**TimeEdit hour counting for Course Leaders in [YEAR-PERIOD]**

Hej!

You are identified as a course leader during [YEAR PERIOD] (as per the table below).  It is now time to check the teaching hours for your course(s) based on TimeEdit.  In link below, you will find two files for your course (e.g., 1BGxxx\_Report.docx and 1BGxxx.xlsx).

* The .docx file gives a very brief report on the course.
* The .xlsx file provides the names of all teachers listed on TimeEdit for your course and the number of hours in each teaching category (e.g., lecture, exercise) as well as the total number of GU hours for each teacher in the course.

**What to do?**

* Check the files/hours listed for your course.
  + If the hours are correct, do nothing.
  + If you need to edit the hours, make changes directly to 'raw' hours of the .xlsx file in SharePoint; you do not need to edit the GU teaching hour column.  So, for example, if you have 1 extra hour of supervision, just add one hour to the Supervision column.
    - If you edit the hours, include text in the "Course Leader Comments" column to explain the reason.

**Where?**

Here is a link to access the files:

[LINK TO SHAREPOINT FOLDER ]

**When?**

Please do this by 17:00 on Wed 30 Oct.  After that deadline, we will compile the hours and send to individual teachers for review.

**Questions?**

Please contact the study directors (Bob and Arild)

[PASTE COURSE TABLE WITH LEADERS]