

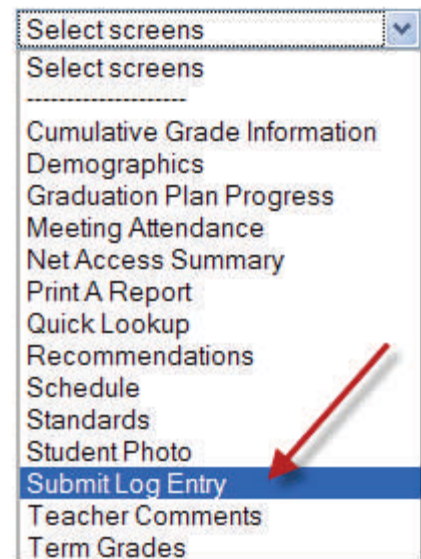
Log Entries in PowerTeacher

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 'Submit Log Entry'.



Leave the date and time as they are unless the incident occurred at a earlier time. Choose the log type, enter a subject, then type your entry.

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.

| | | |
|-------------|-------------------|---------|
| Date & Time | 1/31/2011 | 9:37 AM |
| Author | Your name | |
| Log Type | Parent Contact | |
| Subject | Your subject here | |
| Entry | Your entry here | |

Submit