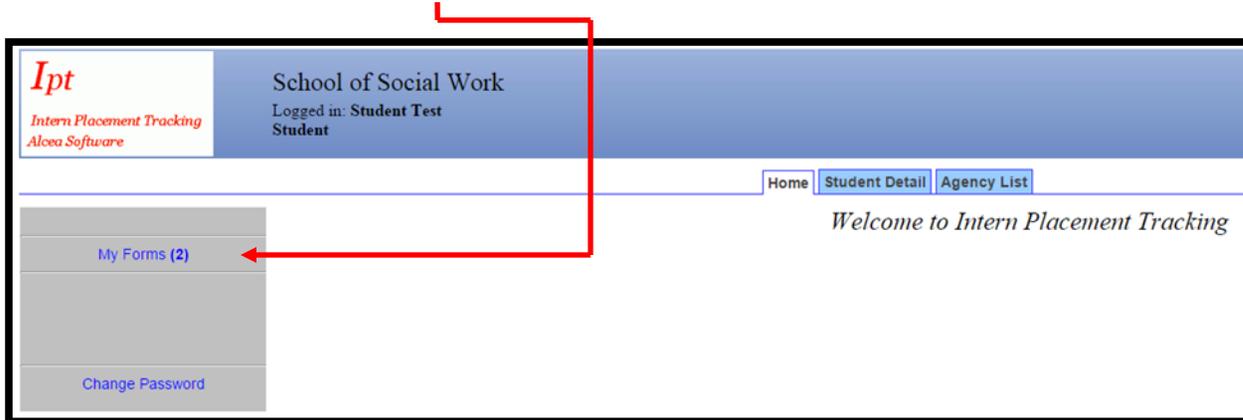


## How to Add Items in Your Student Log

During your placement, you will need to log all of your activities. By the end of your placement, you will need to have logged a minimum of 450 hours in order to complete field. Your faculty liaison will refer to your log when verifying your completed hours, and this will aid them in their final assessment of you placement performance.

This guide will show you how to add items to your log.

1. To begin, you will go to [www.runipt.com](http://www.runipt.com).
  - a. If you have not already set up your IPT account, please see the “How to Log In to IPT” guide.
2. Once you login, you will see the screen below.
3. You will click on the “My Forms” link on the lefthand side of your screen.



- When you click on “My Forms,” it will take you to the screen pictured below.
- Click on the “View” link, located to the left of your student log.

The screenshot shows the Ipt (Intern Placement Tracking) software interface for the School of Social Work. The user is logged in as 'Student Test Student'. The page title is 'Online Forms List For: Student Test'. There are navigation buttons for 'Home', 'Student Detail', and 'Agency List'. Below the navigation is a breadcrumb trail 'Home > Form List' and a checkbox for 'Hide Completed Forms'. A table lists the forms with columns for 'View', 'Template', 'Batch Name', 'Form ID', 'Status', 'Signed', 'Waiting For', 'Schedule Date', and 'Due Date'. The first row is 'Student Log' with a 'View' link highlighted by a red box and a red arrow pointing to it from the text above. The second row is 'SW 590 Field Learning Contract And Evaluation'.

	[ Template ]	Batch Name	Form ID	Status	Signed	Waiting For	Schedule Date	Due Date
<a href="#">View</a>	Student Log	Student Log Spring 2015	✉ Test, Student	new **		Student	2015-01-05	
<a href="#">View</a>	SW 590 Field Learning Contract And Evaluation	SW 590 Learning Contract	✉ Test, Student	new **		Student	2015-01-05	

4. Once you click on “View,” you will be taken to you log (seen in the picture below).



### Student Log

Student:  Agency:

Field Instructor/Task Supervisor: 
 SW 490  SW 590  SW 595AF  SW 595 CAF

To begin your student log or to enter additional rows click on the green plus sign at the bottom of the table.

Date MM/DD/YY	Nature of field activity	Approximate amount of time	Competencies met	Field Instructor or Task Supervisor signature
<span style="color: green; font-weight: bold;">+</span> <span style="color: red; font-weight: bold;">✖</span> <input style="width: 80px;" type="text"/>		<input style="width: 50px;" type="text"/>	<input style="width: 150px;" type="text" value="Select options"/>	
Total:		<input style="width: 50px;" type="text" value="0"/>		
Cumulative Total:		<input style="width: 50px;" type="text" value="0"/>		

+

Student Signature (Test, Student): [Click to sign Completed Document](#)

Field Instructor Signature (Test Field Instructor):

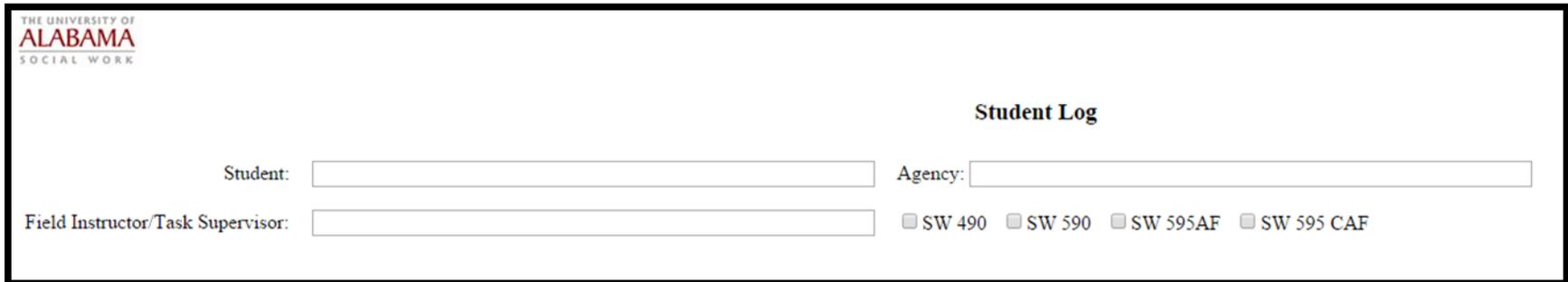
Task Supervisor Signature ():

