



## Do's and Don'ts of Data Entry: Class Time

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The narrative is a description of the action or events. Generally, the narrative should include summaries of service sessions, problem areas, success areas, etc. Notes should be kept as objective and factual as possible. Judgmental statements, subjective statements, labels, innuendoes, etc., should not be included in the narrative.

Problem and success areas are very important! This is how the data tells the story of how students are progressing. A lot of this is done in guidance counselling, but don't be afraid to notate significant problems and successes for class time as well.

<b><u>Do</u></b>	<b><u>Don't</u></b>
<ul style="list-style-type: none"><li>-Completed LA* C18.1-2: Students learned about good v. bad listening through group activity. Jill, Tommy, and Brad all struggled to understand the difference.</li><li>-CA meeting to brainstorm ideas for community service projects. Students really liked Diana's idea to help the local humane society!</li><li>-Guest speaker John Smith from AT&amp;T came in to talk about career opportunities at AT&amp;T.</li><li>-EKU college recruiters came and talked to students about postsecondary options and financial aid at ECU.</li><li>-Writing prompt: "What is self esteem?" Students wrote a one-page journal about their concept of self-esteem.</li></ul>	<ul style="list-style-type: none"><li>-C.18 Follow Directions</li><li>-CA meeting and activities</li><li>-Had a guest speaker come in to talk about careers.</li><li>-College recruiters came to talk to students.</li><li>-Students wrote and turned in a journal assignment.</li></ul>

\*LA is short for "Learning Activity"



## Do's and Don'ts of Data Entry: Guidance Counselling

Think of the story we are telling with our data. The language we use is very important; sometimes it is how you say it that matters the most. Specificity is key!

<u>Do</u>	<u>Don't</u>
<ul style="list-style-type: none"><li>-Text conversation with Jessie about their grades and how finishing assignments is important for their future jobs.</li><li>-John has strong leadership skills. Discussed possible career paths.</li><li>-Local grocery store is hiring part-time workers. Discussed job opportunity with Dereck who has expressed interest in working during the school year.</li><li>-Holly is having problems with her friend group. Discussed how she is doing and shared conflict resolution strategies.</li><li>-Discussed Taylor's progress with homeroom teacher. She is seeing an improvement in Taylor's work ethic.</li><li>-Zoom discussion on coping with the emotional stress of virtual learning. Discussed how to establish a routine and stay mentally healthy.</li></ul>	<ul style="list-style-type: none"><li>-Check in about missing assignments.</li><li>-Talked about career interests with student.</li><li>-Discuss local job opportunities.</li><li>-Holly is having problems with her friends. Discussed how that makes her feel.</li><li>-Discussed student progress with homeroom teacher.</li><li>-Discussed virtual learning over Zoom and how students are coping.</li></ul>