

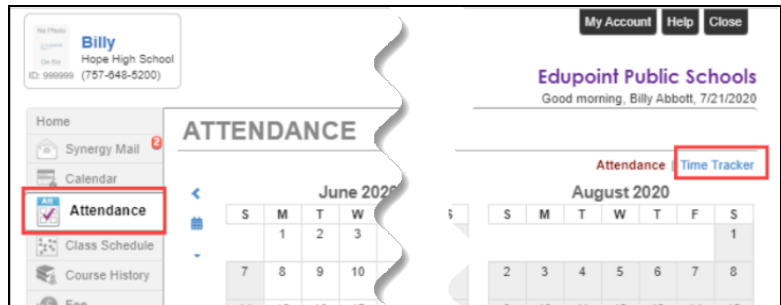
## Submitting Minutes in ParentVUE Directions

View Video Directions: <https://bit.ly/parentvueime>

ParentVUE Link: [https://qc.apscc.org/PXP2\\_Login.aspx](https://qc.apscc.org/PXP2_Login.aspx)

### Time Tracking in ParentVUE

1. Log in to ParentVUE.
2. Select the **Attendance** tab.
3. Click **Time Tracker** to open the Time Tracker screen.

A screenshot of the ParentVUE 'TIME TRACKER' screen. The user is logged in as Kathleen Aaron. The screen shows a calendar for July 2020. A red box highlights the 'Update and Submit' button. Below the calendar, there are sections for 'Monday July 6' and 'Tuesday July 7'. Each section contains a table with columns for Course, Teacher, Hours, Minutes, and Total Time. The 'Update and Submit' button is highlighted with a red box.

Course	Teacher	Hours	Minutes	Total Time
Hope High School				
123456 Basket Weaving - 123456-001	Smith, James	1	18	78 minutes
LA5142 HSA ENGLISH 10 (HONORS) - LA5142-4BS	Smith, Martha	1	15	75 minutes

Course	Teacher	Hours	Minutes	Total Time
Hope High School				
SO5340 HSA WORLD HISTORY II - SO5340-1AA	Jackson, Kathy	1	3	63 minutes
123456 Basket Weaving - 123456-001	Smith, James			0 minutes

Parents/Guardians will enter time in the Hours and Minutes fields for any courses that students are reporting times. When the time is calculated, the hours and minutes are combined into minutes.

**"Update Times"** will update the times but **not** submit the times to the school.

**"Update and Submit"** will update the times and submit the times to the school.

You cannot click **Submit** until **"By checking this box, I attest that all of the submitted times are accurate"** is selected.

A screenshot of a 'Confirm' dialog box. The text inside says: 'Submitting these times will prevent any future edits to this data. Do you wish to proceed?'. Below this text is a checkbox with the label 'By checking this box, I attest that all of the submitted times are accurate'. At the bottom right are two buttons: 'Submit' and 'Cancel'.