

# ParentVUE-Taking Attendance

Here are the step by step directions to take your KOLA child's attendance.

## STEP 1 – Log into your ParentVUE account.

Once you have logged on to your ParentVue Account, you will see a message on your ParentVue page that says:

*Times have not been submitted for \*\_\_\_\_\_ dates\**

Example below:

**- Times have not been submitted for 07/05/2021, 07/12/2021.**

## STEP 2 - Click on the date

**For each class listed per day you must type in the total minutes your student worked on that class (Online and any offline time)**

Your child should be spending 60-90 minutes on the work from each class each day.

Example:

GOOD MORNING, Stephanie Talbot, 7/12/2021

### TIME TRACKER

Attendance | Time Tracker

July 2021 < Mon Tue Wed Thu Fri Sat Sun >

| Course                       | Teacher      | Hours                | Minutes                         | Total Time |
|------------------------------|--------------|----------------------|---------------------------------|------------|
| KUSD Online High School      |              |                      |                                 |            |
| Web Technologies A (abd1234) | Batt, Trevor | <input type="text"/> | <input type="text" value="90"/> | 90 minutes |

If you are taking your child's attendance daily you will hit the **Update Times** (Blue button) each day.

On Friday you will have to hit the **Update and Submit** (Green button) to finalize the week of attendance.

OR

You may also choose to wait until the end of the week to enter that week's attendance (Friday-Sunday).

Just remember, you must hit the **Update and Submit** (Green button) to officially submit that week's attendance.

If you make a mistake and need the times changed, please contact Joe Dorner at 928-279-2799

Example below: **FOR WEEKLY ATTENDANCE DONE FRIDAY – SUNDAY ONLY**

Update and Submit

Update Times

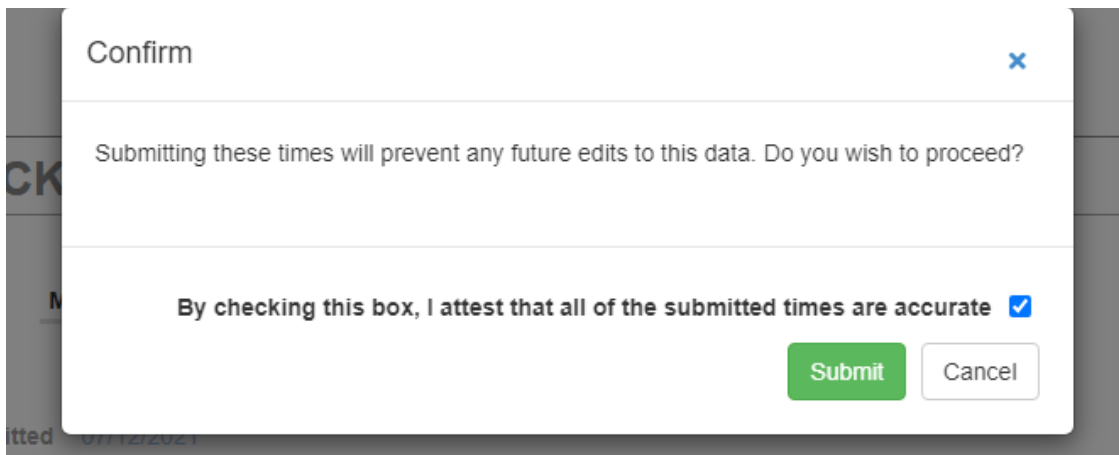
Cancel

Total Time: 0.00 hours

When you select the **Green Button**- “**Update and Submit**”, you will get a message stating- “Submitting these times will prevent any future edits to this data. Do you wish to proceed? By Checking this box, I attest that all of the submitted times are accurate”

**STEP 3** – If all times are correct, check the box and then select **Submit** (**Green button**).

See example below:



You are now done taking your child’s attendance. Remember to submit times for each day of the school week.