Managing and reviewing timesheets efficiently is crucial for overseeing student activities and ensuring accurate record-keeping in educational settings. This guide provides detailed steps on how to navigate through timesheets, review submissions, make edits, and generate comprehensive reports within your learning management system. Whether you're a supervisor, clinician, or administrator, these instructions will help streamline the process of handling timesheets effectively.

- 1. Reviewing Timesheets
- 2. Editing Timesheet Entries
- 3. Viewing Timesheet Reports
  - Hours by Category Report
  - Weekly Summary Report

# **Reviewing/Approving Timesheets**

Once a student has submitted the timesheet, you are required to review it and approve.

1. Select Learning Activities from your dashboard or left menu.



2. Find and select Timesheets for the desired Course. You can use the filter option to quickly find what you are looking for.

Course Offerings	Click a learning	r activity name to review it	for a course						
✓ Reports		,,							
Learning Activity Group	Course number	<ul> <li>Q Search</li> </ul>		Filters:	Class of 2025 🛞				√1
s	Results found:	5							
Class of 2021	COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES		ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
Class of 2022*	DPT 800	Clinical Practice I*	Forms/Evaluations Patient Logs	sheet Off	2025 - 2026	1st Year	Fall	Class of 2025	Set up Reports
E Class of 2024	DPT 822	Cardiac Pathology, Diagnosis and Management*	Forms/Evaluations Patient Time	sheet Off	2023 - 2024	2nd Year	Spring	Class of 2025	Set Reports

3. You can also find the course or rotation you'd like to review using the Learning Activity Groups, simply select your desired course or rotation.

Course Offerings	Class Of 2022*									Ø 🛍
▶↗↗ Reports	Description: LAN	I Group for cohort Class o	of 2022*							
Learning Activity Group + Add Group	Courses	Rotations Reports								
E Class of 2021	Click a learning	g activity name to review i	t for a course							
E Class of 2022*	Course number	▼ Q Search								
Elass of 2023	Results found:	10								
Class of 2024	COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES			ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
Elass of 2025	PA 601	Family Medicine Rotation	Forms/Evaluations	Patient Logs Timesh	eet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set Reports
_	PA 602	Emergency Medicine Rotation	Forms/Evaluations	Patient Timesh Logs	eet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set Reports

- 4. You'll be taken to the Timesheets Page, which will display all placed students and the number of hours they have logged each week.
- 5. To view additional details and approve timesheets, click on the hours for the week you'd like to review.
  - 1. If you set up timesheets to be reviewed clinicians, they will receive an email once the student submits a timesheet.

Learning Activities Home > Timeshee	it		
Forms/Evaluations Summary	DPT 800 - Clinical Practice I*, 2025 - 2026 Fall Class of 2025 1st Year		
CI Details	Q Search student		$\bigtriangledown$
CIET	Clinical Practice I (04/03/2023 - 05/26/2023)		₽, ^
PT Student Evaluation of Site	PLACEMENT (3) ↑	HOURS BY STATUS	
Weekly Reflection (week 1)	Dawson, Spencer		
Patient Logs	Abundant - Ambulatory Care Acute Care	00:00 00:00 00:00	
Timesheet	Jaylee, Valerie		
Time Off	Rehab	00:00 00:00 00:00 00:00	
Forms/Evaluations Distribution	Torres, Allison Community Ambulatory Care Outpatient	08:00 16:00 00:00 00:00	

6. A drawer will open where you can view hours submitted for each day, along with any details you are collecting (categories, number of patients) and student notes.

