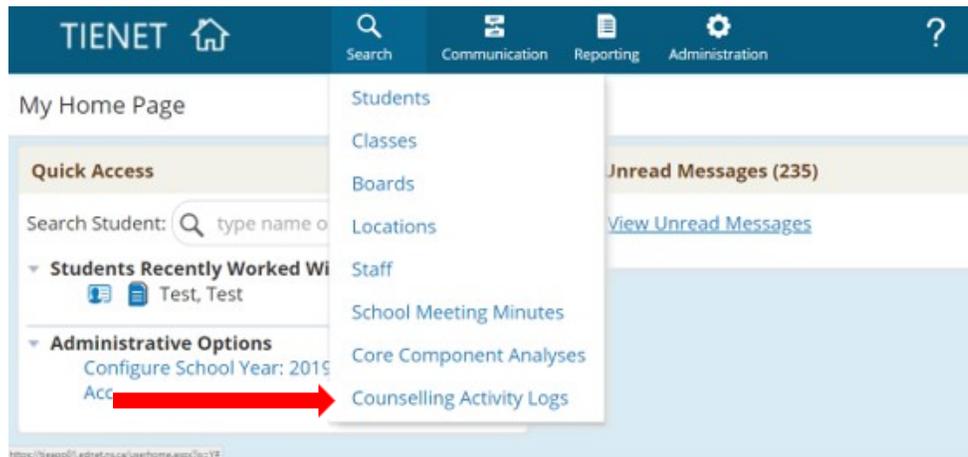


School Counselling Activity Log in TIENET

As of September, 2019, in addition to the existing **School Counselling Activity Log** found in individual student TIENET documents, the **CSC (Comprehensive School Counselling) Activity Log** is now a school document for the counsellor to keep an on-going log of counselling activities and services provided to support the school and students that are outside of an ongoing counselling relationship and do not require consent. Such activities may include things like **communication (telephone, e-mail, etc.)**, **programming support**, **incident consultation**, **course changes**, **post-secondary support**, **group**, **whole class**, **school support**, etc. and/or **other** notes about a school/student program related to school counselling services during a particular school year. Previous Counselling Activity Logs attached to students are still available for viewing by School Counsellors only in the student document section of TIENET.

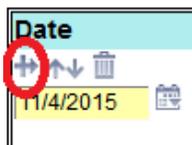
As needed, this school-based document is opened once per school year and used throughout. This is accessed on the top of the TIENET Home Page using **Search**, then **Counselling Activity Log**.



After choosing the correct school, click the document icon and **Create New Document**, choose **School Counselling Activity Log**, click **Go**, and then **New** – no Label/Comment needed. Each entry includes the **Date**, the **Log Entry Type** (use drop-down menu for choices – **Other** will provide an additional text box to add more info), **Student(s)** (list as needed), the **Author** will get filled in when the document gets saved, and **Note(s)**. As the required fields are completed, the entry needs to be **Saved**. Any subsequent entries during the school year will be made by re-opening the existing document, clicking **Edit this Section**, then **+ Add Row** (below the **Date**) will activate a new entry row.

School Counselling Activity Log				
Date	Log Entry Type	Student(s)	Author	Note(s)
11/03/2018	Other Specify Other: Comprehensive Guidance Group Work	J.G. M.B. B.F.		testing the new School Counselling Activity Log
04/03/2019	Programming	Mrs. B.'s Grade 5 class		Intro to career exploration
08/31/2019	(none)			

+ Add Row



Rows will be ordered from most recent at the top but can be rearranged if needed using the up and down arrows. Good practice would suggest that the most recent entries by date should be at the top.

This document remains in **Draft** throughout the school year so that additional entries can easily be made by school counsellors who have access to that school's TINET documents. It then should be finalized at the end of the school year or when completed and will be archived for future viewing.

If needed, electronic attachments can be added to the Activity Log by going to **Navigate To...** at the top, then **File Attachments, Attach File** and following the instructions from there.

