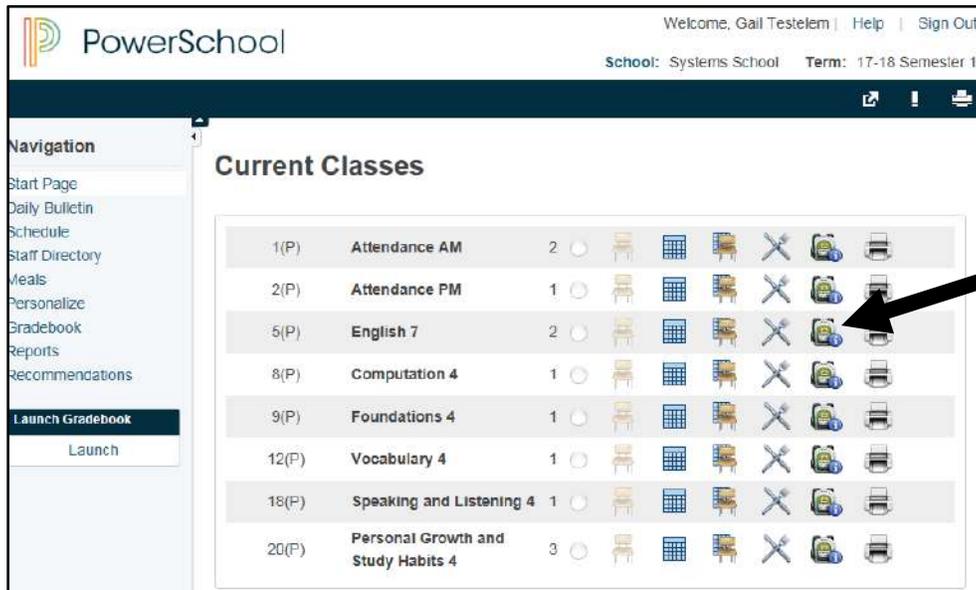


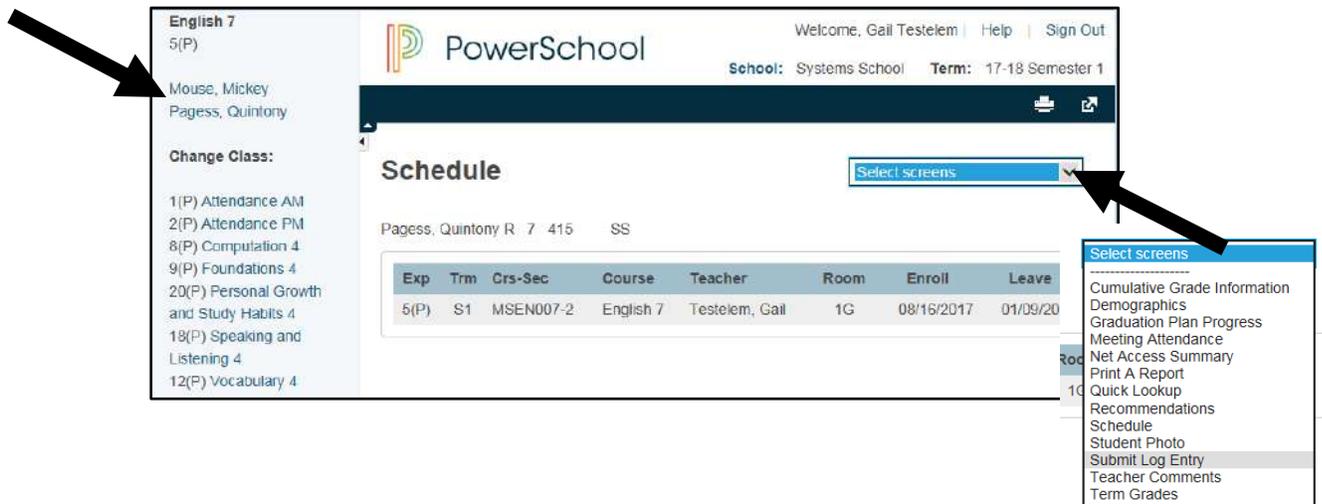
Entering Log Entries from PowerTeacher

Log into PowerTeacher

Click on the backpack that corresponds to the correct section



The section you chose will show in the left side bar with all the student names. Click on the student name that you need to enter a log for.



Then click on the down arrow in the box that says "Select screens" – click on the **Submit Log Entry** from the list

Submit Log Entry Select screens ▾

Pagees, Quintony R 7 415 SS

Date	08/09/2017
Subject	Discipline
Log Entry	Quintony was not focused on work today and distracted the class several times.

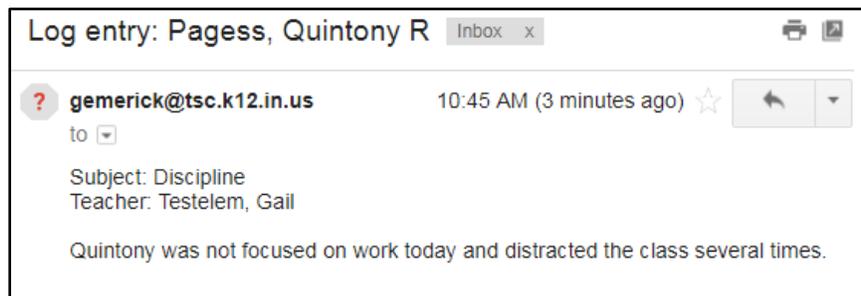
Submit

Type a subject (each building may suggest a list to use for the subject, so submissions will be consistent and easily grouped together).

Then type the Log Entry you would like to submit. You will not be able to view later, OR edit, so be sure all is correct before clicking on submit.

Once you click on submit, you will not be able to edit or view any log entries you have submitted.

The log entry will be stored on the PowerSchool Admin side and email sent to the designated office staff member, so he/she will be made aware that an entry has been made. A sample of that email is below:



****Note -** In the backpack area, there is a difference whether you click on the first name of a student or last name from the list in the left side bar:

Last Name will always take you to the “Schedule” screen (or your initial screen).

First Name will take you to the SAME screen as you were just on for the previous student.