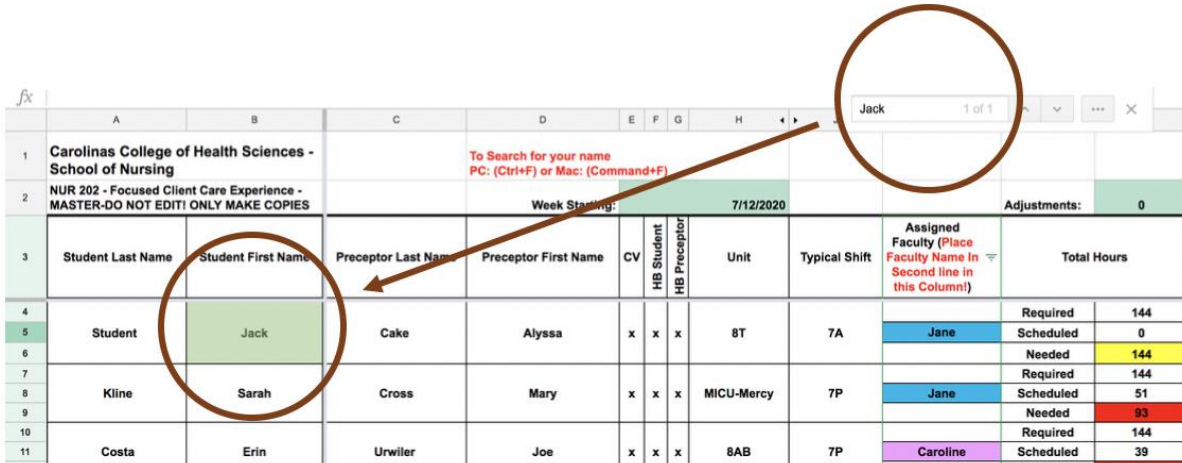


## Students: Instructions for Clocking In/Out of Preceptorship

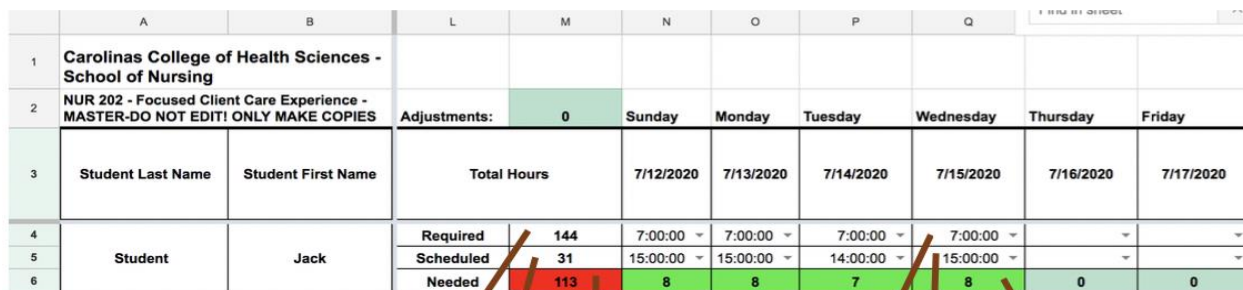
- Using Chrome browser, go to this DataSource link <DataSource link> .
- If you are prompted to login, use your cchsmail credentials
- In the DataSource, search for your name. (*shortcut tip: In Windows, search using Ctrl+F. On Mac search using Command+F.*)



The screenshot shows a search for 'Jack' in the DataSource. A search bar at the top right contains 'Jack' and '1 of 1'. A red arrow points from the search bar to a search tip: 'To Search for your name PC: (Ctrl+F) or Mac: (Command+F)'. Below the search bar, a table lists search results. The first result is highlighted in green, with 'Jack' in the 'Student First Name' column. A brown circle highlights the search bar and the search tip.

Student Last Name	Student First Name	Preceptor Last Name	Preceptor First Name	CV	HB Student	HB Preceptor	Unit	Typical Shift	Assigned Faculty (Place Faculty Name in Second line in this Column!)	Total Hours
Student	Jack	Cake	Alyssa	x	x	x	8T	7A	Jane	Required: 144 Scheduled: 0 Needed: 144
Kline	Sarah	Cross	Mary	x	x	x	MICU-Mercy	7P	Jane	Required: 144 Scheduled: 51 Needed: 93
Costa	Erin	Urweiler	Joe	x	x	x	8AB	7P	Caroline	Required: 144 Scheduled: 39 Needed: 105

- 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.
- View the **Total Hours** to keep track of your time.
  - The total number of hours required for completing Preceptorship.
  - The total number of hours completed: This increases as you record your hours.
  - Red** cell is the total number of hours left to be completed: This decreases as you record your hours.
  - Time-in
  - Time-out
  - Green** cell is total hours for the day.



The screenshot shows the 'Total Hours' section for 'Jack'. The table has columns for 'Total Hours', '7/12/2020', '7/13/2020', '7/14/2020', '7/15/2020', '7/16/2020', and '7/17/2020'. The 'Total Hours' row shows 'Required: 144', 'Scheduled: 31', and 'Needed: 113'. The '7/15/2020' row shows 'Time-in: 7:00:00', 'Time-out: 15:00:00', and 'Total Hours: 8'. A brown circle highlights the 'Total Hours' row and the '7/15/2020' row. Lines connect boxes A-F to specific cells in the table.

Student Last Name	Student First Name	Total Hours	7/12/2020	7/13/2020	7/14/2020	7/15/2020	7/16/2020	7/17/2020
Student	Jack	Required: 144 Scheduled: 31 Needed: 113	7:00:00	7:00:00	7:00:00	7:00:00		
			15:00:00	15:00:00	14:00:00	15:00:00		
			8	8	7	8	0	0

