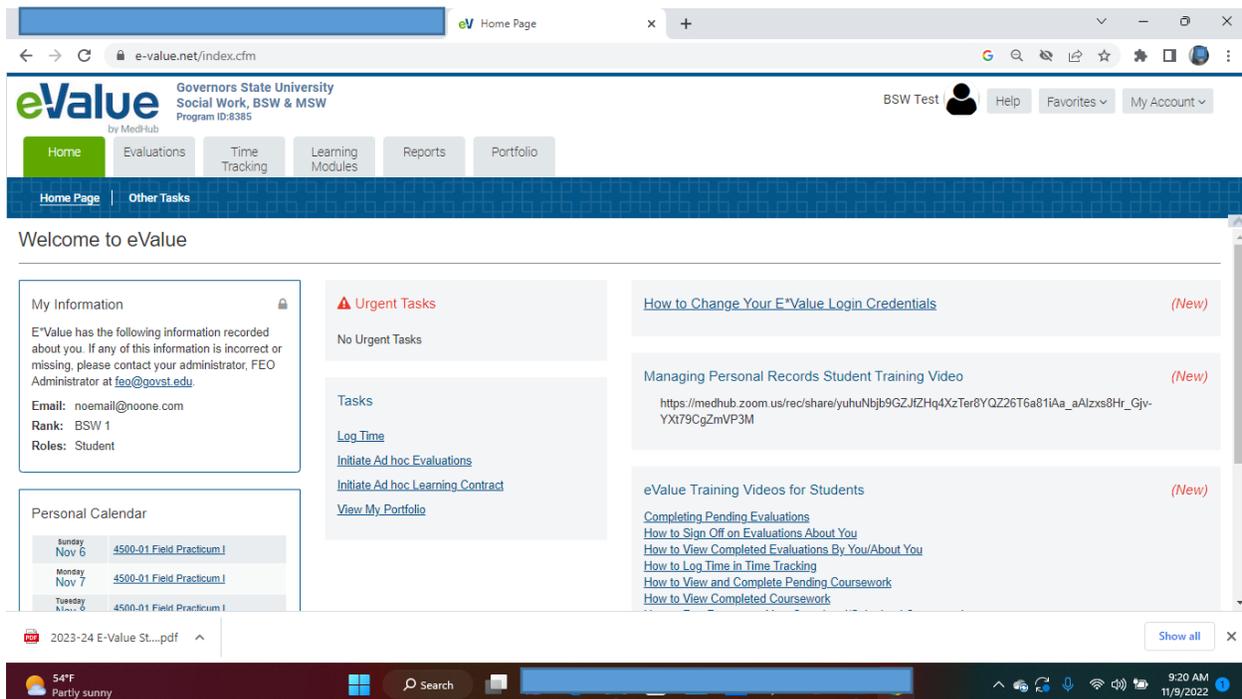


How to Log Field Practicum Hours

eValue Student Users

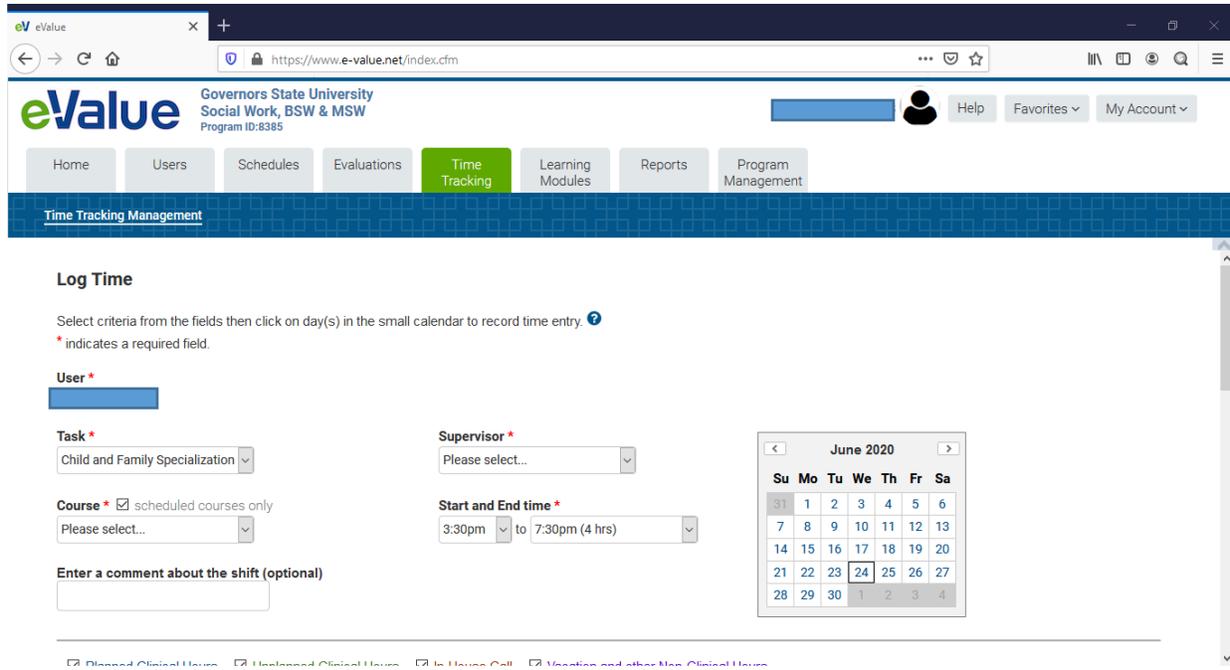
Navigation: Time Tracking > Log Time or Home > Log Time

