Managing Course Activities – Timesheets

Prism

For a student to complete the timesheet learning activity, it must be configured for a course first. Once it is configured, the students who are placed at the respective courses will be able to fill in the timesheets.

1. Select Courses from your dashboard or left menu.

Text

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1. Select the course you’d like to manage.
   1. Use the search or filter options to quickly find what you’re looking for.

Graphical user interface, application

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1. Expand the Learning Activities option on the left panel and select Setup.

Graphical user interface, text, application, email

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1. Another pathway you can take is by going to Learning Activities from your dashboard or left menu.

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1. Find and the course you’d like to manage and click Setup from the action column.

Graphical user interface, application

Description automatically generated

1. The system will load all learning activities and will indicate any that are activated. Click on the pencil icon for Timesheets.

Graphical user interface, application, Teams

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1. A drawer will open. Make sure to active the timesheet. You will then set your preferences on items available.

Graphical user interface, application, Teams

Description automatically generated

1. Once you click on save, you will see the status for the timesheet as Activated.

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