

## HOW TO... Run a Track Hours Log

**Note: The Track Hours Log, signed by all parties, is the official record of your time in practicum or internship. The running total of hours in ELC does not serve that purpose.**

1. Log into ELC (formerly Tevera) at <https://regent.lumivero-elc.app/>.
2. Click on the "Complete Assignments" button on the bottom left side of the screen.
3. Look for the heading related to your practicum/internship class.
4. Click on the appropriate track hours log assignment (either midterm or final) and note the directions which tell you the date range (always starts the first day of the semester, your professor will provide an ending date for the midterm report, the final report MUST encompass the true dates of the semester).
5. Click "Start"... a box for the track hours log will pop up, enter the date range that is needed for this log. Make sure the radio button next to "Calculate Cumulative Hours as of the end date selected above" is marked.
6. In the Time Track section, click on the drop-down menu and choose the placement you are running this hours log for (i.e., Practicum, CMHC Internship, MCF Internship, School Counseling Internship, etc.)
7. In the Signatures section, click the drop-down menu next to Site Supervisor and choose the person who is your supervisor on site.
8. Still in the Signatures section, click on the drop-down menu next to Program/Faculty Staff and choose your faculty supervisor (*do **NOT** choose the Field Placement Liaison or a Teaching Assistant, **ONLY** your faculty supervisor, i.e., the professor teaching your class*).
9. Click on "Send for Signatures" and wait for a new box to pop up. You now have the choice of using your login password or clicking the pen button and using your mouse to draw your signature. Click "Sign and send" once you have completed this task.
10. Let your site supervisor know to log into ELC and he/she will have a message indicator in the upper right corner. Your supervisor should open that message and click on the link for the Track Hours Log underneath "Related Records/Documents." The hours log will pop up and your supervisor can then review your hours before using either their login password or mouse to sign this report.
11. Finally, ELC will notify your professor to sign the Track Hours Log as well, and he/she will follow the same process as the site supervisor.
12. Once your professor has signed this Track Hours Log, the assignment will automatically be marked as complete.

**NOTE:** Once you have generated a Track Hours Log, signed and sent it for signature, you can always go back to the assignment and click open to view the report and see who has signed it.

**Signatures will not appear at the bottom of the Track Hours Log until ALL 3 parties have signed the document, however, there is a progress section at the top of the window you just opened.**