**Building counselling Capability in workcompline software**

Addition to Workcompline software per request by Mahabir.

Here are the instructions to building this capability.The key features that we need to build include:

...Create login for student

...Create login for teacher.The teacher must be able to access many students

...The student can only accessed his own account.

...No student can access anybody else account.

...Each student after login for counselling must go to a counselling room that is private and secure.

...The student must accept a privacy and ethic policy as a condition of successful login.

...The teacher must be able to login and wait for the student to come in

...All conversation and discussion between teacher and student must be saved in student account. The student should be able to access the information at a later date.

...Each set of information must have a delete button next to it.

...If the student wishes they can delete their messages.

... Nobody else can delete those messages

... The counselling sessions will take place through different methods namely:

messaging

live chats

live phone

Face to face

We assume that we are going to provide counselling service to students on many topics.

The counselling will be done between tbe teacher and the student.

The counselling must be kept private.

The conversation between the teacher and the student can only be accessed by these two people. Other teachers and other students cannot see the conversation.

The teacher can counsel many students. The conversation between the teacher and each specific student is private and confidential and cannot be accessed by anybody except the teacher and the one specific student.

To obtain counselling, the student has to login to their account

The student has to go to a virtual counselling room.

The teacher must also go to the counselling room

This is the place where all the counselling takes place.

I will send the specific for each type of method.

I will send more emails in a moment

**Messaging Requirements**

...The student signs in the counselling program

...The student login

...The student goes to the counselling room

...The student send message regarding help needed. This capability is available 24/7. The student can do this anytime from anywhere using internet connected devices

... The counsellor will respond to questions

...when the counsellor responds then an email is sent to the student to motify them of response.

This room is opened 25/7.

The student is free to leave message. It is not real time.

It does not require scheduling

.. The student can write messages anytime at their convenience

The counsellor must n

be notified by email when a student leaves a message.

These are the requirements for messaging. Short and to the point.

**Requirements live phone sessions**

..The student may want to call counsellor and speak on the phone

.. To talk live on phone the student must:

..schedule  time

..log in and ho to counselling room

..the teacher will login and go to the student counsrlling room

.. The teacher will prompt the student to start the counselling

sessions

..The system will ask the student for phone numbet

...The sustem will call the number VOIP

...The student will connect with the teacher and start the conversation

This is how it should work

**Requirements for live chat sessions**

The student may want to have a live chat session in real time with the teacher

...A live chat messenger capability must be put in place

...live chat requires scheduling

... At the scheduled time students should log on to their account and go to counselling room

...The teacher does the same

...Student should send message and teacher should respond.

Those are the current requirements for live chats

**Requirements for live video sessions**

The student may want to have a live video session with the teacher where they see each other in a virtual face to face setting

To talk on video the following is required:

.. Schedule time

..log i. counselli g room

..Cou sellor promt student to start video SKYPE

..Student confirms

.. counselling session starts.

These are the requirements

**Access to counselling Requirements**

Access must be managed correctly for these counselling sessions to be implemented.

... create meeting room

... meeting room must be secured

... students must read and agree to privacy policy before he is able to sccess service.

**Information Security Requirements**

Privacy Protection is key to tjis project. The floeing must happen:

..Pci compliance

..PayPal security

..messages must be encrypted by 256 bit encription

...Browsing encryption system SSL must follow best practice

... Databases must be encrypted

... Data center must follow as set by Sas 70

...Firewall must be robust

...Data is backed up

..Password policy must be strict.

There are more maybe

This is what I cam tjink from now on.

**Building Notes requirements**

Notes Requirements

The project requires the following:

... A notes place where the teacher keeps notes and documentation on each encounter similar to the medical notes. continuous documentation is required.

...Create a place where we can put forms that can be  individualized.

...For e ample we can upload an assessment form to be used to do assessment snd creste a.plan of action

etc

**update of workcompline software**

This project should be held in high priority. Put this first as much as possible. we need it for project.

Can you please provide me with a plan of execution after you have exammine the whole

project and timeline for completion.

We need this in 1 month

Thank you

Vicky