

EARLY FIELD EXPERIENCE STUDENT TIMELOG INSTRUCTIONS

TIMELOG EXPECTATIONS

Students volunteering through an Early Field Experience-serviced course are required to complete the minimum number of hours per semester as set by your course instructor. In an effort to verify that students have completed this service minimum, student volunteers are expected and required to log their volunteer service hours in S4. **Students must have all service hours logged into S4 by the time they finish volunteering at the end of the semester; the School of Education recommends logging your hours weekly or monthly, at minimum as you must log each service day/session individually.**

LOGGING YOUR HOURS IN S4

STEP ONE: LOG INTO S4: [HTTPS://APP.CALSTATES4.COM/CSUCHICO](https://app.calstates4.com/csuchico)

Your log-in credentials are the same as your Chico State Portal log-in information.

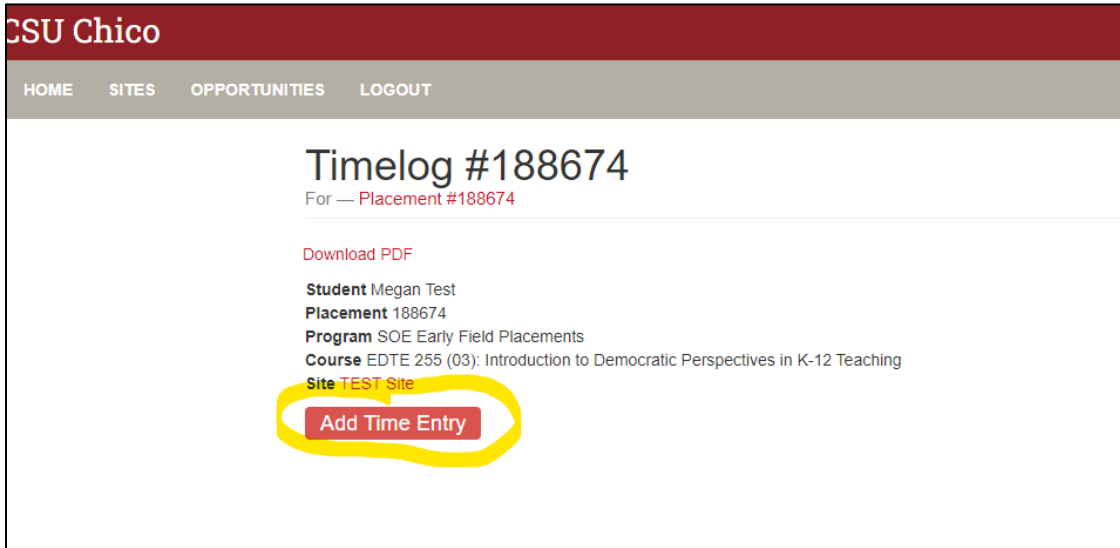
STEP TWO: CREATE YOUR TIMELOG

- To create your timelog, click on the red “**Create your Timelog for . . .**” link in the fuchsia “Pending Tasks” box on the S4 homepage (link is highlighted in yellow & Pending Tasks box is circled in blue in the example below).

The screenshot shows the CSU Chico S4 homepage. At the top left is the CSU Chico logo, and at the top right is a 'NEED HELP?' link. Below the logo is a navigation bar with 'HOME', 'SITES', 'OPPORTUNITIES', and 'LOGOUT'. The main content area starts with a greeting: 'Hello Megan! What would you like to do?' followed by a 'View the dashboard guided tour' button. On the left, there are three sections for different student groups: Social Work Students, SOE Early Field Experience Students, and SOE Intern Students, each with contact information. On the right, there is a prominent purple 'Pending Tasks' box. Inside this box, a link that reads 'Create your Timelog for TEST Site [#188674]' is highlighted in yellow. The entire 'Pending Tasks' box is circled in blue.

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- This will take you to a page called “Timelog #[Number]” (#188674 in the example below). Click on the red “Add Time Entry” button to proceed (circled in yellow).

