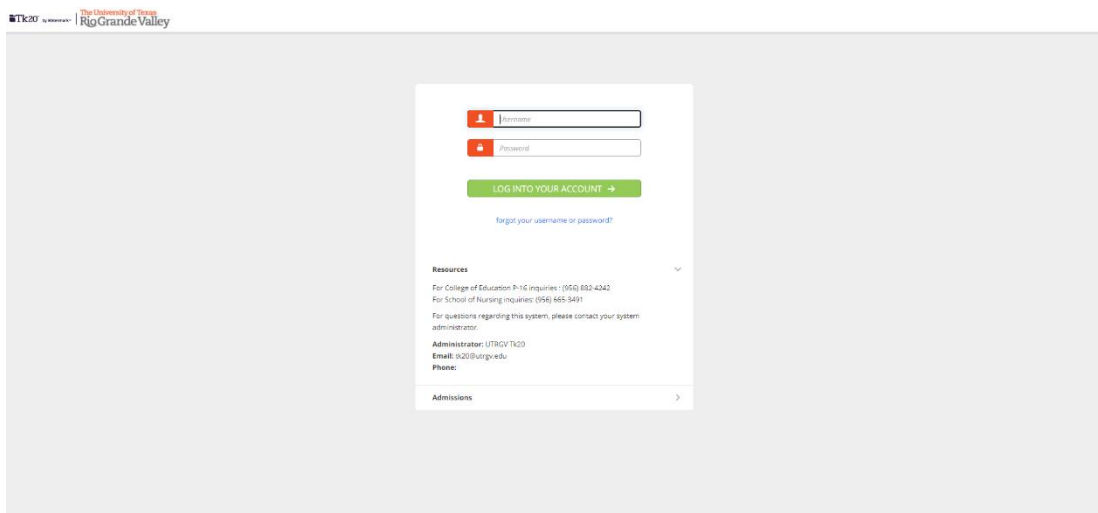


How to create a Time Log Entry:

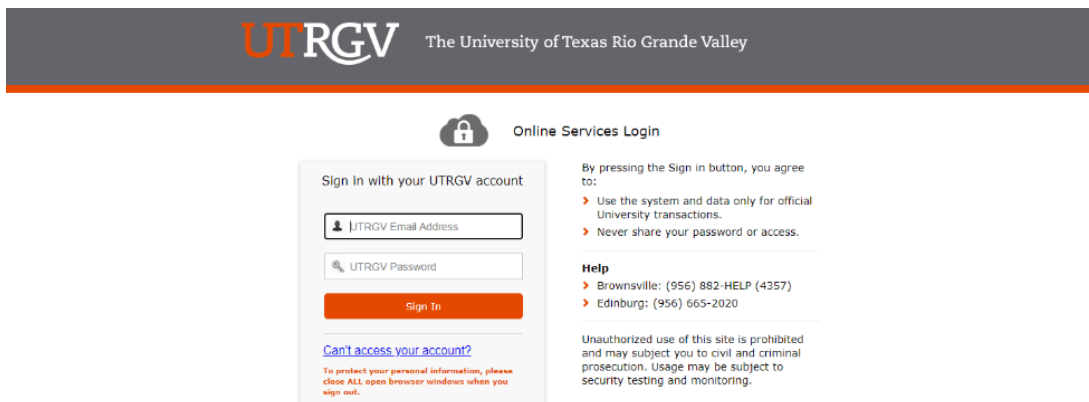
To create a Time Log Entry:

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



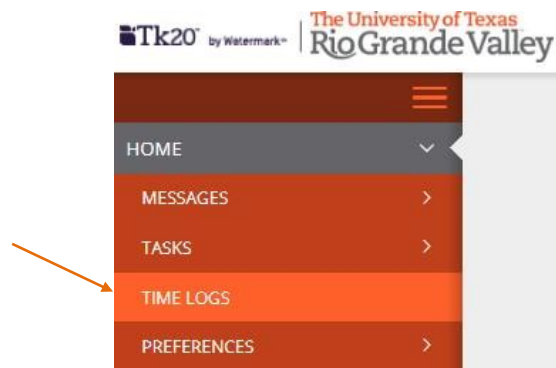
The screenshot shows the Tk20 login interface. At the top left, it says 'TK20' and 'The University of Texas Rio Grande Valley'. The main content area is a white box containing a login form. The form has two input fields: 'Username' and 'Password'. Below these is a green button labeled 'LOG INTO YOUR ACCOUNT' with a right-pointing arrow. Underneath the button is a link that says 'forgot your username or password?'. Below the login form is a 'Resources' section with a downward arrow. It contains contact information: 'For College of Education P-16 inquiries: (956) 882-4242', 'For School of Nursing inquiries: (956) 665-3491', and 'For questions regarding this system, please contact your system administrator.' Below this is the contact info for the administrator: 'Administrator: UTRGV Tk20', 'Email: u20@utrgv.edu', and 'Phone:'. At the bottom of the white box is an 'Admissions' section with a rightward arrow.

