



Just by keeping a diary...

Tutorial
1

Enlighten Me

- By just keeping a diary you can become the most-organised Senco you know
- Thus, you will have more time to devote to the Pupils in your care
- But first, let's show you around

On first opening SEN Diary

The screenshot shows the SEN Diary v2.8 (080612) - [Diary Form - SEN Diary] window. The interface includes a menu bar (File, Edit, View, Insert, Format, Records, Tools, Window, Help), a toolbar with buttons like 'New Pupil', 'More', 'Save', and 'To Do', and a status bar. The main area displays a table of pupils with columns: Act, Ex, Surname, First, Gen, Birth Date, NCYr, Class, LSC, Stage, Type, Next IEP, R'view, From, Desc, TA H, A R R, RA, En NF. A 'View - Standard' panel is active, showing a list of pupils with checkboxes and various data points. Below the table is a row of buttons: 'Individual Diary', 'Extra Columns', 'Contacts', 'Quick New Entry', 'View', 'Publish', 'Utilities', and 'Help'. A 'How Do I?' panel is open, displaying a 'Welcome to SEN Diary' message and a table of 'How Do I? - Information About' items. The table lists items like 'SEN Diary Overview', 'Pupil Summary', and 'Individual Diary Panel' with corresponding 'Crib Sheet' and 'Item' counts. A 'Show Welcome Message when SEN Diary opens' checkbox is checked.

1. This is what you will see the first time you open SEN Diary
2. At the top is the **Pupil Summary** which shows, amongst other things the NC Year and Class or Form
3. The bottom half is devoted to eight **Panels**
4. The **Panels** are accessed using this **row of buttons**

The dialog box titled '[1100] Initial Panel - SEN Diary v2.6' contains the following text: "When you first start using SEN Diary the Help Panel is shown when SEN Diary opens. Would you like the Pupil's Individual Diary to be the initial Panel when SEN Diary opens? Unless you really want to see the Help Panel every time you open SEN Diary opt for YES." There are 'Yes' and 'No' buttons at the bottom.

5. Initially, the Help panel is displayed to welcome you to SEN Diary. However, most of the time you will be editing data in the **Individual Diary** panel. Hence, when you see this question, it is recommended that you answer **yes** (or clear the tick at the bottom left of the help panel)

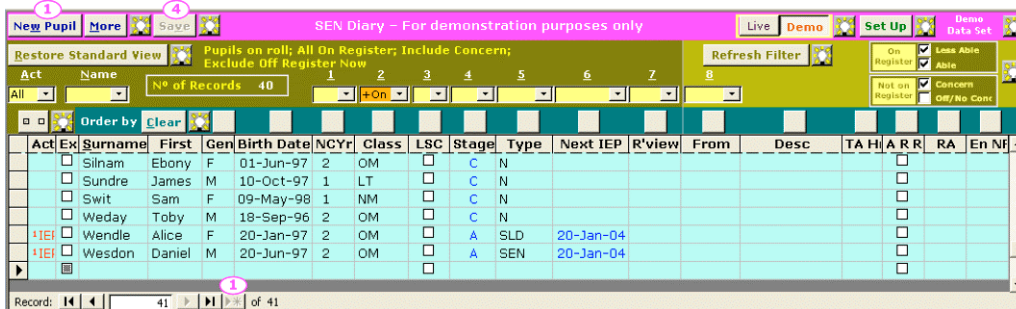
See Crib Sheet **3** to explore the Pupil Summary
 See Crib Sheet **36** to explore the Help Panel

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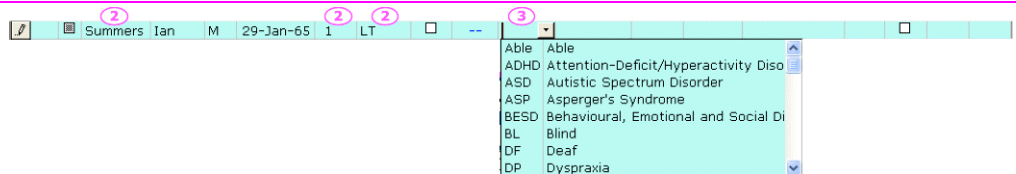
Enlighten Me

- Most of the effort with SEN Diary is in keying Diary Entries. However, as new Pupils are added, a new row must be added to the Pupil Summary. This stores basic details about their current NC Year and Class (or Form) and the reason for being in the list.
- There must also be at least one Diary Entry that declares when they were added to the list and their SEN Stage.

