



**BAYLOR**  
UNIVERSITY  
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## Time Log Detail Report Overview

We have put together the Time Log Detail report to help you better understand and manage your students' Time Log entries in Tk20. We make this available because the students' cooperating teachers are the only people to see and approve the entries—you do not have a way to see your students' progress and logs in Tk20. The report will give you a “dashboard” view of each of your students' Time Log activities so you know what is going with them and you can guide them as needed. The primary report that is sent weekly (on or around each Tuesday) is for the Clinical Time Log, upon which this discussion focuses. The Seminar/PD email is similar, and it is sent monthly.

You will be receiving the report as an Excel spreadsheet attachment in a separate email with the subject Clinical Time Log Detail - <<your name>>. 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.

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

Column	Data
# Entries	The number of Time Log entries the student has made.
# Days	The number of days that have Time Log entries.
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	The number of hours that been submitted for approval but have not been approved/rejectedd.
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.

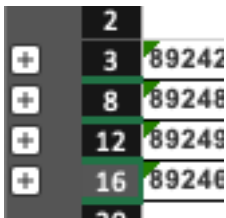
A good deal of information can be gleaned from this report. A few things you may want to look for:

Potential Issue	Resolution
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 hours	<p>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.</p> <p>--OR--</p> <p>The student is entering an incorrect Reviewer Email address in the entry. The student should correct the address and resubmit the entries for approval.</p> <p>--OR--</p> <p>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.</p>

There is also a detail section of the report, showing each of the students' entries. This allows you get a more granular view of the student's entries and better understand their daily activities. It can also be useful to help find a cause for some of the Potential Issues listed in the table above.

Note that you should save and open the attached file on your computer or laptop and use Excel. The detail feature will only work in Excel. Viewing the attachment in Outlook or on a mobile device (phone, iPad, etc.) will prevent you from accessing the detailed view.

To view the detail section, click the + sign to the left of a student/row. Clicking the + sign will expand that student's section, showing each field for each individual Time Log entry. (See the screenshot below.)



The entries are sorted reverse-chronologically, with the most recent entry showing first. Each of the columns in the detail view is self-explanatory—each row shows each answer to each question the student entered for the entry. Depending on your screen resolution, you may have to scroll to the right to see the all of the columns in the detail view. To hide the detail, click the – sign to the left of the student/row. (The + sign you clicked earlier is now a – sign.)

In some instances, a cell in the detail view may be marked in red. These are not \*necessarily\* an indication of errors or incorrect entries, but they should definitely be looked at to make sure the entries are correct.

Cell	Reason	Possible Resolution
Date	There are two or more entries for that day	The student should be coached to make only one entry per day.
Hours	The entry is for more than 10 hours.	This is usually due to a mistake in making the entry, such as incorrect am/pm. The student should be notified to correct this entry if it is, in fact, an error.