Approving Rotation Hours

Step 1: Click “Time Tracking”

Step 2: Click “Supervision 2.0”

Step 3: Click "Verify All" button to verify all hours for current month if all recorded hours are accurate

- Students will record their rotation hours for the month (or 4 week block for IPPE students).

- You should see two (2) time blocks entered each day (before lunch and after lunch). Lunch breaks and any time away from the rotation (i.e. MD appointment) should NOT be included in the documented time.

- Preceptors will look over this record and approve rotation hours on the last day of the rotation.

- If the hours are not accurate, notify the student to change the record BEFORE you approve it.