Step One: Click on “Log Time” in your eValue homepage



The screenshot shows the eValue student homepage. At the top, there is a navigation bar with the eValue logo, the text "Governors State University Social Work, BSW & MSW Program ID:8385", and user information "BSW Test" with a profile icon, "Help", "Favorites", and "My Account" dropdown menus. Below the navigation bar is a menu with "Home", "Evaluations", "Time Tracking", "Learning Modules", "Reports", and "Portfolio". The main content area is titled "Welcome to eValue" and contains several sections: "My Information" (with fields for email, rank, and roles), "Urgent Tasks" (showing "No Urgent Tasks"), "Tasks" (with links for "Log Time", "Initiate Ad hoc Evaluations", "Initiate Ad hoc Learning Contract", and "View My Portfolio"), and "eValue Training Videos for Students" (with links for "How to Change Your E*Value Login Credentials", "Managing Personal Records Student Training Video", "Completing Pending Evaluations", "How to Sign Off on Evaluations About You", "How to View Completed Evaluations By You/About You", "How to Log Time in Time Tracking", "How to View and Complete Pending Coursework", and "How to View Completed Coursework"). A "Personal Calendar" section shows dates from Sunday to Tuesday, all with "4500-01 Field Practicum I". At the bottom, there is a taskbar with a search bar, system tray icons, and the date/time "9:20 AM 11/9/2022".

Step Two: Complete ALL prompts with a red asterisk to the right.



Log Time

Select criteria from the fields then click on day(s) in the small calendar to record time entry. ?
* indicates a required field.

User *

Task *
Child and Family Specialization

Supervisor *
Please select...

Course * scheduled courses only
Please select...

Start and End time *
3:30pm to 7:30pm (4 hrs)

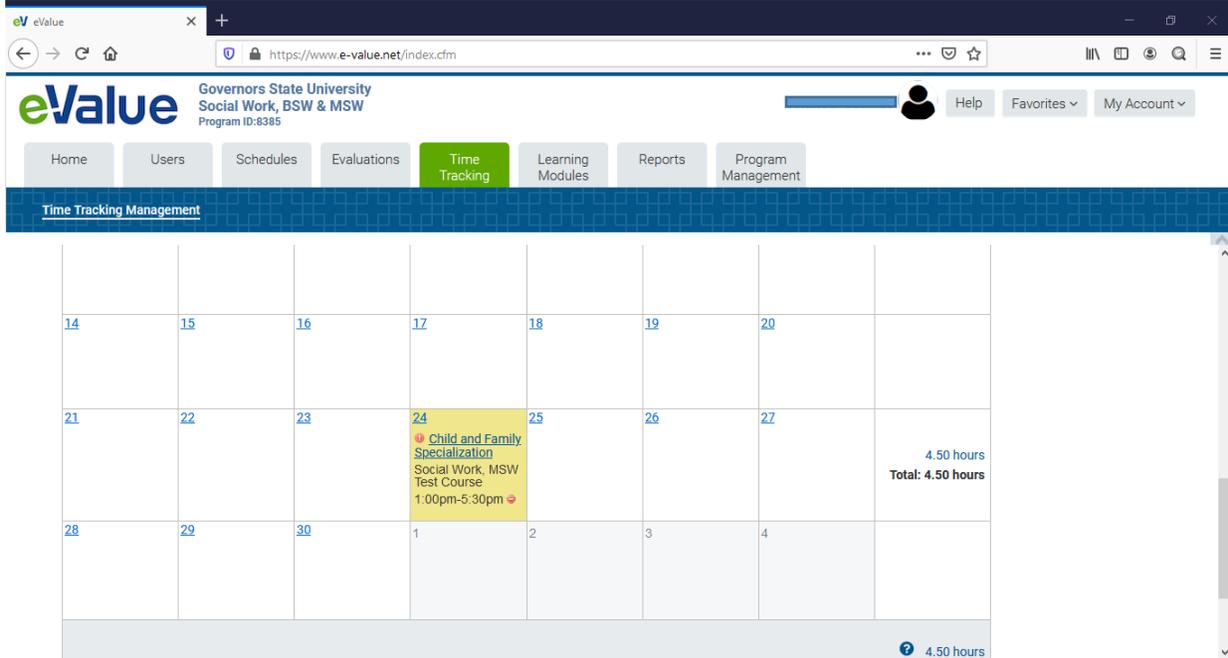
Enter a comment about the shift (optional)

