

# 2010-2011 New User's Guide

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## Nurse Web-Log

This user's guide is designed for new users of the Nurse web-log. Please use this information to help you during your initial usage of the log. This guide should help you accomplish the following tasks:

1. How to login (username and password)
2. How to find your school site
3. How to access a new log
4. How to complete and save a log
5. How to edit a log
6. How to make summary data reports
7. Other information

### 1. How to login

- To log on to the site, go to the following URL:

<https://psweb.etr.org/researchWeb/index.cfm?fuseaction=login.displayLogin&id=yt54r1k43g>

- It is helpful to create a bookmark of the URL on your computer for easy reference to the site.
- The first time you login you will have the following username and password:

Username: First Name

Password: Last Name

*Welcome to the SFUSD Reporting Website*

**Please Sign In**

Username:

Password:

[Forgot your login?](#)

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- After you have logged into the site, the system will ask you to choose a new login name and password. Your login must be different than your first name, and your password must be different than your last name. You will also be asked to answer a question of your choosing—this question will be used for the system to identify you if you should ever forget your login or password.

## 2. How to find your school site

After logging in you will notice several items on your screen. On the left navigation bar you will notice the following key items:

- “Home” will take you to the main page if you get lost and want to start back at the main page.
- Information regarding your account can be found by clicking the “Your Info” link.
- The “Logout” link can be used to end your session. You can view all the Nurse logs that you have previously created for a school by clicking the “View All Logs” link.

**Welcome to the Student Support Services Data Website**

Home Your info Logout

**Nurse**  
 Help  
 Alamo  
 Jan 2011  
 Dec 2010  
 View All Logs  
 Summary Data

**Aptos**  
 Jan 2011  
 Dec 2010  
 View All Logs  
 Summary Data

**Burton**  
 Jan 2011  
 Dec 2010  
 View All Logs  
 Summary Data

**ISA**  
 Jan 2011  
 Dec 2010  
 View All Logs  
 Summary Data

**Rooftop**  
 Jan 2011  
 Dec 2010  
 View All Logs  
 Summary Data

**Updating User Account Info**  
 You can update your login information (login and password) as well as your security question any time. To do this, click on the "Your Info" link under your name in the upper left-hand corner of the task bar. Then click "edit info." Once you are done be sure to click on "save."

**User Guides**  
 You can access a PDF version of a User Guide. Click "Help" under a specific project. A new pop-up window will appear with a link to the most recent User Guides available.

**Additional Nurse Log Features**

- To view a definition for a log item, move the cursor over that item. The definition will appear as a pop-up.
- Get your Summary Data! This feature allows you to summarize all your data across several months, an entire school year, or just for the month. You can also PDF summary data so that you can file them, or show them to school staff on a regular basis.

**Additional LSP Logs Features**

- To view a definition for a log item, move the cursor over that item. The definition will appear as a pop-up.
- Get your Summary Data! This feature allows you to summarize all your data across several months, an entire school year, or just for the month. You can also PDF summary data so that you can file them, or show them to school staff on a regular basis.

**Project Assignments**  
 Projects and sites assigned to you are listed in the left panel. Please use only the correct site assignment to log data. If the listing doesn't accurately reflect your present assignments, please contact the project coordinator and s/he will add your new site. The help link at left gives the project coordinator's name and contact information.

This website contains sensitive information. To assure client confidentiality, [please do not allow a browser to remember your password](#). This helps prevent persons other than yourself to gain access to this website.

