

## **HOW TO... Enter Time/Activities**

**In order to enter time/activities in Tevera, you must have first completed the assignment to add the appropriate time track, please see the "HOW TO" instructions for that. It is important to keep up with adding your time in Tevera as you MUST account for each hour of the day spent at your site, as well as faculty supervision time (1.5 hours a week for both Practicum & Internship). Time can only be added in lump sums if using the track tab, otherwise each activity must be entered separately.**

1. Click on the blue "Enter Time" button on the right hand side of the main screen
2. In the bar across the top, go ahead and set your track (practicum or a specific internship), site, and site supervisor (DO **NOT** CHOOSE YOUR FACULTY SUPERVISOR).
3. Enter time by choosing from these options:

### **TRACK TAB**

- a. Make sure the drop down menus across the top reflect the track you are entering time for (Practicum or Internship), your Program, Site, and Site Supervisor.
- b. In the column for the day you are entering time for, click the circled plus sign in the white box next to the activity you are accounting for (scroll down for all of the options).
- c. Key in the total number of hours spent in that activity and hit enter, it will now be accounted for.

### **WEEK OR DAY TABS**

- a. Enter an activity by clicking in the box next to the time it started – i.e., 9:00 a.m.
- b. A box will pop up with the date and starting time of the activity already populated.
- c. Click in the "End Time" box and choose that from the drop down menu. You can manually change the ending time once chosen, if needed. Click OK.
- d. The program, site and supervisor information should already be populated, if you followed the directions in # 2 above. If not, click on the red boxes and choose the corresponding information.
- e. Click in the red box next to Activities, and then choose the time track based on the class you are entering time for.
- f. Actually adding an activity requires clicking on several boxes... Total Hours, Direct or Indirect Hours, and then the specific hours you are entering. Scroll down until you see the option that best fits the activity. When the "OK" button turns dark blue, you are ready to finish by clicking that.
- g. (Optional) Click in the blue box next to Tags and choose the type of activity you just entered. This will turn the time block a color associated with that activity, and make it easily identifiable when looking at the weekly or monthly view of time entered.
- h. The time record will be automatically saved, click on the "X" to exit out of this popup window.

### **COPY ACTIVITIES**

- a. In the tab that you used for entering time, click on the item you are choosing to copy.
- b. Click COPY, and choose the date to copy this activity to, then click OK. You will note that you CANNOT copy to a future date, only to dates that have already occurred.

### **REPEATING ACTIVITIES**

- a. In the tab that you used for entering time, click on the item you are choosing to repeat, and click on Make Repeating.
- b. This option should only be used if you are entering an activity that repeats for a certain number of weeks and contains all of the same parameters. An example of this type of activity is faculty group supervision (class time). In practicum, you count 1.5 hours of this every Tuesday evening, and in internship you count all 3 hours of this every other Tuesday evening.
- c. Choose the repeating options.
- d. You will be required to choose an end condition, as explained in this popup box.
- e. It is important to note that none of these future repeating time entries will be automatically saved. Each time you log in, any repeating time entries completed since the last time you were in Tevera will display for you to review and save.
- f. Once done entering all information on the repeating activity, scroll down and click the blue Save button.