

PowerTeacher - Submitting Log Entries

1166 January 11, 2023 [PowerPack](#) 485

1. Log into [PowerTeacher](#)
2. Go into the " **Student Information** " screen or the "Backpack."

Current Classes										
Exp	Course	Attendance Status	Take Attendance	Multi-Day Attendance	Seating Chart	Submit Lunch Counts	Student Information	Print Class Reports		
Exp	Course	Term	Enrollment	Class Attendance		Seating	Lunch	Info	Reports	
LUN(A-B)	Lunch PowerTeacher Pro	22-23	317							

3. Scroll down on the left hand side past the student names until you see " **Utility Dashboard** ".

PowerSchool SIS

Student Information

Use the navigation pane on the left to work with the students listed.

- Click on the student's last name to go to your default student screen.
- Click on the student's first name to go to the last student screen viewed.
i.e. - If you last looked at an Attendance page, clicking the student's first name will take you to the Attendance page for that student.
- Click on a class name to change the current list of students to those in that class.

Utility Dashboard

4. Another Window will pop up with all the names of the students in that class. You should be able to click on a " **student** ".

PowerSchool SIS

Utility Dashboard

This is PowerTeacher Student Utility Dashboard.

Lunch

- After selecting the student, your going to see all the Log Entries that Teachers have access too. You'll see the **Students' name and ID** in the top right. "**Date**" it was put in, "**Author**" put the log entry in, the "**Title**" of log entry it is, and the "**Log Entry Text.**" You can also add a "**New**" log entry for any log entry category that you have access too.

The screenshot displays the 'Log Entry' page in the PowerSchool SIS system. On the left, a vertical sidebar lists student initials from A to V. The main content area is titled 'Log Entry' and features a table with columns 'Date' and 'Description'. The 'Date' column contains dates ranging from 01/05/2023 to 06/08/2022. The 'Description' column contains redacted text. A yellow 'New' button is visible in the top right of the table area. The top navigation bar shows 'PowerSchool SIS' and 'Lawrence High School 22-23 Quarter 2'.

- After Selecting New. Enter in the **Date and Time** if other than the current date and time, select the " Log Type ", " Subtype " if applicable, "**Title**" , "**Log Entry Text**" , and any other school the field requires. (Note PS has set this page to look exactly like Admin side and is unfortunately not customizable at the moment, but a feature request has been submitted to PS.)

The screenshot displays the 'Log Details' page in the PowerSchool SIS system. The form contains several fields: 'Date & Time' (01/11/2023 10:52 AM), 'Author' (empty), 'Log Type' (Parent Contact), 'Subtype' (optional for discipline, PC03 Email), 'Consequence' (optional for discipline, Please Select), 'Title' (empty), 'Log Entry Text' (empty text area), 'Category' (empty), 'Action Date' (01/11/2023), and 'Action Taken' (Please Select). The left sidebar shows a list of student initials from A to V. The top navigation bar shows 'PowerSchool SIS' and 'Lawrence High School 22-23 Quarter 2'.

- And hit "Submit" at the bottom.

Submit

PowerTeacher Log Entry Access

Currently Teachers have access to

- Attendance
- Conference
- Parent Contact
- Student Contact
- Uniform Infractions

They DO NOT have access to

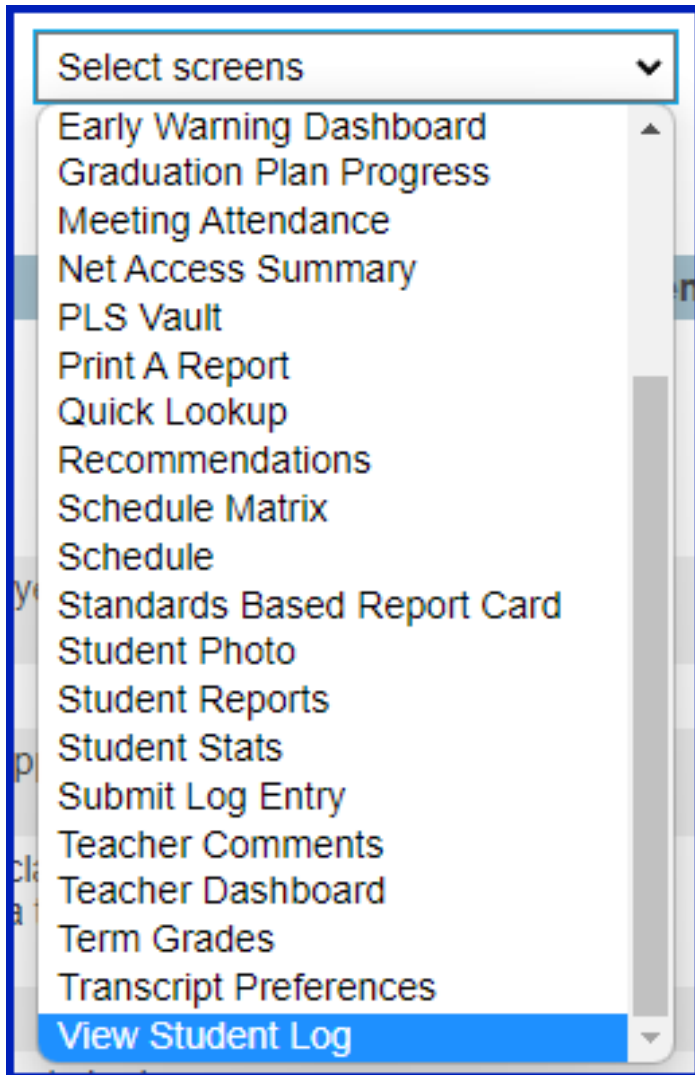
- Address History (No longer being used?)
- Counselor
- Demerits
- Discipline (No longer being used?)
- FRC
- Variance (No longer being used?)

What happened?

Previously, there was a customization where teachers would go into the "Student Information" screen or the "backpack" and then select "Submit Log Entry" or "View Student Log" in the top right drop down menu.

Select screens

Early Warning Dashboard
Graduation Plan Progress
Meeting Attendance
Net Access Summary
PLS Vault
Print A Report
Quick Lookup
Recommendations
Schedule Matrix
Schedule
Standards Based Report Card
Student Photo
Student Reports
Student Stats
Submit Log Entry
Teacher Comments
Teacher Dashboard
Term Grades
Transcript Preferences
View Student Log



It would bring you to these respective screens to "Submit Log Entry" and "View Student Log."

US History

PowerSchool SIS

Lawrence High School 22-23 Quarter 2

Meeting Attendance

LHS [Show dropped classes also](#)

Select screens

Date	Author	Entry	Subtype	Consequence
Demerits				
No log entries were found for this student.				
Parent Contact				
06/02/2022				
Student Contacts				
05/09/2022				

US History

A
Y
A
A
A
A
C
B
C
D
A
D
D
D
F
G
G
G
M
A
M
P
P
R
R
A

EWS Reports:

EWS Alerts - Text Only

EWS Alerts - w/Icons

PowerSchool SIS

Lawrence High School

22-23 Quarter 2

Meeting Attendance

Show dropped classes also

Select screens

Log Type

Attendance

Attendance

Student Contacts

Parent Contact

Conference

Demerits

Uniform Infraction

Subject

Entry

Submit

This customization was made MANY years ago and is no longer supported and or updated (hence the page saying "Meeting Attendance" it was copied from that page.) With newer PS Versions this became buggy, wouldn't save, wouldn't show, wouldn't submit, wouldn't sync. PowerSchool has a newer feature that replaced this. The only problem with the new feature is that it shows all of the fields for a log entry that an admin would've had.