Instructional Management Program
& Academic Communication Tool

Verify.net Student Logger

User Guide

09/04/2012
Version 3.0

CHICAGO PUBLIC SCHOOLS (CPS)

Verify.Net Logger Guide

125 S. Clark St.
Chicago, IL 60603

Table of Contents

Chapter 1

Introduction

Student Logger is a tool available in the Verify.net Incident Management module that allows you to view and create logs for students. Schools have the option to purchase the Student Logger tool directly from the vendor.

Home Page

Logging in and Features

To log into Verify.Net, go through the IMPACT homepage: https://impact.cps.k12.il.us.
Here you will use your CPS credentials to login. Once you are in Verify, you will click on the **Incident Management** tab and then click on **Student Logger.** This will take you to your **Student Logger** home screen.

Figure 1a- Logging into Verify

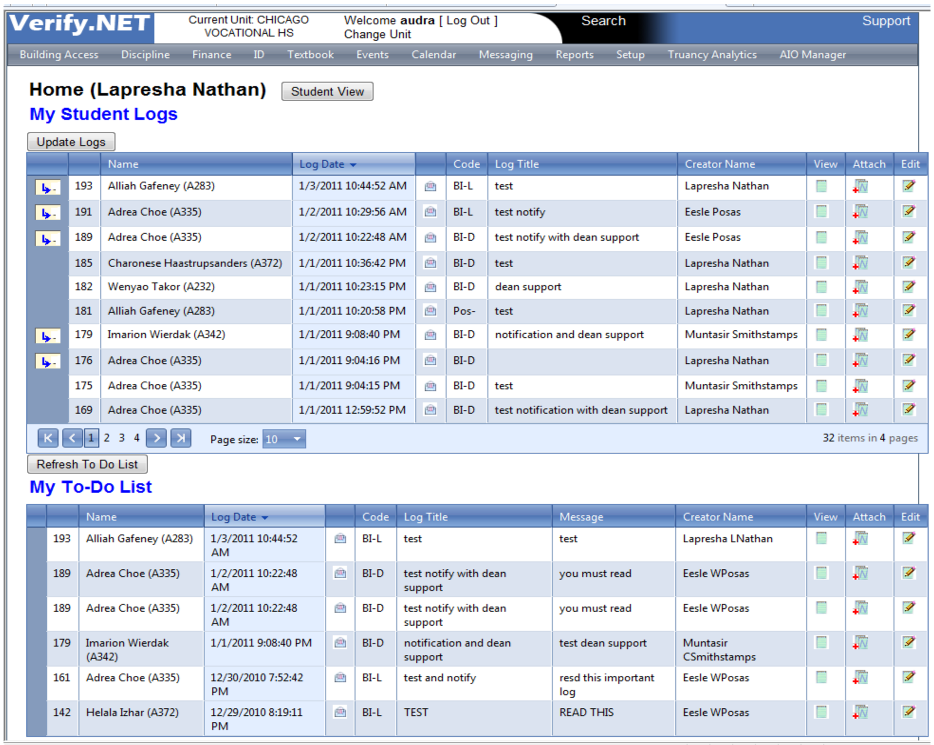
Verify.NET's Student Logger features a comprehensive home page with a large array of data and features. While it may seem overwhelming at first, each section is easy to use and identify.

The top part of the screen is the same as in the standard Verify.NET application. It contains the Search and Support functions and the main menu, which allows you to access any of the Verify.NET functions to which you are assigned.

Under the main menu, we find 2 important sections: **My Student Logs** and **My To-Do List. My Student Logs** displays a list of all the student logs available to you, as well as pertinent information such as the student name, log date and time, log code, log title, and the creator of the log. The list is sortable by any parameter (for instance, you can have all of the logs by the same creator sorted by alphabetical order).

To view a log, click on the paper icon under the **View** column to the right of the specific log you want to view. To attach a sub log to an existing log, click on the multiple papers with the plus sign icon in the **Attach** column. If you want to edit a log click on the icon with the paper and pencil under the **Edit** column.