Planned Clinical Hours Unplanned Clinical Hours In Home Call Meetings and other Non-Clinical Hours

Enter all data for the required fields with the red asterisk. Use the calendar and click the day which you want to log hours. **Course** is always the Field Practicum class and **Supervisor** is your Field Instructor or Task Supervisor.

Note: Field hours must be logged no later than two weeks after a shift.

The calendar appears with the completed time below. Verify that the hours are accurate. To make an adjustment click the red dot after the logged hours.

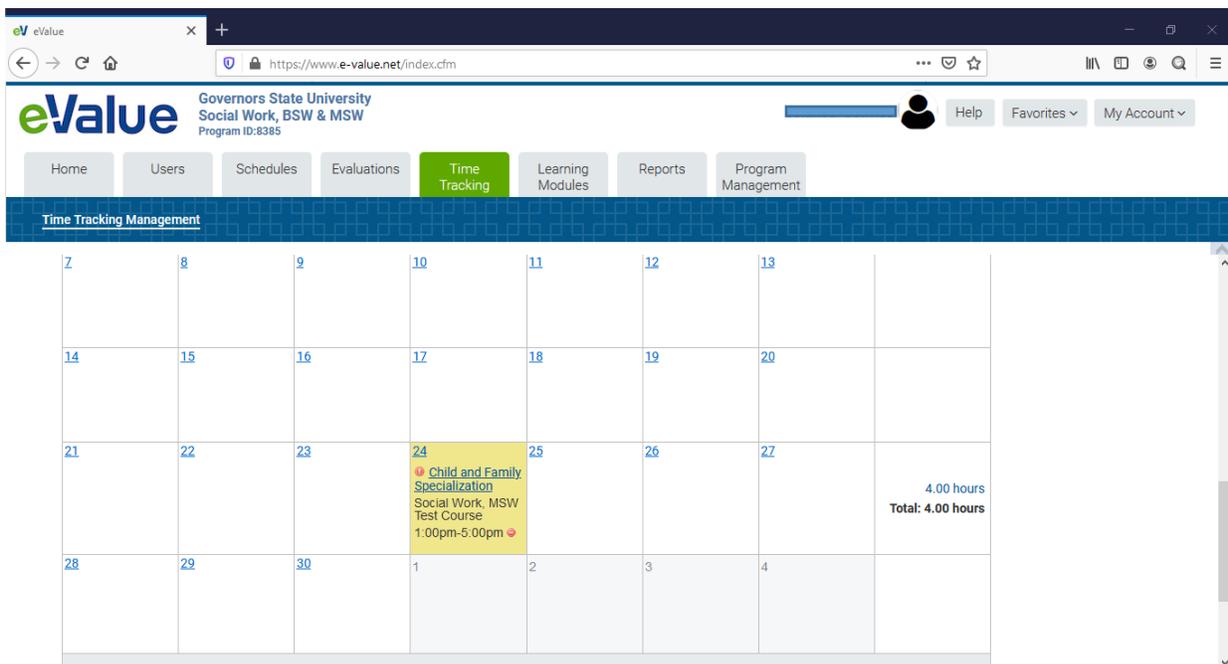


The screenshot shows the eValue Time Tracking Management interface. The calendar displays the following data:

Day	Date	Event	Hours				
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	4.50 hours Total: 4.50 hours
28	29	30	1	2	3	4	
							4.50 hours

Event details for 2/24: Child and Family Specialization Social Work, MSW Test Course 1:00pm-5:30pm

For example, the calendar below shows logged time corrected from 1pm-5:30 pm to 1pm-5pm.