×	Review										
<	ТА	<b>Torres, Allis</b> DPT 800 - Cl Clinical Prae	on allison.torre linical Practice I* ctice I (Apr 17, 20)	es@exxat.com 2025 - 2026   1st Year 23 - May 30, 2023)   Com	Fall Class of 2025 munity Ambulatory Care	Outpatient					>
From	n Date		To Date				Status				
		Ē	5		5		Pending	Review	•	Not Approve	Approve
							_				
Тс	otal 24 Hrs	In Progress	8 Hrs Pend	ing Review 16 Hrs N	lot Approved 0 Mins	Approved 0 Mins					ß
										Records	Selected: 0
	REVIEWER'	S COMMENTS		STATUS	START DATE 🕹	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES	
	Add commo	ent		Pending Review	Fri Apr 21, 2023	8:00 AM	5:00 PM	60 Mins	8 Hrs	-	
	Add comm	ent		Pending Review	Thu Apr 20, 2023	9:00 AM	6:00 PM	60 Mins	8 Hrs	-	

- 7. If you are reviewing timesheets, you can provide comments.
- 8. To make a comment on a single entry, select Add Comment.
- 9. To make a comment that will apply to multiple entries, select the timesheets, and click Add Comment.
  - 1. Please note, if you are marking a timesheet as "Not Approve", comments are mandatory.

× Review							
Clinical Practice I (Apr 17, 202	s@exxat.com 2025 - 2026   1st Year   3 - May 30, 2023)   Comn	Fall Class of 2025 nunity Ambulatory Care	Outpatient				>
From Date To Date				Status			
C 🖻	Ē	C		Pending	Review	•	Not Approve Approve
Total 24 Hrs In Progress 8 Hrs Pendin	ng Review 16 Hrs No	ot Approved 0 Mins	Approved 0 Mins				Records Selected: 2
REVIEWER'S COMMENTS	STATUS	START DATE ↓	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES
Add comment	Pending Review	Fri Apr 21, 2023	8:00 AM	5:00 PM	60 Mins	8 Hrs	
Add comment	Pending Review	Thu Apr 20, 2023	9:00 AM	6:00 PM	60 Mins	8 Hrs	

- 10. A drawer will open. Provide your comments and click Save.
  - 1. If you selected multiple timesheets, select the checkbox "Apply comments to all the selected records" option.

imes Add your comments	Save
Apply comments to all the selected records Comments	
Comments made by reviewer	"

11. Select the entries you'd like to review using the open checkbox and select Approve or Not Approve on the top right corner.

×F	Review							
<	Torres, Allison allison. TA DPT 800 - Clinical Practic Clinical Practice I (Apr 17	torres@exxat.com e I* 2025 - 2026 1st Year , 2023 - May 30, 2023) Com	Fall Class of 2025 munity Ambulatory Care	Outpatient				>
From	Date To Da	ate	Ċ		Status	Review	•	Not Approve Approve
Tot	tal 24 Hrs In Progress 8 Hrs Pr	ending Review 16 Hrs N	lot Approved 0 Mins	Approved 0 Mins				13
								Records Selected: 2
	REVIEWER'S COMMENTS	STATUS	START DATE ↓	START TIME	END TIME	BREAK TIME	DURATION	STUDENT'S NOTES
	Add comment	Pending Review	Fri Apr 21, 2023	8:00 AM	5:00 PM	60 Mins	8 Hrs	
	Add comment -	Pending Review	Thu Apr 20, 2023	9:00 AM	6:00 PM	60 Mins	8 Hrs	

12. A pop-up will appear asking you to confirm your review of the selected timesheets. Click Ok.

Are you sure you want to proceed?		
	Cancel	Ok

# **Edit Timesheet entries**

Once a student has submitted the timesheet, you have the ability to edit the entries added by your students.

1. Select Learning Activities from your dashboard or left menu.



2. Find and select Timesheets for the desired Course. You can use the filter option to quickly find what you are looking for.

