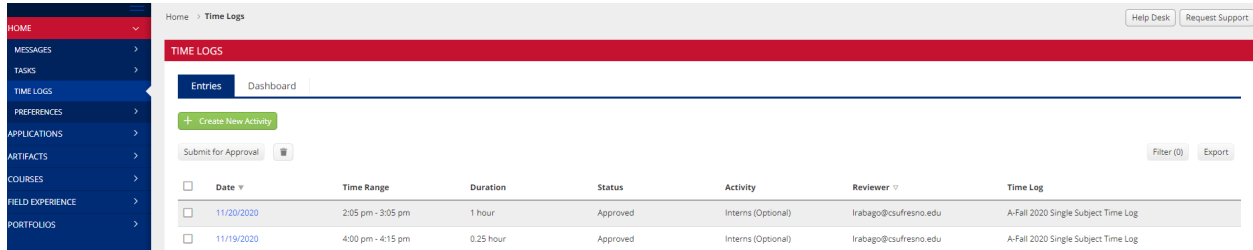


Uploading Time Log to Field Experience Binder

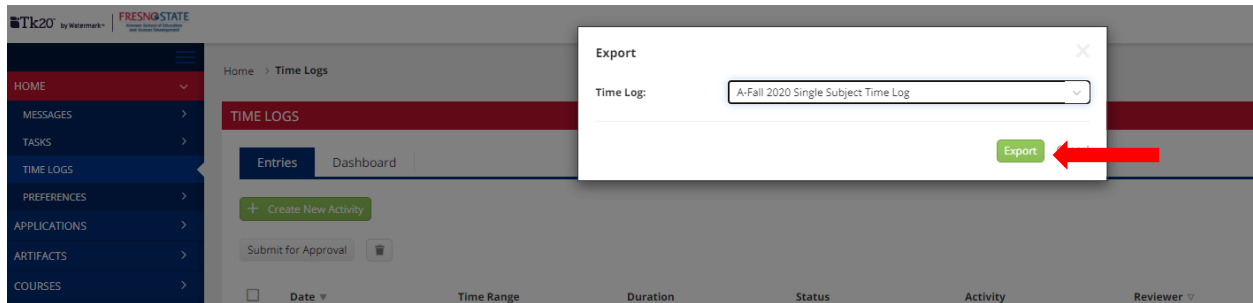
Open your Time Log and click on EXPORT



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 with a status of 'Approved'.

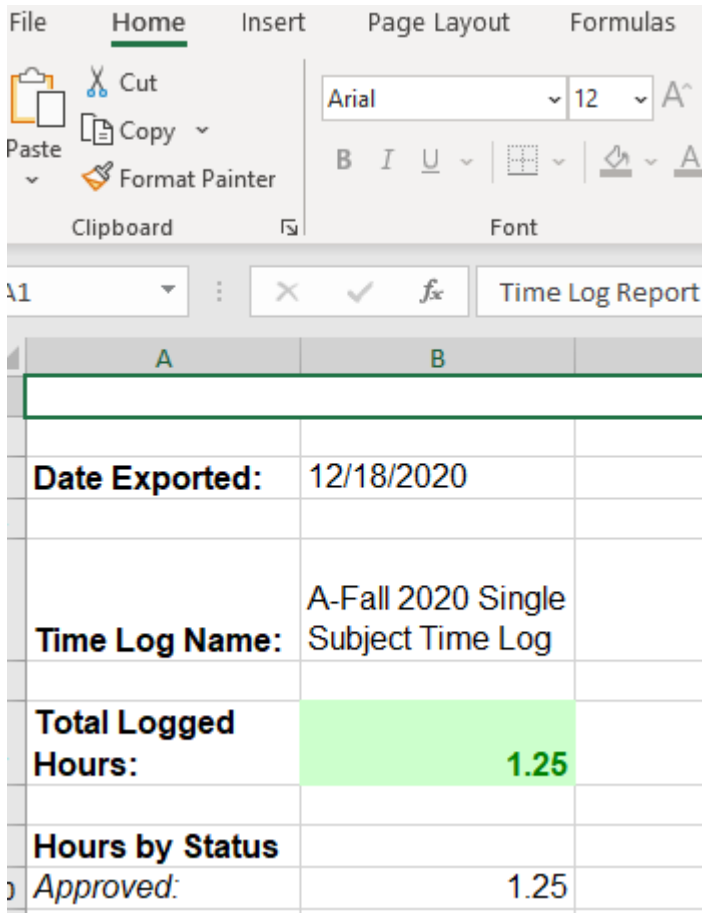
Date	Time Range	Duration	Status	Activity	Reviewer	Time Log
11/20/2020	2:05 pm - 3:05 pm	1 hour	Approved	Interns (Optional)	lrabago@csufresno.edu	A-Fall 2020 Single Subject Time Log
11/19/2020	4:00 pm - 4:15 pm	0.25 hour	Approved	Interns (Optional)	lrabago@csufresno.edu	A-Fall 2020 Single Subject Time Log

Select your time log template and click on EXPORT



The screenshot shows the 'Export' dialog box open over the Time Logs interface. The dialog has a dropdown menu for 'Time Log:' with 'A-Fall 2020 Single Subject Time Log' selected. A green 'Export' button is visible at the bottom right of the dialog, highlighted by a red arrow.

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

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

The screenshot shows a web interface for a binder titled "TEST BINDER - DISREGARD". The navigation menu on the left includes HOME, APPLICATIONS, ARTIFACTS, COURSES, FIELD EXPERIENCE (selected), My Field Experience, and PORTFOLIOS. The main content area has a breadcrumb trail: "Test Binder - disregard > Pre-Dispositions Survey > Lesson Plan / Lesson Reflection > Videos > Additional Documents > con...". The "Additional Documents" tab is active. Below the breadcrumb, there are instructions: "INSTRUCTIONS: This tab is for adding any additional documents you would like to share." To the right, under "ATTACHMENT(S):", there are four rows, each with a "File: Additional Documents:" label and a "Select" button. The first row also shows "File: Additional Documents 7" and "Not Submitted". A red arrow points to the "Select" button in the second row. At the bottom right, there are "Submit", "Save", and "Close" buttons.

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

The screenshot shows the "SELECT FILE: ADDITIONAL DOCUMENTS" interface. The breadcrumb trail is: "Field Experience > Field Experience > My Field Experience > Test Binder - disregard > Select File: Additional Documents". The "Create New Artifact" button is selected. The "Title:" field contains "File: Additional Documents 8". The "Description:" field is empty. Under "FILE UPLOAD", there are two sections: "Attach File:" and "Attached Documents:". Each section has a "+ Select File" button and a "Drag and drop file here" area. Red arrows point to the "Select File" and "Select Files" buttons. At the bottom right, there are "Add" and "Cancel" buttons.

Click on ADD

The screenshot shows the "SELECT FILE: ADDITIONAL DOCUMENTS" interface with a file selected. The breadcrumb trail is: "Field Experience > Field Experience > My Field Experience > Test Binder - disregard > Select File: Additional Documents". The "Create New Artifact" button is selected. The "Title:" field contains "File: Additional Documents 8". The "Description:" field is empty. Under "FILE UPLOAD", the "Attach File:" section has a "+ Select File" button and a "Drag and drop file here" area. A file named "TimeLogExport_name_12-18-2020 (1).xlsx (9.90 kb)" is listed with a "Not Submitted" status and a close icon. The "Attached Documents:" section has a "+ Select Files" button and a "Drag and drop files here" area. A red arrow points to the "Add" button at the bottom right.