



How to Guide Series:

Recording Time for Assigned Activities

Presented by
Sabrina Hayles– Data Training Specialist

Objective:



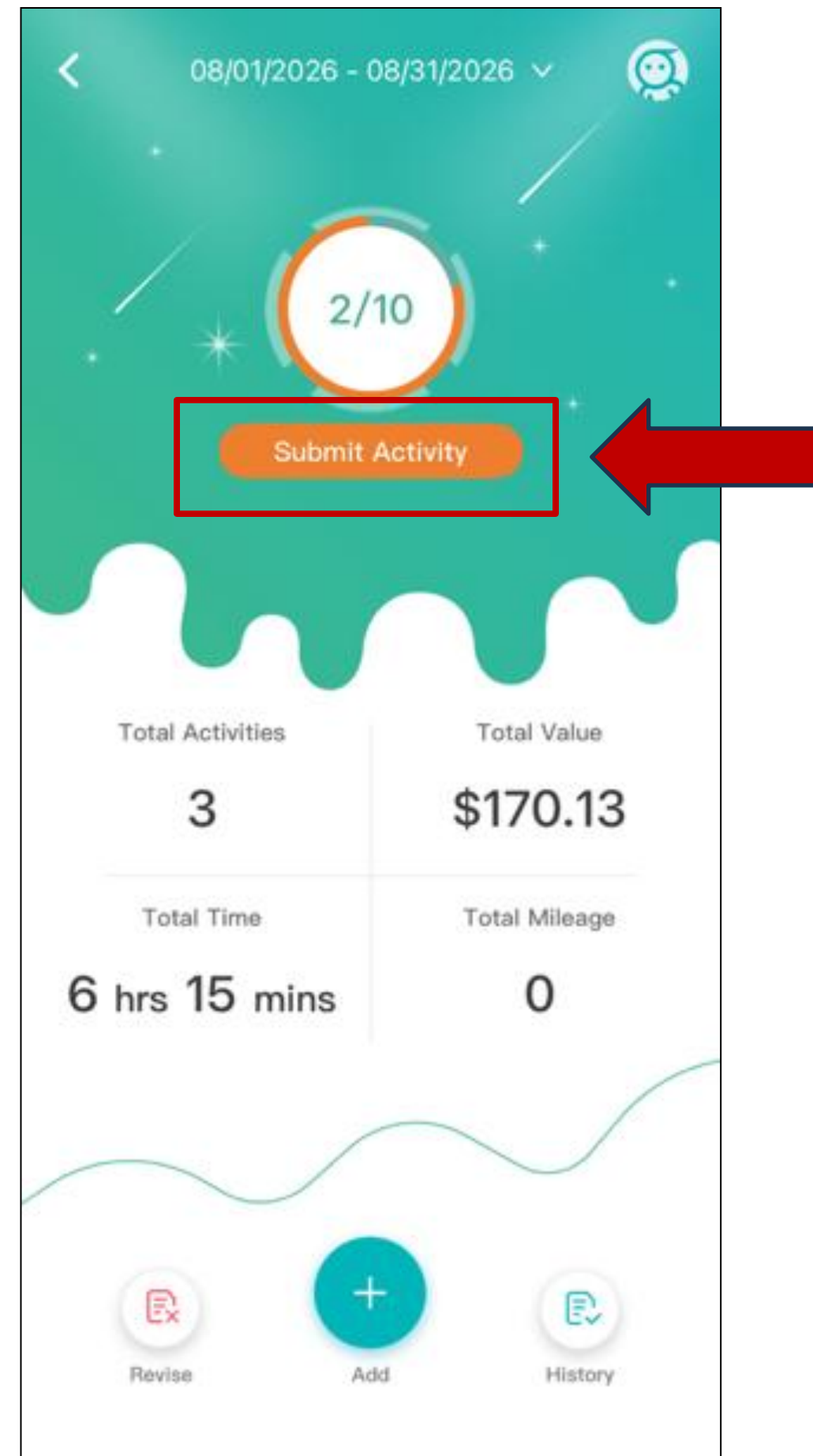
Know how to:

- a) Record your weekly Home Connection Activities



Step 1:

- Go to the In-Kind Section
- Tap on 'Submit Activity'



