

## Conference Information

### Viewing Conference Logs



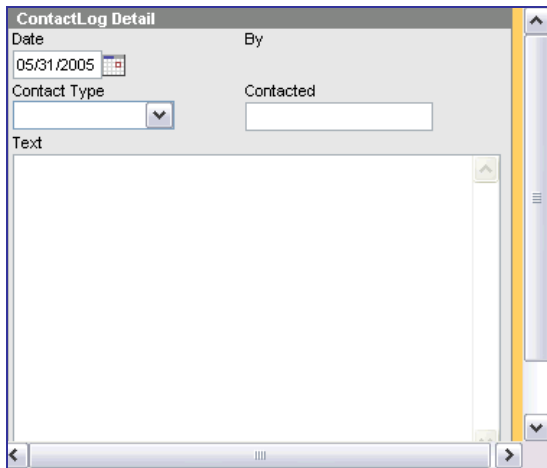
#### IMPORTANT!

The information listed in the Conference folder is only for *academic* information only.



1. From the **Index** tab, select the **Instruction** folder by clicking the name of the folder.
2. Select the **Conference** folder within **Instruction** folder.
3. Search for a student if no student is displaying and use either the quick **Search** tab or the **Advanced Search** option.
4. Click on the **Conference** tab.
5. Click on specific conference in the **Contact Log Editor** to display the information about the academic conferences.

### Entering a Conference Log



1. Click on **New** icon to create a new Contact Detail log
2. Type or click on the calendar for the **Date** of the log, system will default to today's date.
3. Click on the drop down arrow to select **Contact Type**
4. Type who was Contacted in the **Contacted** field
5. Type the information in the **Text** field
6. Click **Save** to close record

### Printing Contact Logs



1. Click the **Print** icon to view all conference events associated with the student chosen. A PDF report will display.