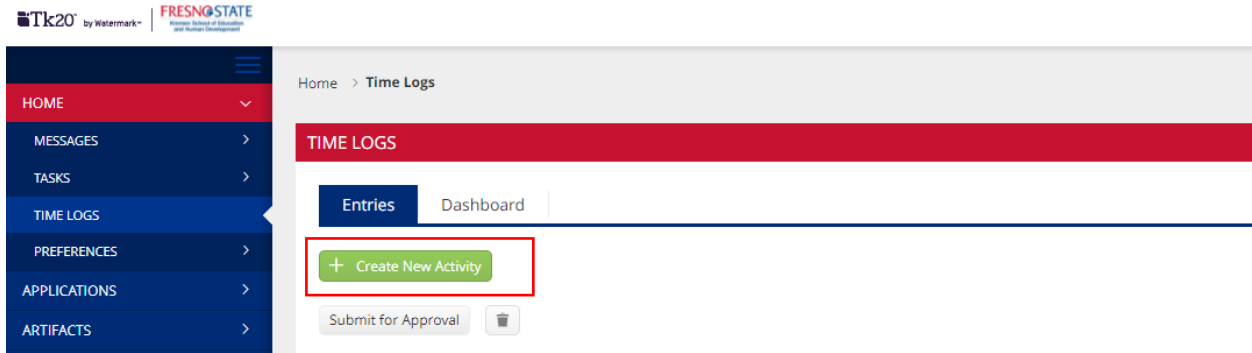


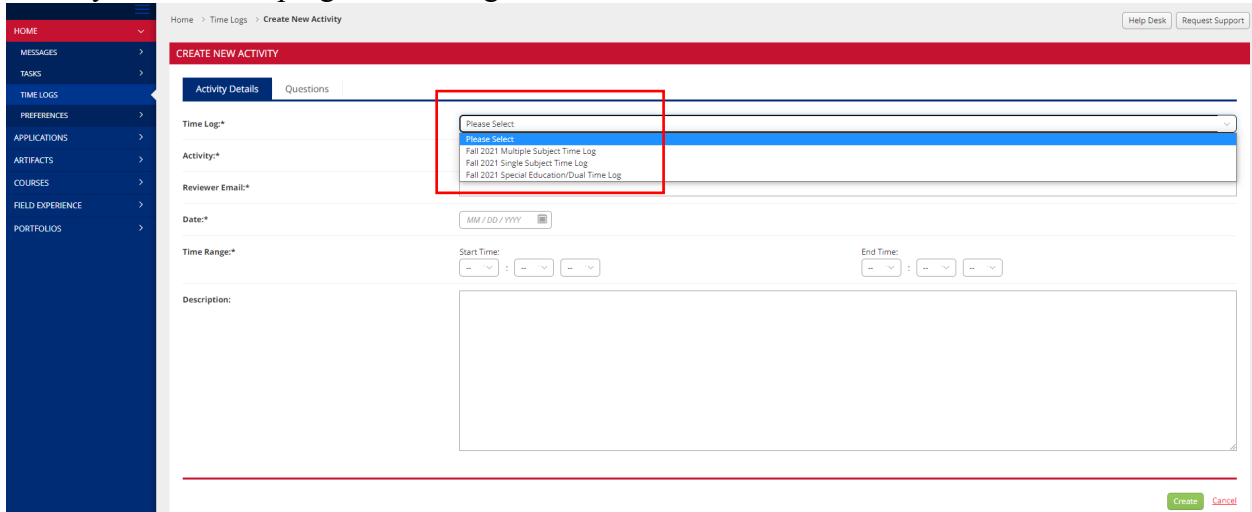
# Time Logs

Log into your [Tk20 account](#)

