Service Learning & Internship Placements: Stan State S4 Database

Student Time Logs – Faculty Use

What You Will Learn:

1. How Students access Timelogs

2. Creating Timelog entries by students
   a. Information collected in Timelogs

3. Submitting Timelogs to faculty for approval

4. Faculty approval process

How Students Access Time Logs:

Hello Student! What would you like to do?

Course

2020 Spring   Learning S4 SERV 2000 (1): Test Course 2   Browse   Placed

Pending Tasks

- **Create your Timelog for Jessica's House [#129737]**

- Once students are placed, they log into their S4 homepage. To access the Timelog, red **Pending Tasks** box.

- Click on **Create your Timelog** and they will be taken to a new page: **Timelog #**

- On **Timelog #** page, student selects **Add Time Entry**.

Timelog #129737
For — Placement #129737

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Student: Student Test
Placement: 129737
Program: Internship
Course: Learning S4 SERV 2000 (1): Test Course 2
Site: Jessica's House

Add Time Entry

Creating Timelog Entries

- After selecting Add Time Entry they will see this page below: **Add Time Entry for Placement #**.

There are 3 Sections:
- **Time Details**
- **Activity Details**
- **Self-Reflection & Observations**

Creating Timelog Entries: "Time Details" entry

- **Time In** – In the Green box student selects the start time and date for the day's entry's time.

- **Time Out** - In the Red box student selects the end time for the hours they completed that day.

- **Calculated Hours** – The hours will be automatically calculated based on the information entered in the Time In and Time Out sections.

Time Details

Time In

Month	Day	Year
May ▾	15 ▾	2020 ▾

Hour	Minute	
10 ▾	39 ▾	am ▾

Time Out

Month	Day	Year
May ▾	15 ▾	2020 ▾

Hour	Minute	
12 ▾	39 ▾	pm ▾

Calculated Hours Required

This is calculated based on your selections above. Final totals will be rounded to the nearest hour.

2.00

Creating Timelog Entries: "Activity Details"

- The next section to be completed is the **Activity Details** of what was done during their time.

- Only one box is **Required** (see red box). Before a can submit they must fill in this box.

- The other boxes are not required, but can encourage the student to consider the impact of their activities at their placement site.

Activity Details

Which group(s) did your activities support, directly or indirectly?
In other fields the broader term "client(s)" is used.

Choose some options

What was your area of focus?

Choose some options

What did you accomplish during this visit?
Select one (1) to three (3) activities on which you spent the majority of your time. If you don't see what you're looking for, type a keyword to search the list.
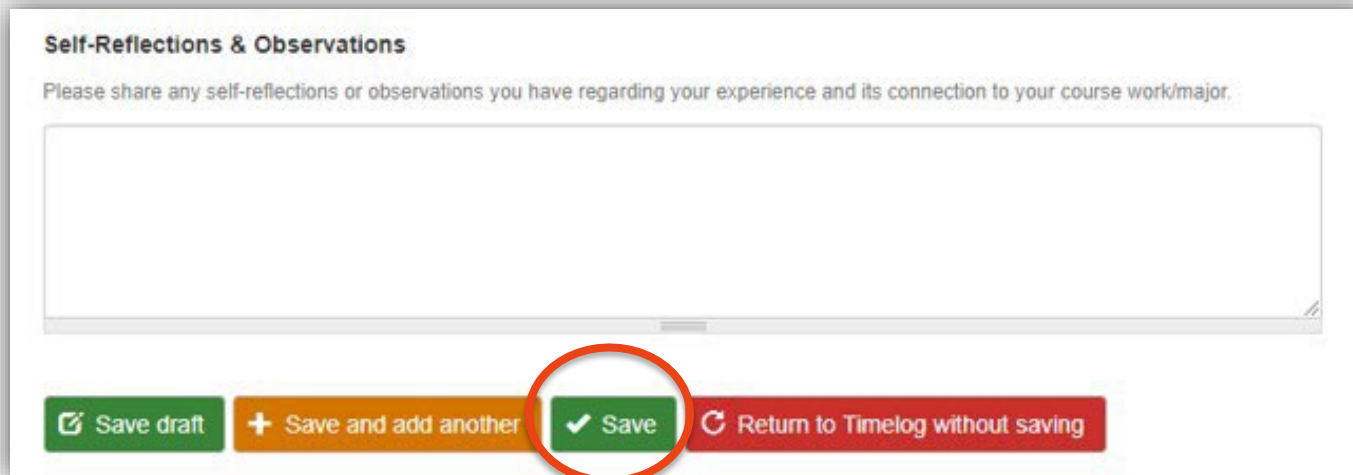
Choose some options

How have the identified activities contributed to the goals/mission of the organization? Required

Share any additional details about what you did during your visit (i.e. what services were provided and to whom).

Creating Timelog Entries "Self-Reflection & Observations" and Saving Entry

- At the bottom of the "Add Time Entry" page there is a section for **Self-Reflection & Observations** for students to reflect on experiences at site. This section is voluntary and does not effect being able to save entry.

- To save the entry, the student clicks the green **Save** button. Students can complete other entries or submit for approval.

