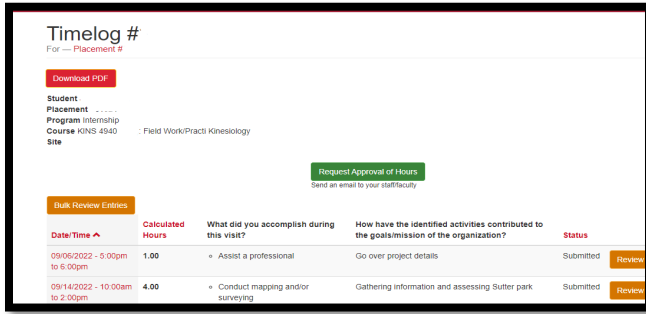# Stan Serves S4 for Student Placements

How to Approve Student Timelogs
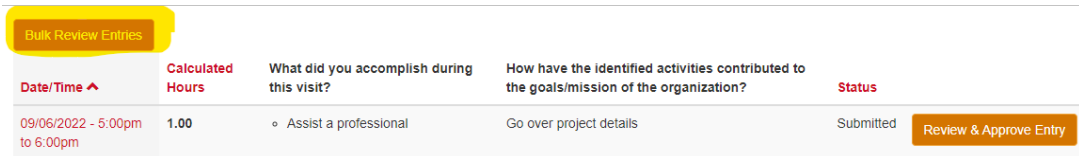
1. Click on the link provide in the email "Click here to approve now".
   a. This will bring up a new window like the one pictured below

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.

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

   iv. Click Next to confirm and submit Approval
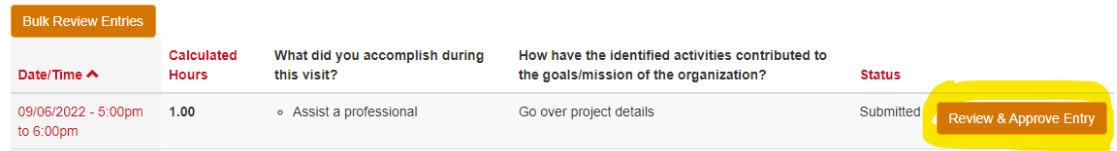
*For more information email Breanna at bhale1@csustan.edu or call 209-667-3599.

How to Approve Student Timelogs

b. One-by-One

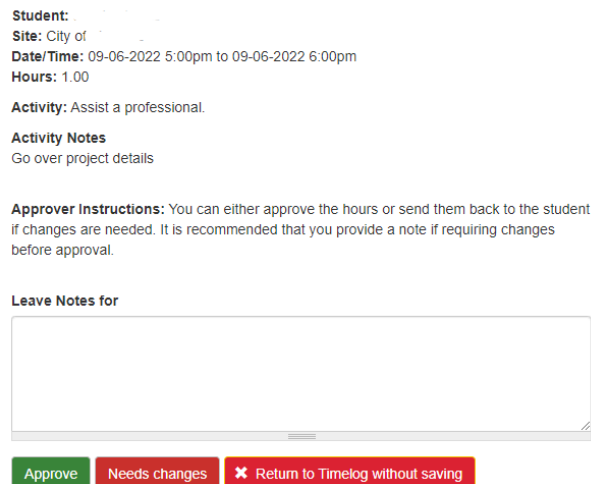   i. Select the entry you would like to approve by click " Review & Approve Entry"

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

   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!