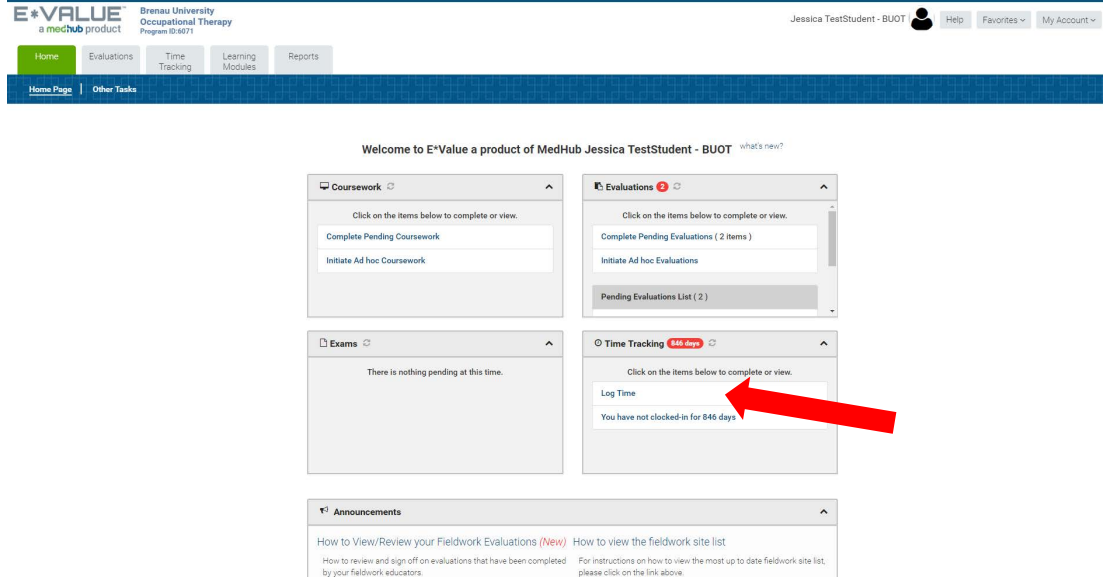


How to Use Time Tracker Tool

1. From the Home Page, click "Log Time"



2. Select the Task, Supervisor, Site, and Course

User *
JoAnne TestStudentBU

Task *
Clinical Hours

Supervisor *
TestEducator - BUOT, Mike

Site * scheduled sites only
ABC TEST SITE - BRENAU

Course * scheduled courses only
Evaluation Preview

Start and End time *
9:30am to 5:30pm (8 hrs)

Enter a comment about the shift (optional)
Today I learned...

December 2016

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Planned Fieldwork Hours Unplanned Fieldwork Hours In-House Call Vacation and other Non-Fieldwork Hours

Supervision: Approved by supervisor: Requires approval by supervisor:

3. Then, select the Start and End time for the day that you are logging

* indicates a required item.

User *
JoAnne TestStudentBU

Task *
Clinical Hours

Supervisor *
TestEducator - BUOT, Mike

Site * scheduled sites only
ABC TEST SITE - BRENAU

Course * scheduled courses only
Evaluation Preview

Start and End time *
9:30am to 5:30pm (8 hrs)

Enter a comment about the shift (optional)
Today I learned...

Planned Fieldwork Hours Unplanned Fieldwork Hours In-House Call Vacation and other Non-Fieldwork Hours

Supervision: Approved by supervisor: Requires approval by supervisor:

December 2016						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

4. After completing the top half of the page, select the date that you are logging. It will be added to the calendar, and your total hours for the week.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	TOTALS
27	28	29	30	1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15 <input checked="" type="checkbox"/> Clinical Hours Evaluation Preview 9:30am-5:30pm	16	17	8.00 hours
18	19	20	21	22	23	24	Total: 8.00 hours