

# Learning Logs

## I. Create Learning Log for One Student

- Step 1. Open the student's folder on the PLS/Student Roster
- Step 2. Click on Reports.
- Step 3. Click on the icon in the LL column for the LP you want to print a log for.
- Step 4. Choose the Log Type, Report title you want to print, if you want signature lines you want to appear, and if you want the calendar to appear.
- Click Print Log.

## II. Create Learning Logs for all Students at Once

- Step 1. At the top of your PLS Student Roster, click on the LL icon for the correct LP.
- Step 2. Choose the Log type, Report title, if you want signature lines, and if you want the calendar to show.
- Step 3. Click Print Logs.

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