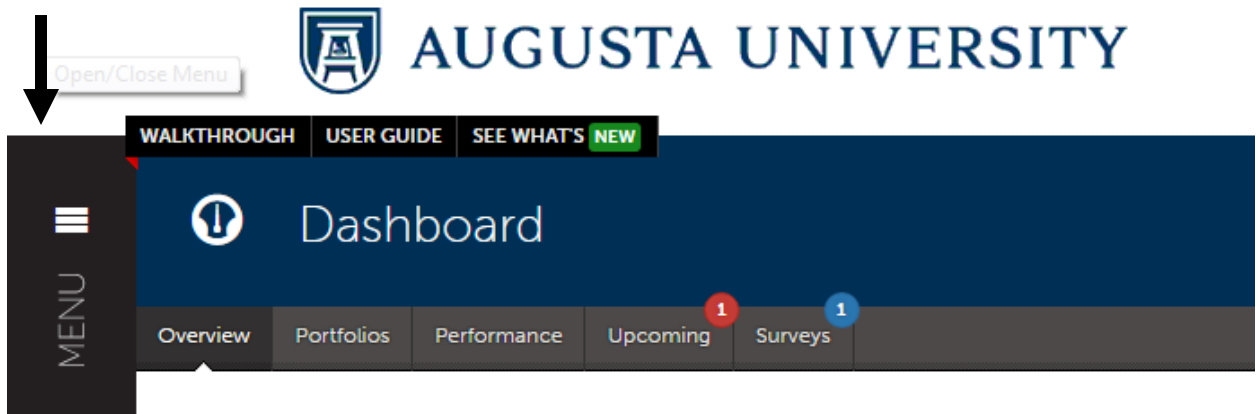


# Directions for Recording Field Placement Attendance

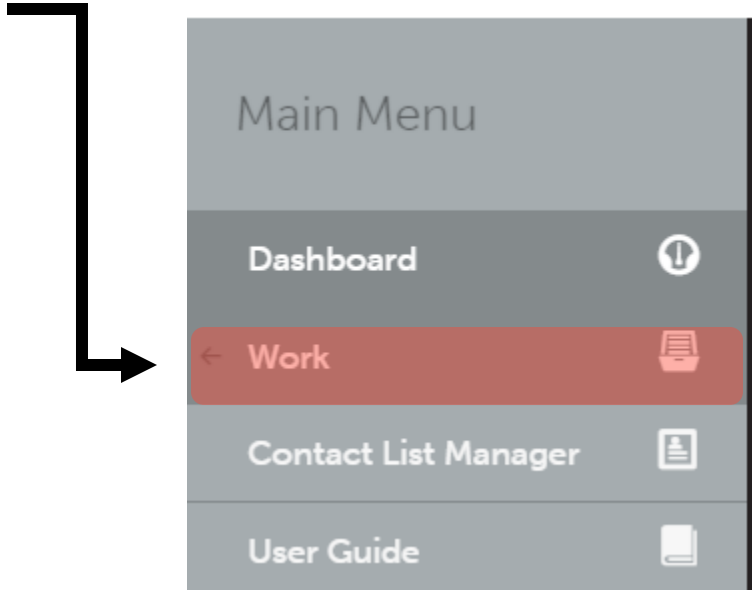
1. Go to - [https://ep.chalkandwire.com/ep2\\_augusta/login.aspx?cus=420](https://ep.chalkandwire.com/ep2_augusta/login.aspx?cus=420)
2. Login to your account



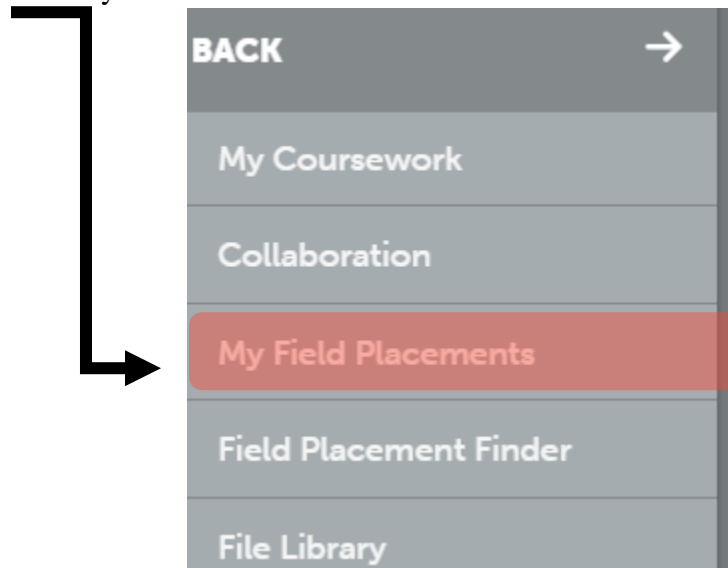
3. Click Menu



4. Click Work



5. Click My Field Placements

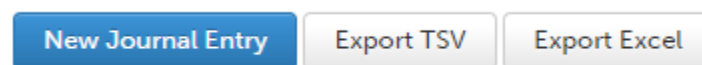


6. Click Attendance Journal under Journals

A screenshot of a "Journals" table. The table has four columns: "Name", "Template", "Entries", and "Hours". The "Attendance Journal" row is highlighted in blue. The table data is as follows:

Name	Template	Entries	Hours
<b>Attendance Journal</b>	Field Placement Attendance Journal - TEST	6	32.75

7. Click New Journal Entry



- Click the Date of Field Experience Box and select the date on the calendar that pops up

**NEW REQUIRED**

Date of Field Experience

Jan 2017							February 2017						
SU	MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				

- Enter Time-In
- Enter Time-Out
- Enter Daily Total (The total number of hours for this day). Comments are optional.  
Below is one example of the type of entry you may have for Comments.

**NEW REQUIRED**

Time-In

Example: 8:00 AM

**NEW REQUIRED**

Time-Out

Example: 2:45 PM

**NEW REQUIRED**

Daily Total

Example: 6.75

Comments

Save

12. Click the Save button
13. Click the Close button

Completed Hours

37.75 / 30 HRS

Journals

Name	Template	Entries	Hours
<b>Attendance Journal</b>	Field Placement Attendance Journal - TEST	7	37.75

14. Repeat steps 7 – 13 to record additional attendance hours.