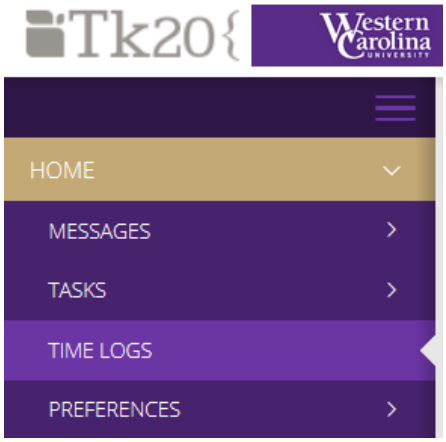
Time Logs for Early Field Experiences

EDCI 201, PSY 323, & SPED 339

INSTRUCTIONS FOR LOGGING HOURS IN TK20

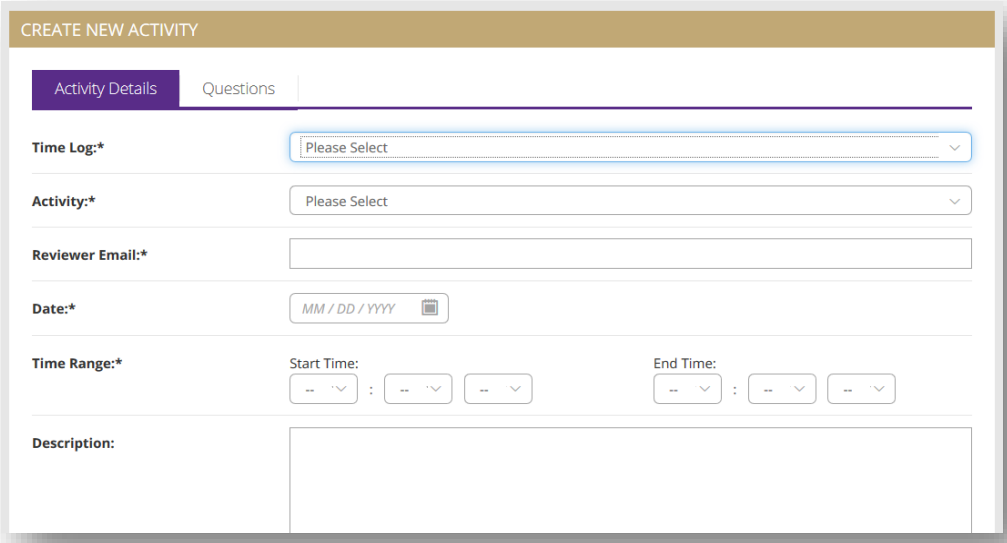
1. Log into your Tk20 account.
2. Click on the "HOME" tab on the left.
3. Click on *TIME LOGS*



4. Click on

5. Select the correct Time Log appropriate for your course(s):

- EDCI 201
- PSY 323 *(only)*
- SPED 339 *(only)*
- **PSY 323 <u>and</u> SPED 339**

