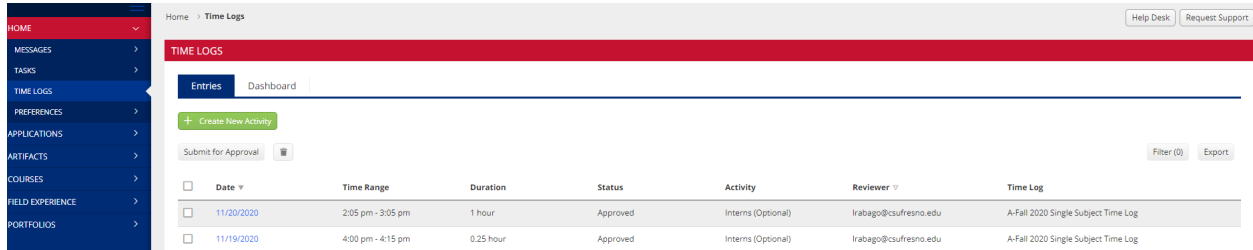


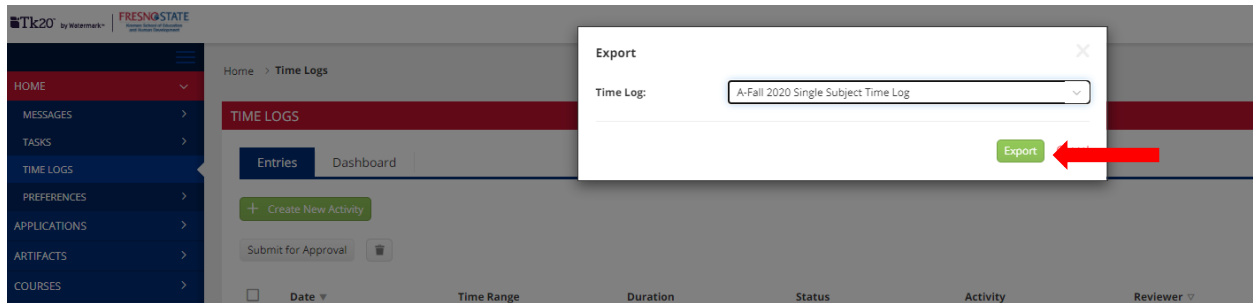
## Uploading Time Log to Field Experience Binder

Open your Time Log and click on EXPORT



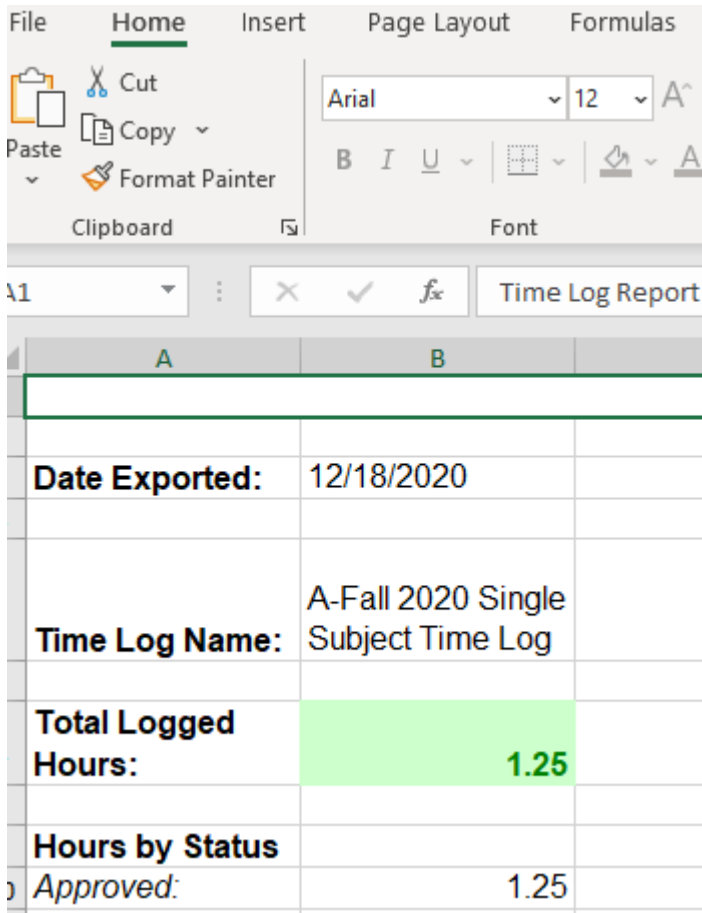
The screenshot shows the 'TIME LOGS' interface. On the left is a navigation menu with options like HOME, MESSAGES, TASKS, TIME LOGS, PREFERENCES, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE, and PORTFOLIOS. The main area has a 'TIME LOGS' header and a 'Filter (0) Export' button. Below this is a table with columns: Date, Time Range, Duration, Status, Activity, Reviewer, and Time Log. Two entries are visible, both for 'Interns (Optional)' on 11/20/2020 and 11/19/2020. A red arrow points to the 'Export' button.

