How to Guide Series:

Submitting Additional Home Activities

Presented by
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Objective:

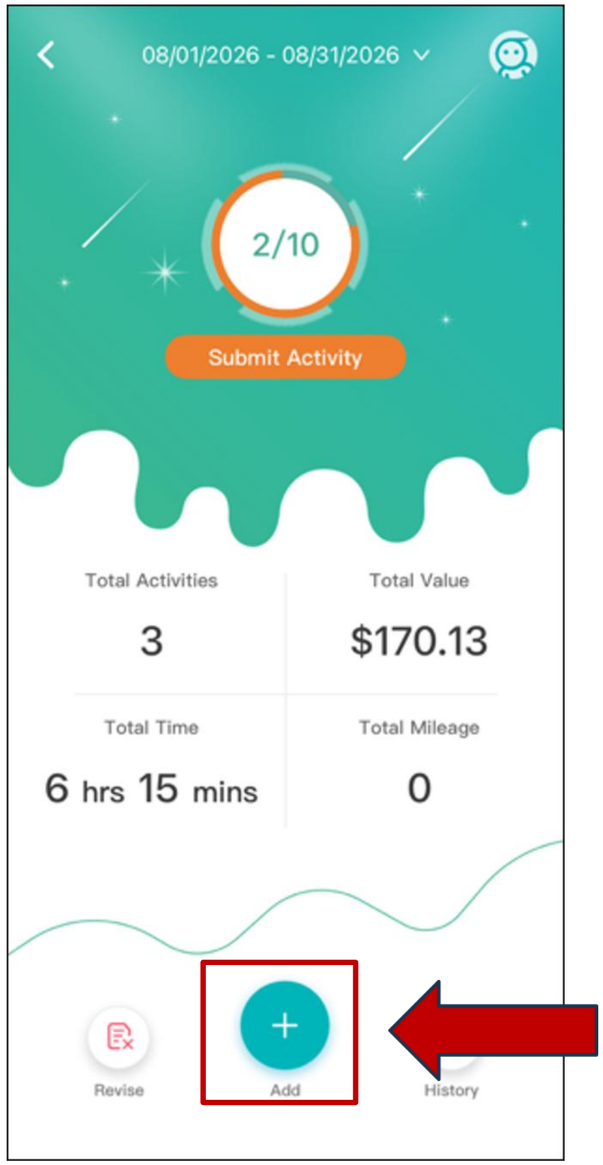


Know how to:

a) Submit additional time

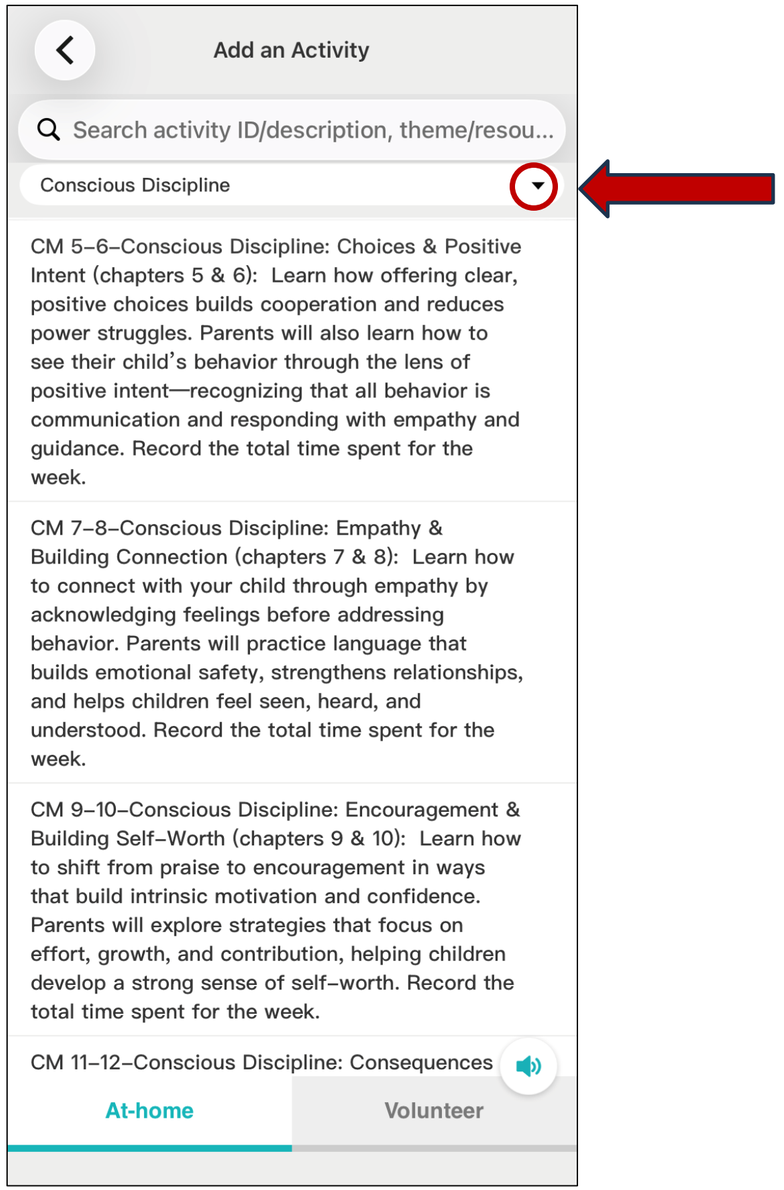
Step 1:

