2010-2011 New User's Guide

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=yt54r1k43q

- 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: _____

submit

Forgot your login?

SFUSD

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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.

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) to have the information modified.

3. How to access a new log

On 14th 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 14th. 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.


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.

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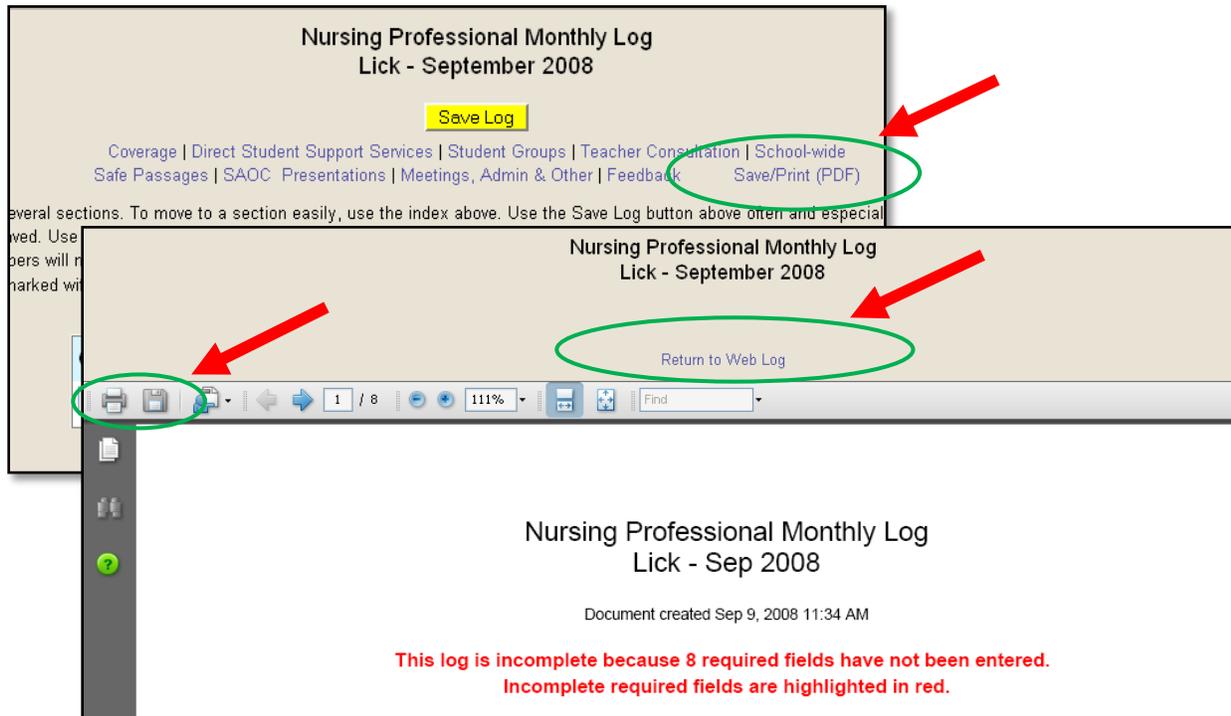
- The last question provides a text box for you to provide comments or questions about the log; this feedback is used to help improve the log.   Questions that have to do with using the log and/or about definitions will receive quick response via email when notated in this section of the log.
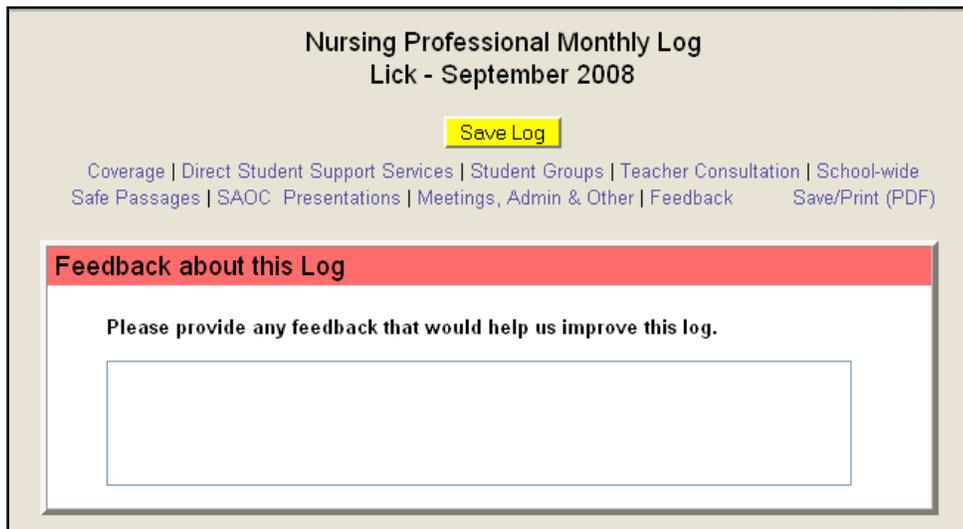
5. **How to edit a log**

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

- o You can access logs for the current month in the left navigation panel.
- o 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.

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) with any questions or problems you may encounter while accessing this log.

   # Thank you!