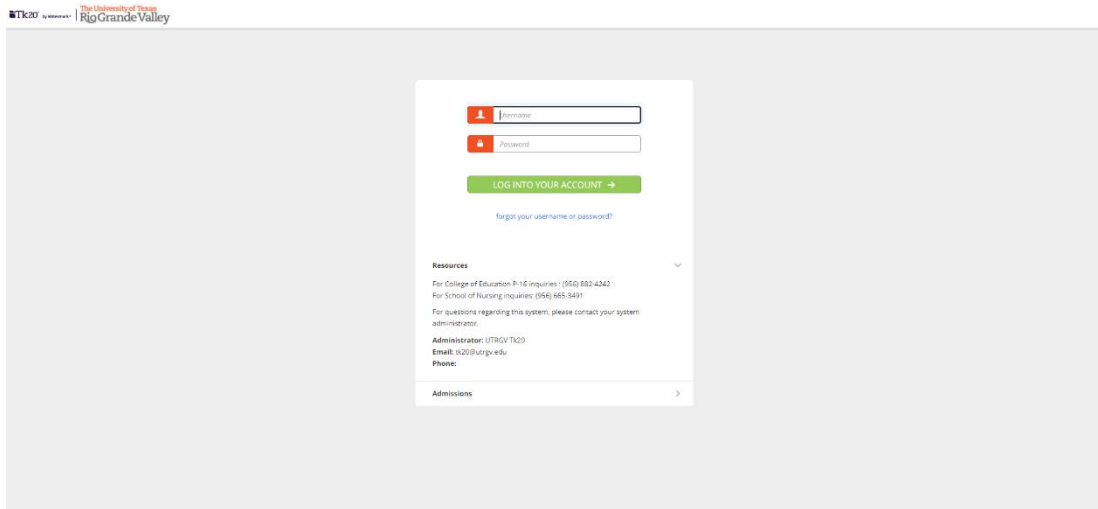


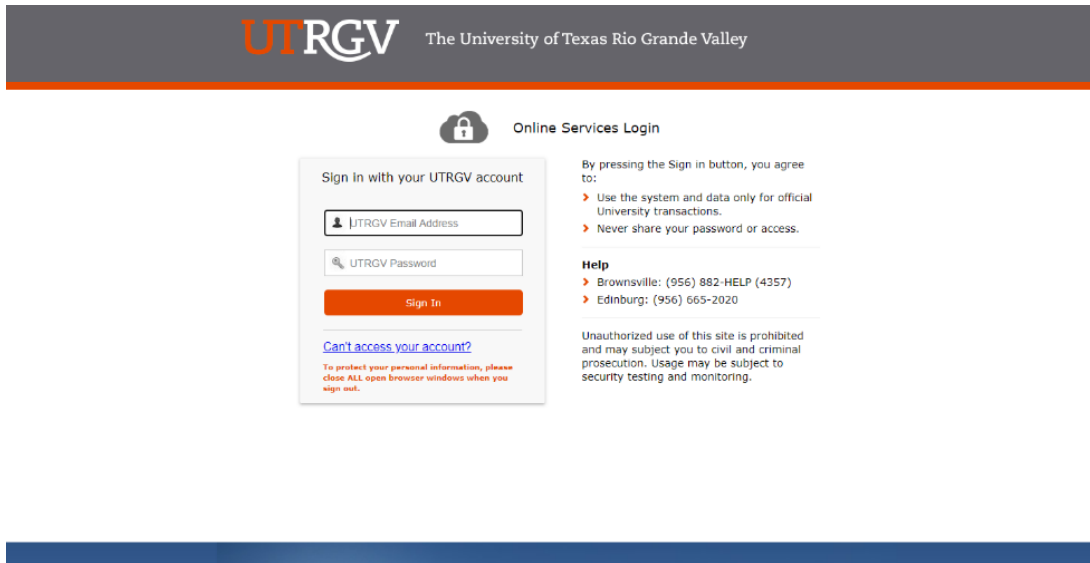
Tk20 – Clinical Teaching Time Log Guide The University of Texas Rio Grande Valley

How to create a Time Log Entry:

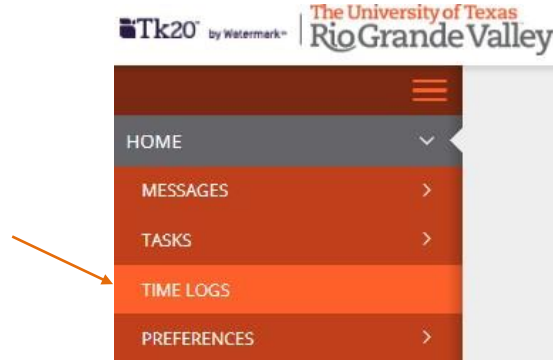
1. Sign-in to Tk20: Utrgv.tk20.com



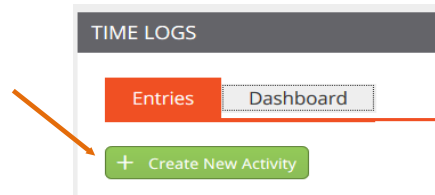
2. Sign-in to "Online Services Login" using your UTRGV credentials