08/01/2026 - 08/31/2026

2/10

Submit Activity

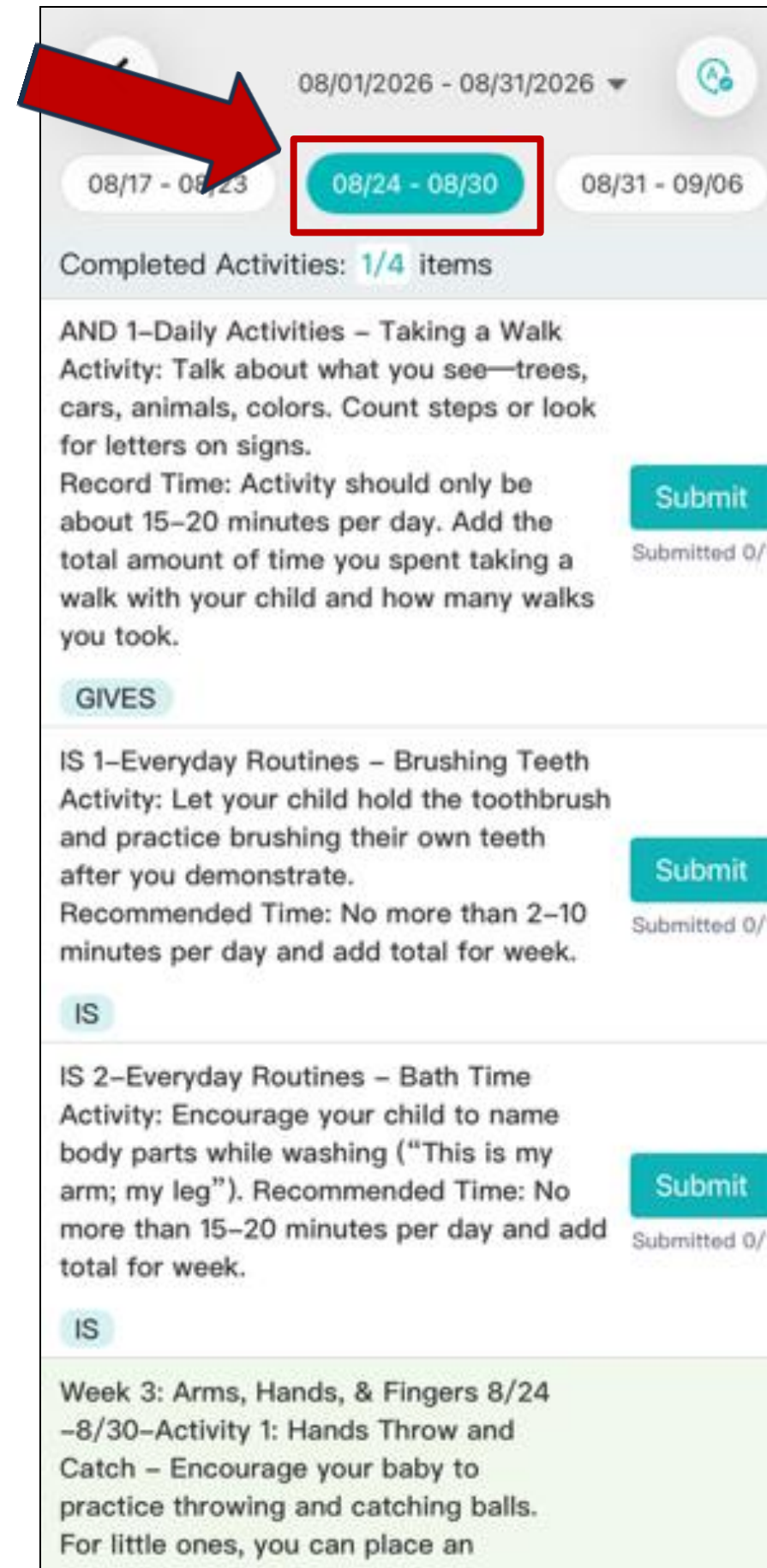
Total Activities	Total Value
3	\$170.13
Total Time	Total Mileage
6 hrs 15 mins	0

Revise Add History



Step 2:

- Tap on the correct weekly assignment.



