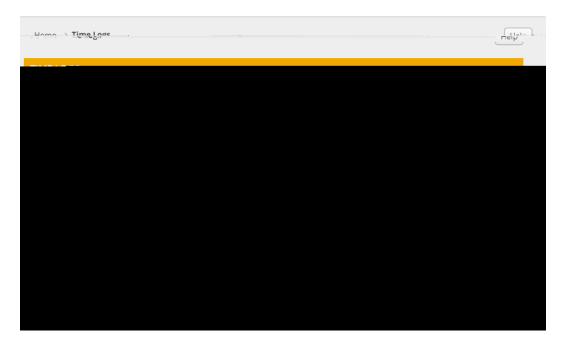
To Create a Time Log Entry:

1. In Tk20, navigate to Time Logs, under the Home tab on the side menu.



Here, you will see two tabs across the top of the page: Entries and DashberEntries tab shows you each individual time log entry that you have ated.



- 2. In the Entries tab, click the green "Create New Activity" button.
- 3. Fill in the following activities details:
 - x Activity: from this drop down menu, seletstudent teaching.

- x Reviewer Email: Type **the** email address of the instructor teaching **ydie**ld experience class. This person will be reviewing and approving/rejecting your entry.
- x Date: Select the date for which you are entering this time.
- x Time Range: Select the clock hours for which you are submitting ttticiey-0.75(r)11.1 (y)-4.6 (.)1

To Submit Your Entries for Approval:

1. In the Entries tab of the

To View a Summary of Your Time Logs

Click on the Dashboard tab to stee status of your entries:

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