Course Offerings	Click a learning	activity name to review it	for a course						
Reports	Course number	▼ Q Search		Filters: (	Class of 2025 🛞				71
s	Results found:	5							
E Class of 2021	COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES		ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
Class of 2022*     Class of 2023	DPT 800	Clinical Practice I*	Forms/Evaluations Patient Logs Timesh	neet Time Off	2025 - 2026	1st Year	Fall	Class of 2025	Set up Reports
Class of 2024	DPT 822	Cardiac Pathology, Diagnosis and Management*	Forms/Evaluations Patient Timesh	neet Off	2023 - 2024	2nd Year	Spring	Class of 2025	Set up Reports

3. You can also find the course or rotation you'd like to edit using the Learning Activity Groups, simply select your desired course or rotation.

Course Offerings	Class Of 2022*									Ø 🛍
Reports	Description: LAM Gro	oup for cohort Class o	2022*							
Learning Activity Group + Add Group	Courses Rotat	tions Reports								
E Class of 2021	Click a learning act	tivity name to review it	for a course							
E Class of 2022*	Course number	▼ Q Search								
E Class of 2023	Results found: 10									
Class of 2024	COURSE NUMBER	OURSE NAME	LEARNING ACTIVITIES			ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	ACTION
E Class of 2025	PA 601 Fa	amily Medicine lotation	Forms/Evaluations	Patient Logs	heet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set Reports
	PA 602 E	mergency Medicine Rotation	Forms/Evaluations	Patient Times Logs	heet Time Off	2021 - 2022	Clinical Year	Clinical Year	Class of 2022*	Set Reports

- 4. You'll be taken to the Timesheets Page, which will display all placed students and the number of hours they have logged each week.
- 5. To view additional details or to edit the timesheet entries, click on the hours for the week you'd like to edit.
  - If you set up timesheets to be reviewed by clinicians, they will receive an email once the student submits a timesheet.



6. A drawer will open where you can edit or view hours submitted for each day, along with any details you are collecting (categories, number of patients) and student notes. To start editing the

#### timesheet click on the available edit pencil.

×F	Review											
<		Deitra, Kay* Kay.De DPT 850 - Clinical Prac Clinical Practice II* (Ju	itra@exxat.com tice II*   2020 - 20 un 8, 2021 - Jul 3, 2	021 2nd Ye 021) Tend	ar Summer ercare Home	Class of 20 Health <mark>Ho</mark>	22* me Health					>
From	Date	To Date	9					Status				
		5	Ē	0				Appro	oved	•	Not Approve	Approve
Tot	al 52 Hrs	In Progress 0 Mins	Pending Review	0 Mins	Not Approve	ed 9 Hrs 30	Mins Appro	oved 4	2 Hrs 30 Mins			ß
											Reco	ords Selected: 0
	ACTION	REVIEWER'S COMMENTS	s s	TATUS	CLIN	ICAL RUCTOR	START DAT	E↓	START TIME	END TIME	BREAK TIME	DURATION
	Ø	Approved by school		Approved	Sing	n, Anamika	Fri Jul 2, 20	21	11:00 AM	3:00 PM	-	4 Hrs
	Ø	Add comment	1	Approved	Sing	n, Anamika	Thu Jul 1, 2	021	2:00 AM	5:00 AM	30 Mins	2 Hrs 30 Mins
	0	Add comment	1	Approved	Sing	n, Anamika	Mon Jun 14	,2021	1:00 PM	6:00 PM	-	5 Hrs
	0	Add comment		Approved	Sing	n, Anamika	Mon Jun 14	,2021	8:00 AM	12:00 PM	-	4 Hrs