- Go to the In-Kind Section
- Tap on the (+) icon.



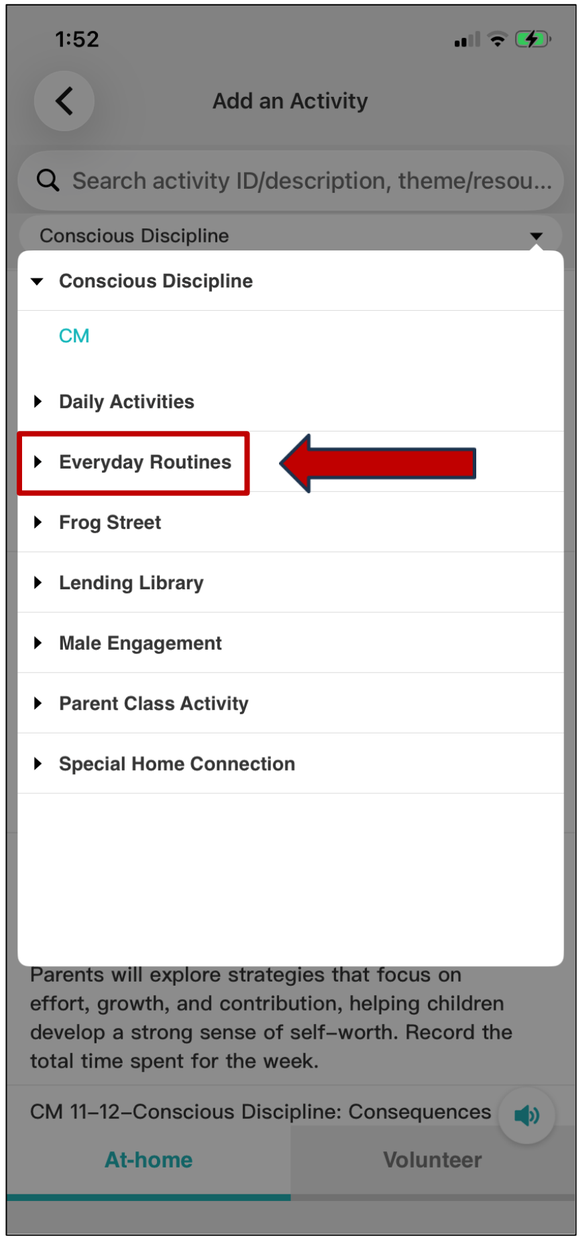
Step 2:

- Tap on the arrow to reveal the drop-down menu.



