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Nova Scotia Student Information System

Nova Scotia Public Education System

Creating Log Entries and Log Entry Permissions

User Guide

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1 OVERVIEW

Log entries are used to create a record regarding a student's attendance, behaviour, performance, or activity.

Log types (or log categories) are used to group log entries by classification indicating the nature of a log entry. The log entry types for use within Nova Scotia are:

- **Attendance Notes:** used to add details regarding a student's attendance.
- **Behaviour Note:** used to document behavioral related matters that would not necessarily be entered into the system as an Unacceptable Behaviour Incident.
- **Teacher Contact:** entered by teachers if they wish to record parental contact s/he has initiated with parents.
- **Guidance Admin:** used by the guidance and viewable by guidance staff and administration staff.

For how many years can a staff member view or search for student log entries?

Teacher Contact	no limitation
Attendance Notes	no limitation
Behaviour Note	current year only
Guidance Admin	no limitation

2 LOG ENTRY PERMISSIONS

Only authorized staff members can view, add, edit, and delete student log entries – and the staff member's PowerSchool role will determine that person's level of access to log entries as well as the log types. Below is a table that summarizes log entry permissions based on the various school based PowerSchool groups.

PowerSchool Group	Log Type Access	Create Log Entries	View Log Entries	Modify/Delete Log Entries
School PS Admin (Group 11) Adult High School PS Admin (Group 14) INTL Admin (Group 15) School Admin - Level 2 (Group 33) School Admin - Level 2 (Group 34) School Admin - Level 2 (Group 35)	Teacher Contact, Attendance Notes, Behaviour Note, Guidance Admin	Yes	Yes	Yes

PowerSchool Group	Log Type Access	Create Log Entries	View Log Entries	Modify/Delete Log Entries
Admin Assistant - Level 2 (Extended Duties) (Group 13)	Attendance Notes, Guidance Admin	Yes	Yes	Yes
Admin Assistant - Level 3 (Group 17)	Attendance Notes	Yes	Yes	Yes
Admin Assistant - Level 2 (Reports and Alert) (Group 20)	Attendance Notes, Guidance Admin	No	Yes	No
Registrar Role (Group 12) Counselor/Registrar (Group 19) Counselor - Level 1 (Group 21) Counselor - Level 2 (Group 23) Counselor - Level 3 (Group 37)	Teacher Contact, Attendance Notes, Behaviour Note, Guidance Admin	Yes	Yes	Yes
Student Support Worker (Group 38)	Teacher Contact, Attendance Notes, Behaviour Note, Guidance Admin	No	Yes	No
Resource Teacher (Group 45) Teacher or Librarian (Fee Access) (Group 46) Teacher or Librarian (Group 47) Teacher (additional responsibilities) (Group 48)	Teacher Contact, Attendance Notes, Behaviour Note	Yes	Yes (teachers can view any Attendance Notes records, but can only view their own Teacher Contact and Behaviour Note entries)	No
Support Staff (Group 49)	No access	No	No	No

3 CREATING A LOG ENTRY

1. Do a search for and select your student.
2. Under the *Administration* section, click **Log Entries**.
3. On the Log Entry screen, click **New**.

4. Adjust the **Date** and **Time**, if necessary.
5. The **Author** section defaults to the current log in (i.e., the user who is currently logged into PowerSchool).
6. From the dropdown menu on **Log Type**, select the appropriate type (Attendance Notes, Behaviour Note, Guidance Admin or Teacher Contact).
7. Enter a **Subject** (or **Title**).
8. Enter your comments in the **Log Entry Text** box.
9. Click **Submit**.

4 SEARCHING LOG ENTRIES

School Administrators can search all log entries.

1. From the main menu under the *Functions* section, click **Special Functions**.
2. On the Special Functions screen, select **Search Log Entries**.
3. Enter the **Log Type** for which you want to search. This is a mandatory field to complete.
4. Additional search criteria may be included in the search, such as:
 - a. The log contains or does not contain specific words.
 - b. The title contains specific words.
 - c. The date the log was entered.
 - d. The end/expiry date for the log entry.
 - e. Grade level of the student.
 - f. The person who entered the log.
5. Select your sort criteria from the dropdown list.
6. Click **Submit**.
7. The number of results matching the search criteria will be displayed.



Log Entry Functions

What do you want to do with the 2 Log records you have selected?	
List Log Entries	Prints a quick list of currently selected Log records.
Print a Report	Prints a report for currently selected Log records.
Quick Export	Exports data on currently selected Log records.

8. Click the **List Log Entries** link to view a summary list of the log entries.