7. A drawer will open. You can edit the timesheet added by the students and update once done.

cuit your time						
All times in Eastern Time (ET)					Upd	late Not Approve
You have full editing privileges to r	make updates to this entry	y on behalf of the stude	mt,			
Jul 3, 2021						~
Add your comment						
Approved by school						
						4
Overnight						1
Overnight Start Date*	Start Time *		End Time *		Break Time (Mins)	Duration (HH:MM)
Overnight Start Date* July 3, 2021	Start Time *	; am , 🕚	End Time*	0	Break Time (Mins)	Duration (HH:MM) 04:00
Overnight Start Date* July 3, 2021	Start Time *	* AM + O	End Time*	0	Break Time (Mins)	Duration (HH:MM) 04:00
Overnight Start Date* July 3, 2021 Clinical Instructor* Anamika Singh	Start Time *	* AM + O Select Category* Test1	End Time* O 03 + : 00 + PM +	0	Break Time (Mins)	Duration (HH:MM) 04:00
Overnight Start Date* July 3, 2021  Clinical Instructor* Anamika Singh Student Notes	Start Time *	* AM * () Select Category* Test1	End Time*	0	Break Time (Mins)	Duration (HH:MM) 04:00
Overnight Start Date* July 3, 2021  Clinical Instructor* Anamika Singh Student Notes	Start Time *	* AM * O Select Category* Test1	End Time* O 03 ‡ : 00 ‡ PM +	0	Break Time (Mins)	Duration (HH:MM) 04:00

#### **Important Note:-**

1. Timesheet entries once submitted by the student cannot be deleted when they are in, "Pending Review" and/or "Approved" status.

## **Viewing Timesheet Report**

As you log your timesheets, you may want to run a report to see how many of those hours have been approved, or not approved, or even view a breakdown of any categories you've selected (if required). You have two different reports to track the timesheet data.

- Hours by Category
- Weekly Summary Report

### Hours by Category

1. Select Learning Activities from your dashboard or left menu.



Learning Activities

2. Select Reports from the banner at the top of the page.

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$\equiv$ Learning Activity						···· E0 (	? 및 Chat
Course Offerings	Click a learning a	ctivity name to review it for					
Learning Activity Groups + Add Group	Course number						
<ul> <li>Class of 2021*</li> <li>Class of 2022*</li> </ul>	COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES		ACADEMIC YEAR	PROFESSIONA	L TERM
Class of 2023	000	Site survey	Forms/Evaluations Patient Ti	imesheet Time Off	2023 - 2024	2nd Year	Fall
E Class of 2024	000	Site survey	Forms/Evaluations Patient Ti	imesheet Off	2023 - 2024	2nd Year	Summer
Elass of 2025	10	Wishlist Course	Forms/Evaluations Patient Ti	imesheet Off	2023 - 2024	2nd Year	Fall
	10	Wishlist Course	Forms/Evaluations Patient Ti Log	imesheet Off	2023 - 2024	2nd Year	Summer

#### 3. Select Hours by Category.

#### $\equiv$ Reports

Patient Log and

Timesheet

Patient Log

Patient Log

Patient Log

Patient Log

Timesheet

Time Off

Timesheet

**Productivity Report** 

Statistics BETA

Hours by Category

Weekly Summary Report

Rotation

Statistics

Raw Data

**Required Procedure Counts** 

Learning Activities Home > Reports

LEARNING ACTIVITY	REPORT	DESCRIPTION
Forms/Evaluations	Aggregate report for Placement Based Forms BETA	View aggregated data for placement based evaluation/form for selected courses(s)
Forms/Evaluations	Graphical Report for Non-Placement Forms	Graphical representation of responses for non-placement based evaluation/form for selected course(s)
Forms/Evaluations	Graphical Report for Placement Forms	Graphical representation of responses to placement based evaluation/form for the selected course(s)
Forms/Evaluations	Raw Data	All responses to any placement based evaluation/form for selected rotation(s)
Forms/Evaluations	Raw Data Report for Non Placement Forms	All responses to any evaluation/form that is not placement based for selected course(s)
Patient Log	Aggregate Log Count	View count of patient log submitted for each student across multiple rotations
Patient Log	Aggregate Raw Data	View patient log statistics for each student across multiple rotations

Productivity on a particular day

and students.

combinations

Compares total time spent vs time spent with the patient to calculate Student's

Comprehensive report displaying required procedure counts across courses, rotations,

View patient log statistics for each student based on unique placement and preceptor

