

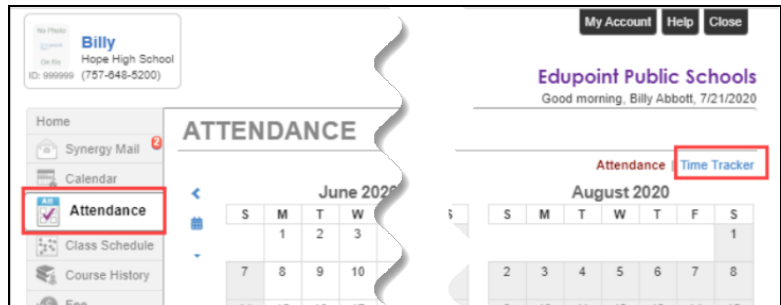
Submitting Minutes in ParentVUE Directions

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

ParentVUE Link: https://qc.apsc.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 two sections for entering time: 'Monday July 6' and 'Tuesday July 7'. Each section has a table with columns for Course, Teacher, Hours, Minutes, and Total Time. The 'Update and Submit' button is highlighted with a red box. The 'Update Times' button is also visible. The 'Total Time' is 3:60 hours.

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, there is a checkbox with the text 'By checking this box, I attest that all of the submitted times are accurate'. At the bottom, there are two buttons: 'Submit' and 'Cancel'.

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For support and questions, please contact:

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