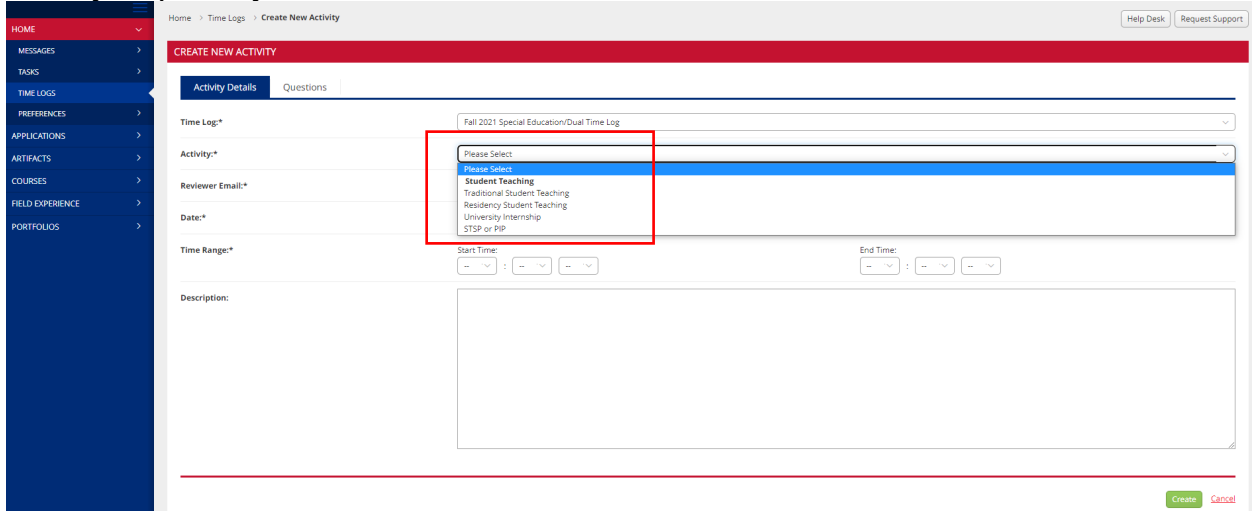
Click on Home and select Time Logs, then click on Create New Activity.



Select your semester program time log.



Select your pathway.



Enter your coach's email address, date of activity, and start/end time of your activity

Home > Time Logs > Create New Activity

CREATE NEW ACTIVITY

Activity Details Questions

Time Log:\* Fall 2021 Special Education/Dual Time Log

Activity:\* Traditional Student Teaching

Reviewer Email:\* xxx@csufresno.edu

Date:\* 09/15/2021

Time Range:\* Start Time: 3:00 pm End Time: 4:00 pm

Description:

Create Cancel

Click on the “Questions” tab and click on the green + sign

Home > Time Logs > 09/15/2021

09/15/2021

Activity Details Questions

PLACEMENT ACTIVITIES

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.)

Activity	Time Spent
There is no data to display.	

Create Cancel

Select your activity and enter your time spent (e.g., 1 hour, 30 min., 3-4pm)

Home > Time Logs > 09/15/2021

09/15/2021

Activity Details Questions

PLACEMENT ACTIVITIES

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.)

Activity

- Please Select an Activity from the List
- Observation of Mentor Teacher
- Co-Planning
- Co-Teaching: Whole Group
- Co-Teaching: Small Group
- Assessment: Whole Group
- Assessment: Small Group
- Assessment: Individual
- Solo Teaching
- Professional Development: Training/Workshop
- Asynchronous Teaching
- Teaching Simulation
- IEP Development (SPED Only)

Time Spent

Create Cancel

To send to your coach, click each date individually or select the  at the top, then click on “Submit for Approval”.

Home > Time Logs

TIME LOGS

Entries Dashboard

+ Create New Activity

Submit for Approval

<input type="checkbox"/>	Date ▼	Time Range	Duration	Status	Activity	Reviewer ▼	Time Log
<input type="checkbox"/>	09/27/2021	4:00 pm - 6:00 pm	2 hours	Approved	University Internship	■■■■■@small.fresnostate.edu	Fall 2021 Special Education/Dual Time Log
<input type="checkbox"/>	09/27/2021	7:30 am - 3:00 pm	7.5 hours	Approved	University Internship	■■■■■@small.fresnostate.edu	Fall 2021 Special Education/Dual Time Log

Filter (0) Export

To make changes to your time log, click on the date link, make the changes, and click on update. *Once you update your time log, make sure to resubmit for approval.*

Home > Time Logs Help Desk Request Support

**TIME LOGS**

Entries Dashboard

[+ Create New Activity](#)

[Submit for Approval](#) Filter (0) Export

<input type="checkbox"/>	Date	Time Range	Duration	Status	Activity	Reviewer	Time Log
<input type="checkbox"/>	09/27/2021	4:00 pm - 6:00 pm	2 hours	Approved	University Internship	shelleyfranco@mail.fresnostate.edu	Fall 2021 Special Education/Dual Time Log
<input type="checkbox"/>	09/27/2021	7:30 am - 3:00 pm	7.5 hours	Approved	University Internship	shelleyfranco@mail.fresnostate.edu	Fall 2021 Special Education/Dual Time Log

Home > Time Logs > 09/27/2021 Help Desk Request Support

**09/27/2021**

STATUS

Submission Date: 09/27/2021

Status: Approved on 09/27/2021

Message:

Activity Details Questions

Time Log\*: Your responses in the Questions tab will not be saved if you select a different time log.  
Fall 2021 Special Education/Dual Time Log

Activity\*: University Internship

Reviewer Email\*: shelleyfranco@mail.fresnostate.edu

Date\*: 09/27/2021

Time Range\*: Start Time: 4:00 pm End Time: 6:00 pm

Description:

[Update](#)