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.

**Step 1:** Select students from the My Students screen.

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

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Step 3: Enter information:
- Select an Intervention
- Select a Provider
- Enter Service Log Date (date service was provided)
- Enter Minutes

Step 4: Click Add.

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

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

Step 6: Click Next.

Step 7: Review your information.

Step 8: Click Next.

A Warning Message will appear.

Step 9: Click OK to continue.
You will then return to your My Students screen.