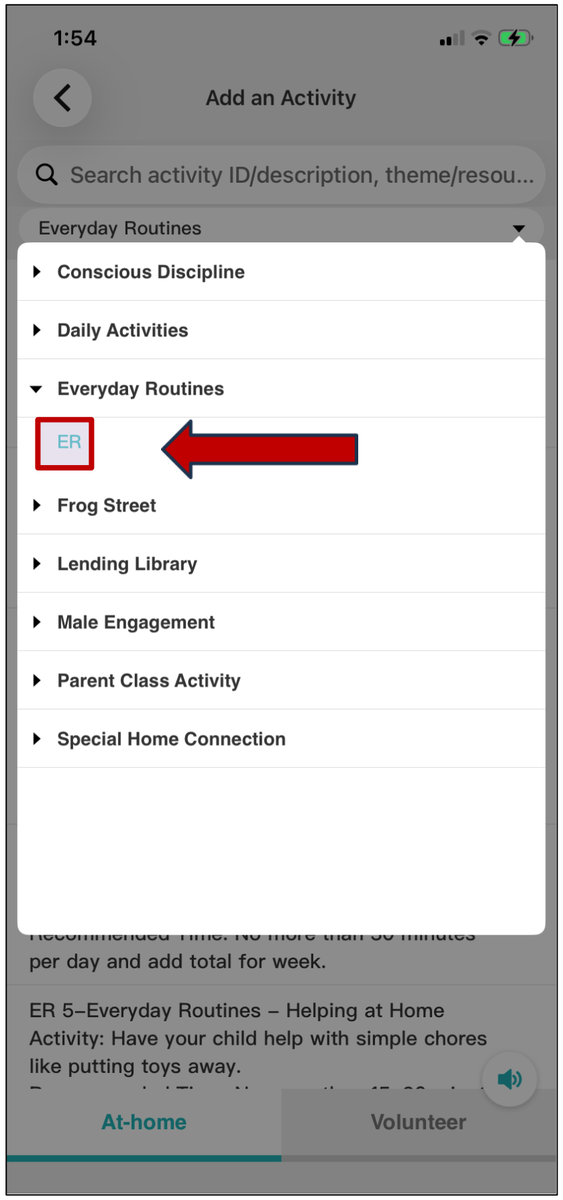
Step 3:

- Tap on the area you would like to add time for.



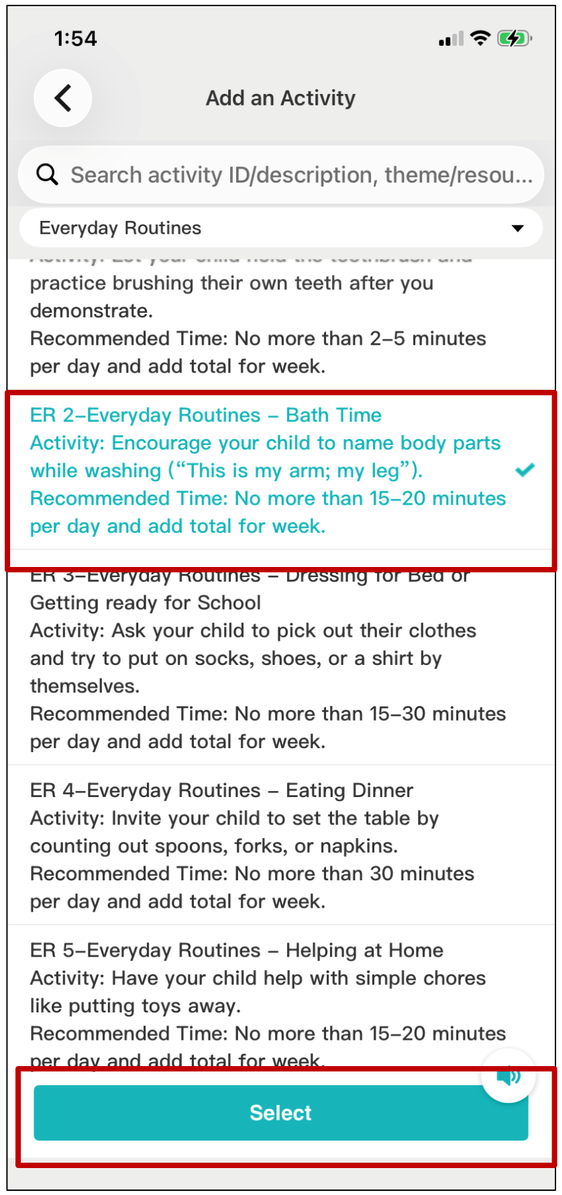
Step 4:

- Tap on the abbreviation.



