

Online Tutorial: Assigning Discipline Logs – Teachers

Step 1: From the start page, click on the backpack icon for the course you're teaching.



Step 2: Click on the student's name in the left navigation bar for which you'd like to assign a discipline log.



Algebra 1A
1(A)

████████ Venette
████████ Francisco
████████ Delmas
████████ Jose
████████ Cody
████████ Madalin
████████ Vanessa
████████ Daisy

Step 3: In the drop-down menu on the far right, select "Submit Log Entry."

Step 4: In the middle of the screen, click the "New" button.



Step 5: Select a log type, consequence, and (if applicable) duration of detention.

Step 6: Type in a brief subject.

Step 7: Type in the reason for the log entry.

Step 8: Click the "Submit" button.

Date & Time	11/5/2009	1:59 PM
Author	Keelen, Kevin	
Log Type	Discipline	
Consequence (if applicable)	Detention	
Duration of Detention (if applicable)	30 Minutes	
Subject	Detention	
Entry	Michael refused to take off his hat.	