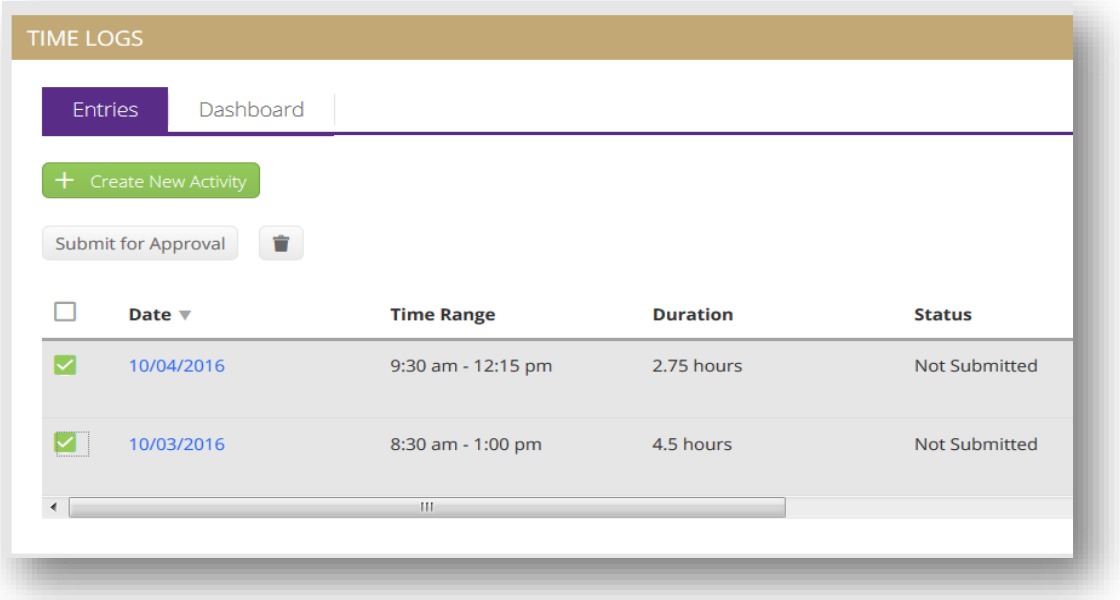


6. **Activity*** – Choose Classroom Observation
7. **Reviewer Email*** – Enter your Host Teacher's email address
    a. *Must be entered correctly otherwise your host teacher will not be able to sign off on these hours.*
8. **Date*** – Select the date of your visit.
9. **Time Range***:
    a. Start Time – Enter the time that you arrived to your host teacher's classroom.
    b. End Time – Enter the time that you left the school.
10. *Description: Optional area to write a brief description of your visit.*

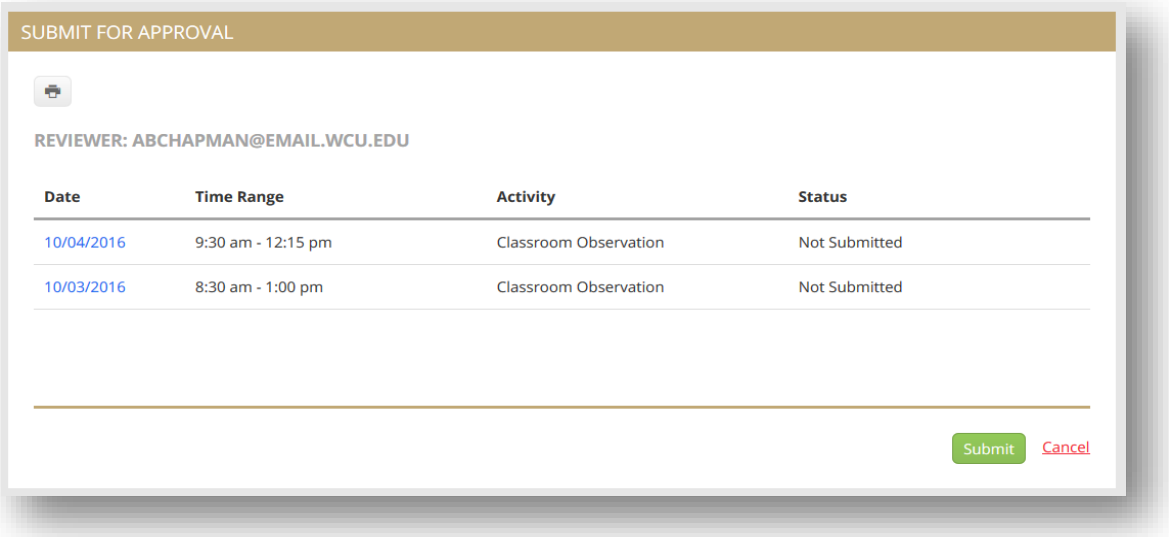
11. Click

Submitting your Time Log for Review

After each visit or after you have completed all your hours, you will need to submit your hours to be approved by your host teacher.



1. Check off the hours that you wish to ***Submit for Approval***.
2. Click the ***Submit for Approval*** button.
3. Review the hours that you are submitting.
4. Click ***Submit***



Once you have submitted your hours for approval, you will notice on your time log page that the status has been changed to ***Pending.***

Once your host teacher has approved your hours, the status will be updated to ***Approved.***

If you have any questions about creating and submitting your time logs, please contact the Office of Field Experiences at 828.227.7314 or ofe@wcu.edu.