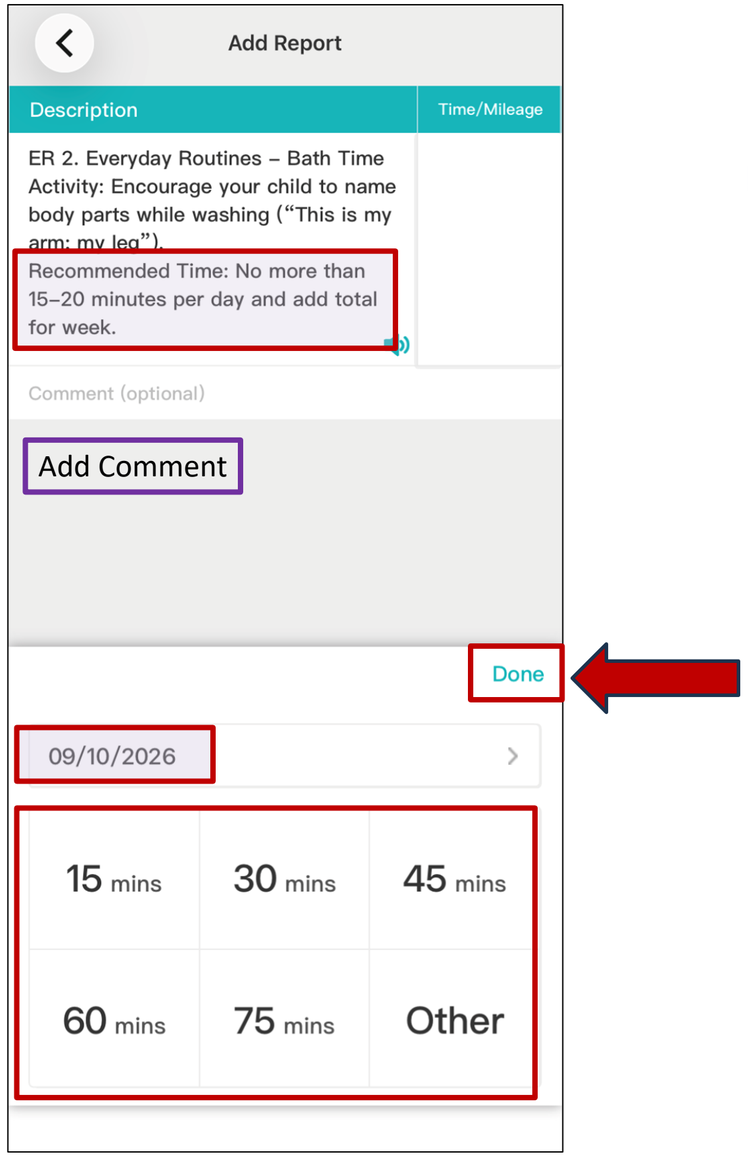
Step 5:

- Tap on activity to highlight it.
- Tap on Select



Step 6:

- Select the amount of time spent on the activity.
- Add comment (if required) in the comment section.
- Tap Done