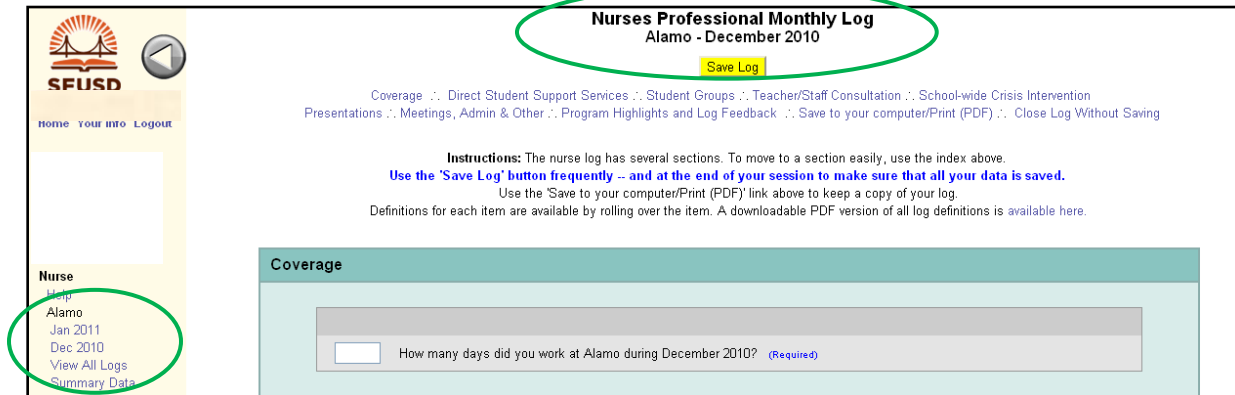
**Tips for using this site well**

- Have only one website browser window open at a time. It's easy to forget and open more than one. More than one window open at a time can cause system errors and lost data.
- If you get a message saying that you've previously logged in, make sure to close other browser windows that may still be open.
- If, after entering data, you are going to do some other task for a while, make sure your data is saved, end your session using the Logout link located at the top of the left panel and close the browser window.

To find your school site, look to the navigation bar on the left. There you will see the name(s) of your school site(s). Here you will choose the school for which you would like to create a log. Please verify that the school sites that appear in the left navigation bar. If your school site is not correct, please contact Lisa O'Connor by email ([lisao@etr.org](mailto:lisao@etr.org)) to have the information modified.

### 3. How to access a new log

On 14<sup>th</sup> of every month, a new log will be available for you to enter information. For example, your October 2009 log will be available on October 14<sup>th</sup>. Simply click on a month under a school name to open a log (in the left navigation pane). Please note that you can also click on a log for a previous month to update existing information.



**Nurses Professional Monthly Log**  
Alamo - December 2010

[Save Log](#)

Coverage | Direct Student Support Services | Student Groups | Teacher/Staff Consultation | School-wide Crisis Intervention Presentations | Meetings, Admin & Other | Program Highlights and Log Feedback | Save to your computer/Print (PDF) | Close Log Without Saving

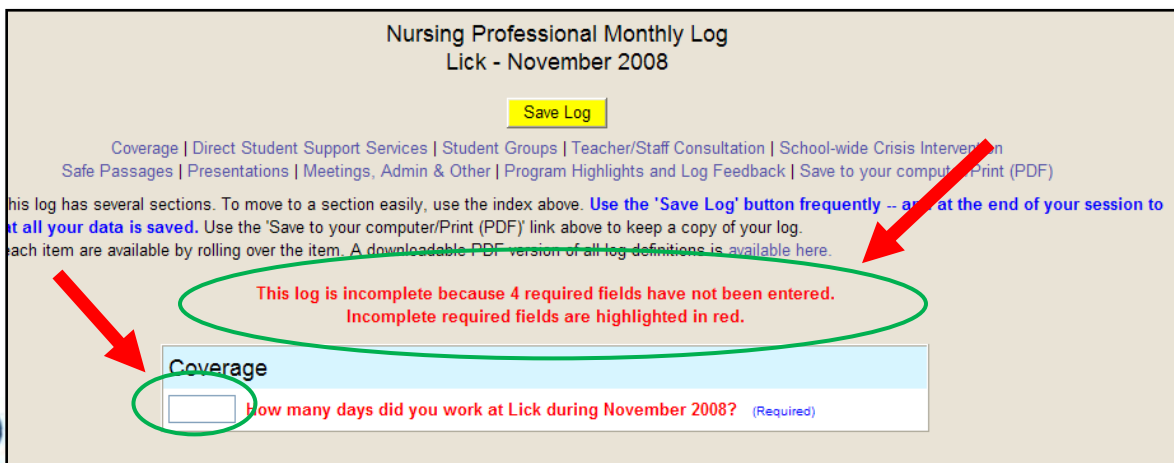
**Instructions:** The nurse log has several sections. To move to a section easily, use the index above.  
Use the 'Save Log' button frequently -- and at the end of your session to make sure that all your data is saved.  
Use the 'Save to your computer/Print (PDF)' link above to keep a copy of your log.  
Definitions for each item are available by rolling over the item. A downloadable PDF version of all log definitions is available here.

**Coverage**

How many days did you work at Alamo during December 2010? (Required)

### 4. How to complete and save a log

- This log is divided into the following color coded sections:
  - Coverage
  - Direct Student Support Services
  - Student Groups
  - Teacher Consultation
  - School-Wide Crisis Interventions
  - Presentations
  - Meeting, Admin & Other Activities
  - Program Successes & Highlights
  - Feedback About this Log
  - If you are a Nurse at a Safe Passages school, you will also have a Safe Passages **and** Substance Abuse Outreach Coordinators section
- There are 8 questions that you are required to answer monthly. These are clearly indicated in blue, next to the question. If you do not answer these questions, your log will be saved in the system as incomplete. If you save your log without answering one or more of the 8 required questions, the question/s will appear in red, and a note will appear prompting you to complete your log.
- You can enter your answers into any number box or comment box on the log.



