



**BAYLOR**  
UNIVERSITY  
SCHOOL OF EDUCATION



## Approving/Rejecting Time Log Entries

When students create a time log entry, they input the email address of their reviewer. The reviewer then receives an email through which they can access and approve/reject the student's entries.

1. Access the email regarding time log approvals assigned to you. It will look similar to this:

☆ **Baylor School of Education**

Time log approval request for test student

To: Thom Edwards

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Hello,

A student has submitted one or more Time Log entries that require your approval.

Make sure to save this email. You will be able to access the associated Time Log entries.

Thank you!





**If you have received more than one notification email or are reviewing entries and notice data inconsistencies, please do not open multiple tabs or windows or a new browser window.**

[Time log for test student](#)

If the link does not work, please copy and paste the following address into your browser.

<https://baylor.tk20.com/campustoolshighered/externalAction.do?passkey=0b1d0a115db21475d7d91c8134d3584ab9dad653a4a4e4ef6faa356605f6>

- In this email, click the link that says "Time Log for <<student's name>>". In the screen shot above, the student's name is "test student." This will take you directly to the student's Time Log entries. Entries marked with a red flag are pending approval.

TIME LOG APPROVAL REQUEST				
test student <span style="float: right;">▼</span>				
Date of Entry	Activity	Time Range	Status	
 08/16/2018	Teaching	7:45 am - 4:00 pm	Pending Approval	
 08/15/2018	Teaching	8:45 am - 3:15 pm	Pending Approval	
 08/14/2018	Teaching	7:45 am - 4:30 pm	Pending Approval	
08/08/2018	Teaching	7:45 am - 4:15 pm	Approved on 08/15/2018	
08/07/2018	Teaching	8:15 am - 3:45 pm	Approved on 08/15/2018	
 08/06/2018	Professional Development	8:00 am - 4:15 pm	Pending Approval	

- Click the date of a Time Log entry to view it. The page will look like this:

08/16/2018

**Student Name:** test student

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**Time Range:** 7:45 am - 4:00 pm

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**Activity:** Teaching

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**Description:**

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**INFORMATION**

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**Reviewer's Full Name\*** Thom Edwards

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**School\*** Midway HS -- 161-903-001

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**School (if not listed above):**

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**Detail (Please select all that apply for this Time Log entry)\*** Full Teach  
Other

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**YOUR APPROVAL**

**Decision:\***  Approve  
 Reject

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**Comments:**

4. Review the Time Log entry. Once you have reviewed the entry, select “Approve” or “Reject” by clicking the appropriate radio button in the “YOUR APPROVAL” section of the form.
  - If the entry is rejected, you must add a comment or reason for the rejection in the “Comments” text area.
5. Once you have completed the form, click the green “Submit” at the bottom right of the page.



6. Repeat for each Time Log entry that has not been approved.