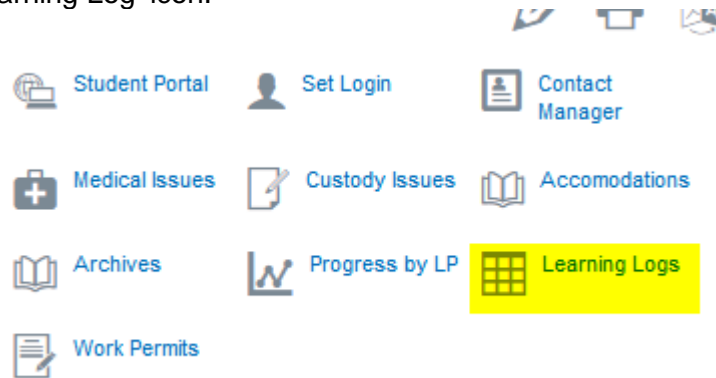


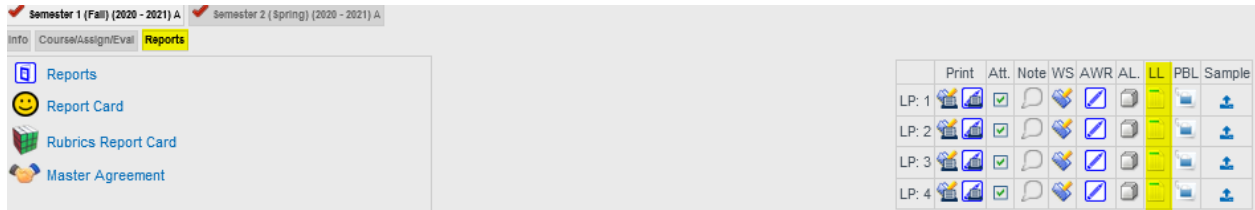
# Teacher Generated Learning Log (Attendance)

As an alternative to a parent completing the learning log in the Parent Portal, the process below can be used to send the family their log to sign.

1. Communicate with family and obtain verification from parent/guardian for attendance days to claim on the learning log.
2. Log into School Pathways and navigate to the student's dashboard.
3. Click the 'Learning Log' icon.



a. You can also access this screen via the student roster



4. Select the appropriate option in the fields below then click the review log button.
  - a. School year
  - b. Select Log Type – Grid Log-Check
  - c. Report Title – Student Learning Log
  - d. Select appropriate Learning Period
  - e. Print Signature Lines (checked)

The image shows a form with the following fields and options:

- Schoolyear:** 2020 - 2021
- Log Type:** Grid Log - Check
- Report Title:** Student Learning Log
- Select Learning Periods:** Track: A LP 1 (24 days: 08/17/2020 - 09/18/2020)
- Print Signature Lines:**  Parent
- Other Options:**
  - Hide Printed Calendar
  - Print in Landscape

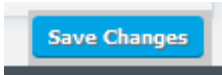
Buttons: Review Log, Print Log, Sign and Archive

5. If the student was present for all days click 'check all' to check all days of attendance being claimed. Uncheck the boxes next to any unclaimed days.

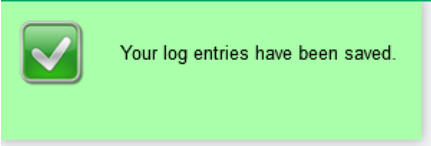


Monday 09/07 No Classes Today	Tuesday 09/08 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 09/09 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Thursday 09/10 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Friday 09/11 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.
Monday 09/14 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Tuesday 09/15 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Wednesday 09/16 <input type="checkbox"/> Student engaged in assigned educational activities.	Thursday 09/17 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	Friday 09/18 <input checked="" type="checkbox"/> Student engaged in assigned educational activities.

Check All



- 6. Once attendance has been entered, click “Save Changes”
- a. Upon successful save, you will receive the confirmation in the image below.



- 7. Click “Sign and Archive”
- 8. In the next screen, enter the parent/guardian email address the same way you would for the Master Agreement then click “Send Invitations/Submit Agreement”

*Parent  
Sign Here*

**Parent/Guardian Name:**

**Signature Date:**

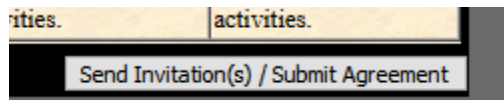
**Invite email address:**

<b>Thursday 09/26</b>  <input checked="" type="checkbox"/> Student engaged in assigned educational activities.	<b>Friday 09/27</b>  <input checked="" type="checkbox"/> Student engaged in assigned educational activities.
<input type="button" value="Send Invitation(s) / Submit Agreement"/>	

- 9. Once the parent/guardian has signed the learning log, you should receive an email notification with a clickable link to finalize the document. You may also check the signature status and access the final steps via the “Sign Documents Compliance” menu.



10. Review the signature for accuracy and lastly click the “Send Invitation(s)/Submit Agreement” button.



11. You will receive a confirmation as shown below once the learning log has been finalized.