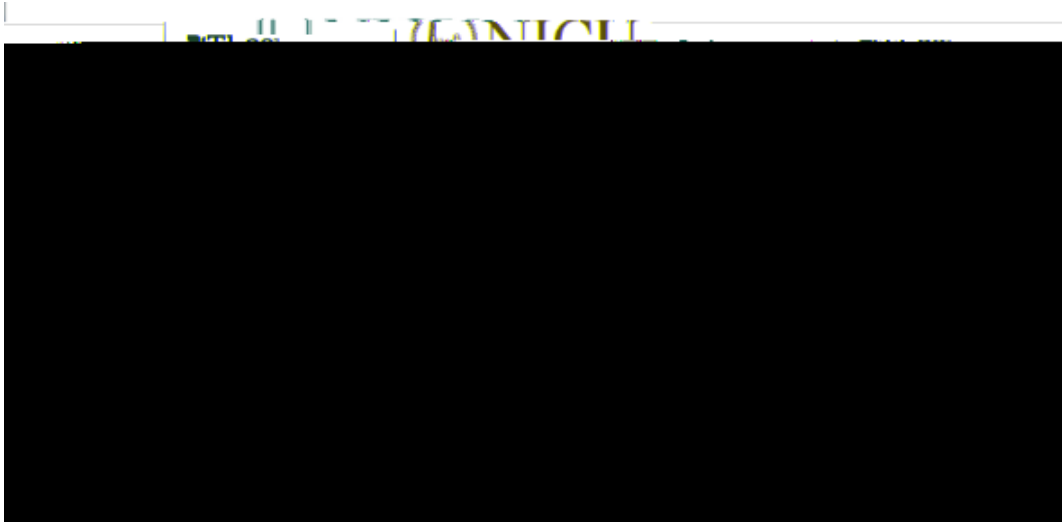
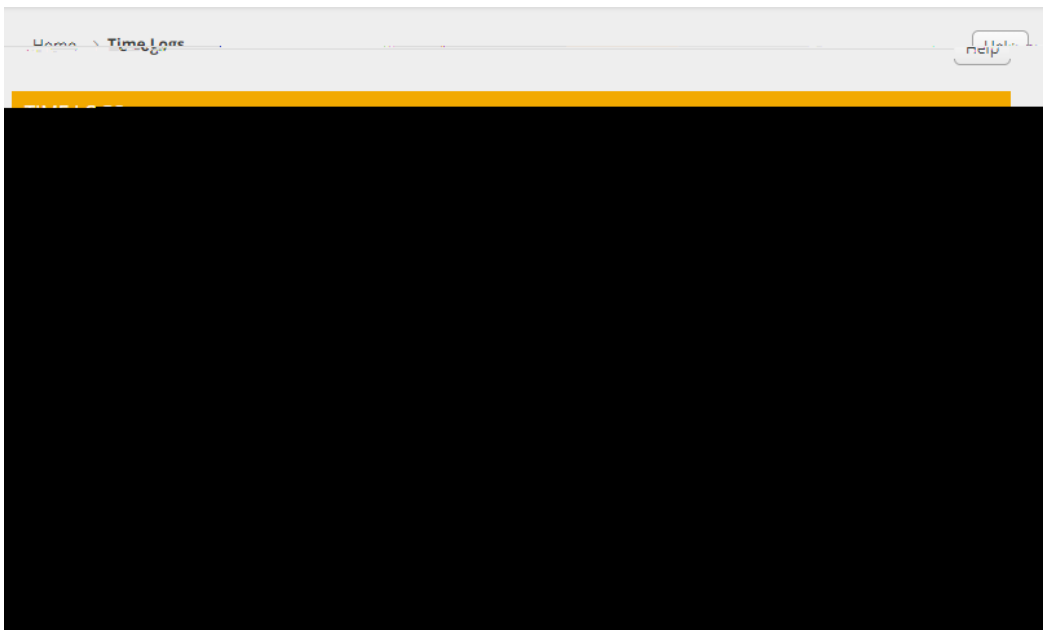


## To Create a Time Log Entry:

1. In Tk20, navigate to Time Logs, under the Home tab on the side menu.



Here, you will see two tabs across the top of the page: Entries and Dashboard. The Entries tab shows you each individual time log entry that you have created.



2. In the Entries tab, click the green “Create New Activity” button.
3. Fill in the following activities details:
  - x Activity: from this drop down menu, select “Student teaching”.

- x Reviewer Email: Type the email address of the instructor teaching your field experience class. This person will be reviewing and approving/rejecting your entry.
- x Date: Select the date for which you are entering this time.
- x Time Range: Select the clock hours for which you are submitting tticiey-0.75(r)11.1 (y)-4.6 (.)1

## To Submit Your Entries for Approval:

1. In the Entries tab of the

## To View a Summary of Your Time Logs

Click on the Dashboard tab to see the status of your entries:

1. A chart that shows the total number of hours in each status category per activity
2. An interactive graph that can show hours based on approval status per activity

