

## Create a New Anecdotal

Anecdotal logs can be created for individual students or student groups in the categories set by your school.

### Step 1

To access anecdotes, click Student>Anecdotal Logs, then click New Anecdotal. You can also click the New Anecdotal icon at the top of the site.

The screenshot shows the 'Anecdotal Log Search' interface. On the left sidebar, 'Anecdotal Logs' is highlighted with a red circle. The main content area includes several search filters: 'Return As' (set to 'List of Students in Anecdotal'), 'Start Date' and 'End Date' (empty text boxes), 'Type' (set to 'Select an Anecdotal Type'), 'Employee' (set to 'Search for Staff'), 'Grade Level' (set to 'Search for Grade Level'), and 'Student' (set to 'Blankenship, Bobby'). There is also a checkbox for 'Show only anecdotes in which I'm involved'. At the bottom, there are buttons for 'Search', 'Clear Filters', 'New Anecdotal' (circled in red), and 'Download'.

### Step 2

Enter in the information surrounding the anecdotal. Select a category and add individual students or select a student group.

#### New Anecdotal

The screenshot shows the 'New Anecdotal' form. It includes a dropdown menu for 'Select an Anecdotal Type', a dropdown menu for 'Add Students by Group', and a text box for '0 student(s) assigned:' with a 'Select Students...' button.

### Step 3

Select a date and time then enter in the location and description of the anecdotal.

The Description field will be visible to everyone with whom the Anecdotal is shared, so take this into consideration before using student names or other personal information in this field (especially if it will be shared with multiple parents or students).

Date:

8/19/2014 3:42:56 PM

Location:

Description:

**On 6/8/17 – Mr. Oberhaus made parental contact due to the fact that (Student name) missed the final exam.**

### Step 4

If you would like to share with staff, parents or students click the individual check boxes. If you would like to create a private anecdotal check Confidential. When you have entered in all information click Save.

Confidential

Share All Staff

Share Parent

Share Student

Notify these Staff Members:

x Duttun, Howard



Save



Save and Print



Close