Time Tracking In ParentVUE

When to Use Time Tracking

- **Unable to Connect to Zoom Class:** If your child is unable to connect to a Zoom class for technical reasons, you can submit the time spent on the class using Time Tracker in ParentVUE.

- **Synchronous v. Asynchronous Learning:** Your child’s teacher will be taking “synchronous” attendance when your child participates in Zoom class sessions. In the new remote learning environment, however, there are also opportunities for “asynchronous” learning that goes on outside of online student/teacher interaction. Your child’s time in this learning mode can be submitted using Time Tracker as well.

- **Time Entry and Submission:** The Time Tracker feature in ParentVUE lets you record and submit time for your child:
  - Only Parents can enter and submit time in Time Tracker.
  - The instructions that follow walk you through the time entry and submission steps.
  - Time Tracker is available through either the ParentVUE web application or the ParentVUE Mobile App. Note that Time Tracker will not work if you are in the web application using the Internet Explorer (IE) web browser.

*Tardy Codes:* While any attendance code other than being marked present in a Zoom class session will display as ‘tardy’, this has no negative effect on a student’s attendance record during remote learning.

Log On to ParentVUE/Update Times

1. Once you are logged on, click **Attendance** from the navigation list on the left.

2. Click the **Time Tracker** link on the right.

3. The **Time Tracker** screen displays. For elementary students there is one entry field for each school day. For secondary students there are entry fields for each period for each day.
Time should be entered for the school day or period that the work is associated with.

4. Enter **Hours/Minutes** in the appropriate day or period field.

5. **Update Times** button: Use this button as you enter times during the current week. This saves your time entries.

**Previous Weeks:** You can also enter or edit time in a previous week if you have not clicked the **Update and Submit** button for that week. Links for previous weeks will be available under the current week calendar.

**Update and Submit: End of Week**

6. **Update and Submit** button: Use this button only when you have completed your time entries at the end of the week. This submits time for official reporting purposes. Once you have submitted, you cannot make changes to your time entries.

**Update and Submit:** Use this button only at the end of the week when you have completed all time entries for that week.

7. When you click **Update and Submit**, a confirmation box appears.

8. Click the attestation checkbox to select it.

9. Finally, click **Submit**.