Service Learning & Internship Placements: Stan State S4 Database

Student Time Logs – For Students

What You Will Learn:

1. How to access Timelogs

2. Creating Timelog entries
   a. Information collected in Timelogs

3. Submitting Timelogs for approval

How to 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 you are placed, you can log into S4. To access the Timelog, red **Pending Tasks** box.

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

  - On **Timelog #** page, select **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 you 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 you can submit, you must fill in this box.

- The other boxes are not required but are highly encouraged.

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.
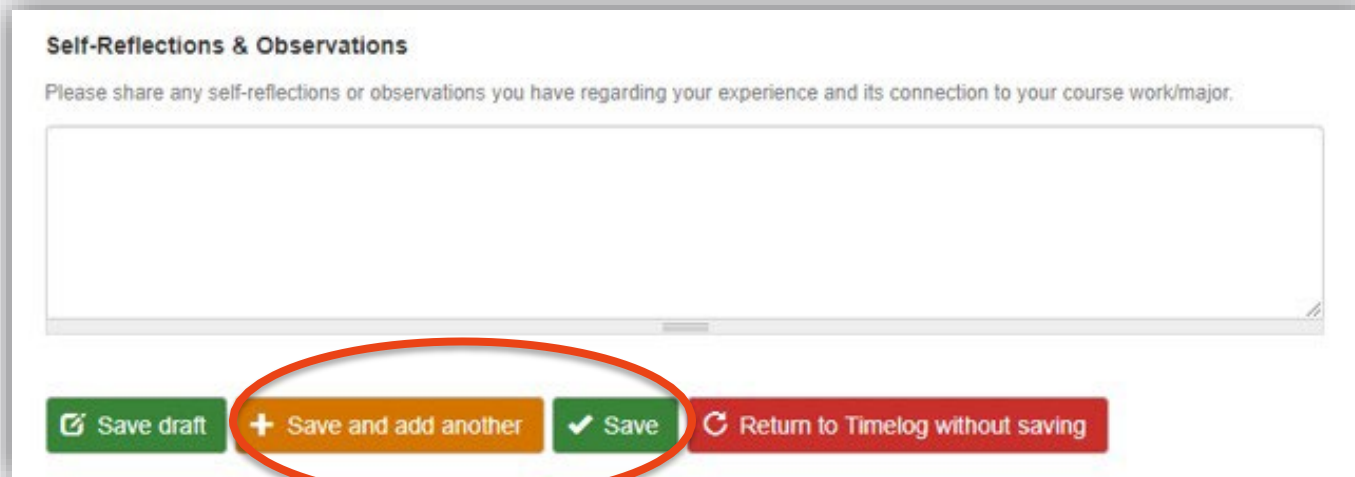
Choose some options

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 you to reflect on experiences at site.

Self-Reflections & Observations

Please share any self-reflections or observations you have regarding your experience and its connection to your course work/major.

[☑ Save draft] [+ Save and add another] [✔ Save] [↻ Return to Timelog without saving]

- To save the entry, the student clicks the green **Save** button.
- You can complete more entries before submitting for approval by selecting the orange **Save and add another**.

Creating Timelog Entries: Submitting for Approval

- Once you save a time entry, you will be brought to this page: **Timelog #.**
- To submit hours for approval, 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

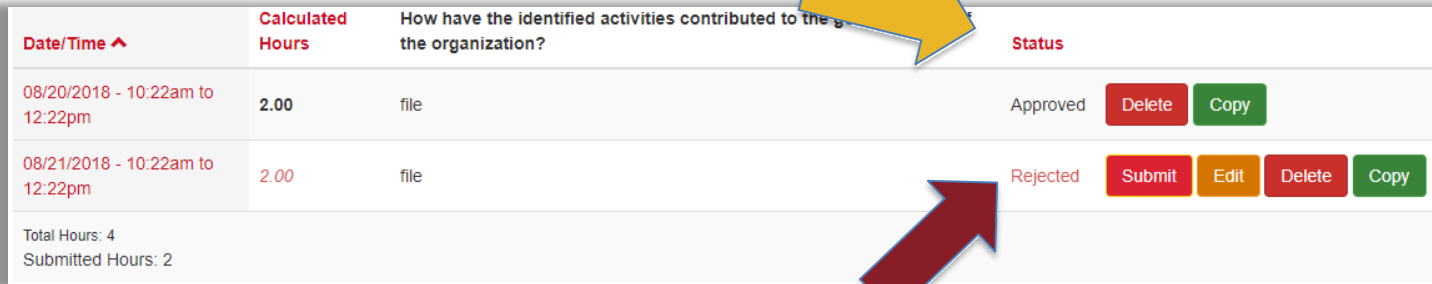**CC Email**

Additional Message

☐ Send me a copy

Send Email

- When you Request Approval of Hours you can either:

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

Direct Timelog link to send to your approver:

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

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 your supervisor selected "Need changes" it will appear as rejected when you view the **Timelog #** page.

  - You can edit the entry and resubmit for approval.
    - You will have to check the Status of your time entry on the **Timelog #** page. You will not receive an email notification if your supervisior has approved or rejected the time entry.

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

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Thank you for your time!