

## **SIMPLE STEPS to Virtual Counselor for the Peer Counseling Coordinator to enter Peer Counseling Interventions**

*(NOTE: If you will be entering peer counseling interventions directly through L-Panel (TERMS), you can continue to do so and do not need to read any further.)*

### **Step**

1- Log onto the intranet. Cannot be done from home.

The website is *web/dwh*

2- The Data Warehouse Page will come up. Click on the Virtual Counselor choice (upper left hand corner)

3- Login in as TEACHER (Click once on TEACHER)

4- Enter your teacher ID number and password that was assigned to you when you registered. This information was e-mailed to you a few days after you registered.

- **IF YOU DID NOT YET REGISTER, YOU CAN GO NO FURTHER UNTIL YOU DO SO AND RECEIVE A USER ID and PASSWORD.** Click on the [click here](#) found under the SUBMIT button on this screen to register.

5- You will see a welcome screen with you name and your classes listed. Click on any course & section number.

6- Click on the *SELECT an ACTION* button. This is a pull down menu. Choose and click **RECORD PEER COUNSELING**.

7- Choose if you are entering an intervention for an entire class or individual student.

**Class entry** allows you to bring up an entire class and check off the students who were present for the intervention.

**Student entry** brings up the student. It is only necessary to enter the student's last name. This will bring up all students with that last name. You must then click the box before the select student.

**8- *Change the date, if necessary, to reflect the date of the intervention.***

**9-** Click on the Pull down menu and select the appropriate intervention code.

(NOTE: for **conflict mediations**, select from the CM codes. 009 is only used when, for some reason, you are not aware of the outcome but are entering the intervention.)

**10-** Click the submit button to enter the intervention.

**11-** It is important that the information you enter is accurate because you will NOT be able to change it through Virtual Counselor once submitted. For this reason, you will get a screen asking you to make certain the student, date and intervention are correct. Click the OK button, if all is correct.

**12-** A confirmation screen will appear. It is your choice to print this page or not for your records.

- If you need to enter another intervention for the same or different student, click the RESEARCH button. Go once again through steps 7-11.
  
- If you have completed entering your interventions, click on the LOGOUT arrow found in the upper right hand corner of the screen.