

THATCHER UNIFIED SCHOOL DISTRICT NO. 4

EAGLE ONLINE ACADEMY 21-22

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.

	Home	
	Messages	
	Calendar	
	Attendance	(
	Class Schedule	7/
	Course History	~
	Course Request	Attendance Time Tracker

- 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.

Home	TIME TRACKER					
Messages						Attendance Time Tracker
Calendar						Auchoance Thine Hacker
Attendance	August 2021 < Mon Tue Wed T	Fri Sat Sun 19 20 21 22				
Class Schedule			2002			
Course History	Monday August 16		1		1	
Course Request	Monday August 10		V	J	V	
A Grade Book	Course	Teacher	Activity	Hours	Minutes	Total Time
😲 Health	Eagle Online Academy					
School Information	Online Learning and Digital Citizenship	Allred. Maurine				
lacksquare Student Info	(EOA-1610-0)	Ν.		0	45	45 minutes
My Lunch Options	English 24 /EOA 1102 1\	Allred, Maurine		1	30	00 minutes

- 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.

V	Attendance Ti	me Tracker		Attendance T	ime Tracker	
Lindate and Submit	Lindate Times	Cancel	Update and Submit	Update Times	Cancel	
Total Time: 0.00 hours				Total Time: 0.00 hours		