Figure 1b - Viewing the Home Page

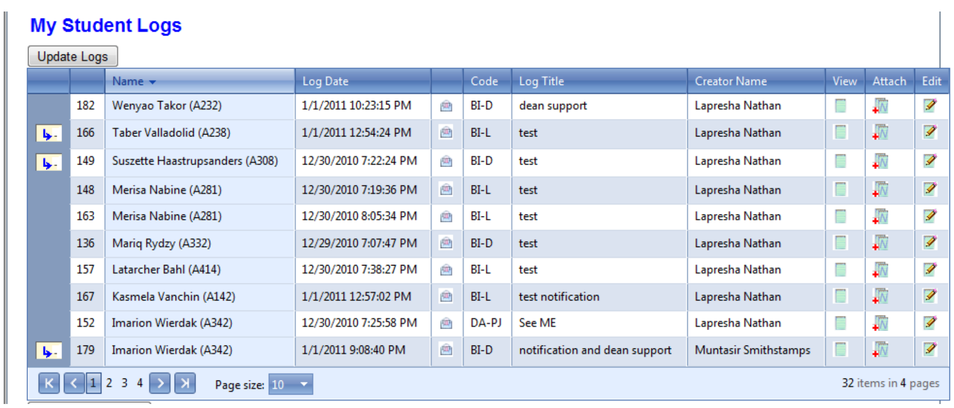


		Name	Log Date		Code	Log Title	Creator Name	View	Attach	Edit
	193	Alliah Gafeney (A283)	1/3/2011 10:44:52 AM		BI-L	test	Lapresha Nathan			
	191	Adrea Choe (A335)	1/2/2011 10:29:56 AM		BI-L	test notify	Eesle Posas			
	189	Adrea Choe (A335)	1/2/2011 10:22:48 AM		BI-D	test notify with dean support	Eesle Posas			
	185	Charonese Haastrupsanders (A372)	1/1/2011 10:36:42 PM		BI-D	test	Lapresha Nathan			
	182	Wenyao Takor (A232)	1/1/2011 10:23:15 PM		BI-D	dean support	Lapresha Nathan			
	181	Alliah Gafeney (A283)	1/1/2011 10:20:58 PM		Pos-	test	Lapresha Nathan			
	179	Imarion Wierdak (A342)	1/1/2011 9:08:40 PM		BI-D	notification and dean support	Muntasir Smithstamps			
	176	Adrea Choe (A335)	1/1/2011 9:04:16 PM		BI-D		Lapresha Nathan			
	175	Adrea Choe (A335)	1/1/2011 9:04:15 PM		BI-D	test	Muntasir Smithstamps			
	169	Adrea Choe (A335)	1/1/2011 12:59:52 PM		BI-D	test notification with dean support	Lapresha Nathan			

		Name	Log Date		Code	Log Title	Message	Creator Name	View	Attach	Edit
	193	Alliah Gafeney (A283)	1/3/2011 10:44:52 AM		BI-L	test	test	Lapresha LNathan			
	189	Adrea Choe (A335)	1/2/2011 10:22:48 AM		BI-D	test notify with dean support	you must read	Eesle WPosas			
	189	Adrea Choe (A335)	1/2/2011 10:22:48 AM		BI-D	test notify with dean support	you must read	Eesle WPosas			
	179	Imarion Wierdak (A342)	1/1/2011 9:08:40 PM		BI-D	notification and dean support	test dean support	Muntasir CSmithstamps			
	161	Adrea Choe (A335)	12/30/2010 7:52:42 PM		BI-L	test and notify	resd this important log	Eesle WPosas			
	142	Helala Izhar (A372)	12/29/2010 8:19:11 PM		BI-L	TEST	READ THIS	Eesle WPosas			

By default, logs are conveniently split up into pages of 10, but that can be changed at any time with a drop-down field (**Page Size**) at the bottom left of the section.