View the total approved hours along with approved break time and approved time in

View total approved hours and a week-by-week breakdown for each student for

Graphs showing patient encounters for each student for selected rotation(s)

Graphs showing patient encounters for each student for selected rotation(s)

each category logged by students in selected course(s)

All Time Off requests for selected rotation(s)

4. You'll first need to select the courses you'd like to include in your report. Click Select Course Offerings.



selected rotation(s)

#### 

#### 5. A drawer will open. Select your courses and click Apply.

 $\times$  Select Course Offerings

Note:	Note: You can select and add up to 50 courses in a group										
Cour	rse number 🔹 🔍 S	Search				<b>√ 0</b>					
Res	Results found: 7 Courses Selected: 7/50										
	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT	Г				
	DPT 850	Clinical Practice II*	2020 - 2021	2nd Year	Summer	Class of 2	2022*				
	DPT 900	Clinical Practice III*	2021 - 2022	3rd Year	Spring	Class of 2	2022*				
	DPT 800	Clinical Practice I*	2019 - 2020	1st Year	Fall	Class of 2	2022*				

Apply

- 6. You can then apply additional filters (see below). Once done, click Generate Report.
  - 1. Rotations
  - 2. Settings
  - 3. Status
  - 4. Student

Student		
Rotations Settings Med Surg 1 - Wednes 🔻 Acute Care, Ambulat 🔻	Status Student In Progress, Pending  Barrett, Donte(Grad)*	Generate Report

- 7. The report will load, and you can view your report. Make sure to scroll to the right of the grid to view additional columns.
  - a. You can also export this report if needed.

$\equiv$ Timesheet						888 E	이 이 모: Chat	Amee Jotangiya 🛙	ixxat Sales (Nursing) 🛛 🗸	
← Hours by Category (Timesheet)										
Select Course Offerings Courses Selected(31/50): TEACHING PRACTICUM, BSN-Fall 2023* DNP PRACTICUM II*, BSN-Summer 2023* DNP PRACTICUM I*, BSN-Summer 2023* Show More										
Rotations	Settings	Status		Student				[c		
Med Surg 1 - Wednes * Acute Care, Ambulat * In Progress, Pending * Barrett, Donte(Grad)* *										
STUDENT FIRST	STUDENT LAST 个	COURSE NUMBER	COURSE NAME	ROTATION	SITE	LOCATION	SETTING	PRECEPTOR FIRST	PRECEPTOR LAST	
Donte(Grad)*	Barrett	•	Grad Course 2(FNP All forms,Timeshee Total	log, t)* -	-	•	-	-	•	
Donte(Grad)*	Barrett	NUR Demo 113	Grad Course 3 (FNF All forms, Timeshee	elog, Practicum III	Blossom General Hospital	Bloleom General Hospital - SICU	Acute Care	No Preceptor	-	
Donte(Grad)*	Barrett	NUR Demo 113	Grad Course 3 (FNF All forms, Timeshee	elog, Practicum III	Blossom General Hospital	Bloleom General Hospital - SICU	Acute Care	Thalia	Bass	
Donte(Grad)*	Barrett		Grad Course 3 (FNF All forms, Timeshee Total	elog, et)* -	-	-	-	-		
Donte(Grad)* Barrett Total	-	-	-	-	-			-	-	
Jared	Bartlett	NUR Demo 199	Grad Curriculum Mapping Course*	FNP Clinical Practicum I*	Alliance Medical Center*	Alliance Medical Center - Cardiology (Geocoding Enabled)*	Family Medicine	No Preceptor	-	
Jared	Bartlett	-	Grad Curriculum Mapping Course* T	iotal -	-	-	-	-	-	
*The times reflected in t	*The times reflected in this column are representative of the filter(s) applied 1 - 100 of 163   < < 1 2 > >									