**Nursing Professional Monthly Log**  
Lick - November 2008

[Save Log](#)

Coverage | Direct Student Support Services | Student Groups | Teacher/Staff Consultation | School-wide Crisis Intervention | Safe Passages | Presentations | Meetings, Admin & Other | Program Highlights and Log Feedback | Save to your computer/Print (PDF)

This log has several sections. To move to a section easily, use the index above. Use the 'Save Log' button frequently -- and at the end of your session to make sure that all your data is saved. Use the 'Save to your computer/Print (PDF)' link above to keep a copy of your log. Definitions for each item are available by rolling over the item. A downloadable PDF version of all log definitions is available here.

**This log is incomplete because 4 required fields have not been entered.  
Incomplete required fields are highlighted in red.**

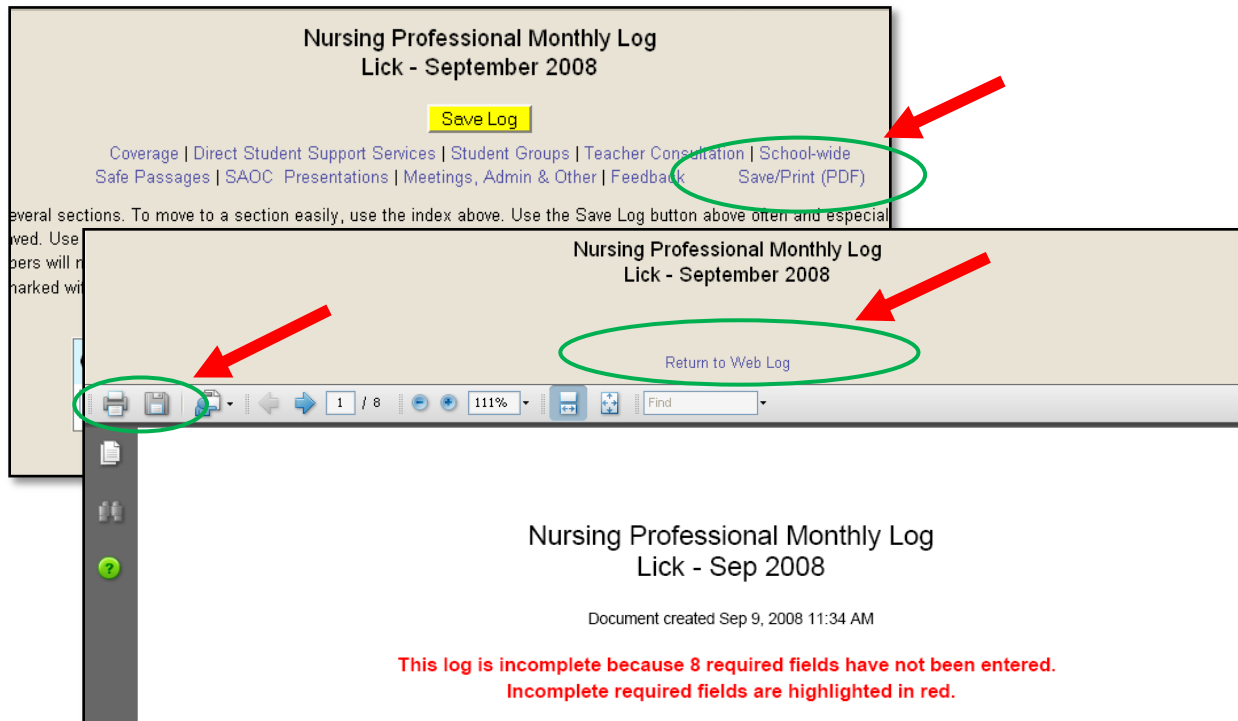
**Coverage**

How many days did you work at Lick during November 2008? (Required)

