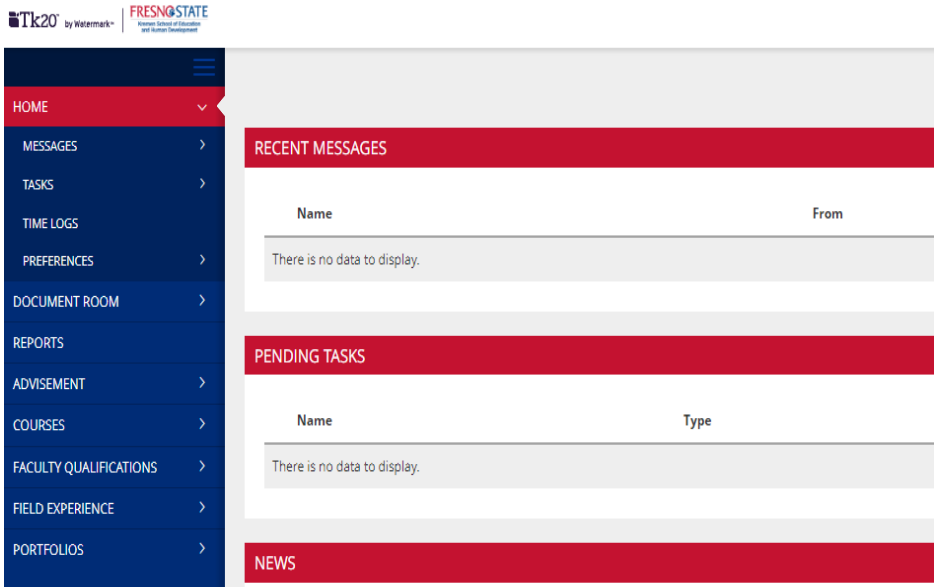


# One Time Set Up to run Time Log Reports

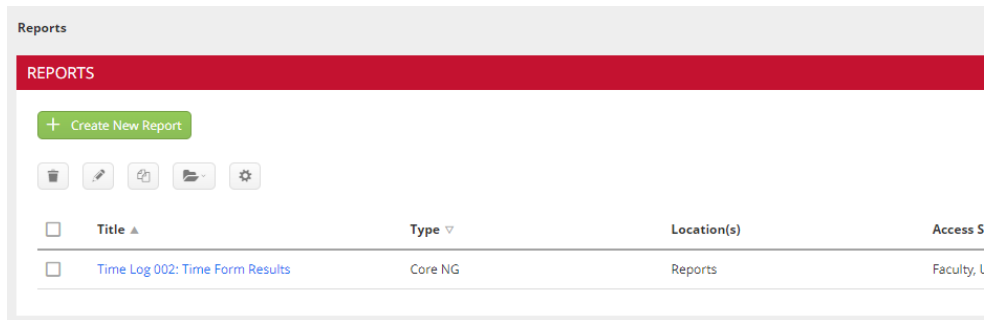
Log into Tk20



Click on the REPORTS menu tab



Select TIME LOG 002: TIME FORM RESULTS



**TIME LOG 002: TIME FORM RESULTS**

> Previously Saved Report Parameters

Administrative Filters

Include organizational security:  Yes  No

Include User Group Filter?  Yes  No

Include User Group Filter?  Yes  No

Include Campus:  Yes  No

Include State:  Yes  No

**Bypass this section.**

Required and Recommended Filters

~~Organization(s):\*~~ (28) selected

Form Active Status:\* **Select All** Select All

Time Log Form:\* Time Log Activity | Active

Time Log Form Instance:\* **Select All** Time Log Activity | Active

Time Log Templates:\* **Select the Program** Spring 2023 Multiple Subject Time Log | Active

Time Log Entry Date Range(From):\* 01/01/2023  **Enter Semester Start Date**

Time Log Entry Date Range(To):\* 07/01/2023  **Enter Semester End Date**

Form Completed By:\* **Select All** Select All

Time Log Entry Status:\* **Select All** Approved, Not Submitted, Pending Approval, Rejected

Programs:\* **Select All** (181) selected

~~Campus:\*~~ None selected

~~State:\*~~ None selected

~~Majors:\*~~ None

~~Majors:\*~~ None

~~User Group:\*~~ Please select

~~User Group:\*~~ Please select

**Will need to be updated each semester.**

Additional Filters

Student PID:

Student Last Name:

Student First Name:

**Bypass this section if you want the report to include all students.  
or enter student's name and/or ID#**

Additional Filters

Report Display Options

Include prepared on date stamp:  Yes  No

Include prepared by user:  Yes  No

**Bypass this section.**

[Cancel](#)

