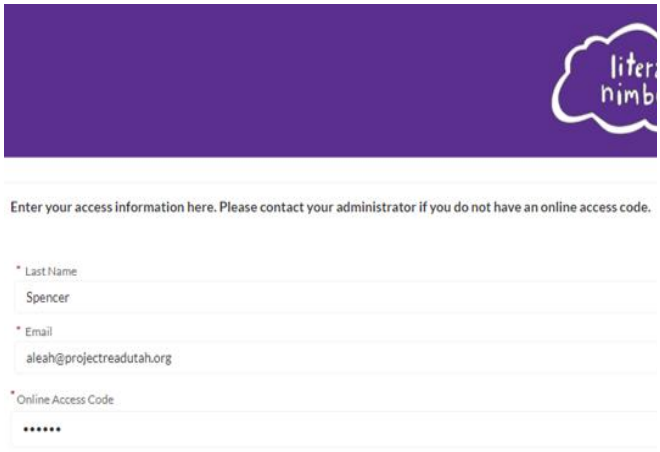
Project Read
LIFE CHANGING EDUCATION

TUTORING HOURS SUBMISSION INSTRUCTIONS

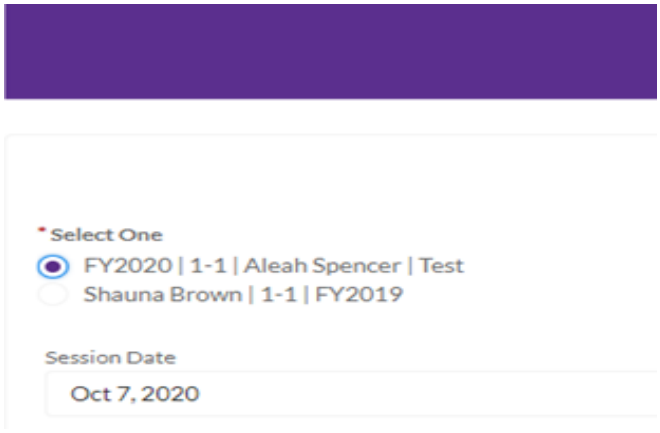
Paired tutors and students should meet for 1.5 hours, twice a week, for a total of 3 hours each week. Tutors are responsible for reporting accurate tutoring hours and session notes.

LOG IN:



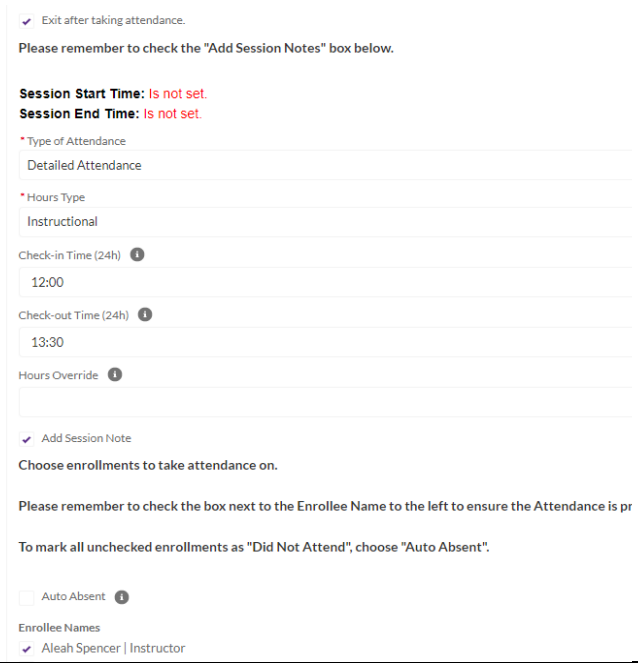
1. Log in at https://projectreadutah.my.site.com/attendance/s/
2. Enter the tutor's **last name**
3. Enter the tutor's **email address** (this must be the email address Project Read has on file)
4. Enter your **online access code** (assigned by Project Read)
   Note: Entries are not case-sensitive.
5. Click "**Next**" (far right, top or bottom)

CHOOSE PROGRAM and ADD SESSION DATE:



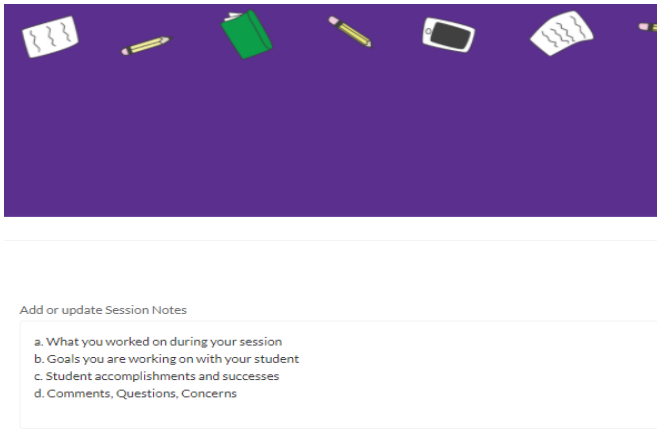
1. Select **Program** (this should be a "1-1" program with current student)
2. Enter **session date** (mm/dd/year)
3. Click "**Next**"

