Kaplan Quad: Externship Timesheets

Kaplan Quad provides an easy to use online externship timesheet service allowing students the ability to submit their weekly hours for approval by the Site Supervisor.

- Easy to complete and submit an externship timesheet
- Quickly review, approve or reject a timesheet
- Access the timesheets at any time
- Receive automated status notification updates
- View all comments associated with a timesheet
- Range of useful externship contact information

Your Approval

As a Site Supervisor you have the ability to approve or reject a submitted timesheet online and submit detailed comments. To find out more simply follow the instructions provided in our quick guide.

http://quad2.kaplan.edu
Kaplan Quad: Externship Timesheets

In this quick guide you will learn how to:

• Activate your account
• Reset your password
• Access and view a student timesheet
• The approval and rejection process

Let’s get started...

1. When activating your account you will receive an automated email with the subject heading:

   “Kaplan Quad: Your Externship Site Supervisor Account”

   Within the email click on the link which takes you to the password reset page:

   ! Warning: Passwords should be at least 6 characters long, please keep this information in a safe and secure place.

2. Enter then re-enter your new password then click Confirm

3. You will then be redirected to the externship timesheet page

4. On all subsequent occasions you will be required to login using the same username and your new password

   Is any of your externship information incorrect? If it is then please contact the Externship Coordinator at the campus. This contact information can be found in the footer of the notification emails or within the externship information of the timesheet page.
Kaplan Quad : Externship Timesheets

5. To login to Kaplan Quad go to: http://quad2.kaplan.edu

6. Enter your username and password and select Employer from the drop down menu

7. Should you forget your password then ensure the Employer option is selected, click on the Forgot Password link then enter your email address

8. Click

9. After a few minutes a temporary password will be emailed and you will be required to change your password when you next log in.

If you believe you have received any password reset emails in error, or that an unauthorized person has accessed your account then please contact the Externship Coordinator or campus immediately.

If at any time you are unable to carry out your Site Supervisor duties then please contact the Externship Coordinator at the campus who will assist on your behalf and who can also create a second account for someone at your site.
Kaplan Quad: Externship Timesheets

10. Externship Timesheets page displays after login

11. Select the appropriate student from the list

12. The student’s weekly timesheet status will appear along with useful externship information

13. Each timesheet has a color coded status assigned, including:

- Not Placed: Student is not linked to a site
- Not Created: Student is linked to a site with no timesheet hours saved
- Not Submitted: Student has entered time but hasn’t submitted it for approval
- Submitted For Approval: Student submitted the timesheet and it’s awaiting approval
- Approved, Posted: Student timesheet approved and successfully posted
- Rejected: Student timesheet was rejected
14. When weekly timesheets are submitted for approval by a student you will receive an automated email with the subject heading:

“Kaplan Quad: Externship Timesheet for (Student Name) - Requires Approval”

15. To view submitted timesheet hours click on the student timesheet icon 📄 found within the Externship Timesheets page

16. If the submitted timesheet hours appear correct then scroll down and click on the green Approve icon

17. The timesheet will change to a green Approved, Posted status
Kaplan Quad: Externship Timesheets

18. If the timesheet hours are incorrect then enter a detailed rejection reason within the comments text box to allow the student to make any necessary corrections.

![Comments Section]

19. Scroll down and click on the red Reject icon.

20. The timesheet will change to a red Rejected status.

21. The Student will receive an automated notification that the timesheet has been rejected.

22. The student will make the edits as instructed in your comments and resubmit the timesheet for approval.

23. You will receive an email notification that the student has submitted their timesheet a second time for your approval.

24. You can then choose to Approve or Reject the same timesheet a second time.

When a timesheet is rejected a second time, the student is notified but WILL NOT be able to make any further edits. Please ensure detailed comments are included to allow the Externship Coordinator to take the appropriate action.