Select your time log template and click on EXPORT



The screenshot shows the 'TIME LOGS' interface with an 'Export' dialog box open. The dialog box has a 'Time Log:' dropdown menu with 'A-Fall 2020 Single Subject Time Log' selected. A red arrow points to the 'Export' button in the dialog box.

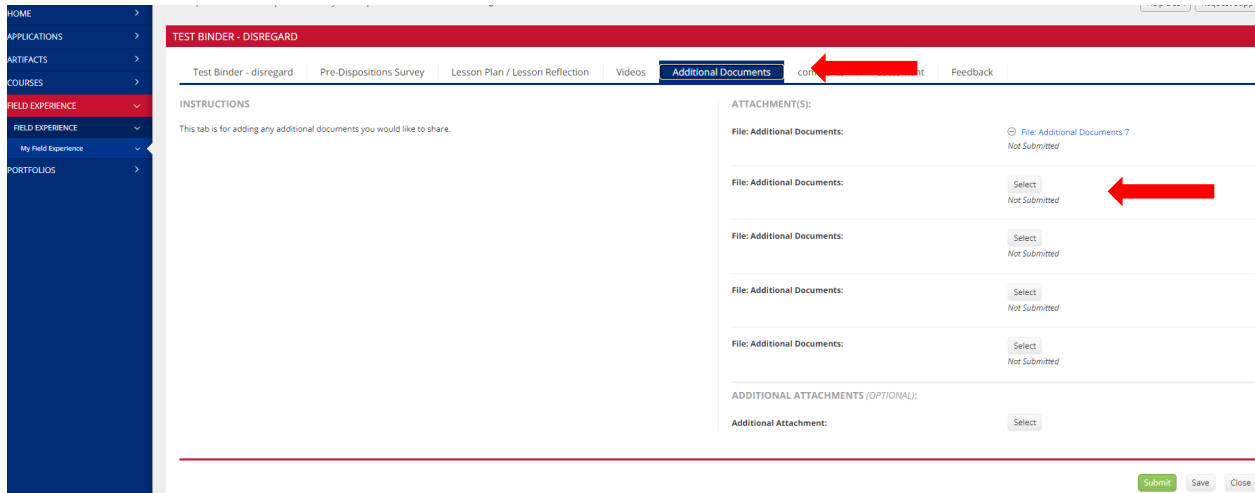
The EXPORT will download to EXCEL. Make sure to save to your desktop.



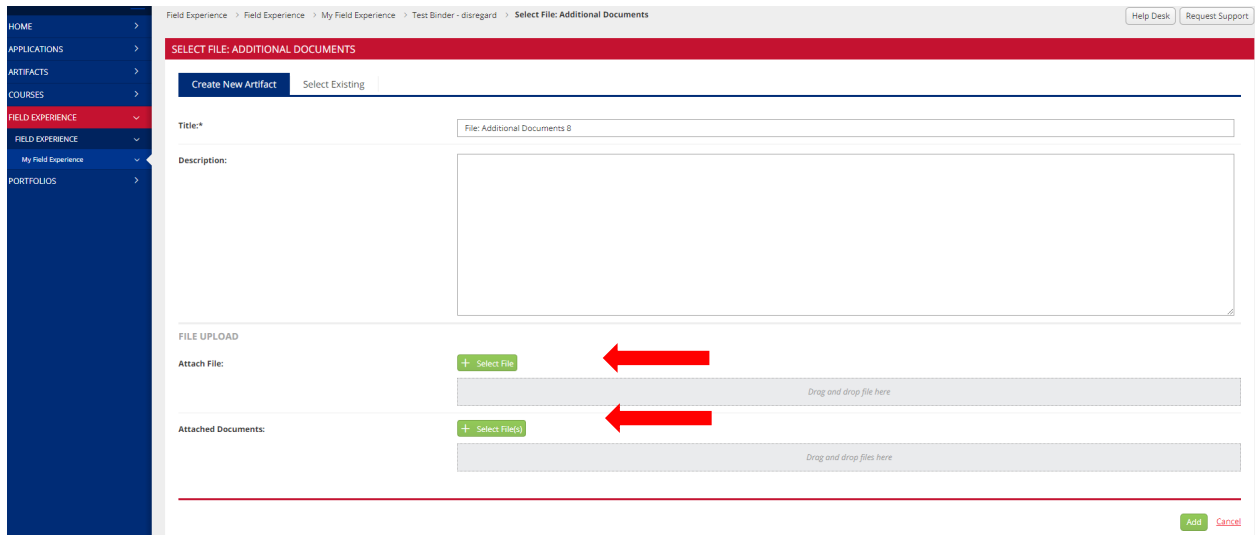
The screenshot shows an Excel spreadsheet titled 'Time Log Report'. The spreadsheet contains the following data:

	A	B
<b>Date Exported:</b>		12/18/2020
<b>Time Log Name:</b>		A-Fall 2020 Single Subject Time Log
<b>Total Logged Hours:</b>		1.25
<b>Hours by Status</b>		
Approved:		1.25

Once saved to your desktop, go to your binder and click on the ADDITIONAL DOCUMENT tab and click on SELECT



Click on ATTACH FILE or ATTACHED DOCUMENTS and select the EXCEL spreadsheet from your desktop.



Click on ADD