Adding basic details about a new Pupil to the Pupil Summary



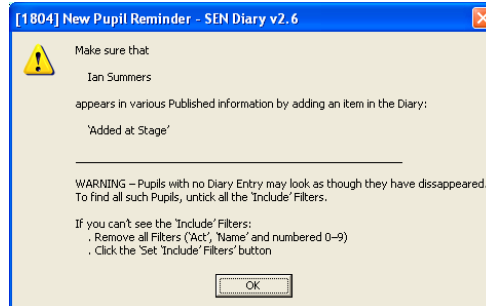
1. Press **New Pupil** or **⌘+N**



2. Enter basic details – the **Surname**, **National Curriculum Year** and **Class** or **Form** are required (you won't be able to move on without them – the other columns can be left blank except SEN Type)

3. Enter the main reason why the Pupil is being added to the list – the **SEN Type**

Note: Record other SEN Types in the *Extra Columns* panel – do this later [Crib Sheet 9 Item 3]

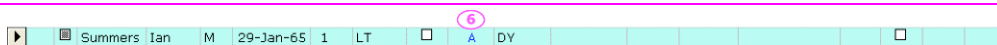


4. Press **Save** and the following message will be displayed – you might find it helpful to read and understand what it says; in future, just press **OK**

Action	Done	When	Stage	Who	What was/will be discussed (Shift F2 to zoom in)	Score	Star	Conf
Added at Stage	☑	25-Apr-08 Friday	A				☐	☐

C	Concern
A	Action
A+	Action Plus
StAs	Statutory Assessment
SP	Statemented Provision
Off	Off Register Now
--	No Concern

5. Enter the date **When** the Pupil was added to the list (make it **1 Aug** of the current school year if you are not sure about Pupils that were added a long time ago) – and finally add their **SEN Stage**
Important Note: Every Pupil must have this Diary Entry – the Who and What columns are optional



6. Click anywhere in the Pupil Summary
Note: The Stage is now shown in the Pupil Summary in blue – this indicates that it can only be changed using a Diary Entry – see Item 3 above if other SEN Types are to be recorded

See Crib Sheet 25 for details on how to Import Pupils from spreadsheets and other systems

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Enlighten Me

- Once you have set up SEN Diary (with not much more than the name of your school and the list of teachers) all you need to do is enter the basic details about each Pupil – these can even be imported from spread sheets or other systems [Crib Sheet 25]
- Record anything and everything you like:
 - Assessments
 - Changes in provision
 - Meetings
 - Results of tests
 - IEPs
 - Visits from external agencies
- To create a new Diary Entry every time you want to record anything about a Pupil:
 - Find the Pupil in the Pupil Summary
 - Add a Diary Entry

Create a new Diary Entry

Act	Ex	Surname	First	Gen	Birth Date	NCYr	Class	LSC	Stage	Type	Next IEP	R'view	From	Desc	TA H	A R R	RA	En Nf
<input type="checkbox"/>		Anjoy	Kit	M	10-Dec-96	1	LT	<input type="checkbox"/>	A	N								77
<input type="checkbox"/>		Annabod	Jonny	M	04-Apr-97	2	KD	<input type="checkbox"/>	C	OTH						<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	Mc	Cunhop	Fred	M	25-Sep-96	2	OM	<input type="checkbox"/>	A	SEN	20-Jan-04							
<input checked="" type="checkbox"/>	IEP	Denago	Daryl	M	04-Dec-97	1	LT	<input type="checkbox"/>	SP	EP	12-Nov-03	June			12.5	<input checked="" type="checkbox"/>		5:07
<input type="checkbox"/>		Denop	Conna	F	31-Dec-97	1	LT	<input type="checkbox"/>	C	N								

1. Find the Pupil in the Pupil Summary [Crib Sheet 4]
2. Click on the grey rectangle at the beginning of the row or anywhere else in the row

Action	Done	When	Stage	Who	What was/will be discussed (Shift F2 to zoom in)	Score	Star	Conf
Reading Age	<input checked="" type="checkbox"/>	14-Nov-01 Wednesday				5:07	<input type="checkbox"/>	<input type="checkbox"/>
Added at Stage	<input checked="" type="checkbox"/>	01-Sep-01 Saturday	SP		Admitted to LSC		<input type="checkbox"/>	<input type="checkbox"/>
OT Referral	<input checked="" type="checkbox"/>	01-Sep-01 Saturday		PD	Spoke to OT. Long waiting list.		<input type="checkbox"/>	<input type="checkbox"/>
mem	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>
*	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>

3. Click the Add-new-row icon below the Diary Entries
4. To add a **memo**, for example:
 - With the focus in the first **Action** column
 - Start typing `mem`

Note: Options are guessed as you key each character – you can press `Tab` when the one you require is visible. Alternatively you can use the drop-down box [Crib Sheet 2 Item 11]
5. To indicate that the memo relates to something that has occurred:
 - Press `Tab` to move the focus onto the **Done** Box
 - Press `Space` to, effectively, tick the box

...or just click with the mouse

Note: The Done Box is important – you can make Diary Entries to record events that have either taken place, or will sometime in the future. Diary Entries with the Done Box unticked will appear in all To-Do lists and Agendas – so this detail should not be overlooked
6. Press `Tab` to move the focus and enter the **Date**
7. If you use `Tab` to move to the next column notice that the **Stage** column is skipped because it is not required for memos
8. If required, you can enter **Who** was involved and **What** was or will be discussed
9. Click on the go-to-top-of-diary icon to see the Diary in its proper chronological order

Note: Diaries are displayed in reverse order – this means that you can always see the latest entry without having to scroll to the bottom

See Crib Sheet 44 to find out about adding your own Diary Actions

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