CREATING LOG ENTRIES IN POWERTEACHER

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

To create a log entry for a student in PowerTeacher:

1. Determine which class the student is enrolled in, and then click on the student information icon to the right of the class name.

2. Click the last name of the student whose record you want to view. The student information will display the default page. (*To learn more about setting the default page, go the Helpful Tips section of the user guide entitled: Accessing Student Information in PowerTeacher*).

3. Towards the upper-right side of the page, click on the arrow ⌄ of the Select screens menu to access the drop-down list, and then choose **Log Entries**.

4. On the Log Entry screen, click **New**.

5. Adjust the **Date** and **Time**, if necessary. The Author section defaults to the user who is currently logged into PowerTeacher.

6. From the drop down menu on **Log Type**, select the appropriate type: (1) Attendance Notes, (2) Behaviour Note, or (3) Teacher Contact.

7. Enter a **Subject,** title, or brief statement to capture the reason for your log entry.

8. Enter your comments in the **Log Entry Text** box.

9. Click **Submit**.