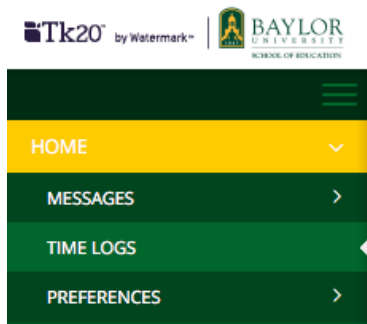




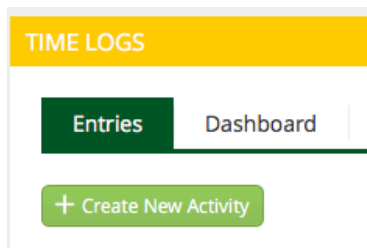
Create and Submit a Time Log Entry in Tk20

Create a Time Log Entry

1. Log in to Tk20 at baylor.edu/soe/tk20. (Refer to the How-to article “Log In” if you need help with that.)
2. In Tk20, navigate to Time Logs, under the Home tab on the side menu.



3. In the Entries tab, click the green “+ Create New Activity” button.



4. Select the correct Time Log using the Time Log drop-down menu.
 - Undergrad - You will normally select the “SOE - Clinical Teaching Time Log” for logging your hours. Select the ESL Time Log if you have been instructed to log your ESL activities.
 - Graduate - You will select the “SOE - EdD - Time Log Form” for your activities.
 - School of Music - You will select the “SOM - Clinical Teaching Time Log” for your activities.

The screenshot shows a web interface with two tabs: 'Activity Details' (selected) and 'Questions'. Below the tabs, there are two input fields: 'Time Log:*' and 'Activity:*'. A dropdown menu is open for the 'Time Log:*' field, displaying three options: 'Please Select' (highlighted in blue), 'SOE - Clinical Teaching Time Log', and 'SOE - ESL Time Log'.

5. Fill in the following Activity Details. This is the default tab that will be active when creating a new Time Log Entry.

The screenshot shows the 'Activity Details' tab of a form. The 'Time Log:*' field is populated with 'SOE - Clinical Teaching Time Log'. The 'Activity:*' field contains 'Teaching'. The 'Reviewer Email:*' field contains 'thomedwards@me.com'. The 'Date:*' field shows '08/14/2018'. The 'Time Range:*' section has 'Start Time' set to '8 : 30 am' and 'End Time' set to '4 : 00 pm'. The 'Description:' field is empty.

- Time Log: This section will probably already be completed for you.
- Activity: From this drop down menu, select the activity relevant to this particular entry.
- Reviewer Email: Type in the email address of the person who will be reviewing and approving/rejecting your entry.
- Date: Select the date for which you are entering this time.
- Time Range: Select the clock hours for which you are submitting this entry.
 - Interns: Use the start and end times for when you arrive to and leave campus.
 - TAs: Use the start and end times for when you start and end in the classroom.
- Description (optional): You may include a description of your experience during this entry.

6. Fill in the following Questions. You must click the “Questions” tab to complete this.

(Note that this example is creating a Time Log entry for undergraduate SOE Candidates. Graduate Students’ form may include different details, but the steps to complete the entry are the same.)

The screenshot shows a web interface with two tabs: 'Activity Details' and 'Questions'. The 'Questions' tab is active. Below the tabs is a section titled 'INFORMATION'. It contains the following fields:

- Reviewer's Full Name***: A text input field containing 'Thom Edwards'.
- School***: A dropdown menu showing 'Midway HS -- 161-903-001'.
- School (if not listed above):**: An empty text input field.
- Detail (Please select all that apply for this Time Log entry)***: A list of checkboxes:
 - Full Teach
 - Small Group
 - Whole Group
 - Co-Teach

- Reviewer’s Full Name: Enter the name of the Reviewer whose Email address you entered earlier.
- School: From this drop down menu, select from the school for this Time Log Entry. If your school is not listed, select Other. You can ignore the code listed after each school.
- School (if not listed above): Enter the school for this Time Log Entry if the school is not available in the School drop down menu.
- Detail: Select each checkbox that applies to this Time Log Entry.

7. Click the green “Create” button in the bottom right corner of the window. (You can Cancel at this time if you do not want to save your entry.)



8. You’re done!

- Scroll down for instructions on submitting your Time Logs.

Submit Time Log Entries

1. Log in to Tk20 at baylor.edu/soe/tk20. (Refer to the How-to article “Log In” if you need help with that.)
2. In the Entries tab of the Time Logs page, indicate the entries you want to submit for approval by selecting the checkbox next to each of them. You can select more than one entry.

The screenshot shows the 'TIME LOGS' interface. At the top, there are tabs for 'Entries' (selected) and 'Dashboard'. Below the tabs is a '+ Create New Activity' button and a 'Submit for Approval' button with a trash icon. A table below contains one entry:

<input type="checkbox"/>	Date ▾	Time Range	Duration	Status	Act
<input type="checkbox"/>	08/14/2018	7:45 am - 4:30 pm	8.75 hours	Not Submitted	Te

- Use the “Filter” button to help show only the Time Log entries you want to see while selecting. As shown here, it is useful to use the “Not Submitted” Status Filter to show only those entries that need to be submitted. Click the “Search” button to filter.

The screenshot shows the filter options in the TIME LOGS page. At the top, there are buttons for 'Filter (0)' and 'Export'. Below these are input fields for 'FROM:' and 'TO:' with date pickers. There are also fields for 'STATUS:' and 'TIME LOG:'. A dropdown menu is open under 'STATUS:', showing options: 'Please select', 'Rejected', 'Approved', 'Pending Approval', and 'Not Submitted' (highlighted). At the bottom right, there are 'Search' and 'Clear' buttons.

3. Click “Submit for Approval” at the top of the list after selecting your entries.

The screenshot shows the 'TIME LOGS' interface with the 'Submit for Approval' button and a table with one entry selected:

<input type="checkbox"/>	Date ▾
<input checked="" type="checkbox"/>	08/14/2018

4. A new page will appear. Review your selected entries and, if no changes need to be made, click the “Submit” button. (You can Cancel at this time to make changes.)

REVIEWER: THOMEDWARDS@ME.COM

Date	Time Range	Activity	Status
08/14/2018	7:45 am - 4:30 pm	Teaching	Not Submitted

Submit !

5. You're done!