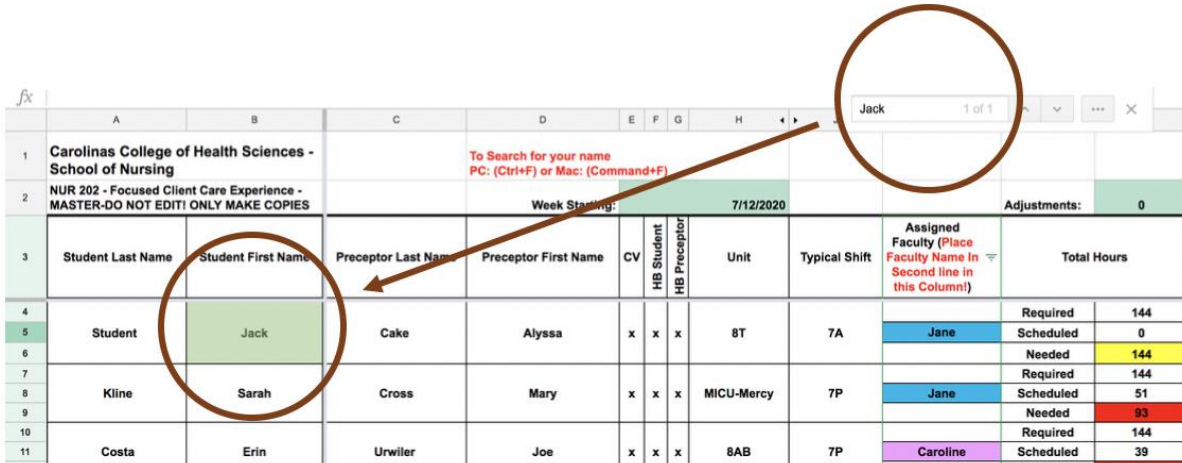# CAROLINAS COLLEGE OF HEALTH SCIENCES

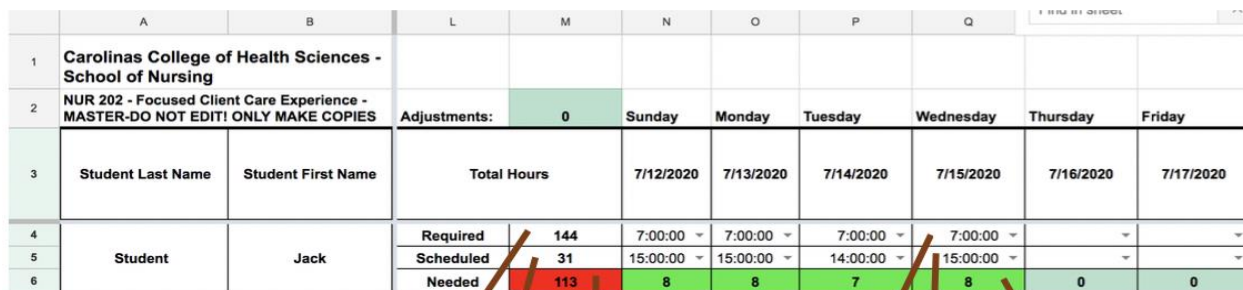## Students: Instructions for Clocking In/Out of Preceptorship

1. Using Chrome browser, go to this DataSource link *<DataSource link>* .
2. If you are prompted to login, use your cchsmail credentials
3. In the DataSource, search for your name. *(shortcut tip: In Windows, search using Ctrl+F. On Mac search using Command+F.)*

4. Following your row, locate the appropriate date column, select your time-in and time-out from the dropdown lists. This information will be saved automatically.
5. View the **Total Hours** to keep track of your time.
   A. The total number of hours required for completing Preceptorship.
   B. The total number of hours completed: This increases as you record your hours.
   C. **Red** cell is the total number of hours left to be completed: This decreases as you record your hours.
   D. Time-in
   E. Time-out
   F. **Green** cell is total hours for the day.