Tk20 – Reviewer Time Log Guide
The University of Texas Rio Grande Valley

1. You will receive an email after the Clinical Teacher has submitted a "**Time Log**" for approval.

Time log approval request for Luis Azpeitia

CO College of Education <no-reply@tk20.com>
To Aliver Lozano

↩ Reply   « Reply All   → Forward   ...
Fri 8/7/2020 11:43 AM

Hello,

A student has submitted one or more Time Log entries that require your approval. Please follow the link below to review this record(s).

Make sure to save this email. You will be able to access the associated Time Logs from the link provided.

Thank you!

If you have received more than one notification email or are reviewing entries for multiple students, you will be able to view all of your assigned entries from the link below. To prevent data inconsistencies, please do not open multiple tabs or windows or attempt to view more than one student or entry at a time.

Time log for Luis Azpeitia

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

https://utrgv.tk20.com/campustoolshighered/externalAction.do?
passkey=0b1d0a115db21475d7d91c8134d3584ad4f568d79e991e3637631771e604f15c57baf4982cd9c8729b85690f105ec6b504ac25cf68ac59f3f97b0366fee20d99794203a62d749c83ce4cc9d987e3532b

*You may bookmark the link to access the Tk20 "**Time Log Approval Request**" at anytime

2. After clicking on the link, you will be taken to the "**Time Log Approval Request**"

3. To review an entry, click on the date you wish to review

TIME LOG APPROVAL REQUEST

George Clooney ⌄

Date of Entry	Activity	Time Range	Status
03/23/2017	Department of Public Works	1:15 pm - 10:45 pm	Rejected on 04/11/2017
03/01/2017	Teaching	6:30 pm - 11:45 pm	Approved on 03/23/2017
02/06/2017	Assistant Teaching	1:00 pm - 4:30 pm	Approved on 03/13/2017
02/01/2017	Department of Public Works	10:00 am - 1:15 pm	Pending Approval
01/12/2017	Classroom Instruction	1:00 pm - 4:15 pm	Approved on 04/04/2017
01/10/2017	Classroom Observation	1:00 pm - 3:00 pm	Pending Approval
01/19/2016	Classroom Observation	1:15 pm - 8:45 pm	Pending Approval

***Reminder:** Do not open more than one entry at a time or attempt to navigate using multiple windows or tabs or the browser back button. Doing so may cause data inconsistencies.

4. Review the information provided by the Clinical Teacher

TIME LOG APPROVAL REQUEST

Reminder: Do not open more than one entry at a time or attempt to navigate using multiple windows or tabs or the browser back button. Doing so may cause data inconsistencies.

08/06/2020

Student Name:	Luis Azpeitia
Time Range:	9:00 am - 12:00 pm
Activity:	Evaluated the use of technology
Description:	This is a test.

FIELD EXPERIENCE LOGS

District:*	BROWNSVILLE ISD
Cooperating Teacher Certification:*	Art Grades (EC-12)
Content:*	Test
Grade Level:*	Test
Written Reflection:*	Test

5. Once reviewed, you click on "**Approve**" or "**Reject,**" then click "**Update.**"
   a. You may include comments if you wish
   b. You may also make a change at any point after you clicked "**Update**"

YOUR APPROVAL

Decision:*   ◉ Approve
                  ○ Reject

Comments:

[Update   ] Cancel

__Reject:__ A comment will be required when a log is rejected

6. After the page refreshes, you will see the "**Time Log Approval Request**"

TIME LOG APPROVAL REQUEST			

Luis Azpeitia ⌄

Approve

	Date of Entry a.	Activity b.	Time Range c.	Status d.
☐	08/06/2020	Evaluated the use of technology	9:00 am - 12:00 pm	Approved on 09/03/2020

a. The date for which the clinical teacher logged the entry

b. The activity that was performed by the clinical teacher

c. The time range for which the clinical teacher logged the entry

d. The approval status of a particular entry:

- **Pending approval:** you will find a red flag (⚑) as a reminder to review that entry

- **Approved:** you have provided approval of the time submitted

- **Rejected:** you have rejected the time submitted. The clinical teacher will get a notice when the entry has been rejected. They may review, make the necessary changes, and resubmit the log for review.

For more information, you may contact the Office of Field Experiences