08/01/2026 - 08/31/2026

08/17 - 08/23 08/24 - 08/30 08/31 - 09/06

Completed Activities: 1/4 items

AND 1-Daily Activities – Taking a Walk
Activity: Talk about what you see—trees, cars, animals, colors. Count steps or look for letters on signs.
Record Time: Activity should only be about 15–20 minutes per day. Add the total amount of time you spent taking a walk with your child and how many walks you took.
Submit
Submitted 0/1

GIVES

IS 1-Everyday Routines – Brushing Teeth
Activity: Let your child hold the toothbrush and practice brushing their own teeth after you demonstrate.
Recommended Time: No more than 2–10 minutes per day and add total for week.
Submit
Submitted 0/1

IS

IS 2-Everyday Routines – Bath Time
Activity: Encourage your child to name body parts while washing (“This is my arm; my leg”). Recommended Time: No more than 15–20 minutes per day and add total for week.
Submit
Submitted 0/1

IS

Week 3: Arms, Hands, & Fingers 8/24 –8/30-Activity 1: Hands Throw and Catch – Encourage your baby to practice throwing and catching balls. For little ones, you can place an



Step 3:

- Scroll down and tap on Submit.

<

08/01/2026 - 08/31/2026

08/17 - 08/23

08/24 - 08/30

08/31 - 09/06

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Activity: Talk about what you see—trees, cars, animals, colors. Count steps or look for letters on signs.

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Submit

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Recommended Time: No more than 2–10 minutes per day and add total for week.

Submit

Submitted 0/1

IS

IS 2-Everyday Routines – Bath Time

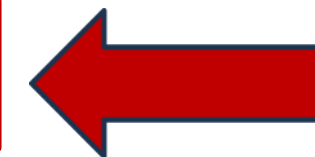
Activity: Encourage your child to name body parts while washing (“This is my arm; my leg”). Recommended Time: No more than 15–20 minutes per day and add total for week.

