

Time Logs

Faculty and Adjuncts

Time Logs

Students complete their field/clinical hours in the Time Log category.

These are either approved by the mentor or instructor depending on how the program is set up.

The categories for student time logs are submitted by each program director.

The next slide shows how students log hours and you as the instructor can request, they add additional information in the description if you would like.

There is a short link to a watermark video on approving time logs.

How a Student Time Logs

- Hit Time Logs on the right (image on prior slide)
- You can also access Time Logs in the class hyper link.
- Choose create log entry
- Choose date, category, hours and minutes and Description
- In the description, please note Bilingual for ELL hours if applies
- Hit Save
- At this point it goes to instructor and mentor for approval

Create Log Entry
Fields marked with * are required

Select a category to catalog your entry by experience type.

Date at Site*
04/12/2023

Category* No Category

Hours* : **Minutes***

⊕ Add Category Field

Description*
Please enter a description of your field experience.
0/1000

CANCEL SAVE

Total Entries (Duration) - 4 (11h 31m)
Approved Entries (Duration) - 0 (00h 00m)

EXPORT TO CSV CREATE LOG ENTRY

REVIEWER COMMENTS ACTION

Time Log Help Links from Watermark

Approving or Rejecting Student Time Log Entries

<https://support.watermarkinsights.com/hc/en-us/articles/14443630794523-Approving-or-Rejecting-Student-Time-Log-Entries>



Support

If you have any issues with the system, there are two resources. If no one is available or after business hours, please call Watermark support listed below.

- The number is 1-800-311-5656
- Option 1 for Student Learning and Licensure
- Option 2 for cooperating mentor

If it is during business hours, you can contact me, and we can set up a zoom if necessary.

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