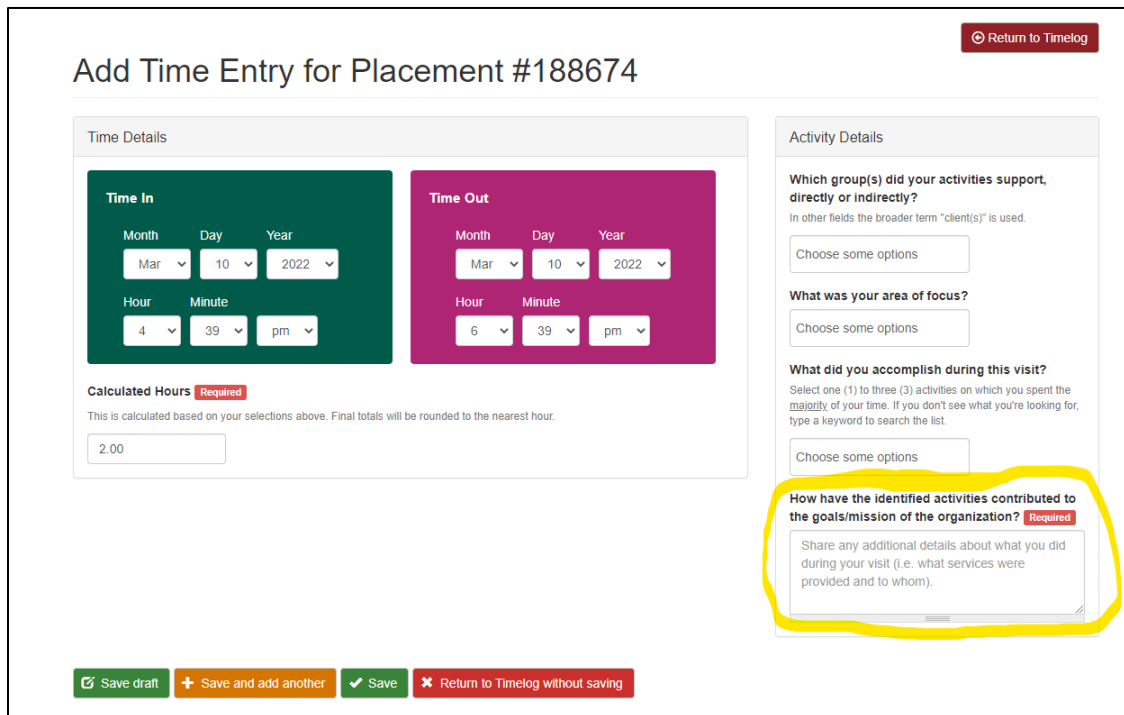


STEP TWO: ADD TIME ENTRY

- On the “Add Time Entry for Placement . . .” page, enter the time you were volunteering in the “Time In” and “Time Out” boxes in the “Time Details” section of this page. The total number of hours will update automatically in the “Calculated Hours” box.

PLEASE NOTE, YOU MUST ENTER A NEW TIME ENTRY FOR EACH DAY/SESSION YOU VOLUNTEER. DO NOT LOG HOURS FOR THE ENTIRE WEEK IN A SINGLE ENTRY AS S4 WILL NOT CALCULATE YOUR HOURS CORRECTLY.

- Under the “Activity Details” section, enter a brief description of the activities you did while volunteering in the “How have the identified activities contributed to the goals/mission of the organization” box (circled in yellow below). **Students are not required to fill out the other boxes in this section, only the one that is marked as “Required.”**



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- Once you have entered your time and volunteering activities, you may either “Save” (submit the entry; middle green box) or “Save and add another” time entry (orange box, second from the left). If you are not ready to submit the entry yet, you may save the entry as a draft (first green button on the left: “Save Draft”) or “Return to Timelog without saving” (the red button on the far right). Please note, in order for your entry to be completed, you must submit it either by using the “Save and add another” (great for if you’re logging multiple time entries at one time) or the “Save” buttons.

If you have multiple volunteer placements, you **must** create a timelog and time entries for each unique volunteer placement (students with multiple placements will have three unique timelog links for each placement in the “Pending Tasks” box on the S4 homepage).

AFTER YOU HAVE CREATED THE TIMELOG

Once you have created the initial Timelog, the time entry system will look a bit different:

- When you log into S4, the “Pending Tasks” box will say “Update your Timelog for . . .” instead of “Create your Timelog for . . .”. After clicking on this link, you will be taken to the Timelog page which will now contain all of your time entries for the placement associated with that unique timelog.
- To log the rest of your volunteer hours, click on the red “Add Time Entry” button at the bottom of the page (circled in yellow). As a reminder, students **must enter a new time entry for each day they volunteer and are required to create a timelog & submit time entries for each unique placement they are volunteering at.** Please note, at this time students cannot edit time entries, only delete submitted ones and submit new ones.

Timelog #188674
For — Placement #188674

[Download PDF](#)

Student Megan Test
Placement 188674
Program SOE Early Field Placements
Course EDTE 255 (03): Introduction to Democratic Perspectives in K-12 Teaching
Site TEST Site

[Request Approval of Hours](#)
Send an email to your staff/faculty

Date/Time ^	Calculated Hours	How have the identified activities contributed to the goals/mission of the organization?	Status
03/10/2022 - 4:39pm to 6:39pm	2.00	Something	Submitted Delete Copy

Total Hours: 2
Submitted Hours: 2

[Add Time Entry](#)

At this time, students are not required to “Request Approval of Hours” from their Course Instructor or Mentor Teacher. Mentor Teachers will verify their volunteer’s total number of hours served when they submit your Disposition form at the end of the semester.

QUESTIONS?

If you, your Mentor Teacher, or your Course Instructor have questions about logging hours in S4, please reach out to Megan Mann, Early Field Placement Coordinator, at efe@csuchico.edu or by calling (530) 898-6293.