Faculty Liaison Signature (Allison Curington):

5. The picture below is taken from the very top of your student log.

a. You will need to fill out the 4 boxes shown.

b. Once you have completed the boxes, you can scroll down to the next part of your log.



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**Student Log**

Student:  Agency:

Field Instructor/Task Supervisor:   SW 490  SW 590  SW 595AF  SW 595 CAF

- 6. You have now come to the “heart” of your log. This is where you will log all of your daily activities.
- 7. You will notice there is no place to enter anything. For each item you wish to enter, you will need to add a line for entry.
  - a. To begin to enter activities, you will need to add a line. To do this, hit the green plus sign (circled in red).
  - b. To delete activities, hit the red “X” (circled in blue).
  - c. This is the most frequently asked question about the student logs. You will need to click the green plus sign for EVERY activity you wish to enter.

**Student Log**

Student:  Agency:

Field Instructor/Task Supervisor:   SW 490  SW 590  SW 595AF  SW 595 CAF

To begin your student log or to enter additional rows click on the green plus sign at the bottom of the table.

Date MM/DD/YY	Nature of field activity	Approximate amount of time	Competencies met	Field Instructor or Task Supervisor signature
 <input type="text"/>		<input type="text"/>	<input type="text" value="Select options"/>	
Total:		<input type="text" value="0"/>		
Cumulative Total:		<input type="text" value="0"/>		
				

8. Once you click the green plus sign indicated in Step 7, you will now have a line for logging an activity.
  - a. In the box highlighted by green below, you will enter the date of the activity.
  - b. To enter in the name of the activity (i.e.-training, loggin patients, office meeting, etc.), click on the pencil and paper icon that is highlighted in red below.
  - c. You will then enter in how long you sepent doing that activity in the box highlighted in orange, down to the quarter hour (1.25 hours. 3.27 hours, etc).
  - d. You will next slect which competency or competencies the activity practiced.
    - i. To do this, you will click on the “Select options” box highlighted in yellow below.
    - ii. When you click on “Select options,” a drop down box will appear.
    - iii. You will then click on which competency/competencies you wish to include for that activity.

### Student Log

Student:  Agency:

Field Instructor/Task Supervisor:   SW 490  SW 590  SW 595AF  SW 595 CAF

To begin your student log or to enter additional rows click on the green plus sign at the bottom of the table.

Date MM/DD/YY	Nature of field activity	Approximate amount of time	Competencies met	Field Instructor or Task Supervisor signature
<input style="border: 2px solid green;" type="text"/>		<input style="border: 2px solid orange;" type="text"/>	<input style="border: 2px solid yellow;" type="text" value="Select options"/>	
Total:		0		
Cumulative Total:		0		

9. The image below is an example of what your log will begin to look like. Once you begin to enter your activities and select competencies to correspond, your log will mirror the image below.

Date MM/DD/YY	Nature of field activity	Approximate amount of time	Competencies met	Field Instructor or Task Supervisor signature
8/20/14	Orientation	2	Competency 2.1.1 Student identifies as a professional social worker and conducts herself/himself accordingly.	
8/20/14	Training	5	Competency 2.1.1 Student identifies as a professional social worker and conducts herself/himself accordingly.	
8/21/14	Break	.25	Competency 2.1.1 Student identifies as a professional social worker and conducts herself/himself accordingly.	

10. The image below is from the bottom of your log. As with any document, you will need to save your progress.

- a. If you close without saving, YOU WILL LOSE YOUR WORK.
- b. Once you have finished logging for the day, you will need to click the “Save” button (in green).

11. Below, you will also see, outlined in red, an area that asks for a signature.

- c. **DO NOT SIGN YOUR STUDENT LOG** until the end of the semester.
- d. If you, your field instructor, or your faculty liaison signs your log, YOUR STUDENT LOG WILL LOCK AND YOU WILL NOT BE ABLE TO ENTER IN FURTHER INFORMATION.
- e. If anyone signs your log, you will have to contact the Field Office so that we can clear the signature.
- f. Signing your log may cause delays in your ability to log your activities, as we must do this individually and on a case by case basis.
- g. Sign the log only when the field placement is complete and no more logging will take place.

The screenshot shows a form with four signature fields: "Student Signature (Test, Student): [Click to sign Completed Document](#)", "Field Instructor Signature (Test Field Instructor):", "Task Supervisor Signature ():", and "Faculty Liaison Signature (Allison Curington):". A red rectangular box highlights the first three fields. At the bottom center, there is a note: "Note: You must click on the SAVE button to save any information entered or changed on this page before closing or printing the page, or your information will be lost." Below the note are two buttons: "CLOSE" and "SAVE". The "SAVE" button is highlighted with a green border.

**You are now well on your way to logging all your field placement activities!**