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

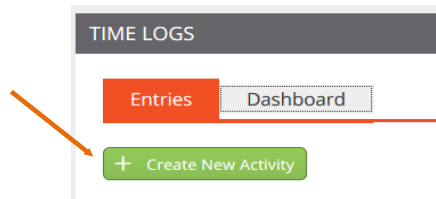


The screenshot shows the 'Online Services Login' page for UTRGV. At the top, it says 'UTRGV The University of Texas Rio Grande Valley'. Below this is a lock icon and the text 'Online Services Login'. The main content is a white box with a 'Sign In with your UTRGV account' section. This section has two input fields: 'UTRGV Email Address' and 'UTRGV Password'. Below these is an orange button labeled 'Sign In'. Below the button is a link that says 'Can't access your account?'. Below the link is a small disclaimer: 'To protect your personal information, please close ALL open browser windows when you sign out.' To the right of the sign-in box is a section titled 'By pressing the Sign in button, you agree to:'. It contains a list of terms: 'Use the system and data only for official University transactions.', 'Never share your password or access.' Below this is a 'Help' section with two items: 'Brownsville: (956) 882-HELP (4357)' and 'Edinburg: (956) 665-2020'. At the bottom right is a disclaimer: '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.



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

The screenshot shows a web form titled "CREATE NEW ACTIVITY". At the top, there is a navigation bar with "Activity Details" in an orange tab and "Questions 7". The form contains several fields:

- 1**: "Time Log*" with a dropdown menu showing "Please Select".
- 2**: "Activity*" with a dropdown menu showing "Please Select".
- 3**: "Reviewer Email*" with an empty text input field.
- 4**: "Date*" with a date picker showing "MM / DD / YYYY".
- 5**: "Time Range*" with "Start Time:" and "End Time:" sections, each containing three dropdown menus for hour, minute, and second.
- 6**: "Description:" with a large, empty text area.

At the bottom right of the form, there is a green "Create" button and a red "Cancel" button, with a small "8" next to the "Create" button.

1. **Time Log:** Use the drop-down menu to select the relevant time log for which you want to create the entry. If only one-time log is available to you, the selection will automatically be made for you.

2. **Activity (Modality):**

- Face to face
- Virtual

3. **Reviewer Email:** **Your Professor's UTRGV Email**

4. **Date:** Select the date for which you are entering this time.

5. **Time Range:** Select the clock hours for which you are submitting this entry.

6. **Description (optional):** You may include a description of your experience during this entry.

Activity Details **Questions**

FIELD EXPERIENCE REFLECTION

Program:* **8**

Field Based Activity Category:* **9**

Grade Level (Face to face only): **10**

Written Reflection:* **11**

7. **Questions (separate tab):** This section will be used to create a written reflection on your observation.

8. **Program:**

- STEP UP
- Residency
- EC-6
- EC-3
- UTeach
- Secondary/All-Level
- Middle Grades

9. **Field Based Activity Category:** The title for your reflection prompt

- **Initial Reflection**
- **Classroom Management Habits**
- **Harnessing Student Background Knowledge**
- **Academic Language Support 1**
- **Academic Language Support 2**
- **Instructional Feedback**
- **Instructional Habits**
- **Final Reflection**

10. **Grade Level (Face to face only):** Select the grade level you are observing.

11. **Written Reflection:** Respond to your prompt for field observation reflection

12. When you have completed the activity details and questions tabs, click the green **“Create”** button at the bottom of the page.

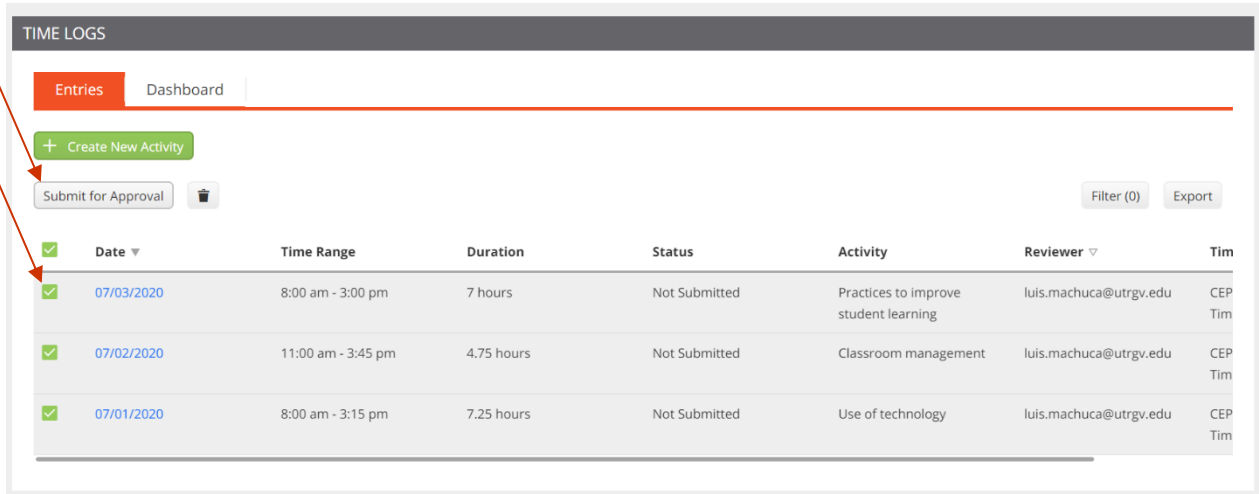
Written Reflection:*

Students were active and responded well to instruction.

