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

Hello,
A student has submitted one or more Time Log entries that require your appi
Make sure to save this email. You will be able to access the associated Time
Thank you!

If you have received more than one notification email or are reviewing data inconsistencies, please do not open multiple tabs or windows or a

Time log for test student

If the link does not work, please copy and paste the following address into yc

https://baylor.tk20.com/campustoolshighered/externalAction.do?passkey=0b1d0a115db21475d7d91c8134d3584ab9dad653a4a4e4ef6faa356605f6
```
2. In this email, click the link that says “Time Log for <<student's name>>”. In the screenshot 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.

<table>
<thead>
<tr>
<th>Date of Entry</th>
<th>Activity</th>
<th>Time Range</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/16/2018</td>
<td>Teaching</td>
<td>7:45 am - 4:00 pm</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>08/15/2018</td>
<td>Teaching</td>
<td>8:45 am - 3:15 pm</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>08/14/2018</td>
<td>Teaching</td>
<td>7:45 am - 4:30 pm</td>
<td>Pending Approval</td>
</tr>
<tr>
<td>08/08/2018</td>
<td>Teaching</td>
<td>7:45 am - 4:15 pm</td>
<td>Approved on 08/15/2018</td>
</tr>
<tr>
<td>08/07/2018</td>
<td>Teaching</td>
<td>8:15 am - 3:45 pm</td>
<td>Approved on 08/15/2018</td>
</tr>
<tr>
<td>08/06/2018</td>
<td>Professional Development</td>
<td>8:00 am - 4:15 pm</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

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

```
08/16/2018

Student Name:  test student
Time Range:    7:45 am - 4:00 pm
Activity:      Teaching
Description:

INFORMATION

Reviewer's Full Name*  Thom Edwards
School*                Midway HS – 161-903-001
School (if not listed above):
Detail (Please select all that apply for this Time Log entry)*  Full Teach, Other

YOUR APPROVAL

Decision:*  
  ○ Approve
  ○ Reject

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.