



## Time Logs for Field Experiences (Instructor)

Please [watch this video](#) first then refer to the instructions below.

There are two reports in Tk20 you can run in order to view your student's time log statuses and entries: (1) Time Log 001: Student Time Log Completion and Approval Status Report and (2) Time Log 002: Time Form Results. The image below is the student's view of the Time Log.

The screenshot shows the Tk20 interface for viewing time logs. At the top, there are two tabs: 'Time Log 001' and 'Time Log 002'. Below these are two sub-tabs: 'Activity Details' and 'Questions'. The 'Activity Details' tab is currently selected. Under the 'Activity Details' tab, there is a 'Time Log:\*' dropdown menu showing 'xTEST\_Initial Teacher Early Field Experience Time Log'. Below that is an 'Activity:\*' dropdown menu showing 'EDUC 4113'. Two red arrows point to the 'Time Log 001' and 'Time Log 002' tabs.

Time Log 001 will run data from the Activity Details section of the time log. Time Log 002 will run data from the Questions section of the Time Log. Time Log 001 is useful if you want to view how many hours are not submitted, submitted, approved, or rejected. Time Log 002 is useful if you want to know the district, school, classroom observed as well as the reflection questions.

To run **Time Log 001** for your course:

1. [Log in to Tk20](#), click on **Reports** in the left-hand menu, click on **Time Log 001: Student Time Log Completion and Approval Status Report**
2. Skip Administrative Filters
3. Template Active Status = **Active**
4. Time Log Template = **Initial Teacher Early Field Experience Time Log | Active**

Because Time Log reports do not recognize semesters, enter the dates of the semester you want:

5. Select students with activity between (From): 01/01/2019
6. Select students with activity between (To): 05/17/2019
7. Skip Campus
8. Skip State
9. Programs = **Select All**

If you want to search for a specific student, click on **Additional Filters** and type in the student's information. If blank, the report will query everyone.

## 10. Leave defaults set under **Report Display Options**

Your screen should look like this:

**TIME LOG 001: STUDENT TIME LOG COMPLETION AND APPROVAL STATUS REPORT**

> Previously Saved Report Parameters

> Administrative Filters

v Required and Recommended Filters

Organization(s):\*

Education, University

Template Active Status:\*

Active

Time Log Template:\*

Initial Teacher Early Field Experience Time Log | Active

Select students with activity between (From):\*

01/01/2019

Select students with activity between (To):\*

05/17/2019

Campus:\*

None selected

State:\*

None selected

Programs:\*

(499) selected

> Additional Filters

v Report Display Options

Include prepared on date stamp:

☒ Yes  
☐ No

Include prepared by user:

☒ Yes  
☐ No

## 11. Click **Generate**

Now the fun part! If you scroll down to the “STUDENT REQUIREMENT COMPLETION AND APPROVAL STATUS BY CATEGORY/ACTIVITY” section, you can click on any blue number within your course to view your student submission of hours. If you click on “Data Display” at the top, you may find it easier to export this view into an Excel document by click on the **export** button in the top left-hand corner of your screen.

To run **Time Log 002** for your course:

1. [Log in to Tk20](#), click on **Reports** in the left-hand menu, click on **Time Log 002: Time Form Results**
2. Skip Administrative Filters
3. Template Active Status = **Active**
4. Time Log Form = **Initial Teacher Certification Early Field Experience Time Log v2 | Active**
5. Time Log Form Instance = **Initial Teacher Certification Early Field Experience Time Log v2 | Active**
6. Time Log Templates = **Initial Teacher Early Field Experience Time Log v2 | Active**

Because Time Log reports do not recognize semesters, enter the dates of the semester you want:

6. Select students with activity between (From): e.g. **01/01/2019**
7. Select students with activity between (To): e.g. **05/17/2019**
8. Form Completed By: **Select All**
9. Time Log Entry Status = **Select All**
10. Programs = **Select All**
11. Skip Campus
12. Skip State

If you want to search for a specific student, click on **Additional Filters** and type in the student's information. If blank, the report will query everyone.

13. Click **Generate**

For Time Log 002, I recommend clicking on **Data Display** and exporting the information into an Excel document. In Excel, you can then filter only your courses by filtering the Activity column.

		Analytic Display		Data Display	
	EPP Admission Date	Time Log Entry Date	Time Log Entry From Time	Time Log Entry To Time	Total Hours
		02/04/2019	1:00 pm	4:15 pm	3.25