**Click on SAVE REPORT PARAMETERS**

Scroll up to SAVE REPORT PARAMETERS. Enter a TITLE. Click on GENERATE

Reports > Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS

Previously Saved Report Parameters

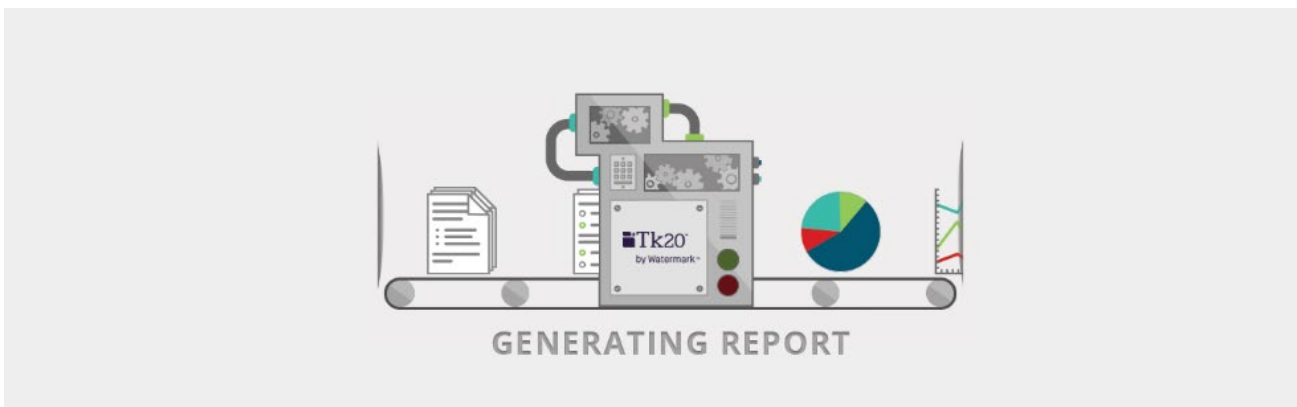
Include organizational security:  Yes  No

Save Report Parameters

Report parameters title:\*

**Any title will work (e.g., Spring 2023)**

Tk20 will begin GENERATING REPORT



# Once The Report Is Generated

This report is at the Analytic DISPLAY tab

Reports > Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS

Parameters

Friday, March 17, 2023 10:44 AM | Prepared by Laura Rabago

Analytic Display | Data Display

Share | Export

CLICK ON THE GREEN +, THEN SELECT AN ACTIVITY AND ENTER TIME SPENT ON THAT ACTIVITY. (NOTE: MAKE SURE TO ENTER YOUR UNIVERSITY COACH'S EMAIL ADDRESS IN THE ...)

Last Name	First Name	PID	Activity	Time Spent
Armenta	Daniel	300219271	Observation of Mentor Teacher	5.50 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1 Hour
Armenta	Daniel	300219271	Co-Planning	0.75 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1.25 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.5 hours
Armenta	Daniel	300219271	Co-Planning	1 hour
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours

[View All Responses](#)

CLICK on EXPORT and select Export to Computer

Reports > Time Log 002: Time Form Results

TIME LOG 002: TIME FORM RESULTS

Parameters

Friday, March 17, 2023 10:44 AM | Prepared by Laura Rabago

Analytic Display | Data Display

Share | Export

Export to Computer

Export to Document Room

A new window will appear.

Export to Computer

File Type:

- PDF
- Excel
- HTML
- MS Word

Document Orientation:

- Portrait
- Landscape

CLICK on EXPORT

Export Cancel

**Time Log 002: Time Form Results**

Thursday, March 16, 2023 04:53 PM | Prepared By Laura Rabago

Click on the green +, then select an activity and enter time spent on that activity. (Note: Make sure to enter your university coach's email address in the Reviewer Email question under "Activity Details" tab.)

Last Name	First Name	PID	Activity	Time Spent
Armenta	Daniel	300219271	Observation of Mentor Teacher	5.50 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1 Hour
Armenta	Daniel	300219271	Co-Planning	0.75 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1.25 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.5 hours
Armenta	Daniel	300219271	Co-Planning	1 hour
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1 Hour
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 hours
Armenta	Daniel	300219271	Co-Planning	1.25 hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	4.25 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	0.5 Hour
Armenta	Daniel	300219271	Observation of Mentor Teacher	4.75 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1.25 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Planning	1.25 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1.25
Armenta	Daniel	300219271	Observation of Mentor Teacher	5 Hours
Armenta	Daniel	300219271	Co-Teaching: Small Group	1.50 Hours
Armenta	Daniel	300219271	Co-Planning	1.25 Hours

Number of Rows of Data: 30

**Substitute Reflection:**

Upload a substitute teaching reflection every time you substitute if you want to receive clinical practice credit.

