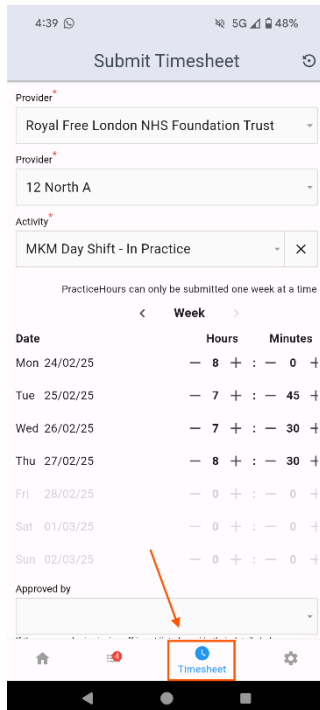
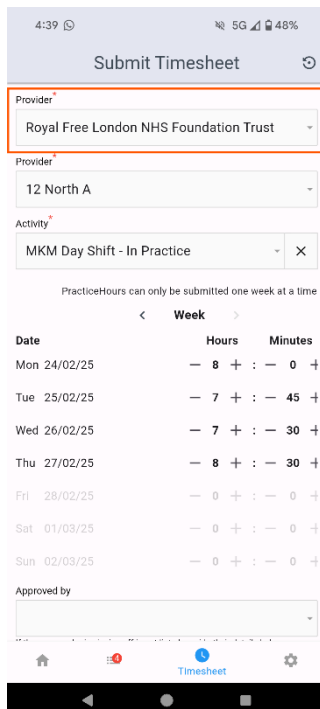


How to add timesheet/practice hours onto your MyProgress app

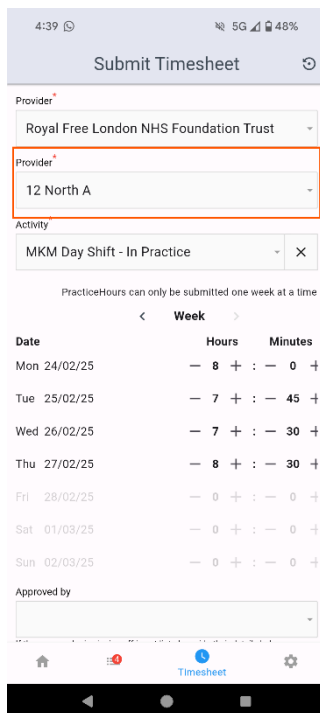
To add timesheets/practice hours to your placement, press the "Timesheet" icon at the bottom of the screen.



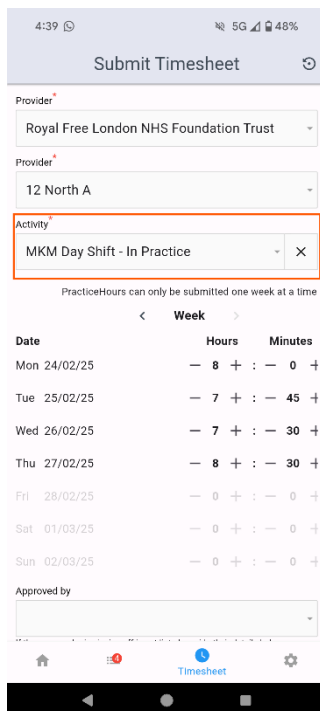
Select your placement trust from the first "Provider" dropdown option.



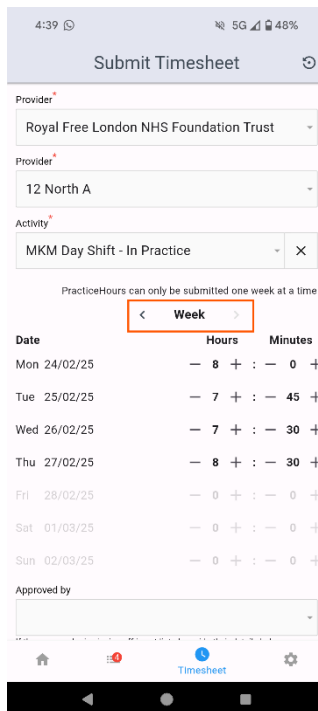
Select your placement area from the second “Provider” dropdown option.



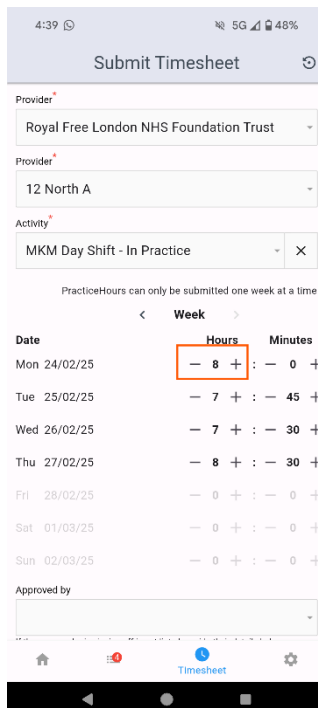
Choose the activity type which closely describes what you did on your placement from the third “Activity” dropdown option.