ENTER ATTENDANCE DETAILS:



1. Keep the checkmark in the box, "**Exit after taking attendance**".
2. Type of Attendance: **Detailed Attendance**
3. Hours Type: **Instructional**
4. Enter **Check-in Time**
5. Enter **Check-out Time**
   Note: You must use 24:00 hour time and include the colon (see reference chart below).
6. Hours Override: Leave blank
7. Check "**Add Session Note**"
8. Enrollee Names: **Check student and tutor**
9. Click "**Next**"

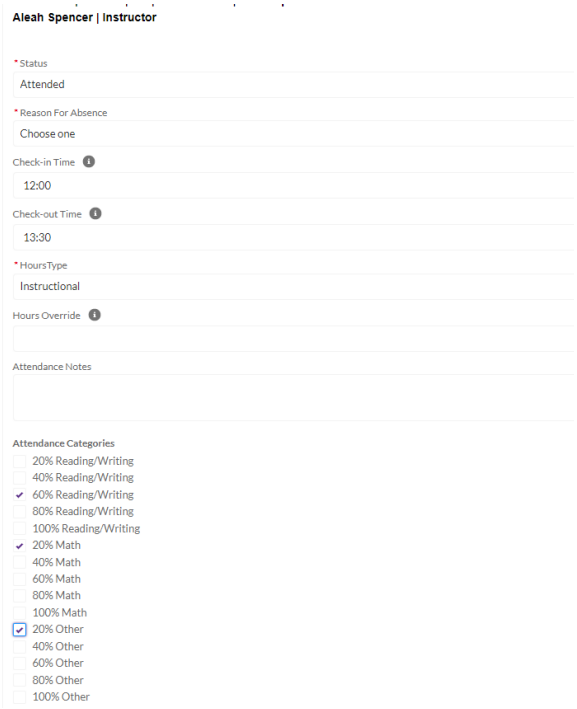
ENTER SESSION NOTES:



1. Enter **session notes**:
   a. What you worked on during your session
   b. Goals you are working on with your student
   c. Student accomplishments and successes
   d. Comments, Questions, Concerns
2. Click "**Next**"

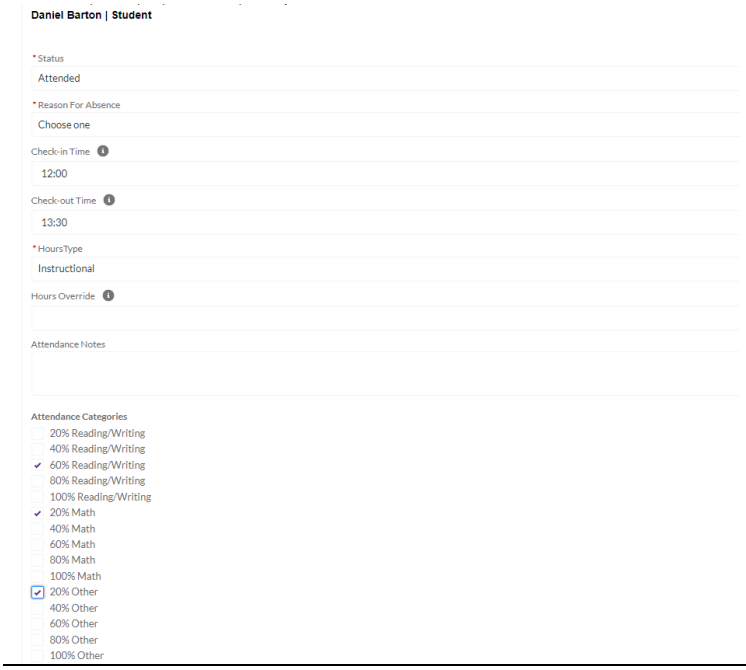
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Fill In Fields for Instructor Attendance:



1. Attendance **Status: Attended**
2. All other fields will copy from the previous screen.
3. Check the boxes totaling **100%** based on how the time in the session was spent. For example, if most of the time was spent on Reading, with some time spent on Math and some time spent on other skills like Computer skills or Pronunciation, then mark 60% Reading/Writing, 20% Math, and 20% Other. If you spent all the time on Reading, mark 100% Reading/Writing.
4. Click **Next**

Fill in Fields for Student Attendance:



1. Repeat instructions in Instructor Attendance. Make sure you enter the same percentages for both Instructor and Student attendances.
2. Click **Next**

Click Next



1. Click **Next**

Click Next



1. Click **Next**
2. You're finished!

FINISHED! You will return to the start page where you can enter hours for a new tutoring session.

If you have problems completing any of these steps, please call the office at 801-448-READ (7323) during office hours.

24:00 Hour Time Conversion Chart

12 HR	12:00 am	1:00 am	2:00 am	3:00 am	4:00 am	5:00 am	6:00 am	7:00 am	8:00 am	9:00 am	10:00 am	11:00 am
24 HR	00:00	01:00	02:00	03:00	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00
12 HR	12:00 pm	1:00 pm	2:00 pm	3:00 pm	4:00 pm	5:00 pm	6:00 pm	7:00 pm	8:00 pm	9:00 pm	10:00 pm	11:00 pm
24 HR	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00