



Logging Student Interactions

In the *Student Services* view,

Making Entries to the Student Log

Click the **Log** top tab, find the student (and IEP) and IEP service (select plan), finally click the **Add** button

Log

Entry Log Details

Options Reports Help Search on LastMod

Student IEP 1. Search for student & IEP IEP Service 2. Select Plan in the pop-up Add 3. Click Add

0 of 0 selected

Name	IEPData > Status	Date	Event Type	Comments

IEP Data Pick List - Mozilla Firefox

https://myeducat...bc.ca/aspen/pickList.do?multi=false&fie...

1: Anderson, De... | Draft 39 records

Search on Name

Name	Status	StartDate	EndDate
<input checked="" type="radio"/> Doe, John	Draft	03/09/2018	28/06/2019
<input type="radio"/>	Active	25/11/2015	29/06/2018
<input type="radio"/>	Active	02/10/2017	29/06/2018
<input type="radio"/>	Active	02/10/2017	29/06/2018
<input type="radio"/>	Active	24/10/2017	24/10/2018
<input type="radio"/>	Active	02/10/2017	29/06/2018
<input type="radio"/>	Active	02/10/2017	29/06/2018
<input type="radio"/>	Active	02/10/2017	29/06/2018
<input type="radio"/>	Draft		

OK Cancel

In the screen below, complete the 4 columns, when finished, click **Save**

Pages Student Plan Log Global Staff Admin

Log

Entry Log Details

Options Reports Help Search on LastMod

Student IEP Doe, John IEP Service Plan Add

0 of 0 selected

Name	IEPData > Status	Date	Event Type	Comments	Staff Name
		1/9/2018	<ul style="list-style-type: none"> IEP Review Incident Report Meeting Notes Phone Call or Email Test 		

No matching records

Save

For district staff: Event Type codes can be added to / modified through the event type table.



Logging Student Interactions

Reviewing Printing Log Entries

Click **Log History** Side Tab

Select the entries you wish to print. Click **Options**, then **Show Selected**. Finally, click the printer