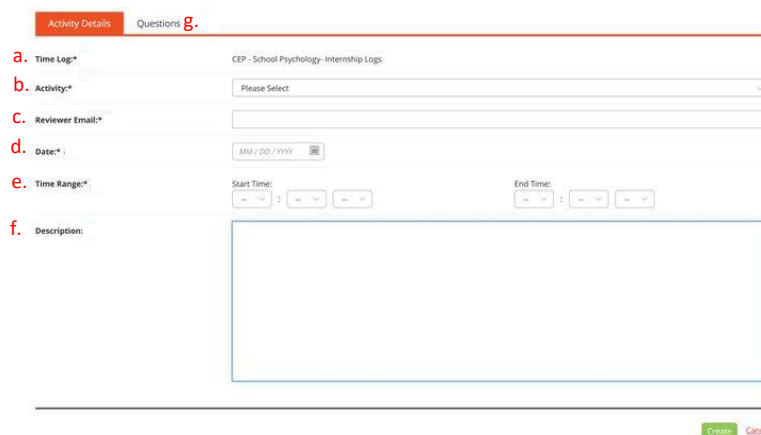
3. In Tk20, navigate to “Time Logs,” under the Home tab on the navigation menu.



4. In the Entries tab, click the green “Create New Activity” button.



5. Fill in the following activities details (each corresponds with the letter in the graphic below):

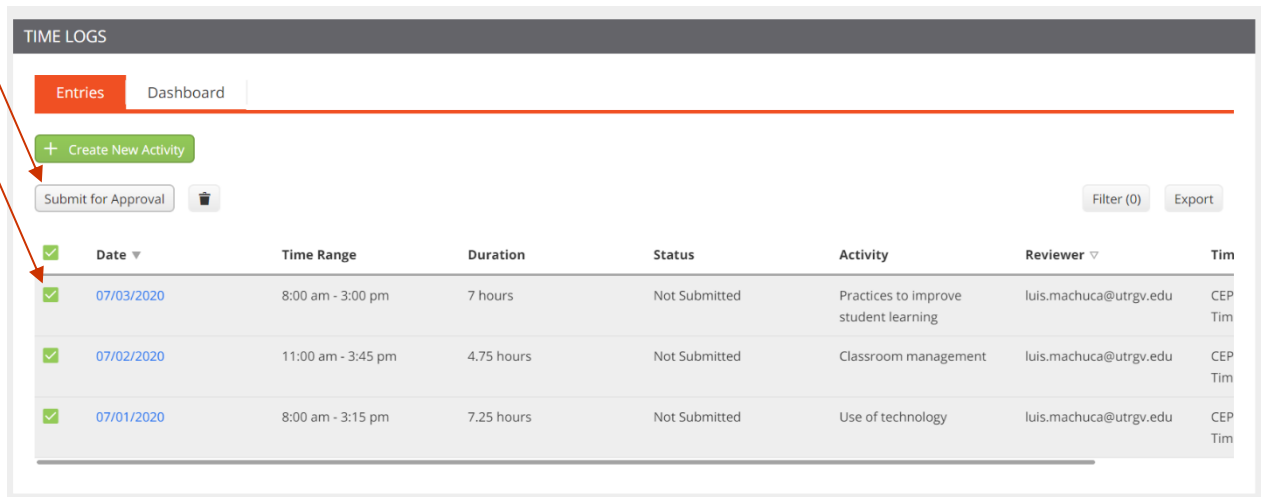


- a. **Time Log:** On the drop-down menu, select “**CEP-Clinical Teaching Logs**”
- b. **Activity:** Select Daily Activity (This will be the default option for all daily entries).
- c. **Reviewer Email:** (make sure the email is accurate)
 - i. Type in the email address of the person who will be reviewing your time entry.
 1. For a day in your Clinical Teaching Assignment, enter the **Cooperating Teacher Email**
 2. For Field Supervisor Meeting, enter the **Field Supervisor Email**
 3. For professional development offered by OFE, enter the **Field Supervisor Email**

- d. **Date:** Select the date for which you are entering this time.
- e. **Time Range:** Select the clock hours for which you are submitting this entry.
- f. **Description (optional):** You may include a description of your experience during this entry.
- g. When you have completed the activity details, click the green **“Create”** button at the bottom of the page

Next Step...

