



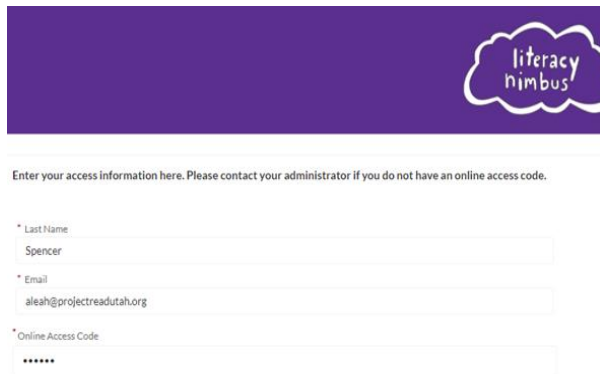
# PROJECT READ

CHANGING LIVES THROUGH LITERACY

## TUTORING HOURS SUBMISSION INSTRUCTIONS

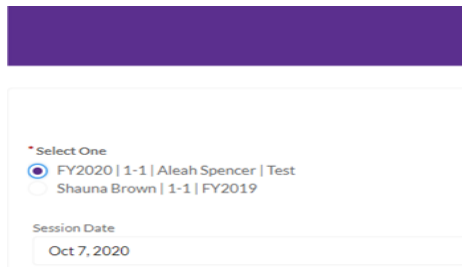
Paired tutors and students should meet for 1.5 hours, twice a week, for a total of 3 hours each week. Tutors are responsible for reporting accurate tutoring hours and session notes.

### LOG IN:



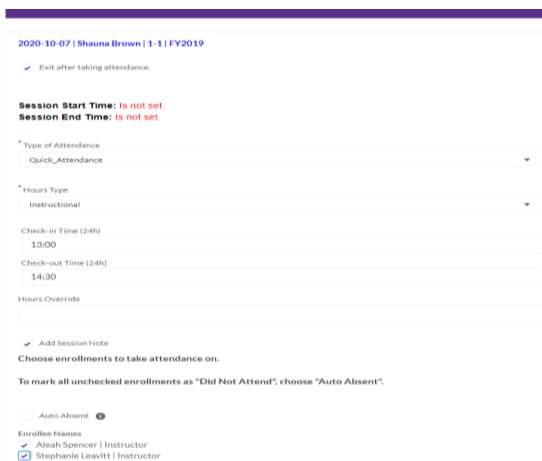
1. Log in at <https://projectread.force.com/attendance>
2. Enter tutor's last name
3. Enter tutor's email address (this must be the email address Project Read has on file)
4. Enter your personal online access code (assigned by Project Read)  
**Note:** Entries are not case sensitive.
5. Click "Next" (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 check mark in the box, "Exit after taking attendance".
2. Type of Attendance: Quick 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 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"



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## ENTER SESSION NOTES:



Add or update 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

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"

**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