### Weekly Summary Report (Timesheet)

1. Select Learning Activities from your dashboard or left menu.



Learning Activities

2. Select Reports from the banner at the top of the page.

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$\equiv$ Learning Activity							000	Đ	?	및 Chat
Course Offerings	Click a learning a	Click a learning activity name to review it for a course								
Learning Activity Groups + Add Group	Course number	- Q Search								
Elass of 2021*	Results found: 1-	40								
E Class of 2022*	COURSE NUMBER	COURSE NAME	LEARNING ACTIVITIES			ACADEMIC YEAR	PRO YEA	DFESSIO R	NAL	TERM
Class of 2023	000	Site survey	Forms/Evaluations	tient .og Timesheet	Time Off	2023 - 2024	2nd	Year		Fall
E Class of 2024	000	Site survey	Forms/Evaluations L	tient .og Timesheet	Time Off	2023 - 2024	2nd	Year		Summer
Elass of 2025	10	Wishlist Course	Forms/Evaluations	tient .og Timesheet	Time Off	2023 - 2024	2nd	Year		Fall
	10	Wishlist Course	Forms/Evaluations	tient .og Timesheet	Time Off	2023 - 2024	2nd	Year		Summer

### 3. Select Weekly Summary Report

$\equiv$ Reports		🇱 🛃 🕐 🖳 Chat 📢 Amee Jotangiya Exxat Sales (Nursing) 🗸
Learning Activities Home > Rep	ports	
LEARNING ACTIVITY	REPORT	DESCRIPTION
Forms/Evaluations	Aggregate report for Placement Based Forms BETA	View aggregated data for placement based evaluation/form for selected courses(s)
Forms/Evaluations	Graphical Report for Non-Placement Forms	Graphical representation of responses for non-placement based evaluation/form for selected course(s)
Forms/Evaluations	Graphical Report for Placement Forms	Graphical representation of responses to placement based evaluation/form for the selected course(s)
Forms/Evaluations	Raw Data	All responses to any placement based evaluation/form for selected rotation(s)
Forms/Evaluations	Raw Data Report for Non Placement Forms	All responses to any evaluation/form that is not placement based for selected course(s)
Patient Log	Aggregate Log Count	View count of patient log submitted for each student across multiple rotations
Patient Log	Aggregate Raw Data	View patient log statistics for each student across multiple rotations
Patient Log	NBCRNA Transcript	View case log statistics for each student across multiple rotations based on NBCRNA
Patient Log and Timesheet	Productivity Report	Compares total time spent vs time spent with the patient to calculate Student's Productivity on a particular day
Patient Log	Rotation	View patient log statistics for each student based on unique placement and preceptor combinations
Patient Log	Statistics BETA	Graphs showing patient encounters for each student for selected rotation(s)
Patient Log	Statistics	Graphs showing patient encounters for each student for selected rotation(s)
Timesheet	Hours by Category	View the total approved hours along with approved break time and approved time in each category logged by students in selected course(s)
Time Off	Raw Data	All Time Off requests for selected rotation(s)
Timesheet	Weekly Summary Report	View total approved hours and a week-by-week breakdown for each student for selected rotation(s)