Last Name	First Name	PID	Response
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Responses (n): 0

Response Rate: 0%

**Report Parameters**

Form Active Status: Select All

Time Log Form: Time Log Activity | Active

Time Log Form Instance: Time Log Activity | Active

Time Log Templates: Spring 2023 Multiple Subject Time Log | Active, Spring 2023 Single Subject Time Log | Active, Spring 2023 Special Education/Dual Time Log | Active

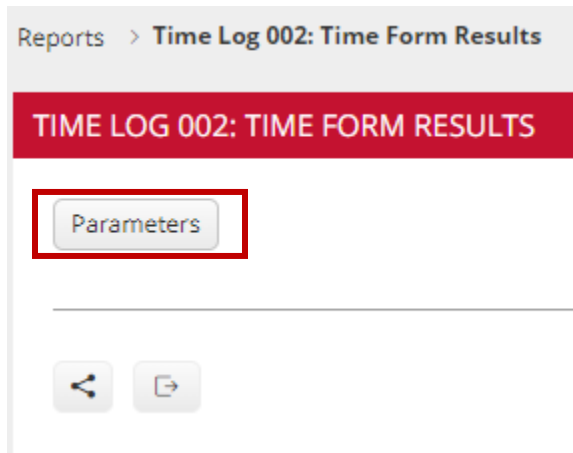
Time Log Entry Date Range(From): 01/01/2023

Time Log Entry Date Range(To): 07/01/2023

Form Completed By: Select All

Time Log Entry Status: Approved, Not Submitted, Pending Approval, Rejected

## Running additional reports on a single student



**Click on Parameters and scroll down to ADDITIONAL FILTERS**

**TIME LOG 002: TIME FORM RESULTS**

Parameters

Navigation icons: back, forward

<input type="checkbox"/>	Student Last Name ▲	Student First Name	Stu
<input type="checkbox"/>	Berryhill	Nathan	3000
<input type="checkbox"/>	Berryhill	Nathan	3000

**Enter student's name and/or ID# and click on UPDATE.**

Form Completed By:\*

Time Log Entry Status:\*

Programs:\*

Campus:\*

State:\*

Majors:\*

Majors:\*

User Group:\*

User Group:\*

**ADDITIONAL FILTERS**

Student PID:

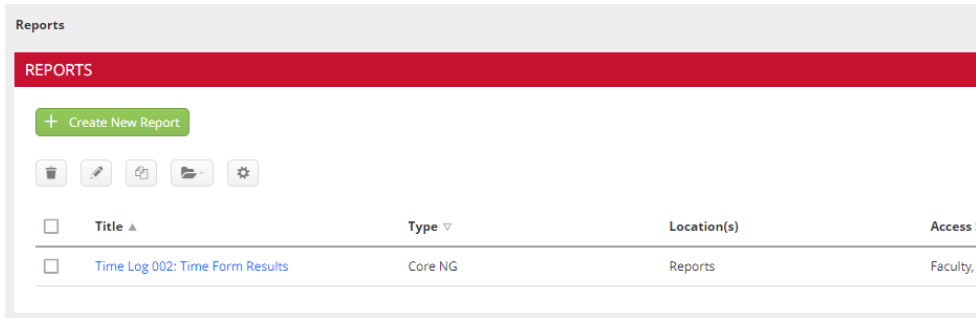
Student Last Name:

Student First Name:

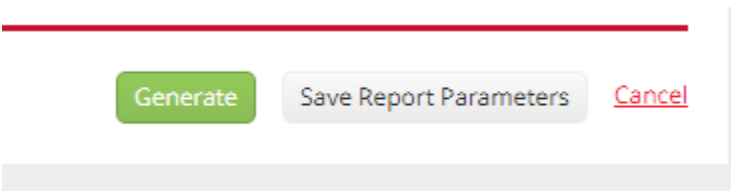
REPEAT for each individual student.

The next time you log in all that is needed is the following:

Select TIME LOG 002: TIME FORM RESULTS



Bypass all sections and click on GENERATE. *If needed, under ADDITIONAL FILTERS make sure to clear the individual student information if running an all student report.*



Or enter individual student name and/or ID# under ADDITIONAL FILTERS

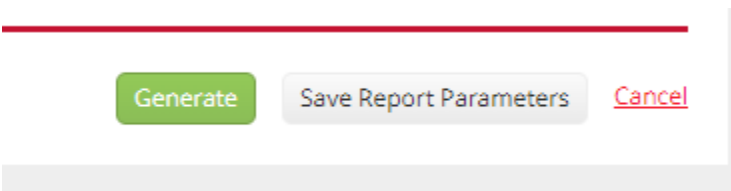
Additional Filters

Student PID:

Student Last Name:

Student First Name:

Click on GENERATE



**Note: If you don't enter an individual name the report will include ALL student's timesheets for the program you selected.**