Submit

Submitted 0/1

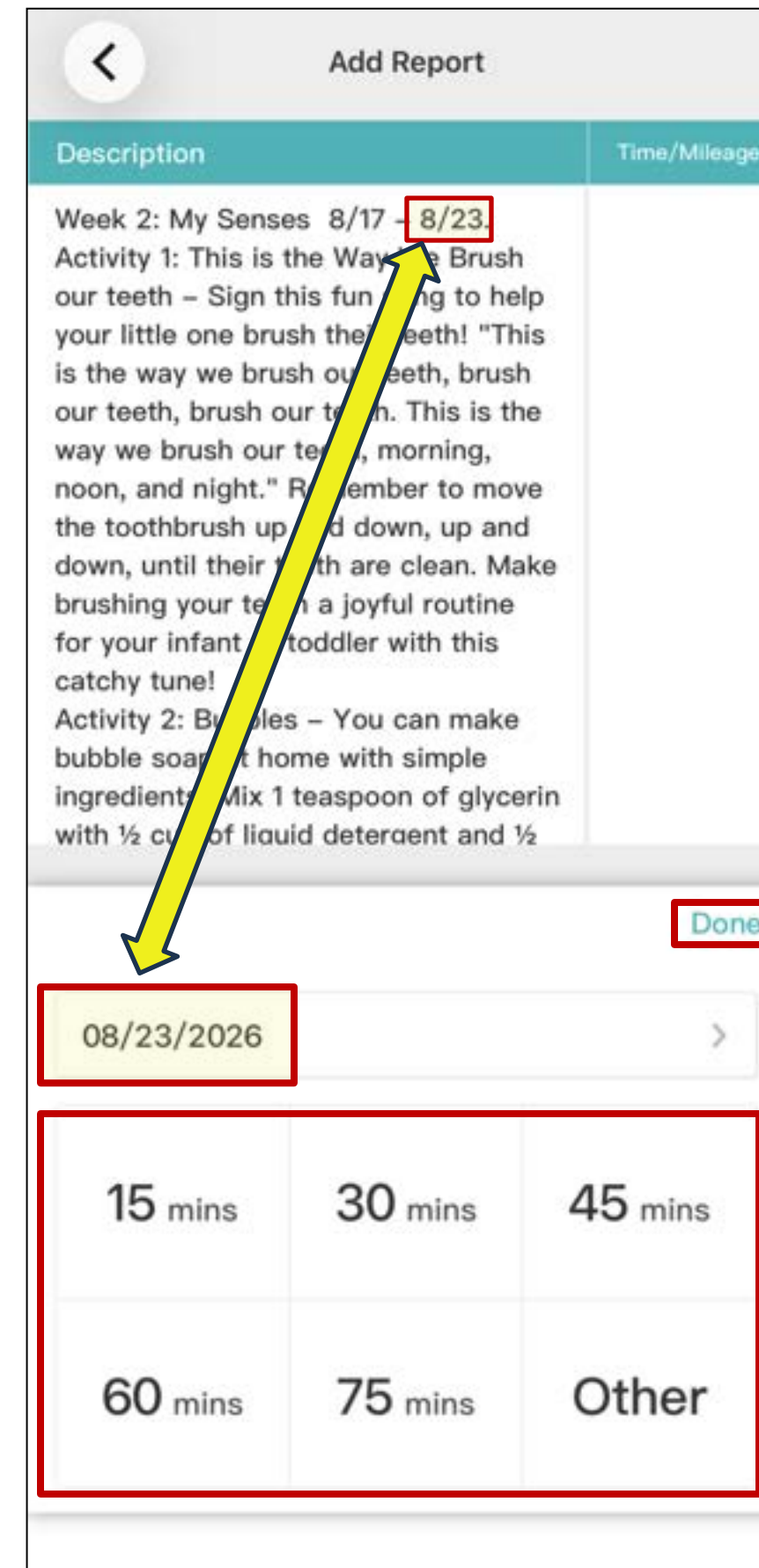
IS

Week 3: Arms, Hands, & Fingers 8/24–8/30–Activity 1: Hands Throw and Catch – Encourage your baby to practice throwing and catching balls. For little ones, you can place an



Step 4:

- Select the amount of time spent on the activity.
- The submission date needs to reflect the last day of the weekly assignment.
- Tap done



The screenshot shows the 'Add Report' form with the following content:

Description	Time/Mileage
Week 2: My Senses 8/17 - 8/23. Activity 1: This is the Way We Brush our teeth – Sign this fun song to help your little one brush their teeth! "This is the way we brush our teeth, brush our teeth, brush our teeth. This is the way we brush our teeth, morning, noon, and night." Remember to move the toothbrush up and down, up and down, until their teeth are clean. Make brushing your teeth a joyful routine for your infant/toddler with this catchy tune! Activity 2: Bubbles – You can make bubble soap at home with simple ingredients. Mix 1 teaspoon of glycerin with ½ cup of liquid detergent and ½	

Annotations on the screenshot:

- A yellow arrow points from the date '8/23' in the description to the date selector '08/23/2026'.
- A red box highlights the date '8/23' in the description.
- A red box highlights the date selector '08/23/2026'.
- A red box highlights the time selection grid.
- A red box highlights the 'Done' button.
- A red arrow points from the right towards the 'Done' button.

Time/Mileage options:

15 mins	30 mins	45 mins
60 mins	75 mins	Other



Step 5:

- Tap Submit

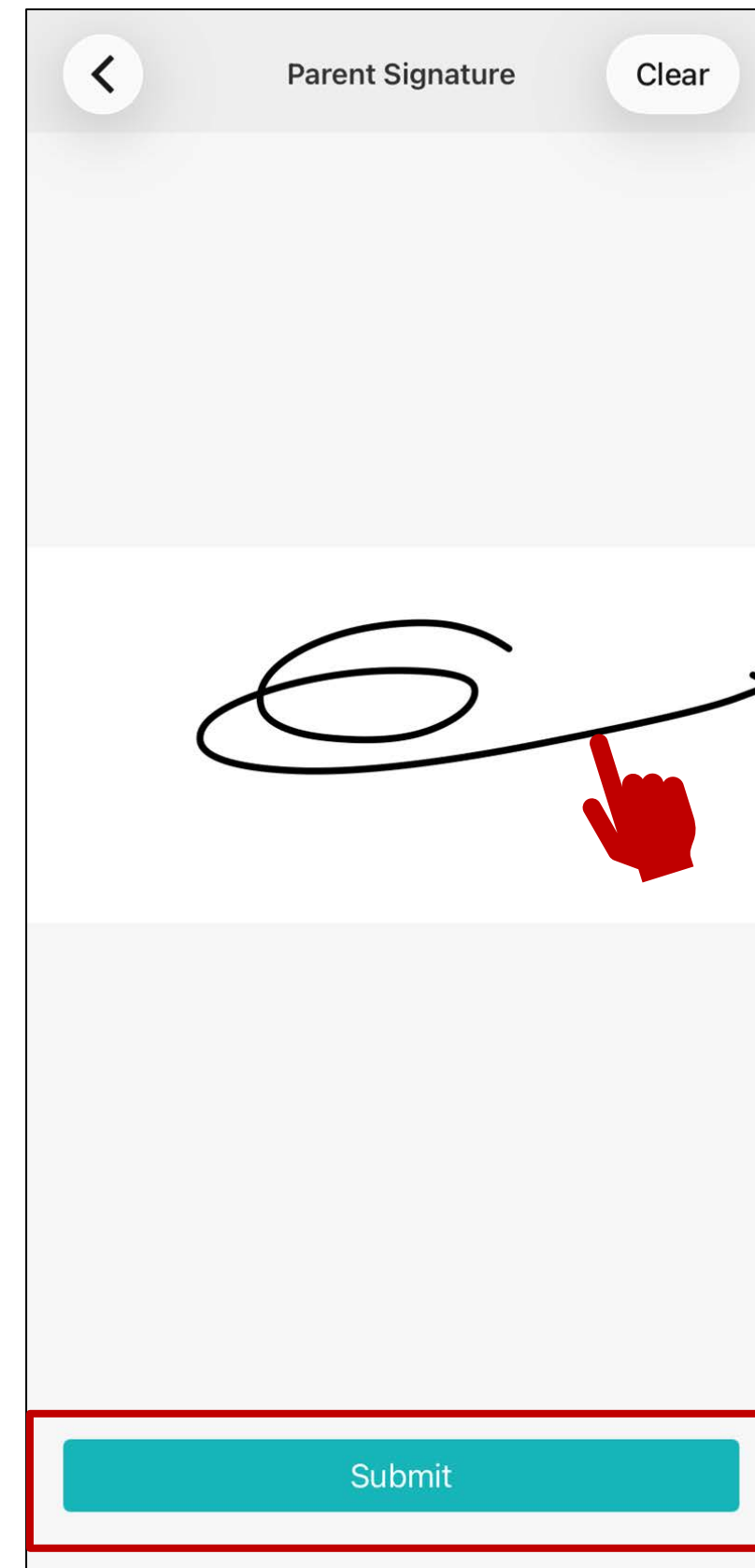
Add Report

Description	Time/Mileage
and young kids.	
Activity 3: Sign Language for Smell & Taste – To sign smell, your dominant hand is placed with a flat hand and thumb pointing up in front of your nose. Move your hand toward your nose, as if fanning a fragrance. Taste is signed by tapping your middle finger on your chin (or on your lips, as some people do). You take an open palm, indent your middle finger slightly, and tap it on your chin or lips	
Activity 4: Calming Eyes – Ask your child to point to their eyes and invite them to close and open. Tell them: "Closing our eyes helps us to feel calm. Have your child close their eyes and imitate your deep breathing as you take a few deep breaths and let them out. Explain: "Taking deep belly breaths helps us feel calm.	
Activity 5: Happy Faces (Tune: Jingle Bells) – Invite your little one to make funny faces while you sing a song together. Let's see those big smiles and joyful expressions! Laughing and giggling together will make it so much fun. Today will be full of excitement as we learn and play together. Ha-ha-ha. He-he-he. Ha-ha-ho-hey, we're going to have a blast today as we learn and play.	
Submit	



Step 6:

- Sign your name using your finger
- Tap submit



The screenshot shows a mobile app interface for a "Parent Signature" screen. At the top, there is a navigation bar with a back arrow on the left, the title "Parent Signature" in the center, and a "Clear" button on the right. The main area is a large white rectangle where a signature is being drawn. A red hand icon is shown touching the end of the signature line. Below the signature area is a large, empty white space. At the bottom of the screen, there is a teal "Submit" button, which is highlighted by a red rectangular border. A large red arrow points from the right towards the "Submit" button.



- Recorded Time for an Assigned Activity.

12:16 Parent Signature Clear



Sabrina Hayles Training

Thank you for helping our school!

