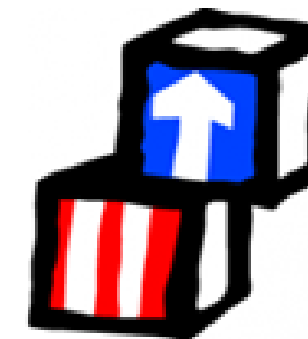




How to Guide Series:

Editing Revised Activities

Presented by
Sabrina Hayles – Data Training Specialist

Objective:



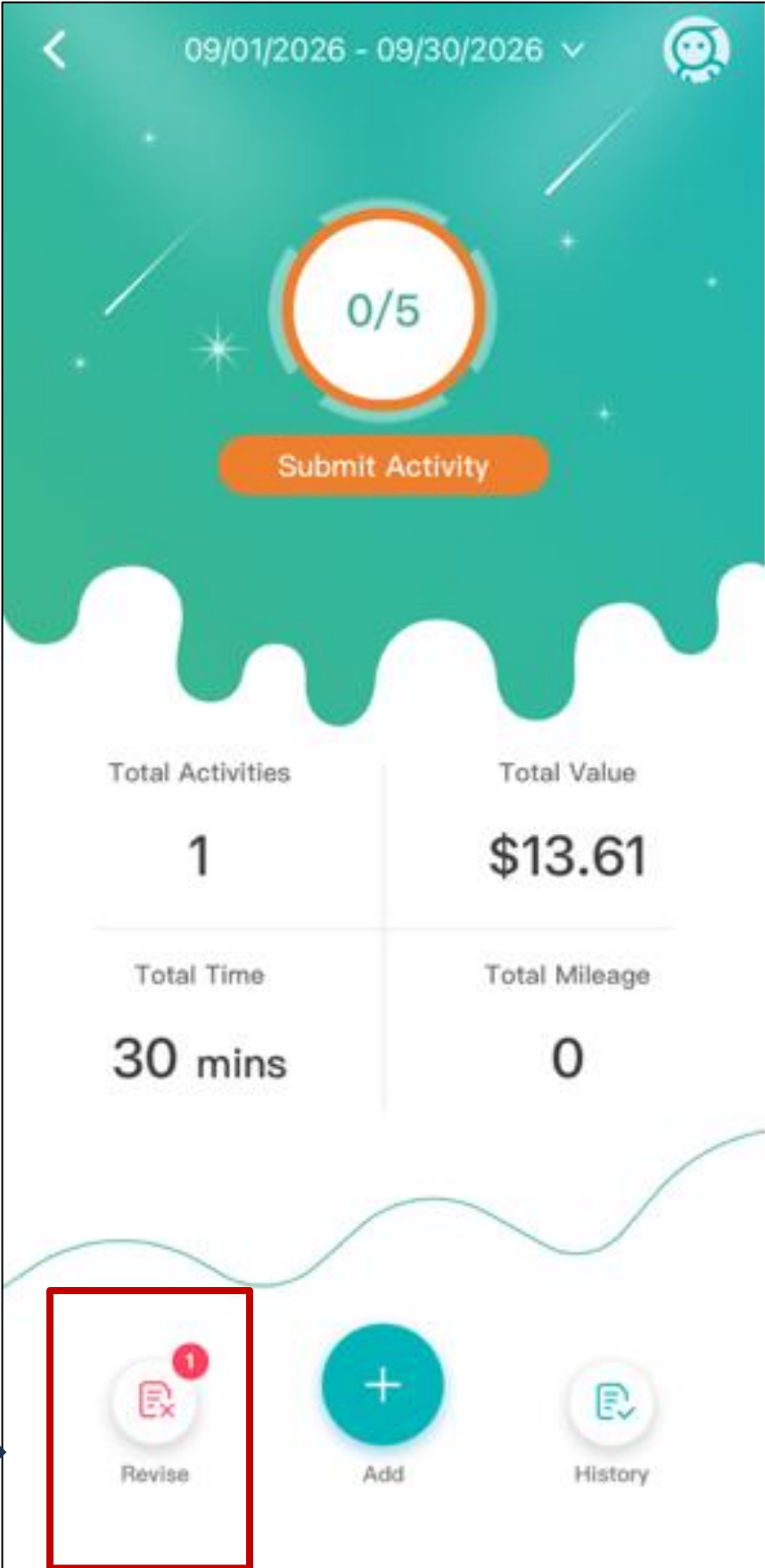
Know how to:

- a) Edit revised activities



Step 1:

- Go to the In-Kind section
- Tap on the () icon to revise.



