

## Approving Student Time Logs

Students will be tracking their field experience hours through the Time Log feature in TK20. Faculty will need to approve the times that their students enter.

1. Once a student has entered a time log for approval, you will receive an email with the subject "Time log approval request":

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 Student 1](#)

2. Click the link provided to open the Time Log Approval Request page in TK20:

TIME LOG APPROVAL REQUEST			
Student 1			
Date of Entry	Activity	Time Range	Status
<a href="#">07/24/2018</a>	Student teaching	9:00 am - 5:00 pm	Approved on 07/25/2018
 <a href="#">07/22/2018</a>	Student teaching	1:00 am - 2:15 pm	Pending Approval
<a href="#">07/17/2018</a>	Student teaching	9:00 am - 3:00 pm	Approved on 07/25/2018

3. Click on the flagged entries with the status of "Pending Approval". You can then either approve or reject each time log entry. You can also add comments to each entry.
4. Click Save to save your changes or Submit to finish the entry.