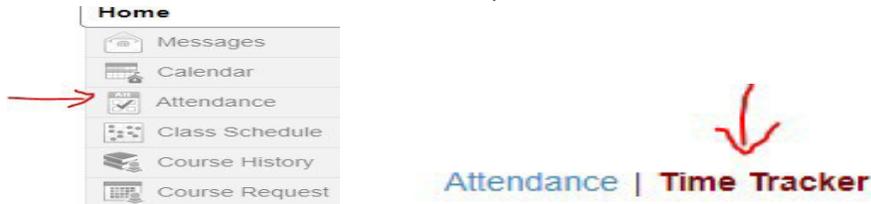


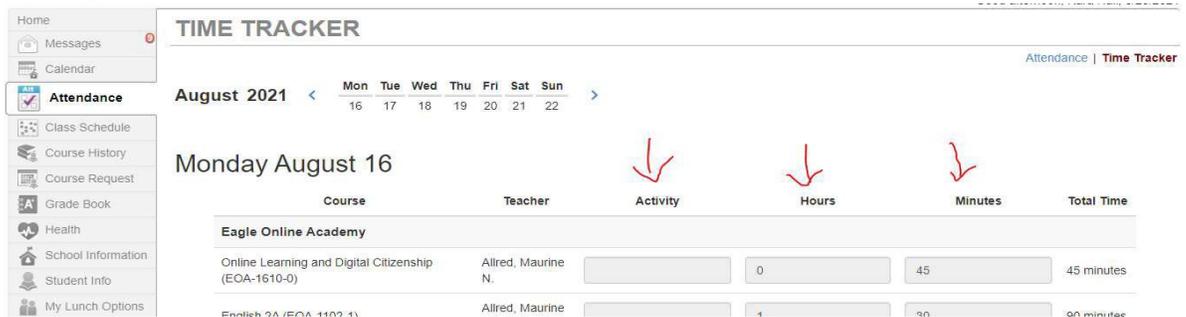


To enter time into Time Tracker, follow the instructions below:

1. Log into the appropriate Vue app (ParentVue for parents or StudentVue for students). If logging in as a parent and you have multiple students in our district, make sure to select the correct student from the dropdown list in the upper left-hand corner.
2. Click on the ATTENDANCE tab from the options in the menu on the left.



3. Click on the link titled TIME TRACKER in the upper right-hand corner (It will be underneath the blue report absence button).
4. The Time Tracker screen will appear and have a box for each school day of the week where you can enter the HOURS and MINUTES spent that day on offline and online instruction. You will need 900 hours this school year. About 25 hours per week. ACTIVITY BOX is a quick list of anything they did school related.



5. Enter the hours and minutes for a day and then hit the blue UPDATE TIMES button to save the information. Do this for each day that you work.
6. By Sunday night, you will need to hit the green UPDATE AND SUBMIT button. If you need to make changes to your time after you hit the green update and submit, you will need to contact your instructor to unlock your submission. After making your changes, you will need to update and submit again.