Total Activities	Total Value
1	\$13.61

Total Time	Total Mileage
30 mins	0

Revise

Add

History



Step 2:

- Tap on the section you would like to revise.

 Revise

Sabrina Hayles Training

PCL. Parent Class Activity – Please record the total time spent on your Special Home Connection provided by your teacher, and include a comment describing what was completed for your special home activity.

 ⌚ 30 mins Sep 06 2026

Ms. Sabrina Hayles: Please provide a required comment of your parent class activity. We would like to know what was completed. If you have any questions please reach out to your teacher or you can call Sabrina Hayles (Data Training Specialist @ 407-532-4128).



ER 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.

 ⌚ 100 mins Sep 10 2026

Weekly Activities submitted for the week of 9/8–9/13 need to have 9/13 as the date not 9/10. Please resubmit with the correct date. If you have any questions, please ask your teacher or you can call Sabrina Hayles (Data Training Specialist @ 407-532-4128).





Step 3:

- Read what needs to be revised (**in red**).
- Tap on 'Comment' to add the required comment.



Revise Activities

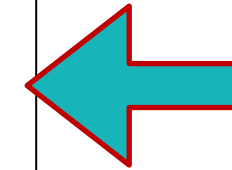
The teacher has noted some irregularities with the following activities.

Description	Time/Mile...
Parent Class Activity – Please record the total time spent on your Special Home Connection provided by your teacher, and include a comment describing what was completed for your special home activity.	30 mins 09/06

Comment (optional)

Please provide a required comment of your parent class activity. We would like to know what was completed. If you have any questions please reach out to your teacher or you can call Sabrina Hayles (Data Training Specialist @ 407-532-4128).

