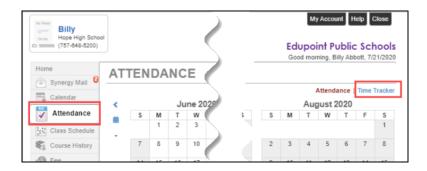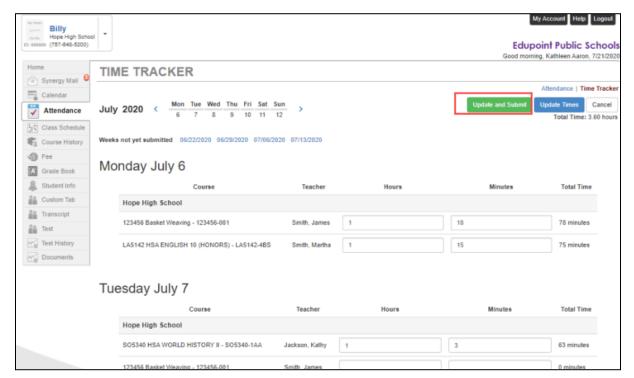# Submitting Minutes in ParentVUE Directions

View Video Directions: **https://bit.ly/parentvuetime**   **ParentVUE Link: 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.

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.