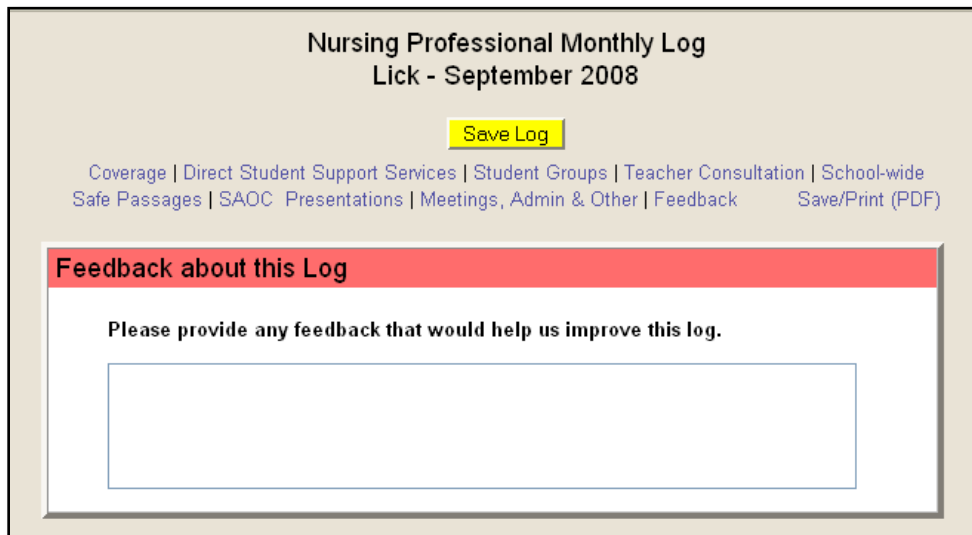
- While filling out the log, you may find that you need help defining a term used in the log. If this is the case you can place your mouse pointer over a phrase about which you're uncertain, and a pop-up window will appear and provide you with more details.

- To skip ahead to a specific section of the log, you can click on the section headings provided at the top of the log.
- Throughout your use of the log you can hit the yellow “Save Log” button at the top of the log screen to save any data that you have entered at any time. If you have not saved your log for 15 minutes, the yellow “Save Log” button will turn red and read, “Submit Form Now.” Until you save the log, it will continue to blink yellow and red. If you leave your log unattended for more than one hour, the log system will time out. Only data that was actively saved will remain once the system has timed out. To decrease your chances of losing data, **SAVE OFTEN**.

- You can also save or print a PDF of your log. Simply click on the “Save/Print” link provided and a PDF view of the log will appear enabling you to save or print the PDF. To exit out of the PDF view, click on the “Return to Web Log” link at the top of the screen.



- The last question provides a text box for you to provide comments or questions about the log; this feedback is used to help improve the log. Questions that have to do with using the log and/or about definitions will receive quick response via email when notated in this section of the log.



## 5. How to edit a log

You can open a current month's log or a log for a previous month any time you want to make changes.

- You can access logs for the current month in the left navigation panel.
- To access logs for previous months, click on "View All Logs" which is also located in left navigation panel. Choose the month that you would like to edit, make your changes, and save.

## 6. How to make summary data reports

- You can summarize data from your Nurse log easily by using the "Summary Data" feature located on the left-hand tool bar. You can do this monthly, or over any stretch of time that you have been entering data.
- You are able to print out your reports and/or save them as PDFs.

The screenshot shows the "Nurse Summary Data" page for "Nurses Alamo". The page title is "Nurse Summary Data" and the user is identified as "Nurses Alamo". The left navigation menu includes "Home", "Your info", "Logout", "Nurse", "Help", "Alamo", "Jan 2011", "Dec 2010", "View All Logs", "Summary Data", "Aptos", and "Jan 2011". The "Summary Data" link is highlighted with a green circle and a red arrow. The main content area contains a form with "Starting Date" set to "August" 2010 and "Ending Date" set to "December" 2010, with a "Submit" button below it.

The screenshot shows the "Nurse Summary Data" page for "Elementary School Nurses Alamo" covering the period "Aug 2010 through Dec 2010". The page title is "Nurse Summary Data" and the user is identified as "Elementary School Nurses Alamo". The left navigation menu includes "Home", "Your info", "Logout", "Nurse", "Help", "Alamo", "Jan 2011", "Dec 2010", "View All Logs", "Summary Data", "Aptos", "Burton", "Jan 2011", "Dec 2010", "View All Logs", "Summary Data", "ISA", "Jan 2011", "Dec 2010", "View All Logs", and "Summary Data". The main content area contains a form with "Starting Date" set to "August" 2010 and "Ending Date" set to "December" 2010, with a "Submit" button below it. Below the form is an "Index" table with the following data:

Index	
Direct Student Services	Presentations
Student Groups	School-wide Interventions
Teacher Consultation	Meetings, Admin & Other Activity
	Safe Passages

Below the index table is a table with the following data:

Direct Student Services	Frequency	Number of logs where this activity was reported
back to index		
<b>General Numbers</b>		
Total coverage days		
Total number of students served		
Number of new students served		
New students served who are foster youth		
<b>Reasons Students Seen</b>		
Academic/Academic Support (Crisis)		

## 7. Other Information

- Logs are due by the first Friday of the following month! (i.e. Sept. log is due Friday, Oct. 2). If your log is overdue, you will receive an email from your manager reminding you to submit it as soon as possible.

**Contact Lisa O'Connor at ETR Associates ([lisao@etr.org](mailto:lisao@etr.org)) with any questions or problems you may encounter while accessing this log.**

# Thank you!