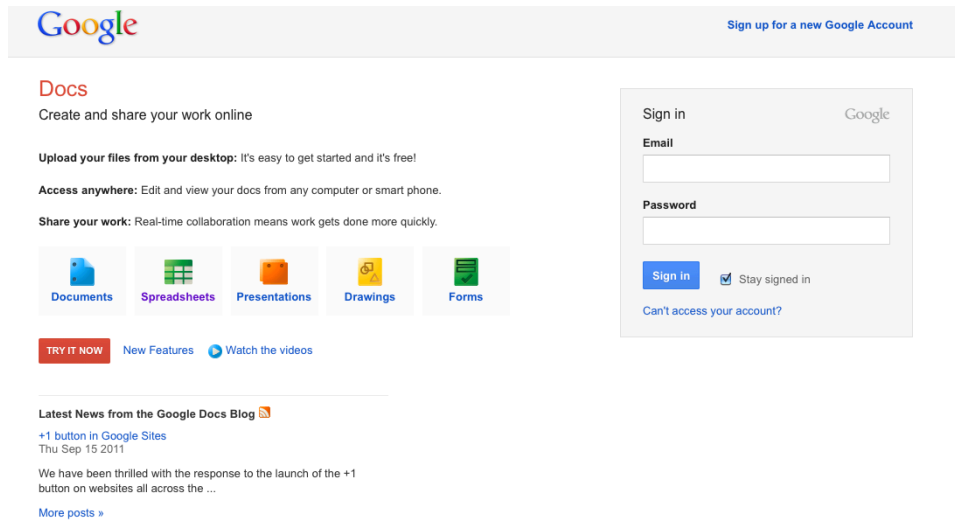


## Cal Teach Online Timesheet instructions

You have an individual timesheet stored on Google Docs. Each week you will log into your Google account and update your timesheet. The instructions below will help you step-by-step. Please do update your totals **weekly**.

### First:

If you do not already have a Google account (gmail, Picasa, etc....) then search Google Docs and start an account.



(Image 1)

### Next:

Send your new gmail email to Pat at [pkent@ucsc.edu](mailto:pkent@ucsc.edu)

### Next:

Once I add you as a collaborator you should be able to go to the Documents part of your site and find a spreadsheet with your name on it. I will notify you once this happens.

Open that document. It should look like the one below.

(Image 2)

Charlie Brown fall Science CaT 1 ☆

File Edit View Insert Format Data Tools Form (36) Collaborate Help Saved seconds ago

	A	B	C	D	E	F
1						
2	*Please enter the date for each field experience	WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5
3	<b>Charlie Brown</b>	September 26-30	October 3-7	October 10-14	October 17-21	October 24-28
4	First Field Experience	Date: Sep. 27	Date:	Date:	Date:	Date:
5		Start:	Start:	Start:	Start:	Start:
6		0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
7						
8		End:	End:	End:	End:	End:
9		0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
10						
11	Second Field Experience	Date: Sept. 29	Date:	Date:	Date:	Date:
12		Start:	Start:	Start:	Start:	Start:
13		0:00:00	0:00:00	0:00:00	0:00:00	0:00:00

**Next:**

Notice the columns are set up by weeks, ten in all. For a given week you are provided four field experience time entries. For each entry **1)** fill in the date cell with the field experience date **2)** plug in your start time and end time in the *fx* cell (see image 2).

The time is in 24-hour format, so, for example, 1:00 pm is 13:00. At the bottom of the column you will notice the Duration cell will add your total hours for each week.

(Image 3)

*Please enter the date for each field experience		WEEK 1	WEEK 2	WEEK 3	WEEK 4	WEEK 5	WEEK 6	WEEK 7
<b>Charlie Brown</b>		September 26-30	October 3-7	October 10-14	October 17-21	October 24-28	Oct 31-Nov. 4	November 7-11
First Field Experience	Date: Sep. 27	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Start:	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	8:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	End:	End:	End:	End:	End:	End:	End:	End:
	11:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
Second Field Experience	Date: Sept. 29	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Start:	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	9:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	End:	End:	End:	End:	End:	End:	End:	End:
	11:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
Third Field Experience	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Start:	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	End:	End:	End:	End:	End:	End:	End:	End:
	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
Fourth Field Experience	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
	Start:	Start:	Start:	Start:	Start:	Start:	Start:	Start:
	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	End:	End:	End:	End:	End:	End:	End:	End:
	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00
	Duration:	Duration:	Duration:	Duration:	Duration:	Duration:	Duration:	Duration:
	5:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00	0:00:00

**Finally:**

Please update your online time sheet weekly. The time sheet will be one way you can keep track of your total hours at any time in the quarter. Remember, this time sheet should match the blue paper copy that is signed by your host teacher and handed in at the end of the quarter.

If you have any problems please do contact Pat Kent [pkent@ucsc.edu](mailto:pkent@ucsc.edu)