#### 4. Select the course





#### 5. A drawer will open up, select a course you want to view the weekly summary report

∃ Timesheet	× Select Course Offerings									
← Weekly Sum	Course number - Q. Search Filters:									
Select Course Offering	Results	found: 31								
Rotations		COURSE NUMBER	COURSE NAME		ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT		
Non-consecutive dat	0	5011	TEACHING PRACTICUM		2022 - 2023	Year 1	Spring	BSN-Fall 2023*		
	0	6006	DNP PRACTICUM II*		2022 - 2023	Year 1	Spring	BSN-Summer 2023*		
Q Search student	0	6010	DNP PRACTICUM I*		2022 - 2023	Year 1	Summer	BSN-Summer 2023		
STUDENT(14) ↑	0	999	4th Year		2022 - 2023		Fall	Advanced Practice/	DNP	
Barrett, Donte(Grad)*	0	ANST 709D	Anesthesiology ICU		2023 - 2024	Year 1	Spring	Class of 2023		
Abundant Health - Mair Enabled)*	0	HIM 589	Management Internship		2022 - 2023	Year 4	Spring	FNP		
Family Medicine	0	NUR Demo 111	Grad Course 1 (FNP log, All forms,Timesheet)*		2023 - 2024		Fall	BSN-Summer 2023		
Blair, Osvaldo Alliance Medical Center	۲	NUR Demo 113	Grad Course 3 (FNP log, All forms, Timesheet)*		2023 - 2024		Summer	FNP-Summer 2023*		
Family Medicine	0	NUR Demo 114	DNP Course 1 (Activity log)*		2023 - 2024		Spring	FNP-Summer 2023*		
Booker, Sanai Alliance Medical Center	0	NUR Demo 115	DNP Course 2 (Activity log)*		2023 - 2024		Summer	FNP-Summer 2023*		
Enabled)* Family Medicine	0	NUR Demo 119	Pre-DNP Clinical hours*		2023 - 2024		Spring	BSN-Summer 2023		
Browning, Paul	0	NUR Demo 139	Grad Course 2(FNP log, All forms,Timesheet)*		2023 - 2024		Winter	FNP-Summer 2023*		
Abundant Health - Mair Enabled)*	0	NUR Demo 199	Grad Curriculum Mapping Course*		2023 - 2024	Year 2	Spring	Advanced Practice/	DNP	
Family Medicine Garcia, Gianni	0	NUR Demo 211	BSN Course 1(Wishlists,Timesheet)*		2023 - 2024		Fall	BSN-Summer 2023		
Alliance Medical Center	0	NUR Demo 212	BSN Course 2(All forms, Timesheet)*		2023 - 2024		Spring	BSN-Summer 2023		
	0	NUR Demo 299	BSN Curriculum Mapping Course*		2023 - 2024	Non-Lockstep	Winter	BSN Students		

- 6. You can then apply additional filters (see below). Once done, click Generate Report
  - 1. Rotations
  - 2. Settings
  - 3. Status

Rotations Settings Status	
Non-consecutive dates  Acute Care, Ambulatory Surgery,  In Progress, Pending R	w, No

7. The report will load, and you can view your report. Make sure to scroll to the right of the grid to view additional columns.

$\equiv$ Timesheet					888 E	? 🖓 Chat	Amee Jotangiya E	xxat Sales (Nursing) 🛛 🗸			
← Weekly Summary Report (Timesheet)											
Select Course Offerings Courses Select	cted(1/50): Grad Course 3 (FNP log	, All forms, Timesheet)*, FN	NP-Summer 2023*								
Rotations	Settings	Status									
Practicum III 👻	Acute Care, Ambulatory Surgery,	In Progress, Pe	ending Review, No 🔻					Generate Report			
Q Search student											
STUDENT(3) ↑	APPROVED HOURS	MAY 29, 2023 - JUN 4, 2023	JUN 5, 2023 - JUN 11, 2023	JUN 12, 2023 - JUN 18, 2023	JUN 19, 2023 - JUN 25, 2023	JUN 26, 2023 - JUL 2, 2023	JUL 3, 2023 - JUL 9, 2023	JUL 10, 2023 - JUL 16, 2023			
Barrett, Donte(Grad)* Bloleom General Hospital - SICU Acute Care	33:31	07:00	21:01	20:00	27:35	14:00	14:00				
Brown, Janet Amity Hospital - Med Surg Cardiac Surgery	16:00	05:45	06:00	05:30	06:00	06:15	06:00	07:00			
Evans, Kevin Amity Hospital - Med Surg SICU	34:15	05:00	05:30	12:45	13:00	07:45	12:00				
						Items per page: 3	30 1−3 of 3  <				

a. You can also export this report if needed.