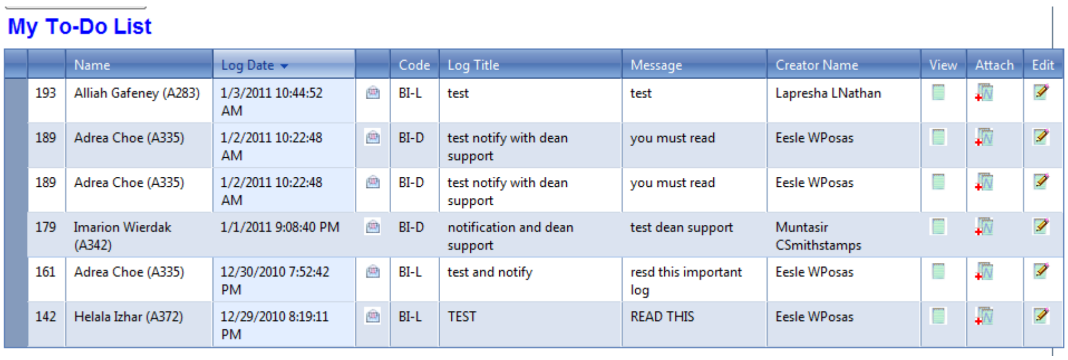
Figure 1c – My Student Logs



		Name	Log Date		Code	Log Title	Creator Name	View	Attach	Edit
	182	Wenyao Takor (A232)	1/1/2011 10:23:15 PM		BI-D	dean support	Lapresha Nathan			
	166	Taber Valladolid (A238)	1/1/2011 12:54:24 PM		BI-L	test	Lapresha Nathan			
	149	Suszette Haastrupsanders (A308)	12/30/2010 7:22:24 PM		BI-D	test	Lapresha Nathan			
	148	Merisa Nabine (A281)	12/30/2010 7:19:36 PM		BI-L	test	Lapresha Nathan			
	163	Merisa Nabine (A281)	12/30/2010 8:05:34 PM		BI-L	test	Lapresha Nathan			
	136	Mariq Rydzy (A332)	12/29/2010 7:07:47 PM		BI-D	test	Lapresha Nathan			
	157	Latarcher Bahl (A414)	12/30/2010 7:38:27 PM		BI-L	test	Lapresha Nathan			
	167	Kasmela Vanchin (A142)	1/1/2011 12:57:02 PM		BI-L	test notification	Lapresha Nathan			
	152	Imarion Wierdak (A342)	12/30/2010 7:25:58 PM		DA-PJ	See ME	Lapresha Nathan			
	179	Imarion Wierdak (A342)	1/1/2011 9:08:40 PM		BI-D	notification and dean support	Muntasir Smithstamps			

My To-Do List shows a list of items that need your specific attention. Just like in **My Student Logs**, however, you can sort the list by any of the columns (such as read/unread, log date, type, and student name), and drill down to specific information (such as student information). Clicking on the log title or date will take you to a detailed view of the log itself, where you can attach a sub log or edit the log.

Figure 1d – My To-Do List



My To-Do List

	Name	Log Date		Code	Log Title	Message	Creator Name	View	Attach	Edit
193	Alliah Gafeney (A283)	1/3/2011 10:44:52 AM		BI-L	test	test	Lapresha LNathan			
189	Adrea Choe (A335)	1/2/2011 10:22:48 AM		BI-D	test notify with dean support	you must read	Eesle WPosas			
189	Adrea Choe (A335)	1/2/2011 10:22:48 AM		BI-D	test notify with dean support	you must read	Eesle WPosas			
179	Imarion Wierdak (A342)	1/1/2011 9:08:40 PM		BI-D	notification and dean support	test dean support	Muntasir CSmithstamps			
161	Adrea Choe (A335)	12/30/2010 7:52:42 PM		BI-L	test and notify	resd this important log	Eesle WPosas			
142	Helala Izhar (A372)	12/29/2010 8:19:11 PM		BI-L	TEST	READ THIS	Eesle WPosas			

