Entering Log Entries from PowerTeacher

Log into PowerTeacher

Click on the backpack that corresponds to the correct section

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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.

Pagess, Quintony Select screens Change Class: Schedule 1(P) Attendance AM Pagess, Quintony R 7 415 SS 2(P) Attendance PM Pagess, Quintony R 7 415 SS 8(P) Computation 4 Pagess, Quintony R 7 415 SS 9(P) Foundations 4 Computation 4 20(P) Personal Growth and Study Habits 4 1G 08/16/2017 01/09/20 18(P) Speaking and Listening 4 Keton 2 English 7 Testelem, Gail 1G 08/16/2017 01/09/20 12(P) Vocabulary 4 Vocabulary 4	Pagess, Quintony Schedule Change Class: Schedule 1(P) Attendance AM Pagess, Quintony R 7 415 SS 2(P) Attendance PM Pagess, Quintony R 7 415 SS 9(P) Foundations 4 Pagess, Quintony R 7 415 SS 20(P) Personal Growth and Study Habits 4 5(P) S1 MSEN007-2 English 7 Testelem, Gail 1G 08/16/2017 01/09/20 18(P) Speaking and Listening 4 12(P) Vocabulary 4	English 7 5(P) Mouse, Mickey		Pow	verSch	loor	School:	Welcome, G Systems Scl	ail Testelem nool Term:	lelp Sign	Out ter 1
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Student Photo											Teacher Comments
Student Photo Submit Log Entry Teacher Comments	Submit Log Entry Teacher Comments										Term Grades

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

Submit Lo	PG Entry R 7 415 SS	Select screens	~
Date	08/09/2017		
Subject	Discipline		
Log Entry	Quintony was not focused on work today and distracted the class several times.]	$\hat{}$	
			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:

Log entry: Pagess, Quintony	YR Inbox x	ē	7						
gemerick@tsc.k12.in.us to ▼	10:45 AM (3 minutes ago) 🏠	*	•						
Subject: Discipline Teacher: Testelem, Gail Quintony was not focused on work today and distracted the class several times.									

**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.