Peoria eCampus VirtualHigh School

Peoria Unified School District

Trac	k Your Time
Go to the eCampus Virtual School home page: <u>www.peoriaunified.org/ecampus</u> and click on the "Student Track" link on the left hand menu.	Overview Check Grades Parent Verify Student Email Student Track
Enter your Peoria Unified student username and password.	User Name: Password: Log In
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.	eCampus Announcements READ ME: You have a two-week window to edificited time (current and previous week). If you torgoto to gatime and it is outside the two-week window, then email your teacher with the date) and the time that needs to be recorded. Alte, you need to log a minimum of 400 ministes each week for each of campus course you are enrolden II. Finally, your parentiguardian choud to eventing your time each week. Your parentiguardian can email Cindio Shinske, the eCampus secretary, at cohinske@gued11 to rot call 623-415-535 (thelp have any questions about the parent vertification system. There is also a parent vertify video that walks them through the steps on how to verify time. Section Course Name Teacher Name Teacher Email Start Date End Date 13401V-2 AZAmerican Government Teacher Name Teacher Email Start Date End Date
Next, click on the "Add Time" link to enter time spent on the course.	Keck Weekly Minutes 10/08/2018 0 10/15/2018 120 10/22/2018 0 10/22/2018 0 10/22/2018 0 11/05/2018 0 11/05/2018 0 11/105/2018 0 11/12/2018 0 11/12/2018 0 11/2/02018 0 11/2/02018 0 12/10/2018 0 12/10/2018 0 12/17/2018 0

Peoria Unified School District

An "Add Time" window will then appear. First, click on the date Add Time 10/15/2018 🚺 on the calendar. The current Date Sep October 2018 Nov Hours 1 date will appear to the right of Su Mo Tu We Th Fr Sa 30 Minutes <u>30 1 2 3 4 5 6</u> the word Date (1). Then, enter 7 8 9 10 11 12 13 your time in hours and/or <u>14 15 16 17 18 19 20</u> 21 22 23 24 25 26 27 minutes and then click OK to <u>28 29 30 31 1 2 3</u> submit the time. <u>4 5 6 7 8 9 10</u> Close OK Once you click OK, you will then Add Time see the text "Time saved" (1). Click on the "Close" button (2) to Date Sep October 2018 Nov Hours exit the window. Su Mo Tu We Th Fr Sa Minutes <u>30 1 2 3 4 5 6</u> 7 8 9 10 11 12 13 <u>14 15 16 17 18 19 20</u> <u>21 22 23 24 25 26 27</u> <u>28</u> <u>29</u> <u>30</u> <u>31</u> <u>1</u> <u>2</u> <u>3</u> <u>4 5 6 7 8 9 10</u> Time saved. Close OK At this point, you will now see the time you just entered. If you click on the plus sign (1), you Add Time Go to Moodle can expand to see a more Week Weekly Minutes detailed listing of the time 10/08/2018 60 + entered for the week. Also, you Ξ 10/15/2018 120 have a red X button that will This is the breakdown of time for this week: allow you to delete the time in Minutes Login Date case you make a mistake. 8 22 10/15/2018 120 There is also an Edit button (2) you will use to adjust your time for the day. The Edit button 🦉 will allow Add Time you to adjust your time for each day. For example, let's say you Date 10/15/2018 Sep October 2018 Nov Hours 2 added 90 minutes to the tracking Su Mo Tu We Th Fr Sa Minutes 0 <u>30 1 2 3 4 5 6</u> system in the morning. Then, 7 8 9 10 11 12 13 later that evening, you worked 14 15 16 17 18 19 20 21 22 23 24 25 26 27 another 60 minutes. By clicking <u>28</u> <u>29</u> <u>30</u> <u>31</u> <u>1</u> <u>2</u> <u>3</u> on the Edit button, the "Add <u>4 5 6 7 8 9 10</u> Time" window will open. You can Close OK then enter any additional hours or minutes you spent that day.

peoriaunified.org/ecampus 11200 North 83rd Avenue Peoria, AZ 85345 Peoria Unified School District

You will receive a message alert if you click on the "Add Time" Add Time link to enter time for a day that Date Sep October 2018 Nov Hours already has logged time. Again, Su Mo Tu We Th Fr Sa Minutes <u>30 1 2 3 4 5 6</u> use the Edit button to adjust <u>7 8 9 10 11 12 13</u> your time for the day. <u>14 15 16 17 18 19 20</u> 21 22 23 24 25 26 27 Message Alert <u>28 29 30 31 1 2 3</u> <u>4 5 6 7 8 9 10</u> You have previously logged time for this day. Please click on the 'Edit' button to adjust your time. Close OK To access your eCampus Go to Moodle Add Time course, click on the link at the Week Weekly Minutes top called, "Go to Moodle" (1). 10/08/2018 60 This will take you to the 10/15/2018 120 10/22/2018 0 eCampus course listings. 10/29/2018 Locate the course category and LOG IN click on the name of your course. You will then be directed to enter vour username and password. After entering that Username information, you will now be Password logged into your eCampus Moodle course. Remember username Log in 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 Click here to print the parent report. corner of the tracking system, Select a Report... click on the link called, "Click here to print the parent report." Then, Parent Verification click on the drop down arrow and select, "Parent Verification" located in the middle of the screen.

Peoria eCampus Virtual High School



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.

Student Name: Course Name:	Peter Brady III Driver Educatior	17520V-1	Term Start Date:	08/15/2018
Course Name:	Driver Education	17520V-1		
		. (2. orot al	Term End Date: Term(s) Enrolled:	10/11/2018 Term 1
Week N	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			

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.

> peoriaunified.org/ecampus 11200 North 83rd Avenue 623.412.5345 ecampus@pusd11.net

Peoria, AZ 85345