



How to log activity in your Time log

Step 1 – Click on the overview tab to display your dashboard.

Step 2 – Click on the Time Log widget

Step 3 – Select the course from the drop down box.

Click Add New Timelog Entry.

Activity	Time Taken	Date
Gaining technical experience by doing my job	3:00	20/06/2016
Coaching or mentoring	2:00	19/06/2016
Traditional face-to-face session	1:00	29/05/2015

1. Select Activity Date
DD/MM/YYYY

2. Select Activity Type
Virtual Training Session

3. Select Course
General

4. Select Unit
General

5. Select Assessor
No Assessor

6. Was it on the Job?
Not Applicable

7. Time Spent on Activity
HH:MM

8. Comments

Add Activity

Complete the required information and click Add Activity.



Home / E-Timesheet Logout

Your entry will now display in the Recent Activity Area, hours logged will display above.

Viewing E-Timelog for All Courses and General Activities

All Courses and General Activities Change View by Course

This Week:	This Month:	Total:
5 : 00	5 : 00	22 : 50

Recent Activity:

Activity	Time Taken	Date
Gaining technical experience by doing my job	3:00	20/06/2016
Coaching or mentoring	2:00	19/06/2016
Traditional face-to-face session	1:00	29/05/2015

Record your time spent working on your course

Use the E-Timelog to show how much effort you are investing in your course.

This can be motivational for you and shows commitment to your training provider.

Use the table to select what learning you have been doing and how long it has taken you.

This could be training you have done at work, or reading/researching you have done on your own at home.

Get in the habit of coming to your E-Timelog, updating it as you do the activity, and soon you will see how much your effort is making a difference.

[Switch to List View](#) [Add New Timelog Entry](#)

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Your entry will also display in the calendar view.

Click Switch to List View, to display all activity entries in a list format. The list can then be exported to Excel.

June 2016 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	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
	Coaching or men	Gaining technical				
26	27	28	29	30	1	2
3	4	5	6	7	8	9

[Switch to Calendar View](#) [Add New Timelog Entry](#)

View Records By: Weekly

Activity Type	Course / Unit	Assessor	Time	On Job	Comment	Date	Added By	Actions
Gaining technical experience by doing my job			03:00		Louise,	20/06/2016	Assessor Smith[A]	
Coaching or mentoring	6012653X C&G Level 2 Diploma in Work-based Agriculture		02:00		tdhgt	19/06/2016	Hilary Indigo[L]	

[Excel Export](#)