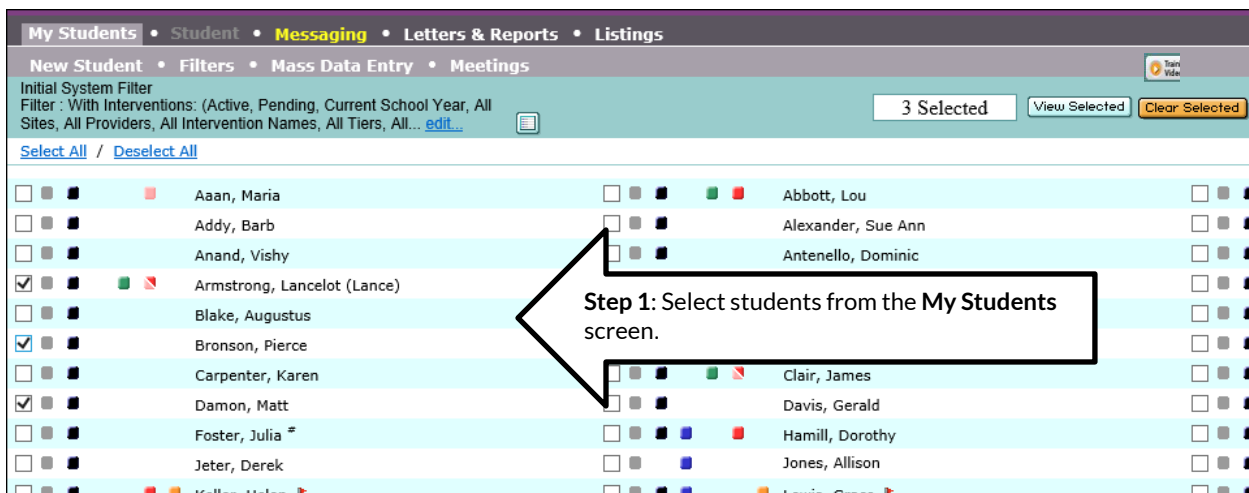


Step-by-Step Guide

Enter Service Logs for Multiple Students

To enter Service Logs for Multiple Students, the students must have interventions with the same name. Service log entry dates must fall within the start and end date of the intervention.



My Students • Student • **Messaging** • Letters & Reports • Listings

New Student • Filters • Mass Data Entry • Meetings

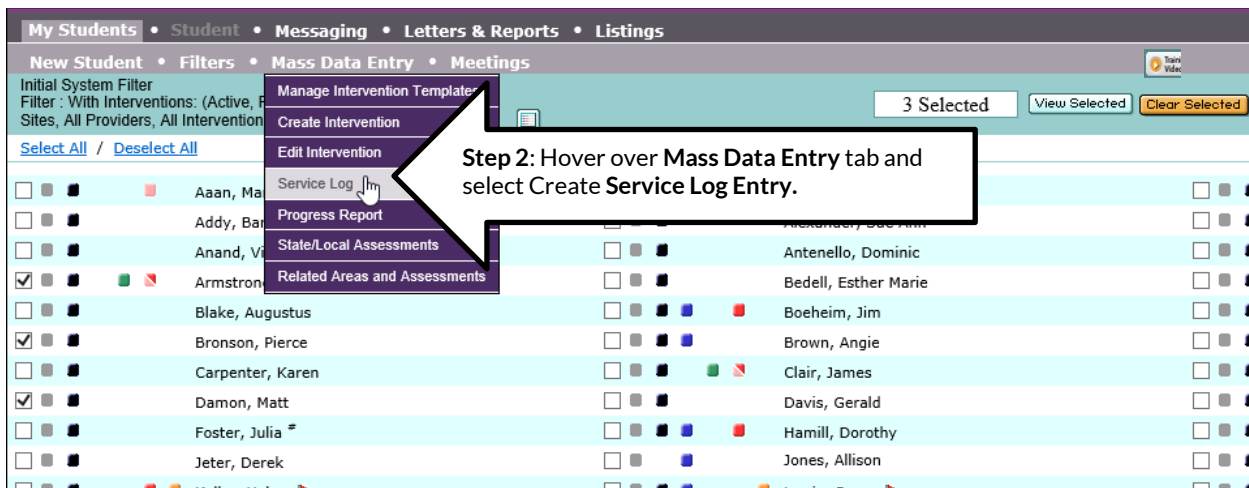
Initial System Filter
Filter : With Interventions: (Active, Pending, Current School Year, All Sites, All Providers, All Intervention Names, All Tiers, All... [edit...](#))

3 Selected View Selected Clear Selected

Select All / Deselect All

<input type="checkbox"/>	Aaan, Maria	<input type="checkbox"/>	Abbott, Lou
<input type="checkbox"/>	Addy, Barb	<input type="checkbox"/>	Alexander, Sue Ann
<input type="checkbox"/>	Anand, Vishy	<input type="checkbox"/>	Antenello, Dominic
<input checked="" type="checkbox"/>	Armstrong, Lancelot (Lance)	<input type="checkbox"/>	
<input type="checkbox"/>	Blake, Augustus	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Bronson, Pierce	<input type="checkbox"/>	
<input type="checkbox"/>	Carpenter, Karen	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	Damon, Matt	<input type="checkbox"/>	
<input type="checkbox"/>	Foster, Julia	<input type="checkbox"/>	
<input type="checkbox"/>	Jeter, Derek	<input type="checkbox"/>	
<input type="checkbox"/>	Keller, Helen	<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	Clair, James
<input type="checkbox"/>		<input type="checkbox"/>	Davis, Gerald
<input type="checkbox"/>		<input type="checkbox"/>	Hamill, Dorothy
<input type="checkbox"/>		<input type="checkbox"/>	Jones, Allison
<input type="checkbox"/>		<input type="checkbox"/>	Lewis, Grace

Step 1: Select students from the My Students screen.



