Quick Start Guide: ONLINE APPROVALS

1. **Login:** Go to www.studentlogbook.com. Click on the blue “Login” button, then enter your login credentials to approve data that’s been assigned to you by your students.

2. **All the Pending items that are assigned to you are identified in the top left corner of the website under the “My Activities” Box.** Anything with a number and a link means that you have pending Data. Click the links to bring up the information and review it.

3. **Pending Attendance**
   - Click on a student’s name on the left side to see all Attendance records.
   - Click on the square to confirm approval of each shift, or use the header checkmark to mark all as Approved.
   - “Recall” any items that shouldn’t be counted for this student.
   - Edit any of the times by clicking on the clock icon.

4. **Pending Forms**
   - Click on a student’s name on the left side to see all Forms.
   - Complete any fields on the form that are marked with a red asterisk (*), they are required.
   - If competencies are attached, see the next step for Pending Competencies as it is the same process.
   - If applicable, you may add more competencies to this form using “Add Competencies.”
   - Type your name in the signature area, then click on “Sign & Close” to exit, or “Sign & Next” to continue to the next form for approval.

5. **Pending Competencies**
   - Mark the competencies all “Approved” or all “Not Approved” using the header checkmark or X in each Area. To approve them one at a time click the grey square beside the competency once to Approve it and a second time to mark it Not Approved.
   - “Recall” any items that were not attempted.
   - Complete any fields within the competency that are marked with a red asterisk (*), they are required.
   - Add comments as applicable, they may also be required, “Copy to All” will paste the same comment in all competencies with the same status (of Approved or Not Approved). Type your name in the signature area, then click on “Sign & Close” to finalize your selections.

**Need Help?** Call 1-866-432-3280, Email support@studentlogbook.com, or visit www.StudentLogBook.com/Support

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