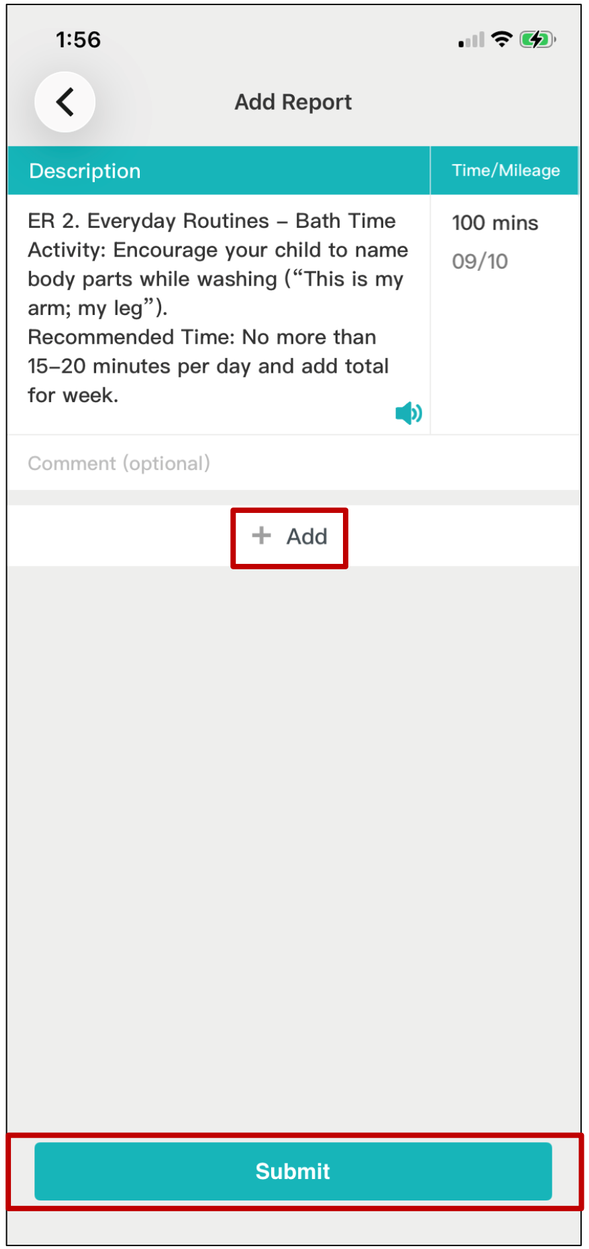
Note:

Activity is to be entered **once** with the total amount of time for the week.

Activity should be submitted on the last day of the week (Sunday).

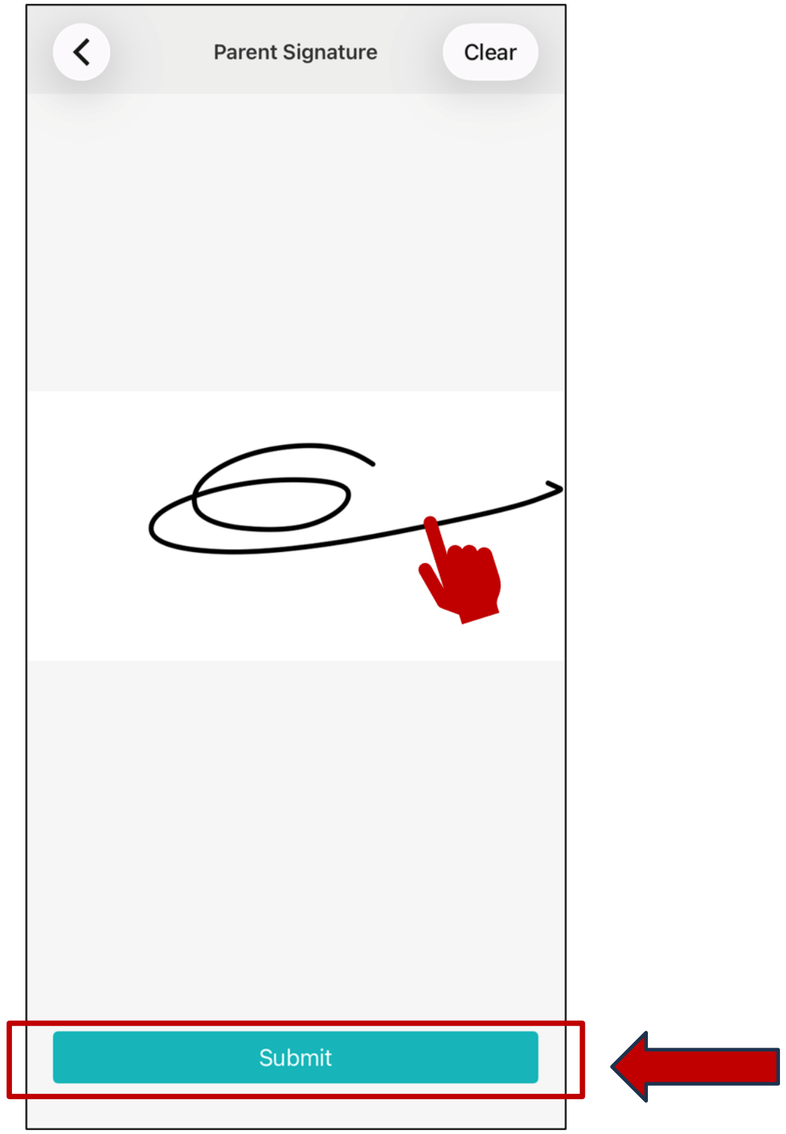
Step 7:

