

Enlighten Me

- The Interactive To-Do List enables you to keep up to date with managing your Diary Entries – all Diary Entries that have not yet been ticked as Done are available in one place
- This feature is also useful when you want to close Diary Entries for Pupils who have Left
- You can request that the Interactive To-Do List is the first thing that you see when SEN Diary is opened – thus you are reminded to review what needs to be done and tick those that have been done
- This option is not available to Read-only and Memo Users

Using the Interactive To-Do List

1. There are two ways of opening the Interactive To-Do List

a. Press the **To Do** button on the main Diary Form

The first screenshot shows the main diary form with the 'To Do' button highlighted. The second screenshot shows the 'Interactive To-Do List' window, which contains a table of diary entries. The table has columns for Pupil, To Do, When, Days, Done, Stage, Who, What was/will be discussed-zoom shift F2, Score, Star, and Conf. A 'Double-Click' callout points to the 'To Do' column, and a 'Tick all as Done' callout points to the 'Done' column. A 'Show when SEN Diary is next opened' callout points to a checkbox in the 'Done' column.

Pupil	To Do	When	Days	Done	Stage	Who	What was/will be discussed-zoom shift F2	Score	Star	Conf
Dremly, Sam	IEP	17-Sep-03	Wednesday	Now		Senco AG	Targets covering things discussed with Dad.			
Dumpled, Daniel	Progress Meeting	02-Oct-03	Thursday	Now		Senco AG	Still being really silly. Shouting out. LT to talk to mum and put in contact book when you've had to sit him out.			
Finkle, Natasha	Progress Meeting	02-Oct-03	Thursday	Now		Senco OM	Giving differentiated work in literacy (year 3 work).			
Kilne, Sam	School Support Team Meeting	13-Nov-03	Thursday	Now		Senco, OM, HR	Consultation with Annie Smith arranged for 15.1.04			
Wendle, Alice	School Support Team Meeting	13-Nov-03	Thursday	Now		Senco, OM, HR	Update: behaviour more compliant, speaking in longer sentences and more willing to work. 2 sessions a week with Senco for individual literacy			
Wardon, Daniel	School Support Team Meeting	13-Nov-03	Thursday	Now		Senco, OM, I W	Consultation with I W arranged for 15.1.04			
Linted, Benjamin	IEP	08-Dec-03	Monday	Now						
Lislop, Ashley	IEP	08-Dec-03	Monday	Now						
Linted, Benjamin	School Support Team Meeting	11-Dec-03	Thursday	Now		Senco SH, HK	Intervention agreed. Jane will come in 27.11.03 to work with Benjamin and Assess needs.			
Hiddles, Ioby	IEP	12-Dec-03	Friday	Now						
Hedof, Natasha	IEP	12-Dec-03	Friday	Now						
Imnot, Lauren	IEP	12-Dec-03	Friday	Now						
Kiddle, Stephen	IEP	12-Dec-03	Friday	Now						
Kitme, Sam	IEP	12-Dec-03	Friday	Now						

b. The Interactive To-Do List can be requested to show when SEN Diary Opens (see Set up below)

2. All the columns from **When** to **Conf** are exactly the same as described in Crib Sheet 6

Note: Alt . to toggle the tick in the Done Box


You can Double-Click the To-Do column when the Action is for an IEP [Crib Sheet 7]

3. The number of days are shown until the Diary Entry has been set to happen

Note: Now means that the When date that the Diary Action was scheduled to happen has gone by

4. You can **Double-Click** on the Pupil's name to see their complete diary in the main Diary Form – Press the **To Do** button on the main Diary Form to return to the Interactive To-Do List

5. You can Filter the Diary Entries in the Interactive To-Do List so that you can concentrate on just some of them – in particular, you can easily close or delete [Crib Sheet 2 Item 7] all Diary Entries that relate to Pupils who have left by after using the **Leavers** filter

6. You can press  This will tick all the (Filtered) To-Do Diary Entries except those that, when ticked as Done, request a date for the next one – in the Demo Data Set this is true for IEPs and Statement Reviews

Note: After confirming that you want to tick all the (Filtered) Diary Entries they will disappear back to the individual diaries

7. Return to the Diary Form by closing the Interactive To-Do List (but see also Item 4 above)

Set up

• Tick to request that the Interactive To-Do List will be displayed when SEN Diary is next opened (see Item 1b above)

Note: Read-Only and Memo Users are not permitted to see the Interactive To-Do List; also, for Network Users, everyone will be governed by the setting of this option