1. In the **“Entries”** tab, you may review your entries
2. Select the entries you want to submit for approval by selecting the checkbox next to each of them.
3. If no changes need to be made, click **“Submit for Approval”** at the top of the list.

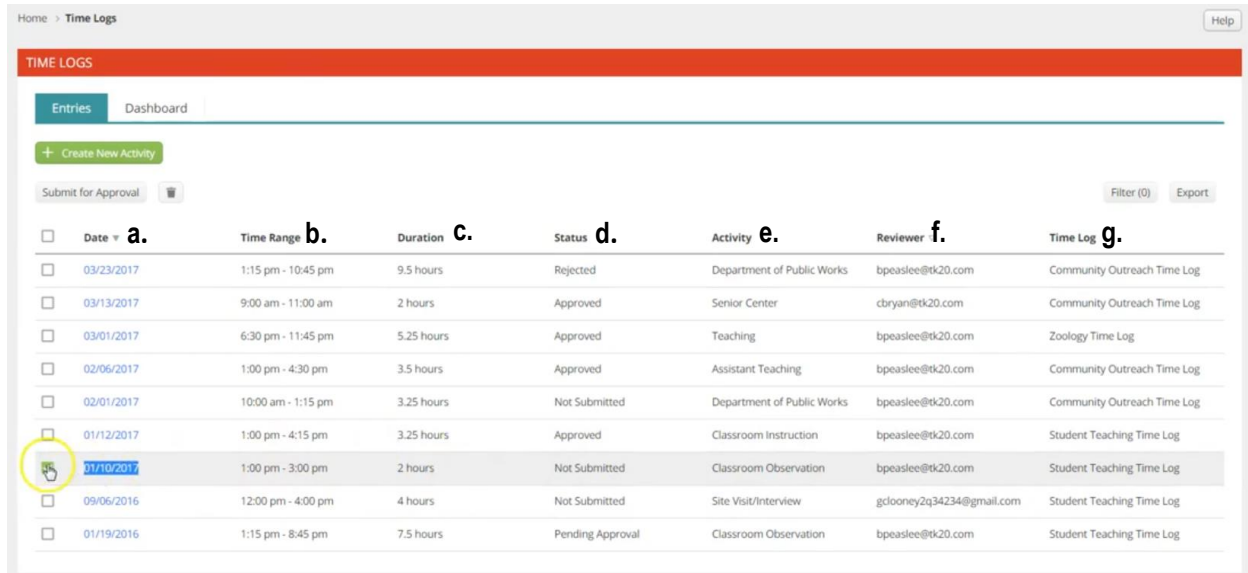


The screenshot shows the 'TIME LOGS' interface. At the top, there are tabs for 'Entries' (selected) and 'Dashboard'. Below the tabs, there is a green '+ Create New Activity' button, a 'Submit for Approval' button, and a trash icon. On the right side, there are 'Filter (0)' and 'Export' buttons. The main content is a table with the following columns: Date, Time Range, Duration, Status, Activity, Reviewer, and Tim. Three entries are listed, each with a green checkmark in the first column.

<input checked="" type="checkbox"/>	Date ▾	Time Range	Duration	Status	Activity	Reviewer ▾	Tim
<input checked="" type="checkbox"/>	07/03/2020	8:00 am - 3:00 pm	7 hours	Not Submitted	Practices to improve student learning	luis.machuca@utrgv.edu	CEP Tim
<input checked="" type="checkbox"/>	07/02/2020	11:00 am - 3:45 pm	4.75 hours	Not Submitted	Classroom management	luis.machuca@utrgv.edu	CEP Tim
<input checked="" type="checkbox"/>	07/01/2020	8:00 am - 3:15 pm	7.25 hours	Not Submitted	Use of technology	luis.machuca@utrgv.edu	CEP Tim

What's Next?

After submitting your Time Logs, you can review the following information on the “**Entries**” tab:



