

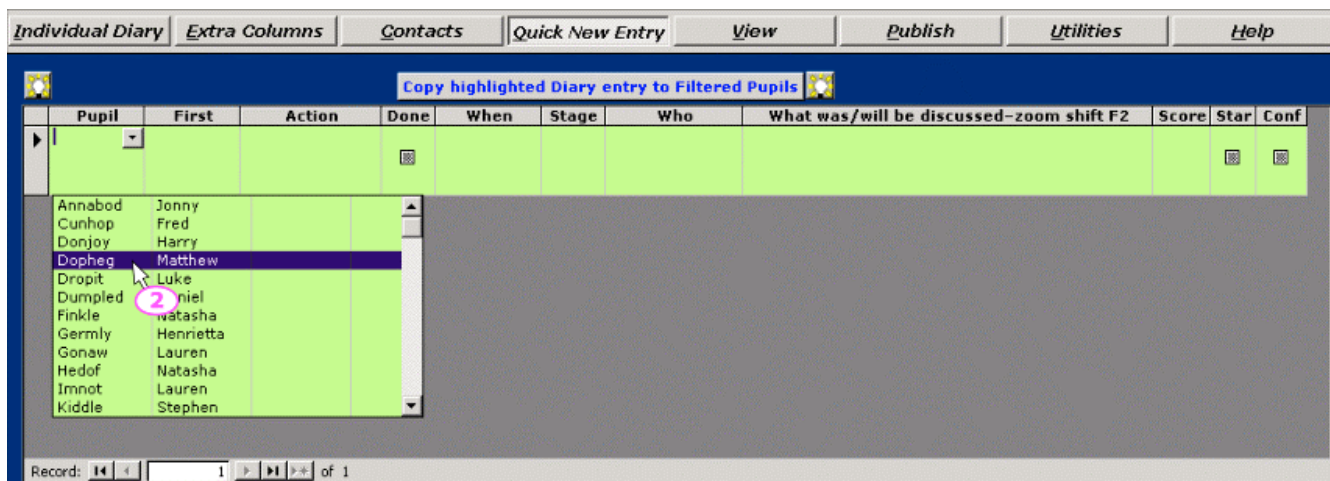
## Enlighten Me

- Minimal training is required to enable colleagues to add Memos into Pupils' Diaries – Just action the Items below with a grey background
- If required, they can be locked into a small sub-set of the Pupils in SEN Diary

## What a Memo User needs to do to add a Memo

- SEN Diary whilst logged onto the school network using a short cut key with the SEN Diary logo or:  
Start>Programs>SEN Diary>SEN Diary

You will be taken directly to the Quick New Entry Panel:



- Select a Pupil from the list which will be limited to those assigned to you (for example, JohnSmith who is only authorised to write Memos for Year 2 in the Demo Data Set)

Pupil	First	Action	Done	When	Stage	Who	What was/will be discussed-zoom shift F2	Score	Star	Conf
⌵	Dopheg	Matthew	Memo	<input type="checkbox"/>	07-Aug-06 Monday	JohnSmith	I'm concerned about Matthew's concentration, particularly after morning break.		<input type="checkbox"/>	<input type="checkbox"/>
*										

Once the pupil is chosen the following columns will be automatically given values

- Action** – Memo
- Done** – Leave **unticked** so that the Memo will come to the attention of the main SEN Diary user
- When** – **Today's** date – but can be changed if you wish
- Who** – The **User Name** as known to the school network
- You must fill in the Memo column**
- If you feel that the Memo merits a special degree of importance you can tick the **Star** column
- If the Memo is Confidential, tick the **Conf** box – the Memo will not be shown on any published document unless it is specifically requested
- Repeat (2) to (9) as required though, generally, all you will need to do is to repeat Items (2) and (7)
- Close** SEN Diary with the Application-Close icon (X) at the very top right of the Window)
- If you can't find the Pupil in the drop-down list you may need to press the **New Pupil** button (top left)
  - Complete columns **Surname**, **First**, **NCYr** and **Class/Tutor** – the other columns are optional
  - Press the **Save** button (top left)
  - You will be asked to press the **Reveal Standard View** button once or twice – do so**Note: You will be warned if there is already a record for the new pupil and are advised to delete the one you have just created – if this happens, press **Yes** to delete it and look for the Pupil (seek help if necessary)**
- If you decide that you don't want to create the Memo before completing the task and it is still visible
  - Click on the grey rectangle at the left end of the Diary Entry (▶ or ✎)
  - Press **Delete** key and **Y** to confirm