

Time Logs

Students

Time Logs

- When you are in the **In Progress** screen – anything in Purple is a hyperlink.
- Classes are listed here and can be filtered by Term
- To the right of the class is **Time Logs** if they are included with the class

In Progress
View all of your open Sections and Activities.

Filter by All Terms All Course Sections Sort by Start Date - Descending

Spring 2023 Found Teaching Bilingual/ELL ENLE-31000-LT1 Internship [VIEW DETAILS](#)

Spring 2023
03/13/2023 — 05/06/2023 [Time Logs](#)

Instructors (1)
Elvira Pichardo

Demo Field Exp 2: Special Education SPED-54000-001 Internship [VIEW DETAILS](#)

Summer 2022
09/21/2022 — 01/01/2024 [Time Logs](#)

Instructors (2)
Elizabeth Sturm
Kimberly Mulcahy

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
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Time Log Help Links from Watermark

- **Submitting Time Log Entries**
- <https://support.watermarkinsights.com/hc/en-us/articles/4414775576475-Submitting-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 3 for student

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

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Data Manager

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