My Students • Student • **Messaging** • Letters & Reports • Listings

New Student • Filters • **Mass Data Entry** • Meetings

Initial System Filter
Filter : With Interventions: (Active, Pending, Current School Year, All Sites, All Providers, All Intervention Names, All Tiers, All... [edit...](#))

3 Selected View Selected Clear Selected

Select All / Deselect All

- Manage Intervention Templates
- Create Intervention
- Edit Intervention
- Service Log
- Progress Report
- State/Local Assessments
- Related Areas and Assessments

<input type="checkbox"/>	Aaan, Ma	<input type="checkbox"/>	Alexander, Sue Ann
<input type="checkbox"/>	Addy, Bar	<input type="checkbox"/>	Antenello, Dominic
<input type="checkbox"/>	Anand, V	<input type="checkbox"/>	Bedell, Esther Marie
<input checked="" type="checkbox"/>	Armstron	<input type="checkbox"/>	Boeheim, Jim
<input type="checkbox"/>	Blake, Augustus	<input type="checkbox"/>	Brown, Angie
<input checked="" type="checkbox"/>	Bronson, Pierce	<input type="checkbox"/>	Clair, James
<input type="checkbox"/>	Carpenter, Karen	<input type="checkbox"/>	Davis, Gerald
<input checked="" type="checkbox"/>	Damon, Matt	<input type="checkbox"/>	Hamill, Dorothy
<input type="checkbox"/>	Foster, Julia	<input type="checkbox"/>	Jones, Allison
<input type="checkbox"/>	Jeter, Derek	<input type="checkbox"/>	
<input type="checkbox"/>	Keller, Helen	<input type="checkbox"/>	

Step 2: Hover over Mass Data Entry tab and select Create Service Log Entry.

Mass Data Entry - Service Log Entry Step 1

Select the Intervention, Provider and Date for which the service log entries will be created. The Provider and Date

Intervention : *

Provider : *

Service Log Date : *

Minutes :

* Required field

Step 3: Enter information:

- Select an Intervention
- Select a Provider
- Enter Service Log Date (date service was provided)
- Enter Minutes

Step 4: Click Add.

Mass Data Entry - New Service Log Entry

Intervention : Math Instruction

Check All Clear Selected

Page 1 of 1

Aant, Marley (8/20/2001 -- 300100100)
 Intervention Start Date: 7/7/2014 Intervention End Date: 8/10/2014 Provider: Trola, Vic Scheduled: Summer School

Service Log Date : *

Provider : *

Minutes :

Comments :

* Required Field

Adams, John (8/27/2002 -- 98870)
 Intervention Start Date: 7/7/2014 Intervention End Date: Provider: Trola, Vic Scheduled: Summer School

Service Log Date : *

Provider : *

Minutes :

Comments :

* Required Field

Step 5: Enter Comments (if applicable) for each student.

Note: Date, Provider, and Minutes may be modified for each student.

Step 6: Click Next.

Mass Data Entry - Service Log Entry - Review and Confirm

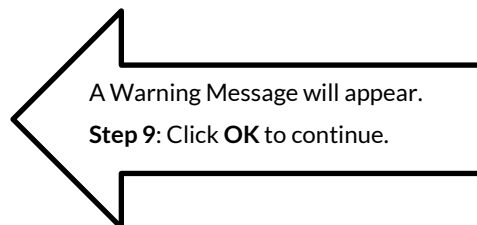
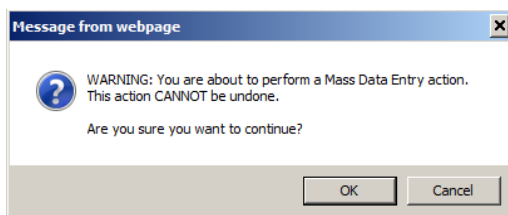
Please review your service log entries and student selections. If satisfied, click the Next button to create the service log entries.

You will be creating the following service log entries

Student	Service Log Date	Intervention	Intervention Start Date	Minutes	Provider
Aant, Marley Comments: Marley went to the nurse.	07/16/2014	Math Instruction	7/7/2014	15	Trola, Vic
Adams, John Comments: John reviewed math facts from 1 to 9 using flash cards.	07/16/2014	Math Instruction	7/7/2014	30	Trola, Vic
Example, Student25	07/16/2014	Math Instruction	7/7/2014	30	Trola, Vic
O'Sullivan, Gilbert	07/16/2014	Math Instruction	7/7/2014	30	Trola, Vic
St. James, Clare	07/16/2014	Math Instruction	7/7/2014	30	Trola, Vic

Step 7: Review your information.

Step 8: Click Next.



Mass Data Entry - Service Log Entry Finish

5 Service Log entry(s) have been created. Service Log entries have not been created if the student does not receive the selected intervention in the current school year or if the Service Log Date does not occur within the Start and End Dates of the student's intervention.

Service Log entries have been successfully created for the following students:			Service Log entries were NOT successfully created for the following students:		
Student Name	Date of Birth	Gen Ed #	Student Name	Date of Birth	Gen Ed #
Aant, Marley	9/20/2001	300100100			
Adams, John	6/27/2002	99870			
Example, Student25	6/4/2002	03453475			
O'Sullivan, Gilbert	2/20/2000	100000001			
St. James, Clare	1/1/2000	200000002			

Finish



You will then return to your **My Students** screen.