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## Modify a Time Log Entry

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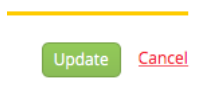
### Modify a Time Log Entry

1. Log in to Tk20 at [baylor.edu/soe/tk20](http://baylor.edu/soe/tk20). (Refer to the How-to article “Log In” if you need help with that.)
2. In the Entries tab of the Time Logs page, click the Date of the entry you want to change.

The screenshot shows the 'TIME LOGS' interface. At the top, there are tabs for 'Entries' (selected) and 'Dashboard'. Below the tabs is a '+ Create New Activity' button and a 'Submit for Approval' button with a trash icon. A table lists time log entries with columns for Date, Time Range, Duration, Status, and Act. One entry is visible for 08/14/2018 with a time range of 7:45 am - 4:30 pm, a duration of 8.75 hours, and a status of 'Not Submitted'.

<input type="checkbox"/>	Date ▾	Time Range	Duration	Status	Act
<input type="checkbox"/>	08/14/2018	7:45 am - 4:30 pm	8.75 hours	Not Submitted	Tea

3. Make changes to the entry.
4. Click the Update button in the bottom right corner of the window. (You can Cancel at this time if you do not want to save your entry.)



5. You must re-submit entries that were already approved. See the How-to article “Create and Submit a Time Log Entry in Tk20” for instructions.