



BAYLOR
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SCHOOL OF EDUCATION



Time Log Detail Report

This is a summary for the Tk20 Time Log Detail email/report you receive. The contents here are rather lengthy, but please take a minute to review all of it. There is a lot of great information on how to get the most out of this report, as well as how to access its data.

This document is divided into the following sections:

- Summary
- Report Column Explanation
- How to Use the Report
- Detail Section of the Report

Summary

The report will give you a “dashboard” view of your students’ Time Log activity. Since the students’ classroom teachers are the ones who see and approve the entries, you do not have a way to see your students’ progress and logs. This report allows you know what is going with them and you can guide them as needed.

You will be receiving the report as an Excel spreadsheet attachment in a separate email with the subject Tk20 Time Log Detail - <<your name>>. We will send you the report weekly, usually on Thursday before lunch. It contains data that is current up to the time it was run and includes all data for the current term. Keep in mind that viewing the report at a later time will not include any data that was entered after the report was run. For current data, you should refer to the most recent report.

Report Column Explanation

In the report you will find each of your students with the following data:

- **# Entries**
The number of Time Log entries the student has made.
- **Total Hours**
The number of hours the student has logged.
- **Approved**
The number of hours that have been approved.
- **Not Submitted**
The number of hours that have not been logged but not submitted for approval.
- **Pending Approval**
The number of hours that been submitted for approval but have not been approved/rejected.
- **Rejected**
The number of hours that are currently in the Rejected status. Note that hours that were previously rejected but were later updated will not be included.

How to Use the Report

A good deal of information can be gleaned from this report. A few things you may want to look for:

- **A low number of # Entries and/or Total Hours**
This student has not been making Time Log entries. The student should be contacted to correct this issue.
- **A high number of Not Submitted hours**
This student is making entries, but is not submitting them for approval. The student should be contacted to correct this issue.
- **A high number of Pending Approval hours**
The student's Time Log reviewer (mentor teacher, curriculum instructor, etc.) is not responding to the approval request. The teacher should be contacted to correct this issue.
--OR--
The student is entering an incorrect Reviewer Email address in the entry. The student should correct the address and resubmit the entries for approval
--OR--
The teacher has not received the email or cannot find it. You should let me know about this so we can work with the teacher's ISD and get that corrected.

Detail Section of the Report

There is also a detail section of the report, showing each of the students' entries. This will allow you to view the entry exactly as it was entered so you can get a more detailed look at the student's activity. It can also be used to determine what may be the cause of any issues. For example, if there are a number of Pending Approval hours, you might notice the email address of the Reviewer is incorrect.

To view the detail section, click the + sign to the left of a student/row. (If you are on an iPad, you may not see the + sign. See below for more about the report on iPads.) Clicking the + sign will expand that student's section, showing each field for each individual Time Log entry, sorted by the most recent date of the entry. Depending on your screen resolution, you may have to scroll to the right to see the detail after clicking the + sign. To hide the detail, click the – sign to the left of the student/row. (The + sign you clicked earlier is now a – sign.)

Please note that you should open the attached file on your computer or laptop and use Excel. The expanding feature will only work in Excel. You can open the file on an iPad and see the totals, but the details may not be viewable. It can be done on an iPad, but it takes some extra steps. If all you have access to is an iPad and the detail section of the report is important to you, let us know at Tk20_Support@baylor.edu so we can set that up for you.