Chapter

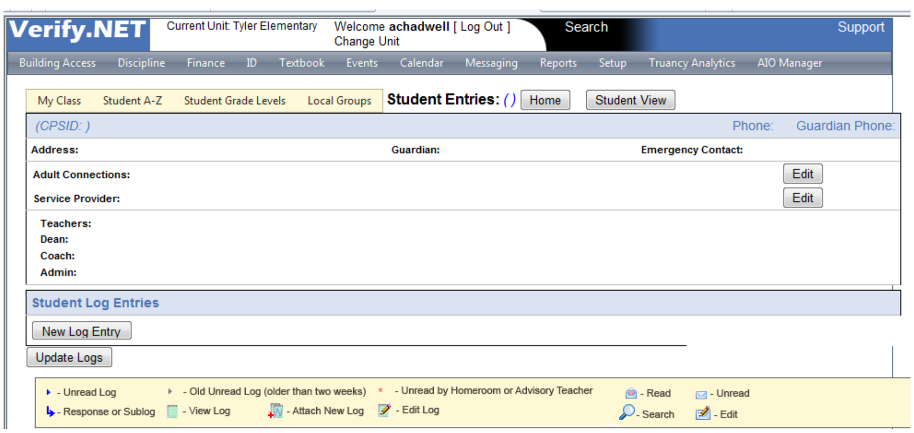
2

Student Information

Main Screen

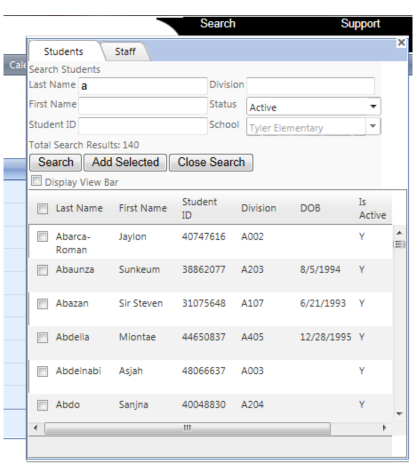
The **Student View** screen lists most of the important information for a specific student. At the top of the page you will search a specific student using the search tool.

Figure 2a- Student View Screen



If you are familiar with Verify.NET, you undoubtedly have used the **Search** feature to find students and staff members. If not, we will go over the basic search functions below. The Search function for the Student Logger area contains two tabs Students and Staff.

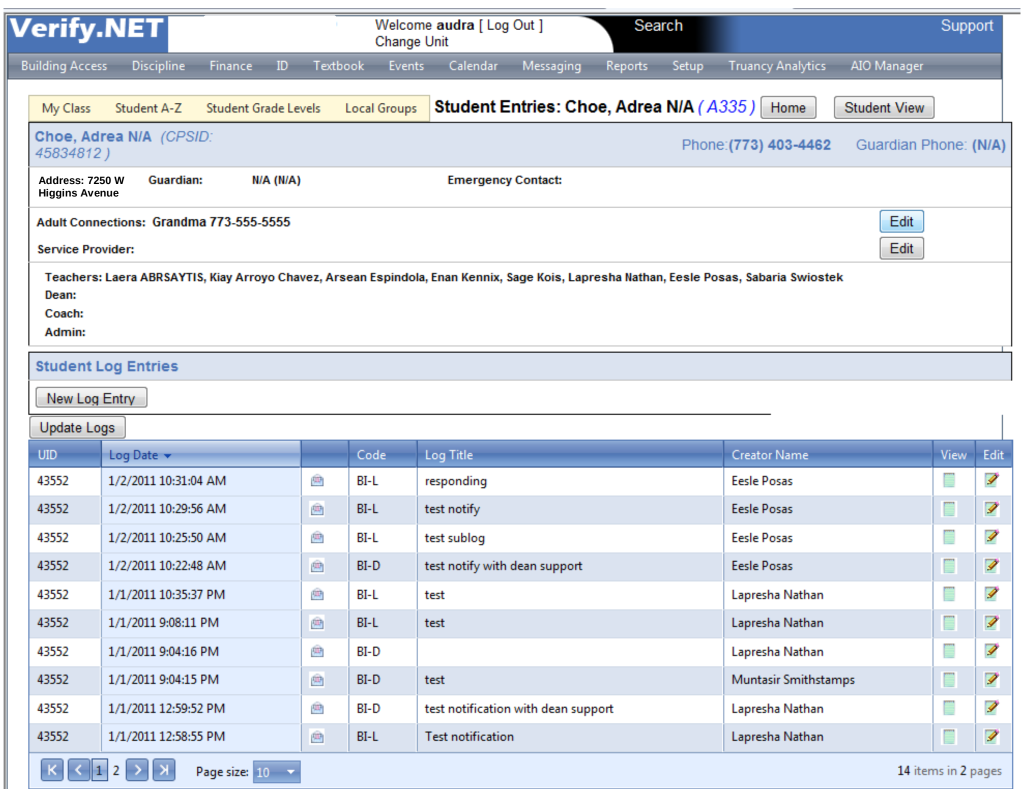
Figure 2b – Search Window (Student Search Tab)