Home > Time Logs Help

TIME LOGS

Entries | Dashboard

+ Create New Activity

Submit for Approval Filter (0) Export

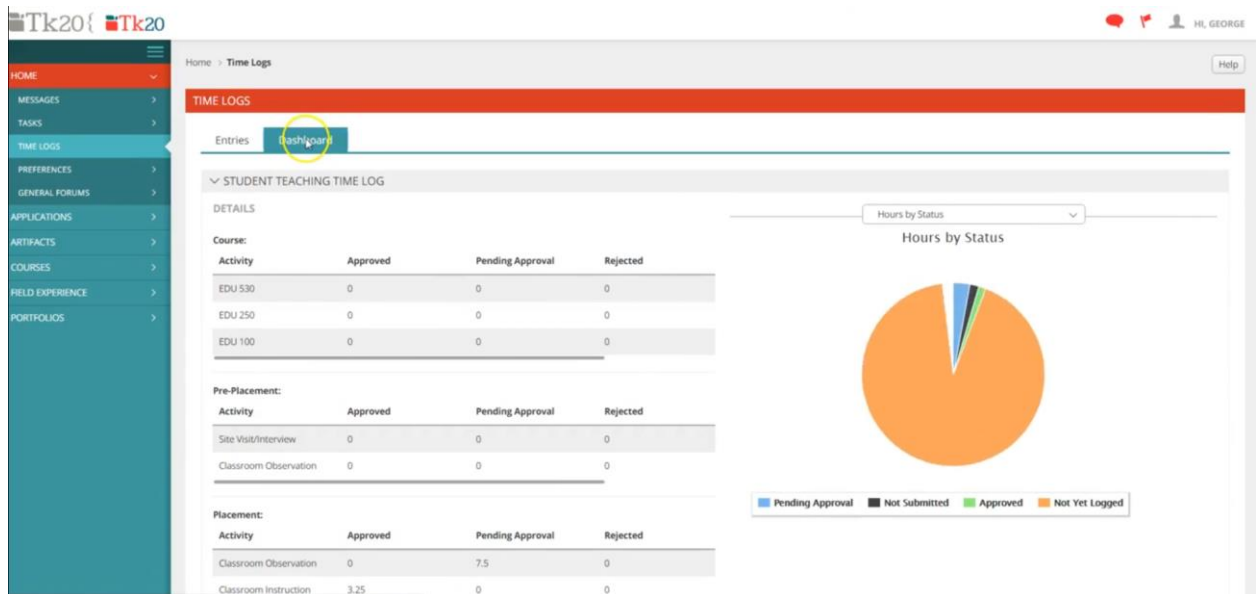
<input type="checkbox"/>	Date a.	Time Range b.	Duration c.	Status d.	Activity e.	Reviewer f.	Time Log g.
<input type="checkbox"/>	03/23/2017	1:15 pm - 10:45 pm	9.5 hours	Rejected	Department of Public Works	bpeaslee@tk20.com	Community Outreach Time Log
<input type="checkbox"/>	03/13/2017	9:00 am - 11:00 am	2 hours	Approved	Senior Center	cbryan@tk20.com	Community Outreach Time Log
<input type="checkbox"/>	03/01/2017	6:30 pm - 11:45 pm	5.25 hours	Approved	Teaching	bpeaslee@tk20.com	Zoology Time Log
<input type="checkbox"/>	02/06/2017	1:00 pm - 4:30 pm	3.5 hours	Approved	Assistant Teaching	bpeaslee@tk20.com	Community Outreach Time Log
<input type="checkbox"/>	02/01/2017	10:00 am - 1:15 pm	3.25 hours	Not Submitted	Department of Public Works	bpeaslee@tk20.com	Community Outreach Time Log
<input type="checkbox"/>	01/12/2017	1:00 pm - 4:15 pm	3.25 hours	Approved	Classroom Instruction	bpeaslee@tk20.com	Student Teaching Time Log
<input checked="" type="checkbox"/>	01/10/2017	1:00 pm - 3:00 pm	2 hours	Not Submitted	Classroom Observation	bpeaslee@tk20.com	Student Teaching Time Log
<input type="checkbox"/>	09/06/2016	12:00 pm - 4:00 pm	4 hours	Not Submitted	Site Visit/Interview	gclooney2q34234@gmail.com	Student Teaching Time Log
<input type="checkbox"/>	01/19/2016	1:15 pm - 8:45 pm	7.5 hours	Pending Approval	Classroom Observation	bpeaslee@tk20.com	Student Teaching Time Log

- a. The date for which you logged that entry
- b. The clock hours during which you were onsite for a that entry
- c. The duration, or total number of hours, for which you were onsite for a that entry
- d. The approval status of a particular entry:
 - **Not submitted:** you have not yet submitted the entry to your reviewer for approval
 - **Pending approval:** you have submitted the entry to your reviewer for approval, but the reviewer has not yet provided his/her approval/rejection
 - **Approved:** the reviewer provided approval of your time submission
 - **Rejected:** the reviewer rejected your time submission
- e. The activity that was performed
- f. The email of the reviewer
- g. The title of the time log for which an entry has been created

Tk20 Dashboard

The “**Dashboard**” tab provides two representations of the status of your entries:

- A chart that shows the total number of hours in each status category per activity.
- An interactive graph that can show hours based on approval status or activity



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