Create Cancel

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.

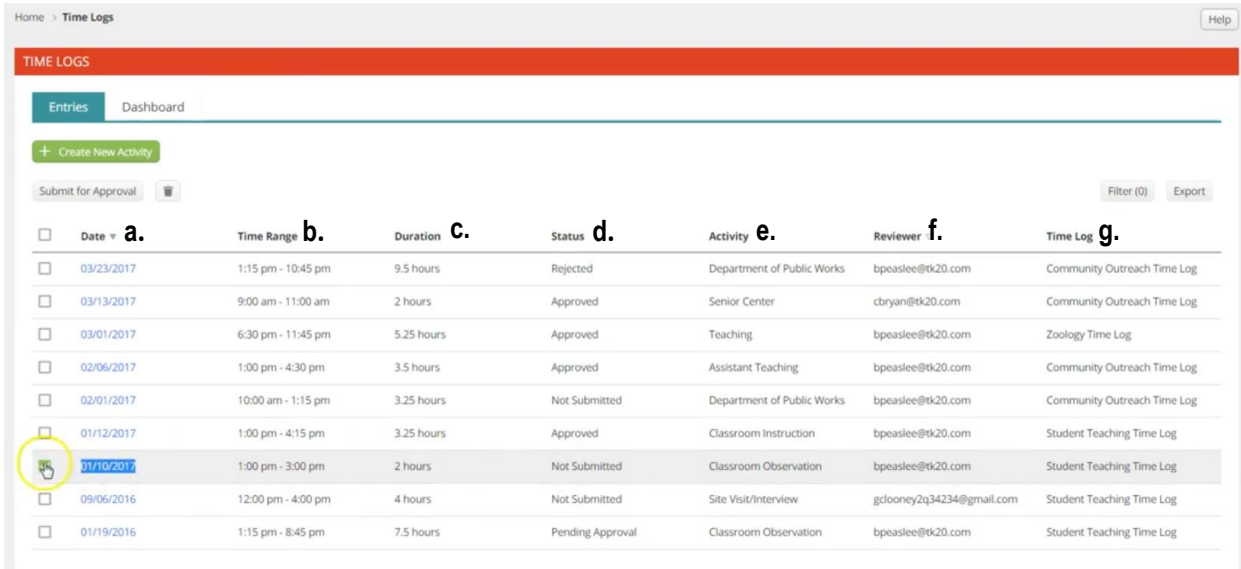


The screenshot shows the 'TIME LOGS' interface. At the top, there are tabs for 'Entries' (selected) and 'Dashboard'. Below the tabs, there is a '+ Create New Activity' button and a 'Submit for Approval' button. To the right of the 'Submit for Approval' button are 'Filter (0)' and 'Export' buttons. The main area contains a table with the following columns: Date, Time Range, Duration, Status, Activity, Reviewer, and Tim. Three entries are listed, each with a checked checkbox 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:



The screenshot shows the 'TIME LOGS' dashboard with the 'Entries' tab selected. A table lists various time log entries with columns for Date, Time Range, Duration, Status, Activity, Reviewer, and Time Log. A yellow circle highlights the date '01/10/2017' in the first column of the table.

<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

- The date for which you logged that entry
- The clock hours during which you were onsite for a that entry
- The duration, or total number of hours, for which you were onsite for a that entry
- 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
- The activity that was performed
- The email of the reviewer
- 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

The screenshot displays the Tk20 Time Logs interface. On the left is a navigation menu with options like HOME, MESSAGES, TASKS, TIME LOGS, PREFERENCES, GENERAL FORUMS, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main content area is titled 'TIME LOGS' and includes a 'refresh' button circled in yellow. Below this is a 'STUDENT TEACHING TIME LOG' section with a 'DETAILS' table. The table is organized into three categories: Course, Pre-Placement, and Placement. To the right of the table is a pie chart titled 'Hours by Status' with a legend below it. The legend includes: Pending Approval (blue), Not Submitted (black), Approved (green), and Not Yet Logged (orange). The pie chart shows that the vast majority of hours are in the 'Not Yet Logged' category.

Course:	Activity	Approved	Pending Approval	Rejected
EDU 530		0	0	0
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:	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 (ofe@utrgv.edu)