The two standard **Search** window tabs (Student and Staff) are used to find students and staff members, respectively. The four text fields that you find in the Staff and Student tabs allow you to search for a whole name or a partial name, student or staff ID number, and division. Once the search runs, the names will be displayed in the lower part of the window, and students can be selected and added to the window that you're working on.

Once you have searched a student, the student's home and family information are listed, along with editable areas such as Adult connections or Service Provider. The student's teachers, administrators, and other related school officials are listed as well.
Below the student information box, you can view all of the student's current Log Entries. In this section, you can add a **New Log Entry** for this student (*see pg. 9*).

Figure 2c - Viewing the Student Information and Log Entries



As on the previous screens, all of the columns are sortable. Clicking on the **Creator Name** sorts the logs by who created them. Logs can be viewed, edited.

Chapter

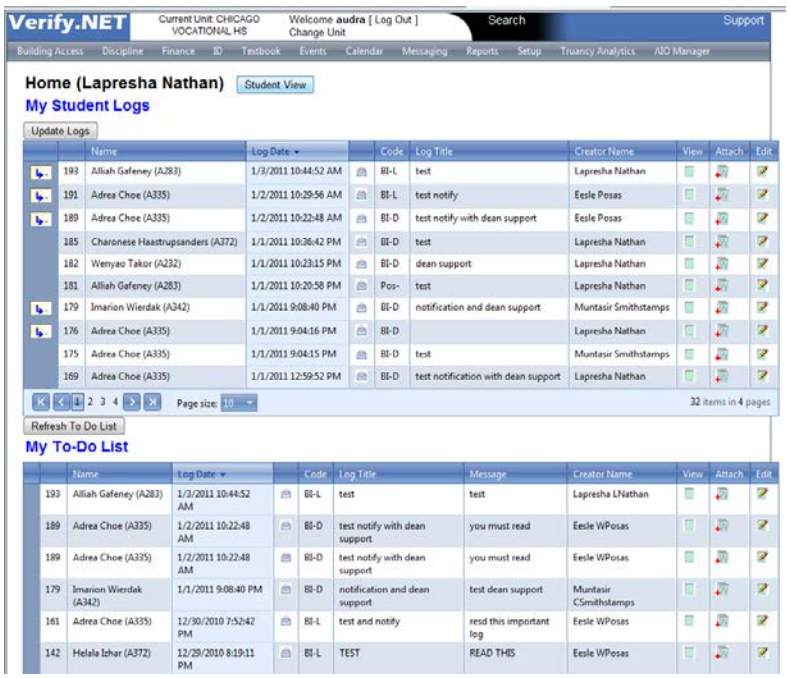
3

Student Logs

Creating New Logs

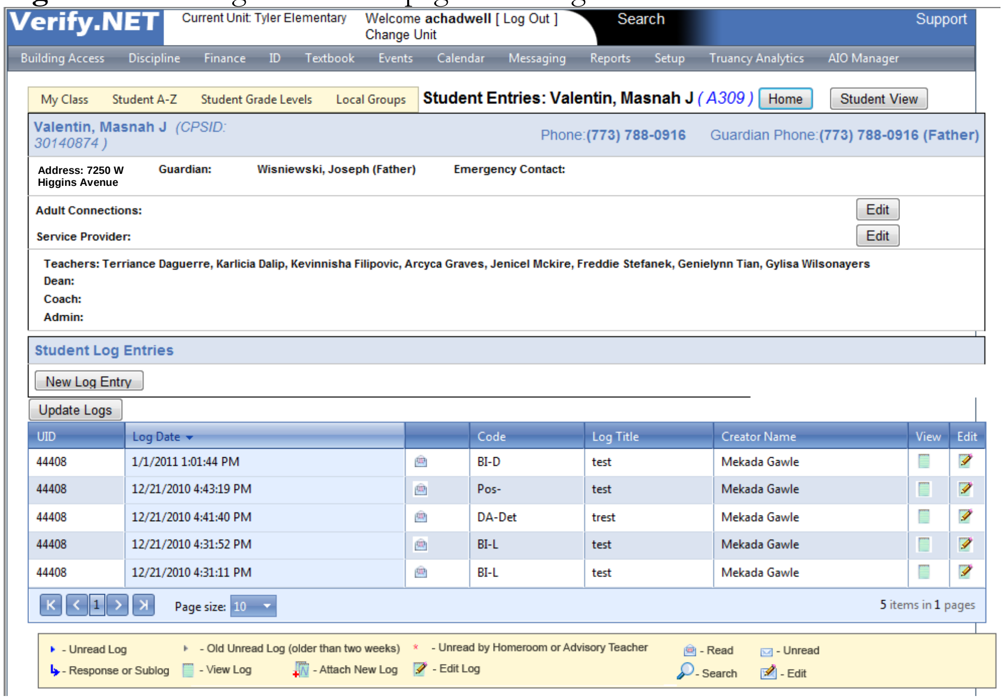
To create a log, you need to be on the Student View tab. From your home page you will click on **Student View.**

Figure 3a – Creating a New Log from the home page



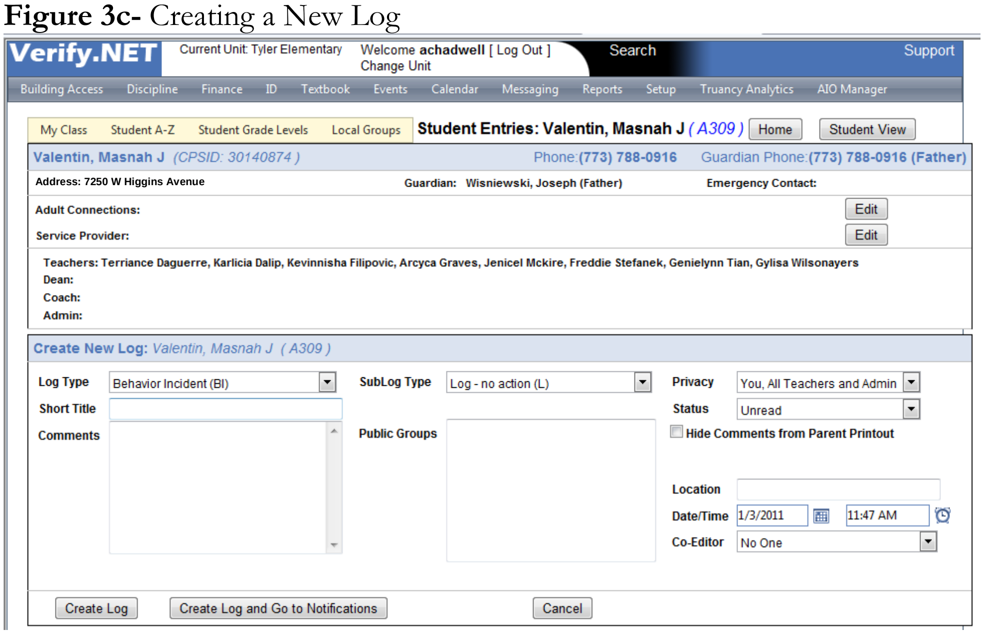
On the Student Entries screen, use search to look up your student. Once you have selected your student, their **Student Information** will populate. If they have any previous logs those will display at the bottom of the page. To create a new log, click on **New Log Entry**.