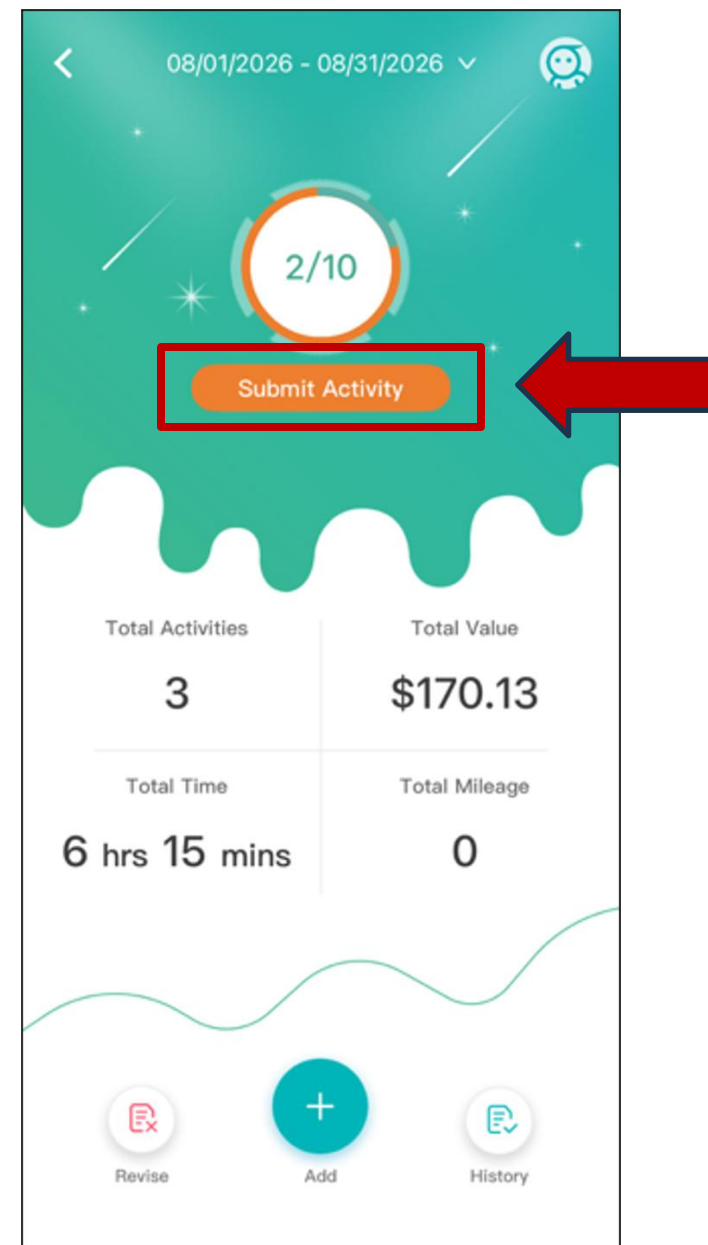
Activities	Total Value
1	\$127.03
Total Time	
4 hrs 40 mins	

Submit



What did
we learn

How to Record Time for an Assigned Activity



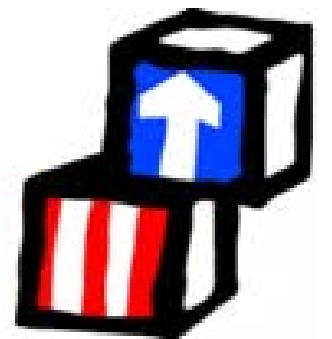
The screenshot shows a mobile app interface for recording time. At the top, there is a date range selector set to "08/01/2026 - 08/31/2026" and a user profile icon. Below this is a circular progress indicator showing "2/10". A red arrow points to the "Submit Activity" button. Below the button, there is a summary table with the following data:

Total Activities	Total Value
3	\$170.13
Total Time	Total Mileage
6 hrs 15 mins	0

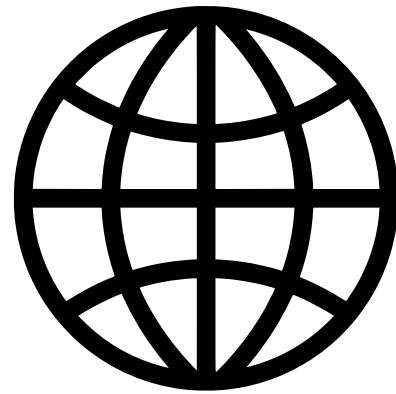
At the bottom of the screen, there are three icons: "Revise" (a red 'x' in a circle), "Add" (a blue plus sign in a circle), and "History" (a blue document icon in a circle).



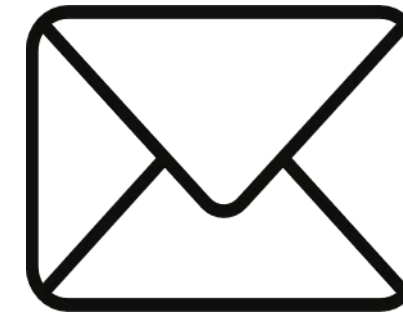
Thank you for joining us!



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You can also send us a message from our
Contact Us Option.