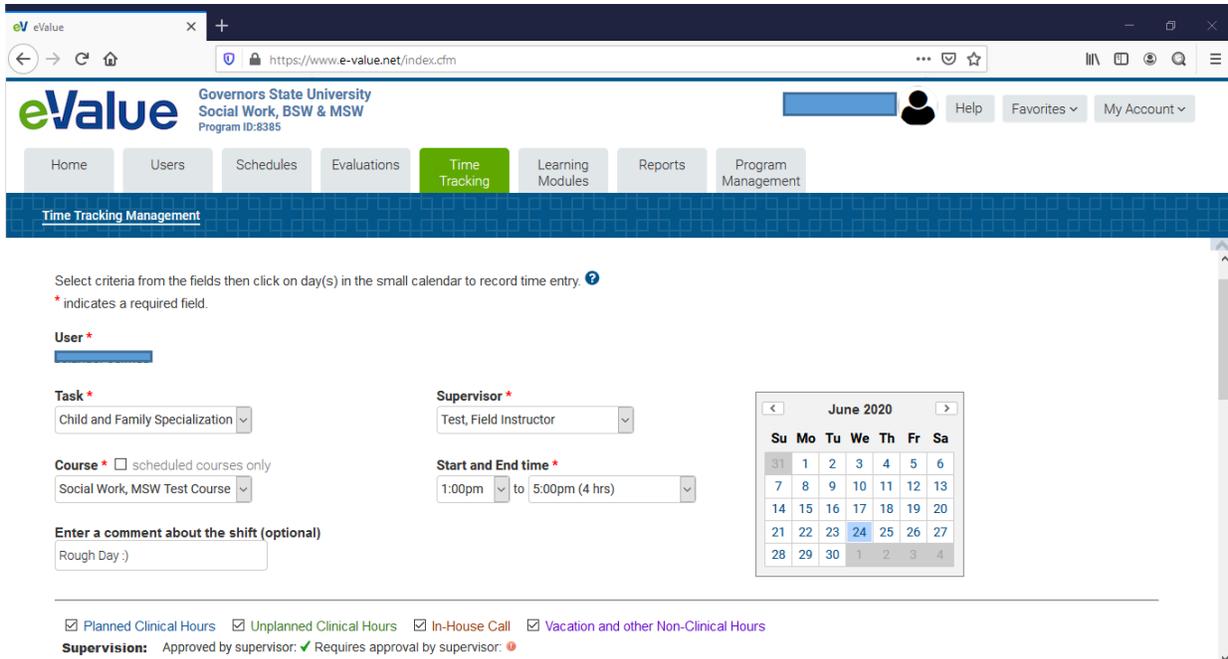


The screenshot shows the eValue Time Tracking Management interface with the logged time corrected. The calendar displays the following data:

Day	Date	Event	Hours				
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	4.00 hours Total: 4.00 hours
28	29	30	1	2	3	4	

Event details for 2/24: Child and Family Specialization Social Work, MSW Test Course 1:00pm-5:00pm

Use caution if you enter data in the comment field as this information is not confidential. The “rough day” comment can be viewed by all administrative users.



The screenshot shows the eValue web application interface for Time Tracking Management. The browser address bar shows the URL https://www.e-value.net/index.cfm. The page header includes the eValue logo, the text "Governors State University Social Work, BSW & MSW Program ID: 8385", and user navigation options like "Help", "Favorites", and "My Account". A navigation menu contains buttons for Home, Users, Schedules, Evaluations, Time Tracking (highlighted), Learning Modules, Reports, and Program Management. The main content area is titled "Time Tracking Management" and contains the following form fields:

- Instructions: "Select criteria from the fields then click on day(s) in the small calendar to record time entry." and "* indicates a required field."
- User ***: A dropdown menu with a blue bar.
- Task ***: A dropdown menu with "Child and Family Specialization" selected.
- Supervisor ***: A dropdown menu with "Test, Field Instructor" selected.
- Course ***: A dropdown menu with "Social Work, MSW Test Course" selected. A checkbox for "scheduled courses only" is present and unchecked.
- Start and End time ***: Two dropdown menus showing "1:00pm" and "5:00pm (4 hrs)".
- Enter a comment about the shift (optional)**: A text input field containing "Rough Day :)
- Calendar**: A calendar for June 2020 with the 24th highlighted.
- Supervision**: A row of checkboxes for "Planned Clinical Hours", "Unplanned Clinical Hours", "In-House Call", and "Vacation and other Non-Clinical Hours".
- Supervision**: A status indicator showing "Approved by supervisor: ✓ Requires approval by supervisor: ⚠".