Submit

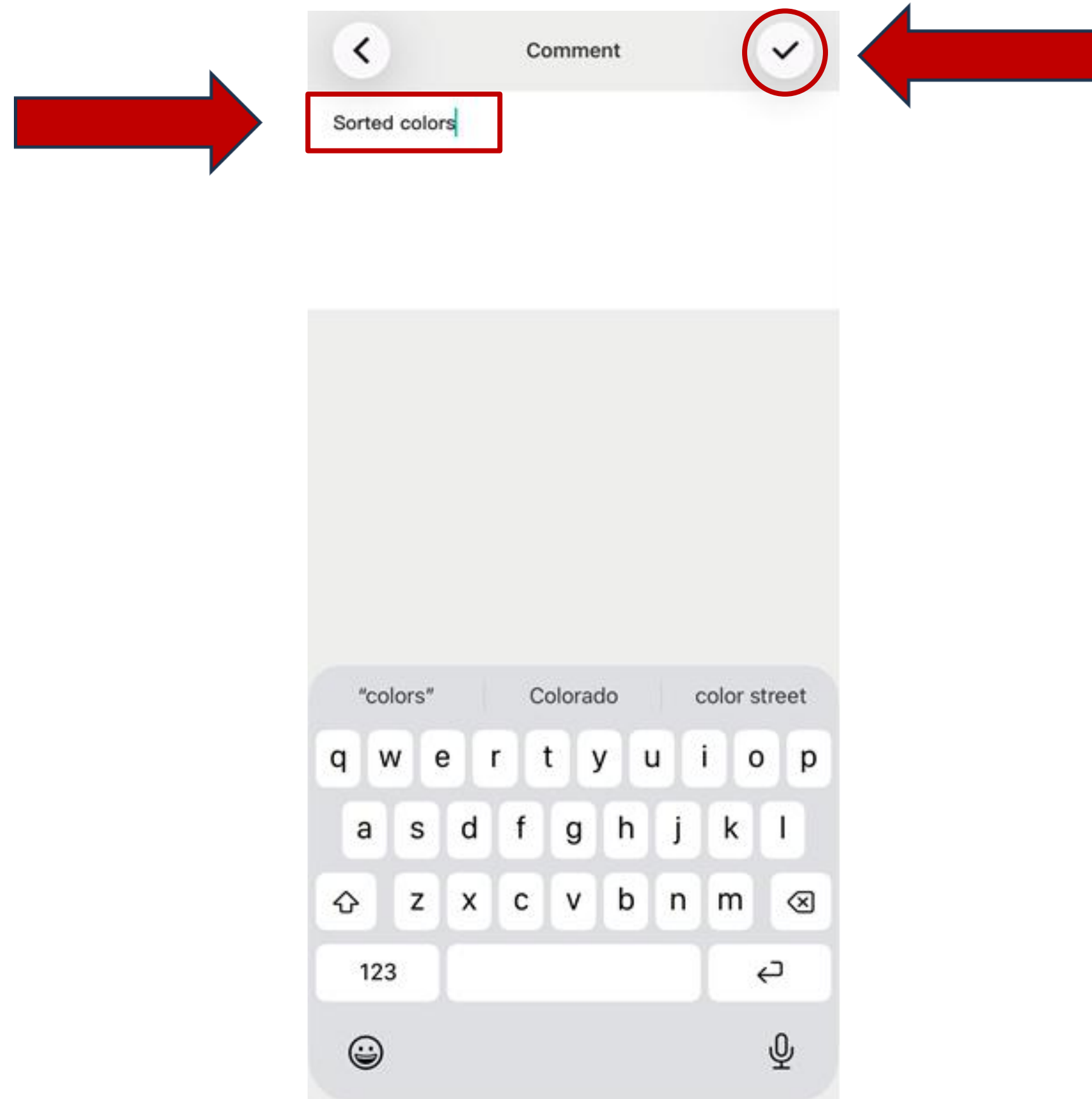


A description for the completed activity is needed



Step 4:

- Type in the description of the activity completed
- Tap on the (✓) icon



Step 5:

- Review comment to make sure it is complete
- Tap on Submit

 **Revise Activities**

The teacher has noted some irregularities with the following activities.

Description	Time/Mile...
Parent Class Activity – Please record the total time spent on your Special Home Connection provided by your teacher, and include a comment describing what was completed for your special home activity.	30 mins 09/06

