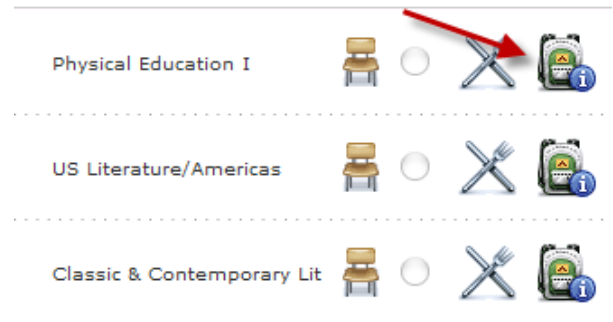


# Log Entries in PowerTeacher

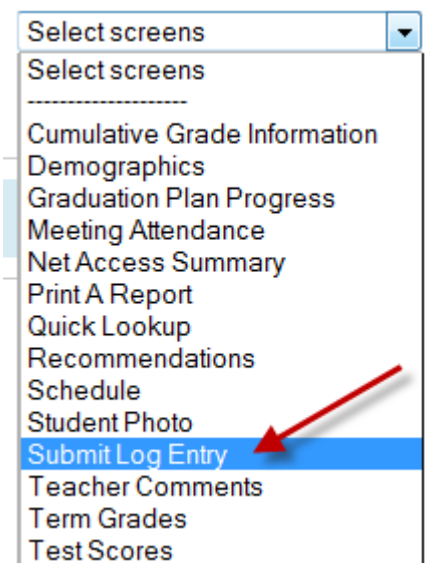
This guide will walk you through the steps to create a log entry in PowerTeacher. Log entries are used to document student behavior, attendance, parent contact, and discipline. As soon as you submit the log entry you can no longer edit or delete it. Only school principals can view, modify, or delete log entries.

To create a log entry click on the 'backpack' from your start page. This will take you to your student roster.



Click on the name of the desired student, you will most likely see their schedule, in the top right click the drop-down menu and select 'New Log Entry'.

This will take you to a page with a button in the center of the page that says 'New', click it to create a new log entry.



Choose the log type, enter a subject, then type your entry, then click SUBMIT.

Once you click submit the log entry will be stored and you can no longer view or modify it. Your principal will get an email notification that you created a log entry.

|                                       |                      |
|---------------------------------------|----------------------|
| Log Type                              | Discipline 1         |
| Subject                               | <input type="text"/> |
| Entry                                 | <input type="text"/> |
| <input type="button" value="Submit"/> |                      |