback your instructor has left.