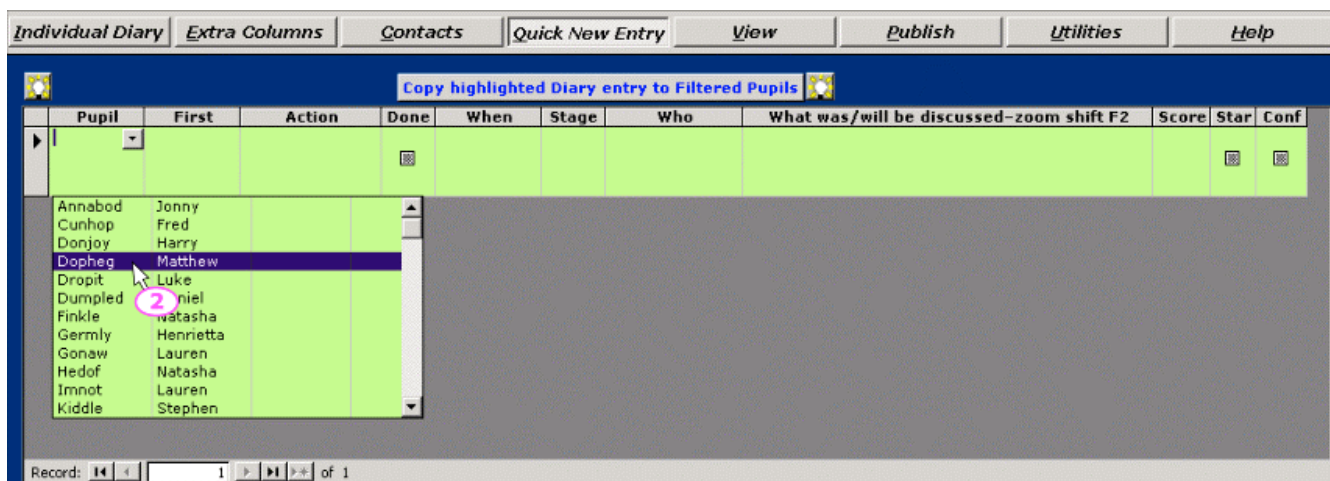


Enlighten Me

- Minimal training is required to enable colleagues to add Memos into Pupils' Diaries
- 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

1. Open 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

2. **Select a Pupil from the list which will be limited to those assigned to you (for example, JohnSmith in 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

3. **Action – Memo**
4. **Done** – Leave **unticked** so that the Memo will come to the attention of the main SEN Diary user
5. **When** – **Today's** date – but can be changed if you wish
6. **Who** – The **User Name** as known to the school network
7. **You must fill in the Memo column**
8. If you feel that the Memo merits as special degree of importance you can tick the **Star** column
9. If the Memo is Confidential, tick the **Conf** box – the Memo will not be shown on any published document unless it is specifically requested
10. Repeat (2) to (9) as required though, generally, all you will need to do is to repeat Items (2) and (7)
11. **Close** SEN Diary with the Application-Close icon (X at the very top right of the Window)

12. 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 to delete it and look for the Pupil (seek help if necessary)

13. 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