The University of Texas Rio Grande Valley College of Education & P-16 Integration

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

Tk20 www. Rig Grande Valley			
	Present Present		
	LOG INTO YOUR ACCOUNT →		
	Resources	191	
	For Conteger of sourcements in uniquines (1966) 685-6444 For School of Huusing inquines (966) 665-5491 For quebtions regarding this system, please contact your system administrator.		
	Administrator: UTRCVTA20 Email: 820@urgxedu Phone:		
	Admissions	>	

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

UTRGV The University of	of Texas Rio Grande Valley
Onlin	e Services Login
Sign in with your UTRGV account	By pressing the Sign in button, you agree to:
JJTRGV Email Address	 > Use the system and data only for official University transactions. > Never share your password or access.
Sutrav Password	Help
Sign In	 Edinburg: (956) 665-2020
Can't access your account? To protect your personal information, please close ALL open browser windows when you wijn wut.	Unauthorized use of this site is prohibited and may subject you to civil and criminal prosecution. Usage may be subject to security testing and monitoring.

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.

т	IME LOGS					
	Entries	Dashboard				
+ Create New Activity						

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

a. Time Log*	CEP - School Psychology- Internship Logs.	
O. Activity:*	Please Select	
C. Reviewer Email:*		
Date:*	MM / DD / YYYY	
. Time Range:*	Start Time:	End Time:
Description:		

- 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 <u>Clinical Teaching Assignment</u>, 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.

Ent	ries Dashboard						
Subm	it for Approval	Time Range	Duration	Status	Activity	Filter (0) Exp	oort Ti
	07/03/2020	8:00 am - 3:00 pm	7 hours	Not Submitted	Practices to improve student learning	luis.machuca@utrgv.edu	CE Tir
	07/02/2020	11:00 am - 3:45 pm	4.75 hours	Not Submitted	Classroom management	luis.machuca@utrgv.edu	CE Tir
	07/01/2020	8:00 am - 3:15 pm	7.25 hours	Not Submitted	Use of technology	luis.machuca@utrgv.edu	CE

What's Next?

ME LO	ime Logs DGS						
Ent	ries Dashboard						
+ cr Subm	eate New Activity	h	C C	d	A	- f	Filter (0) Expor
_	Date v C.	Time Range 💟 -	Duration U	Status Q .	Activity 🔽	Reviewer 1	Time Log
	03/23/2017	1:15 pm - 10:45 pm	9.5 hours	Rejected	Department of Public Works	bpeaslee@tk20.com	Community Outreach Time Log
	03/13/2017	9:00 am - 11:00 am	2 hours	Approved	Senior Center	cbryan@tk20.com	Community Outreach Time Log
	03/01/2017	6:30 pm - 11:45 pm	5.25 hours	Approved	Teaching	bpeaslee@tk20.com	Zoology Time Log
]	02/06/2017	1:00 pm - 4:30 pm	3.5 hours	Approved	Assistant Teaching	bpeaslee@tk20.com	Community Outreach Time Log
	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
1	01/12/2017	1:00 pm - 4:15 pm	3.25 hours	Approved	Classroom Instruction	bpeaslee@tk20.com	Student Teaching Time Log
5	01/10/2017	1:00 pm - 3:00 pm	2 hours	Not Submitted	Classroom Observation	bpeaslee@tk20.com	Student Teaching Time Log
1	09/06/2016	12:00 pm - 4:00 pm	4 hours	Not Submitted	Site Visit/Interview	gclooney2q34234@gmail.com	Student Teaching Time Log
	01000000	1.15 and 0.45 and	7.5 hours	Pending Approval	Classroom Observation	hpagelag@tk20.com	Student Teaching Time Log

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

- 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

Tk20{	Tk20					🗢 🎽 🗜 H
(a)(a)	=	Home > Time Logs				
	*	and the second				
MESSAGES	2	TIME LOGS				
ASKS		Entries Dashkoar				
IME LOGS						
REFERENCES		✓ STUDENT TEACHING	TIME LOG			
ENERAL FORUMS	•	DETAILS				(House be Read
	· ·					Hours by Status
	2	Course:	to and	Dending Assessed	Reissand	Hours by status
	>	Activity	Approved	Pending Approval	Rejected	
	>	EDU 530	0	0	0	
RTFOLIOS		EDU 250	0	0	0	
		EDU 100	0	0	0	
		Pre-Placement:				
		Activity	Approved	Pending Approval	Rejected	
		Site Visit/Interview	0	0	0	
		Classroom Observation	0	0	0	
		Placement:				Pending Approval 🔳 Not Submitted 📕 Approved 📒 Not Yet Logged
		Activity	Approved	Pending Approval	Rejected	
		Classroom Observation	0	7.5	0	
		Classroom Instruction	3.25	0	0	

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