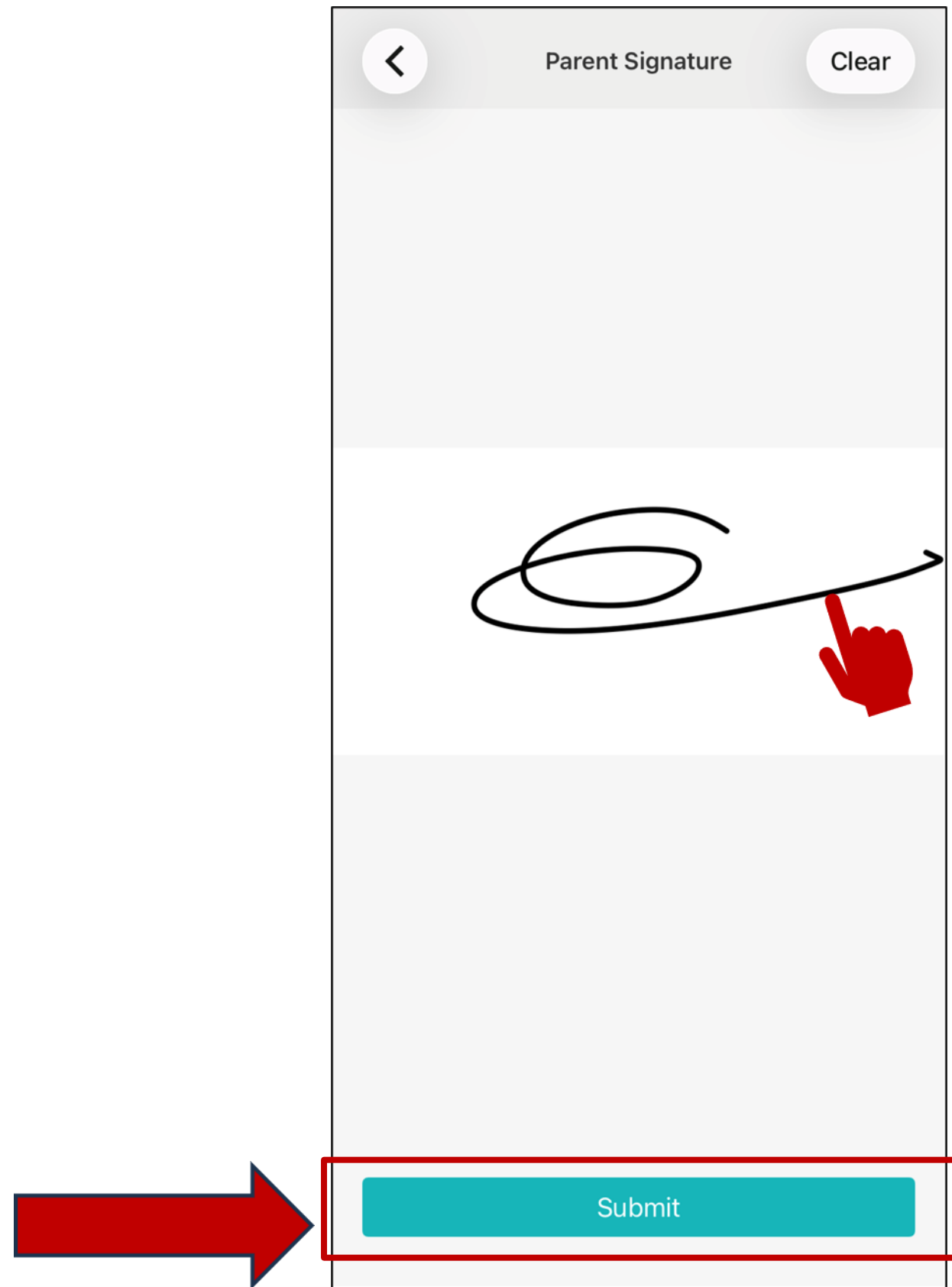
Comment: Sorted colors

Submit



Step 6:

- Sign your name using your finger
- Tap on Submit



- Activity has been revised

<

Parent Signature

Clear



Sabrina Hayles Training

Thank you for helping our school!

Activities	Total Value
1	\$13.61
Total Time	
30 mins	

Submit



What did we learn

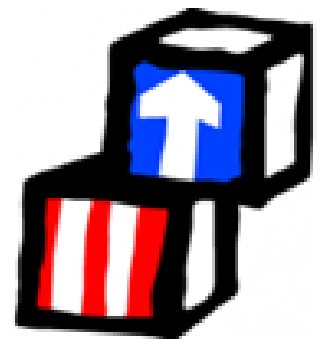
How to edit an activity that needs to be revised

Total Activities	Total Value
1	\$13.61

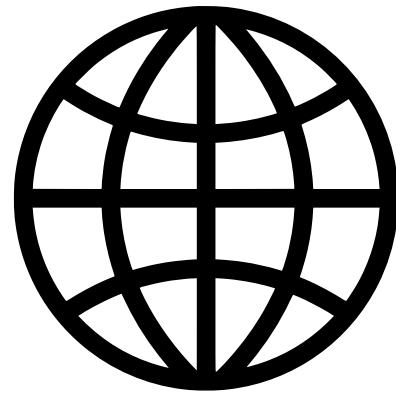
Total Time	Total Mileage
30 mins	0



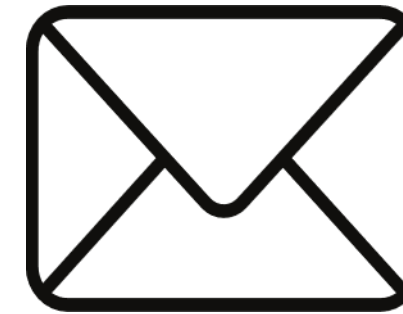
Thank you for joining us!



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Head Start Parent & Provider Training page.



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

