

## How to Track Time

<p>Go to the eCampus website and click on the “Student Track” icon.</p> <p><a href="http://www.peoriaunified.org/ecampus">www.peoriaunified.org/ecampus</a></p>											
<p>Enter your district username and password and click “Login.”</p>	<p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p style="text-align: right;"><input type="button" value="Log In"/></p>										
<p>Your eCampus courses(s) will then appear on the screen. Click on the course name (1).</p>	<table border="1"> <thead> <tr> <th style="background-color: #003366; color: white;">Section</th> <th style="background-color: #003366; color: white;">Course Name</th> </tr> </thead> <tbody> <tr> <td>10400V-1</td> <td><a href="#">English IV</a> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">1</span></td> </tr> </tbody> </table>	Section	Course Name	10400V-1	<a href="#">English IV</a> <span style="background-color: red; color: white; border-radius: 50%; padding: 2px;">1</span>						
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<p>Click on the “Add Time” link to enter time spent on the course.</p>	<p style="text-align: center;"><a href="#"><u>Add Time</u></a></p> <table border="1"> <thead> <tr> <th></th> <th style="background-color: #003366; color: white;">Week</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>05/27/2019</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>06/03/2019</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>06/10/2019</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>06/17/2019</td> </tr> </tbody> </table>		Week	<input type="checkbox"/>	05/27/2019	<input type="checkbox"/>	06/03/2019	<input type="checkbox"/>	06/10/2019	<input type="checkbox"/>	06/17/2019
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An "Add Time" window will then appear. First, click on the date on the calendar (2). The current date will appear to the right of the word "Date" once you click on a date. Then, enter your time in hours (3) and/or minutes (4) and then click OK to submit the time.

Once you click OK, the text "Time saved" will appear. Click on the Close button to exit the window.

At this point, you will now see the time you just entered. Click on the plus sign (5) to expand that week to view all your login entries. Click on the red X (6) to delete any incorrect login entry. Use the Edit button (7) to adjust your time.

☰	06/17/2019	405	
5	This is the breakdown of time for this week:		
Login Date		Minutes	
6/17/2019	240	6	X / 7
6/18/2019	57		X /
6/19/2019	48		X /
6/21/2019	60		X /

By clicking on the Edit button , the "Add Time" window will open. You can then edit your time by adding or removing time spent on the course. For example, let's say you added one hour to the tracking system in the morning. Then, later that evening, you worked another 45 minutes (9). You can add the additional time and then click OK.

### Add Time

	Date	6/21/2019
	Hours	<input style="width: 50px;" type="text" value="1"/>
	Minutes	<input style="width: 50px;" type="text" value="45"/> <span style="color: red; font-weight: bold;">9</span>

*Now you know how to track your time. The steps below describe how to access your courses via the student tracking system.*

To access your eCampus courses, click on the "Go to Moodle" (9) link. This will take you to the eCampus course listings.

[Add Time](#)

9 [Go to Moodle](#)

Week	Weekly Minutes
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Click on the appropriate course category. Then, find and click on your course name from the list.

COURSES

  
MATHEMATICS

  
LANGUAGE ARTS

  
SCIENCE

  
SOCIAL STUDIES

  
WORLD LANGUAGES

  
ELECTIVES

You will be directed to enter your username and password. After entering that information, you will now be logged into your eCampus course.

*Note:* If you are prompted to enter an enrollment key, please reach out to your instructor or contact eCampus support.

## LOG IN

Username

Password

Remember username

[Forgotten your username or password?](#)