Select the week you want to add the timesheets/practice hours onto, by pressing the left and right arrows next to the word “Week”, which will change the dates next to the days of the week on the left hand side.

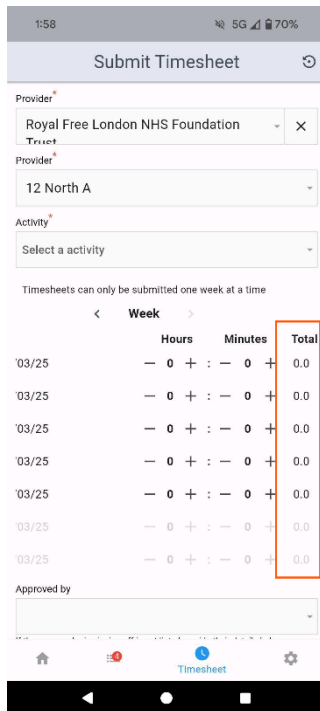


Press on the plus (+) and minus (-) buttons next to the dates you want to add your time to, to change the hours week and the minutes, so that this matches the time you spent on that specific day, on your placement.

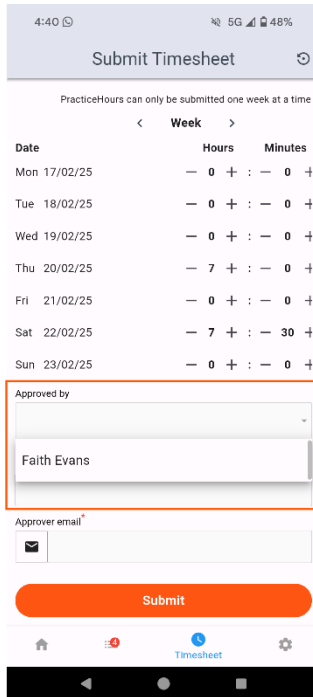


Please note: You are only expected to submit hours to the nearest quarter of an hour (15 minutes). Though it is possible to enter a full week of timesheets/practice hours, you do not have to. You are encouraged to get them signed off as often as possible, each day if you can.

Check the total number of hours you've added in the total box on the right hand side (you may need to swipe to the left to view this).

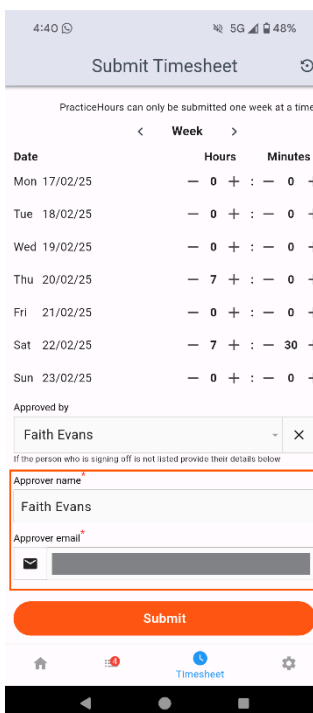


Once you've done this, they'll need to be approved by a practice staff member. The practice staff member can use the "Approved by" drop-down if they've approved your timesheets/practice hours before.



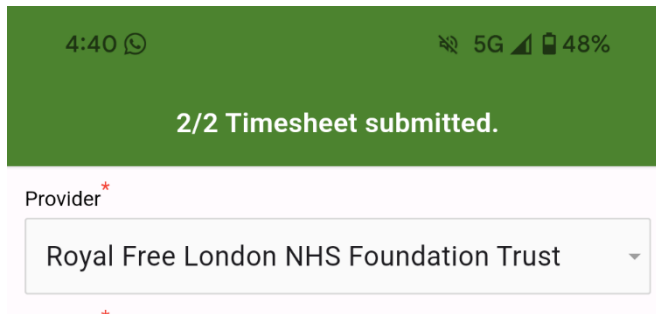
Please note: The practice staff member (the approver) must enter the approve by information or is present with the student to select it on their behalf if they're not able to do this themselves.

Alternatively, the practice staff member can type their full name and work email address into the 'Approver name' and 'Approver email' fields at the bottom of the screen.



Once the practice staff member has approved the hours, you can then click on the "Submit" button.

You'll receive a green confirmation message at the top of your screen telling you that these timesheets have been submitted.



Please note: If this does show up in red, then there could be something missing from the timesheet which is stopping it from being submitted. Complete the action that's stated in the message and try again.

Practice staff who sign off your timesheets will receive a weekly verification email describing the hours that they have approved on the following Monday morning. They will raise an issue with your university if their details have been used without their permission.