



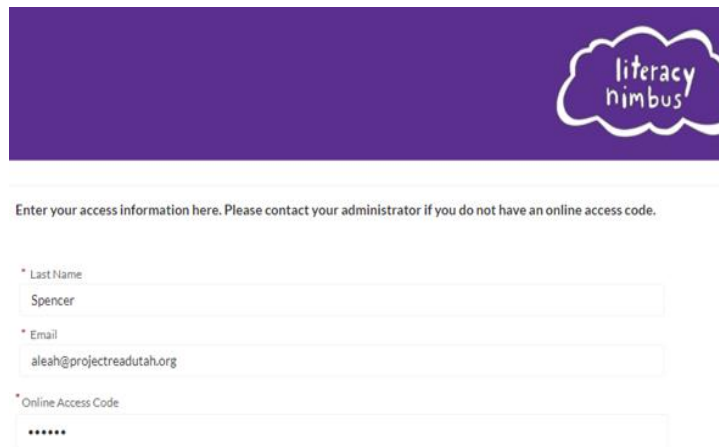
PROJECT READ

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:



Enter your access information here. Please contact your administrator if you do not have an online access code.

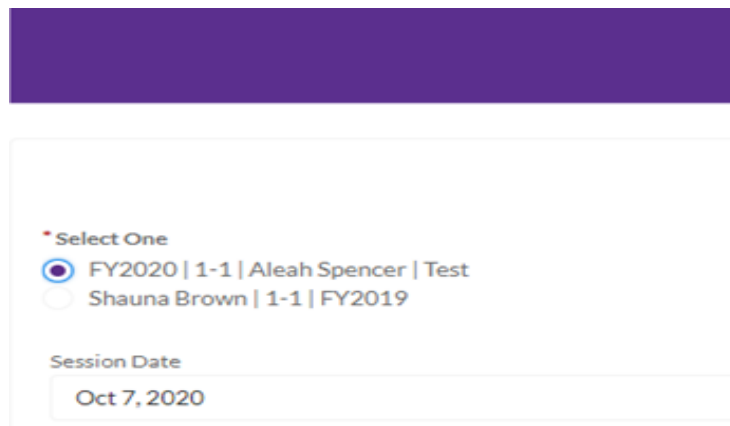
* Last Name
Spencer

* Email
aleah@projectreadutah.org

* Online Access Code

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:



* Select One

FY2020 | 1-1 | Aleah Spencer | Test

Shauna Brown | 1-1 | FY2019

Session Date
Oct 7, 2020

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



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ENTER ATTENDANCE DETAILS:

Exit after taking attendance.
Please remember to check the "Add Session Notes" box below.

Session Start Time: Is not set.
Session End Time: Is not set.

* Type of Attendance
Detailed Attendance

* Hours Type
Instructional

Check-in Time (24h) ⓘ
12:00

Check-out Time (24h) ⓘ
13:30

Hours Override ⓘ

Add Session Note
Choose enrollments to take attendance on.

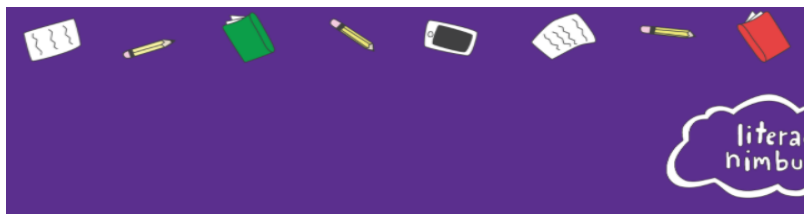
Please remember to check the box next to the Enrollee Name to the left to ensure the Attendance is properly recorded.
To mark all unchecked enrollments as "Did Not Attend", choose "Auto Absent".

Auto Absent ⓘ

Enrollee Names
 Aleah Spencer | Instructor

1. Keep the check mark 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 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:



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"**



PROJECT READ

CHANGING LIVES THROUGH LITERACY

Fill In Fields for Instructor Attendance:

Aleah Spencer | Instructor

*Status
Attended

*Reason For Absence
Choose one

Check-in Time ①
12:00

Check-out Time ①
13:30

*HoursType
Instructional

Hours Override ①

Attendance Notes

Attendance Categories

- 20% Reading/Writing
- 40% Reading/Writing
- 60% Reading/Writing
- 80% Reading/Writing
- 100% Reading/Writing
- 20% Math
- 40% Math
- 60% Math
- 80% Math
- 100% Math
- 20% Other
- 40% Other
- 60% Other
- 80% Other
- 100% Other

1. Attendance **Status: Attended**
2. All other fields will copy from 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:

Daniel Barton | Student

*Status
Attended

*Reason For Absence
Choose one

Check-in Time ①
12:00

Check-out Time ①
13:30

*HoursType
Instructional

Hours Override ①

Attendance Notes

Attendance Categories

- 20% Reading/Writing
- 40% Reading/Writing
- 60% Reading/Writing
- 80% Reading/Writing
- 100% Reading/Writing
- 20% Math
- 40% Math
- 60% Math
- 80% Math
- 100% Math
- 20% Other
- 40% Other
- 60% Other
- 80% Other
- 100% Other

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



PROJECT READ

CHANGING LIVES THROUGH LITERACY

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