Figure 3b-Viewing the Student page for a single student



When creating the log there are two sections. The top section shows the typical Student Information box for all students that have been selected that we have seen in some of the previous screens. The bottom section which is the **Create New Log** section is filled with textboxes and dropdowns for detailed Log information creation.

Figure 3c- Creating a New Log

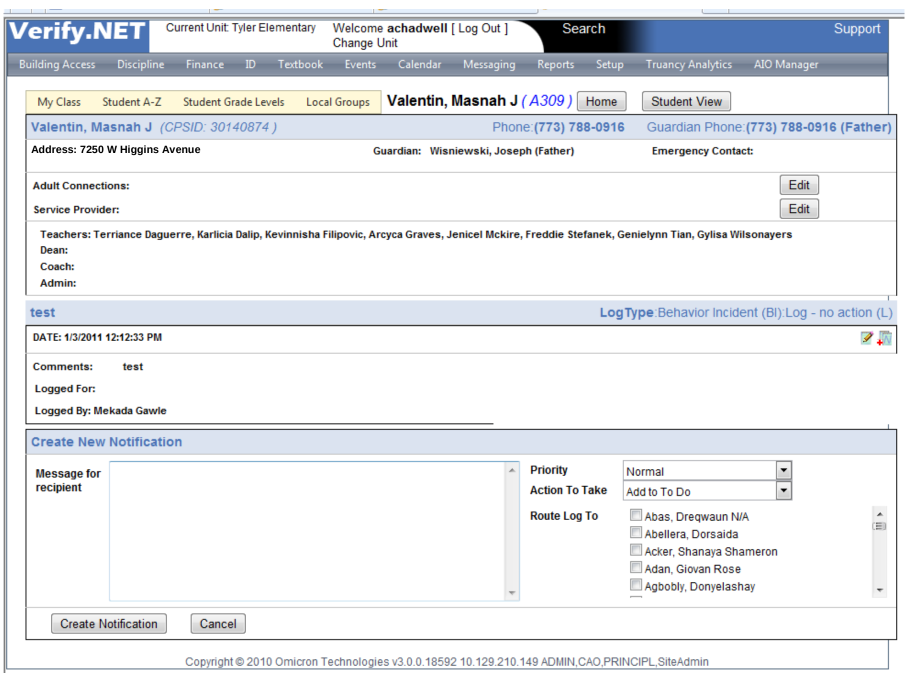


Log Type and **Sublog Type** are dropdowns that allow you to decide what specific type of Student Log you are entering. The **Short Title** textbox dictates what you and everyone else will see at the top of the page or in a list of Logs on a screen. This is the main identifier of your Student Log.

The **Public Groups** box allows you to indicate to which groups the student belongs, and the **Comments box** is for detailed descriptions of the Log's contents. On the right of the box, we find **Privacy** and **Status** drop-downs, which allow you to set who is allowed to read the Log, and the Read/Unread Status, respectively. You are able to type in the **Location**, **Date/Time** and **Co-Editor** for the incident, if necessary.

