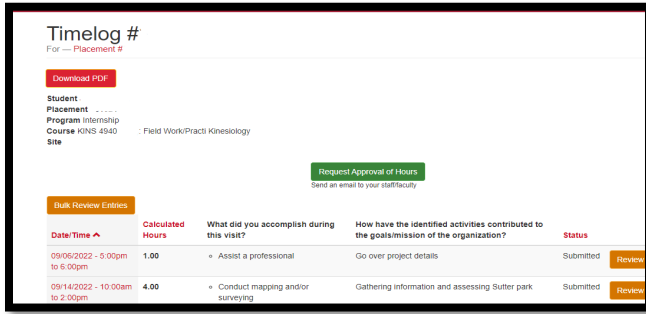


# Stan Serves S4 for Student Placements

## How to Approve Student Timelogs

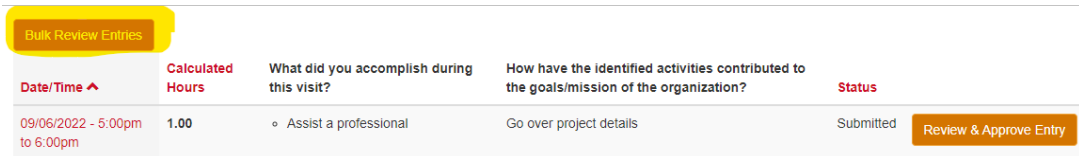
1. Click on the link provide in the email “[Click here to approve now](#)”.
  - a. This will bring up a new window like the one pictured below



2. Once you are on the timelog page you can either approve all entries at once or one-by-one.

### a. Bulk Approval

- i. Click the orange “Bulk Review Entries”



- ii. A list of all time entries will appear select the ones you would like to approve.

### Bulk Approval of Timelogs

Please check all Entries that you would like to approve

- 09-22-2022 from 10:00am to 2:00pm (4 hours)
- 09-29-2022 from 10:00am to 2:00pm (4 hours)

- iii. Next select entry status from the dropdown and please feel free to add a note for the student.

Entry Status  
Click Save to confirm changes  
Approved

Leave a note  
Provide additional information for the student.

Next

- iv. Click Next to confirm and submit Approval

### Confirm approval of Entries

Selected Entries:  
• 4 hours on 09-22-2022 [10:00am to 2:00pm]

Total hours: 54

Back Submit

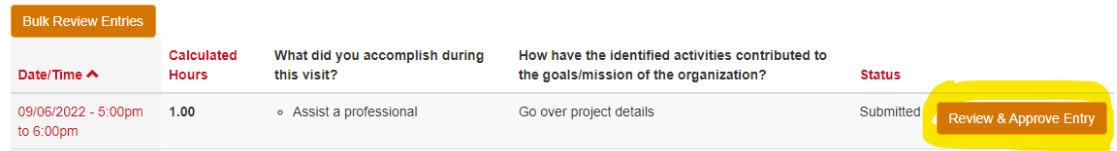
\*For more information email Breanna at [bhale1@csustan.edu](mailto:bhale1@csustan.edu) or call 209-667-3599.

# Stan Serves S4 for Student Placements

## How to Approve Student Timelogs

### b. One-by-One

- i. Select the entry you would like to approve by click “ Review & Approve Entry”

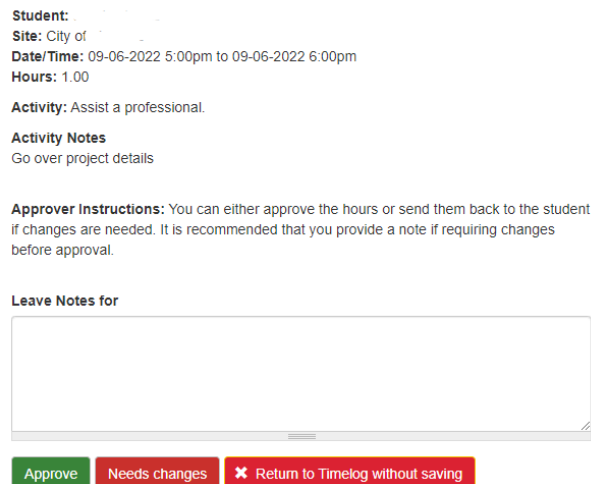


The screenshot shows a table with the following columns: Date/Time, Calculated Hours, What did you accomplish during this visit?, How have the identified activities contributed to the goals/mission of the organization?, and Status. A yellow box highlights the 'Review & Approve Entry' button in the Status column.

| Date/Time ^                   | Calculated Hours | What did you accomplish during this visit? | How have the identified activities contributed to the goals/mission of the organization? | Status  |
|-------------------------------|------------------|--|--|---|
| 09/06/2022 - 5:00pm to 6:00pm | 1.00             | ◦ Assist a professional                    | Go over project details  | Submitted <span>Review &amp; Approve Entry</span> |

- ii. The entry will open to the page displayed below for you to approve or request the student to edit the entry if needed.

### Review & Approve Time Entry



The screenshot shows the 'Review & Approve Time Entry' page with the following information:

**Student:** [Redacted]  
**Site:** City of [Redacted]  
**Date/Time:** 09-06-2022 5:00pm to 09-06-2022 6:00pm  
**Hours:** 1.00  
**Activity:** Assist a professional.  
**Activity Notes:** Go over project details

**Approver 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**

[Text Area]

**Approve** **Needs changes** **✖ Return to Timelog without saving**

- iii. Once you click approved or needs changes you will be brought back to the list of entries

3. After you have completed your review and approvals an email will be sent to the student.

Thank you for hosting our students!