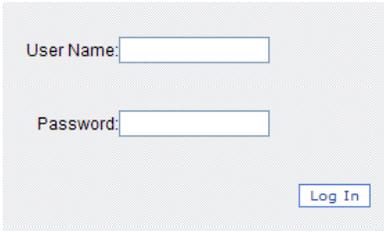
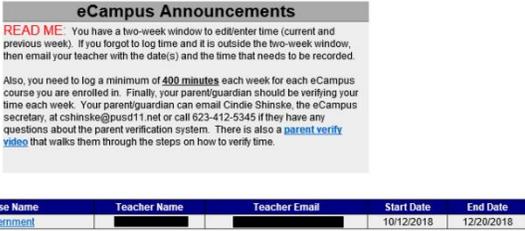


Track Your Time

<p>Go to the eCampus Virtual School home page: www.peoriaunified.org/ecampus and click on the "Student Track" link on the left hand menu.</p>	<p>Overview Check Grades Parent Verify Student Email Student Track </p>																																				
<p>Enter your Peoria Unified student username and password.</p>																																					
<p>Your eCampus courses(s) will then appear on the screen with an eCampus announcement that we periodically update. Click on the name of your course.</p>	 <table border="1"> <thead> <tr> <th>Section</th> <th>Course Name</th> <th>Teacher Name</th> <th>Teacher Email</th> <th>Start Date</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>13401V - 2</td> <td>AZ/American Government</td> <td></td> <td></td> <td>10/12/2018</td> <td>12/20/2018</td> </tr> </tbody> </table>	Section	Course Name	Teacher Name	Teacher Email	Start Date	End Date	13401V - 2	AZ/American Government			10/12/2018	12/20/2018																								
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<p>Next, click on the "Add Time" link to enter time spent on the course.</p>	<p>Add Time  Go to Moodle</p> <table border="1"> <thead> <tr> <th></th> <th>Week</th> <th>Weekly Minutes</th> </tr> </thead> <tbody> <tr> <td></td> <td>10/08/2018</td> <td>0</td> </tr> <tr> <td></td> <td>10/15/2018</td> <td>120</td> </tr> <tr> <td></td> <td>10/22/2018</td> <td>0</td> </tr> <tr> <td></td> <td>10/29/2018</td> <td>0</td> </tr> <tr> <td></td> <td>11/05/2018</td> <td>0</td> </tr> <tr> <td></td> <td>11/12/2018</td> <td>0</td> </tr> <tr> <td></td> <td>11/19/2018</td> <td>0</td> </tr> <tr> <td></td> <td>11/26/2018</td> <td>0</td> </tr> <tr> <td></td> <td>12/03/2018</td> <td>0</td> </tr> <tr> <td></td> <td>12/10/2018</td> <td>0</td> </tr> <tr> <td></td> <td>12/17/2018</td> <td>0</td> </tr> </tbody> </table>		Week	Weekly Minutes		10/08/2018	0		10/15/2018	120		10/22/2018	0		10/29/2018	0		11/05/2018	0		11/12/2018	0		11/19/2018	0		11/26/2018	0		12/03/2018	0		12/10/2018	0		12/17/2018	0
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An “Add Time” window will then appear. First, click on the date on the calendar. The current date will appear to the right of the word Date (1). Then, enter your time in hours and/or minutes and then click OK to submit the time.

Once you click OK, you will then see the text “Time saved” (1). Click on the “Close” button (2) to exit the window.

At this point, you will now see the time you just entered. If you click on the plus sign (1), you can expand to see a more detailed listing of the time entered for the week. Also, you have a red X button that will allow you to delete the time in case you make a mistake. There is also an Edit button (2) you will use to adjust your time for the day.

[Add Time](#) [Go to Moodle](#)

	Week	Weekly Minutes
+	10/08/2018	60
-	10/15/2018	120

1 This is the breakdown of time for this week:

Login Date	Minutes	
10/15/2018	120	X [Edit] 2

The Edit button  will allow you to adjust your time for each day. For example, let’s say you added 90 minutes to the tracking system in the morning. Then, later that evening, you worked another 60 minutes. By clicking on the Edit button, the “Add Time” window will open. You can then enter any additional hours or minutes you spent that day.

You will receive a message alert if you click on the “Add Time” link to enter time for a day that already has logged time. Again, use the Edit button to adjust your time for the day.

Add Time

Calendar: Sep | **October 2018** | Nov

Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Date:
 Hours:
 Minutes:

Message Alert

You have previously logged time for this day. Please click on the 'Edit' button to adjust your time.

To access your eCampus course, click on the link at the top called, “Go to Moodle” (1). This will take you to the eCampus course listings.

[Add Time](#) [Go to Moodle](#) ¹

	Week	Weekly Minutes
+	10/08/2018	60
+	10/15/2018	120
	10/22/2018	0
	10/29/2018	0

Locate the course category and click on the name of your course. You will then be directed to enter your username and password. After entering that information, you will now be logged into your eCampus Moodle course.

LOG IN

Username

Password

Remember username

[Forgotten your username or password?](#)

Finally, all students will be required to submit a final report that shows total time spent on the course. At the top right hand corner of the tracking system, click on the link called, “Click here to print the parent report.” Then, click on the drop down arrow and select, “Parent Verification” located in the middle of the screen.

Click [here](#) to print the parent report.
 Select a Report...

Once you click on the Parent Verification link, it will generate a report that looks like the image on the right. You and your parent will need to sign this report. This is a requirement to exit the course and will be collected when you take your in-person final exam.



Every Student, Every Day, Prepared to Shape Tomorrow

eCampus Minutes Report

Student ID: 777888 Semester: Fall
Student Name: Peter Brady III Term Start Date: 08/15/2018
Course Name: Driver Education [17520V-1] Term End Date: 10/11/2018
Term(s) Enrolled: Term 1

Week	Weekly Minutes
08/13/2018	180
08/20/2018	420
08/27/2018	420
09/03/2018	420
09/10/2018	420
09/17/2018	420
09/24/2018	420
10/01/2018	420
10/08/2018	25
Total Minutes	3145

By signing below, I certify that the above information is true and correct to the best of my knowledge.

Parent / Guardian Signature Date Student Signature Date

IMPORTANT: Time for the previous and current week can be edited. Any time prior to that cannot be edited, so please review and enter your time regularly.