Once you have filled out the appropriate boxes you can click **Create New Log or Create Log and Go to Notifications.** If you just click **Create New Log**, it will direct you back to your homepage where you are able to see the log. If you click **Create New Log and Go to Notifications** you will see your log that you created, and a new set of options will appear. Here you can type a message for a recipient and choose any other staff member that you would like to view this log. Once you have completed this information click **Create Notification.**

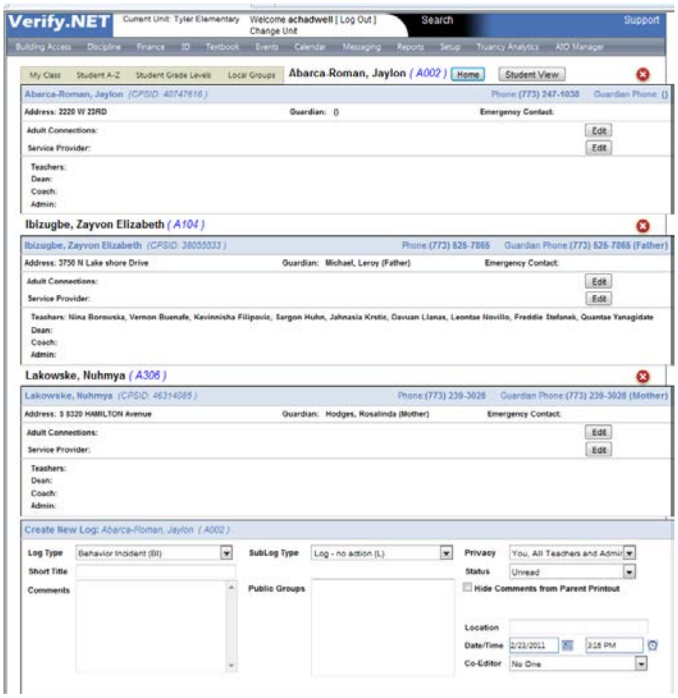
Figure 3d- Creating a Notification on a Log



Creating Multi Student Logs

To create a multi student log, go to Student View. On the Student Entries screen, use search to look up your first student. Once you have selected your student, their **Student Information** will populate. If they have any previous logs those will display at the bottom of the page. Then click on, **New Log Entry**. At this point you would you would then continue to use the search to look up your additional students. As you add students will you will notice the student information for each student will appear.

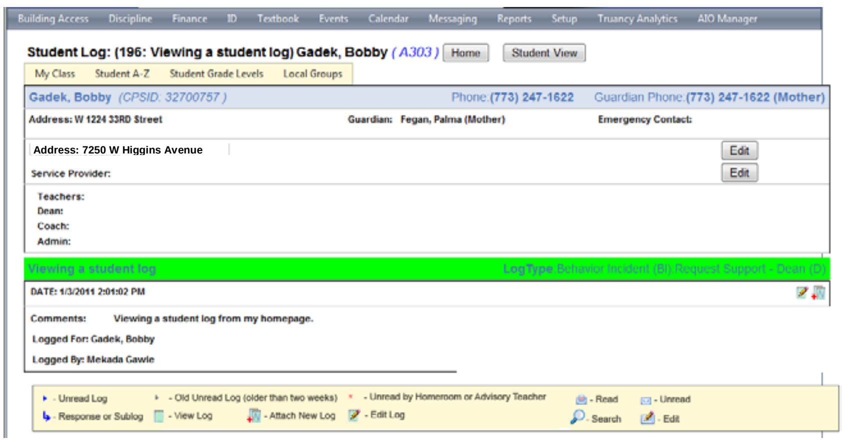
Figure 3e- Viewing the Student page for multi student



Viewing a Student Log

The Student Log information page has several areas. The first area is the Student Information area. Much like the upper area of the previous screens (3b), this box displays all of the student's important information. The next section is the Student Log detail area. This box displays all of the information for specific Student Log, starting with the title in the Green title bar. On the title bar to the right, we will find the Log Type. Below the title bar, we find the rest of the information about the log, including date and location, buttons for editing the log and adding sublogs, and comments about the incident. Under the comments, the information about whom the log was created for and who created the log.

Figure 3f - Viewing Student Log detail area



Sublogs

Sublogs are typically responses or comments that have been appended to a specific Student Log by a staff member. Using the **Attach New Log** icon from the **My Student Logs** on the homepage allows anyone with the appropriate access to attach a sublog to an existing log. Sublogs are used to add follow-up information and requests to Student Logs.

Figure 3g.-Viewing Student Sublog