- To enter time for another activity, tap +Add.
- Tap Submit when finished

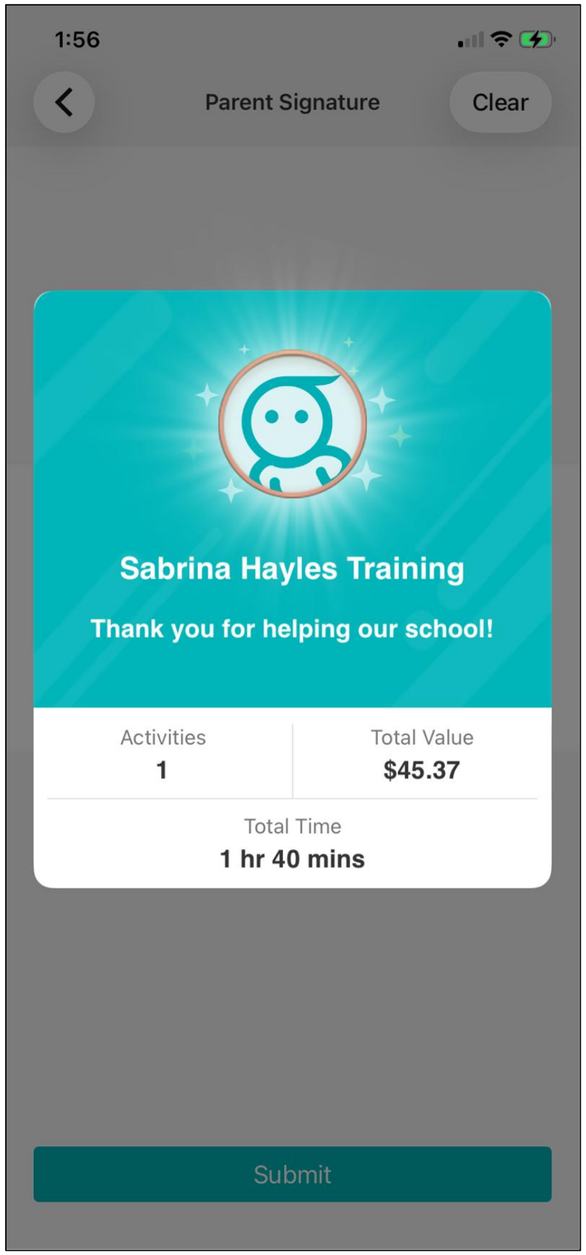


Step 8:

- Sign your name using your finger
- Tap Submit

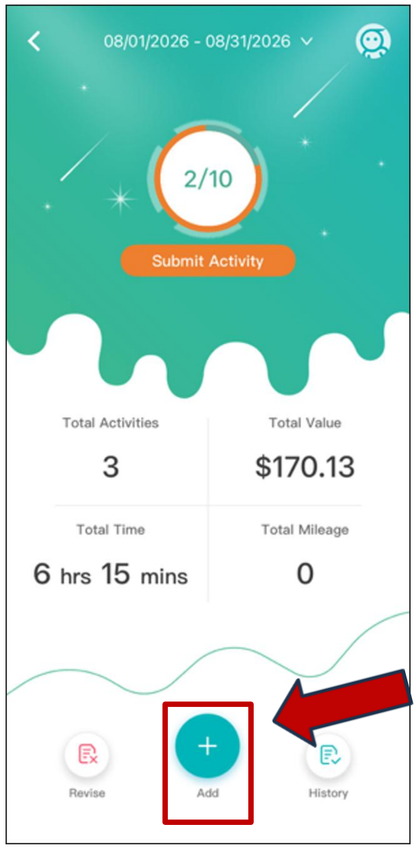


- Time has been submitted for a home activity



What did we learn

How to add additional time for home activities in Learning Genie



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