Creating Timelog Entries: Submitting for Approval

- Once a students saves a time entry, they will be brought to this page: **Timelog #.**
- To submit hours for approval, students click the green button:
  Request Approval of hours.

Submitting Time Logs for Approval:

Send Email to Approve Hours
For — Timelog #64450

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Instructions: Please enter the name and email of the person who will approve your hours. You can also send a copy of the email to your course faculty or to an alternate approver. If you need to share additional information with your approver, use the "Additional Message" section. You may only send this email once a week, but approvers can use the Direct Timelog link (right) at any time.

Approver's name Required

Approver's email Required

CC Email

Additional Message

☐ Send me a copy

Send Email

- When they select to Request Approval of Hours students can either:

  a) email through the S4 system (left) or
  b) they can copy a link to email from their student account (below).

Direct Timelog link to send to your approver:

https://app.calstates4.com/csustan/timelog/242150?token

Approval of Student Timelogs

- When a student requests approval through S4, the email you receive will appear from "CalState S4".

CalState S4
Request to Review Timelog from...   11:05 AM
Hello Breanna Hale, You have time entries to appr...

- The email will be similar to the image to the right.

- Click the link, **Click here to approve now,** to view and approve the timelog.
  - You can also request the student to make edits if needed.

Request to Review Timelog from Student Test

CS   **CalState S4**
     Fri 5/15/2020 11:05 AM
     To: Breanna Hale

Hello Breanna Hale,

You have time entries to approve for Student Test.

Click here to approve now

Additional message from sender:

Hello Professor,

I am in your course _____. Here is the time log for the request period. Please let me know if you have any questions.

Best,
Student A

This email was sent by Student Test.

[Approved.] [I approved it.] [Did you get this?]

Approval of Student Timelogs

- After selecting the email link to "approve now", you will be taken to the student's "Timelog #" page (below).

- Then click the orange button, **Review & Approve Entry,** to review & approve student's time entry.
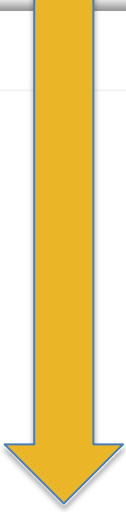
Approving Process:

- When viewing an entry, you can see any information they have submitted.

- If you would like you can leave a note
  - If the student needs to make changes, a note is highly encouraged.

- Once you are done reviewing, you can select **Approve** or **Need Changes** button.

Review & Approve Time Entry

Site: Jessica's House

Date/Time: 05-15-2020 10:39am to 05-15-2020 12:39pm

Hours: 2.00

Activity Notes: Assisted with signing youth into workshop and assisted in leading the workshop.
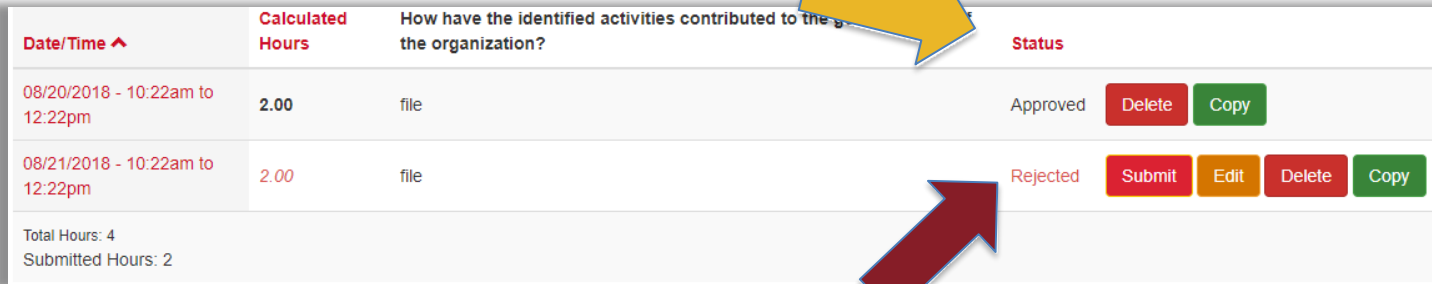
Instructions: You can either approve the hours or send them back to the student if changes are needed. It is recommended that you provide a note if requiring changes before approval.

Leave Notes for Student Test

[Approve] [Needs changes] [↻ Return to Timelog without saving]

Approving Process:

- Once the entry is "Approved" it will show on the **Timelog #** page under Status section.

Date/Time ∧	Calculated Hours	How have the identified activities contributed to the ... the organization?	Status		
08/20/2018 - 10:22am to 12:22pm	2.00	file	Approved	Delete	Copy
08/21/2018 - 10:22am to 12:22pm	2.00	file	Rejected	Submit Edit Delete Copy	
Total Hours: 4 Submitted Hours: 2					

- If you selected "Need changes" it will appear as rejected when you or the student views the **Timelog #** page.

  - Students can edit the entry and resubmit for approval.

    - Unfortunately, the student will not receive an email or notification of the approval or rejection for their time entry.

    - Students will have to check the Status of their time entry on the **Timelog #** page.

If you have any difficulty or questions, contact the Office of Service Learning

Contact Information

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Thank you for your time!