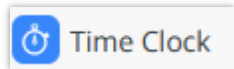
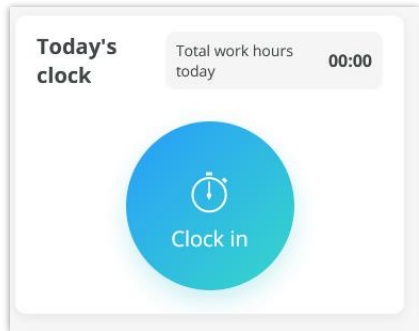


How to Clock In:

1. Find & Select “Time Clock” Icon



2. Click “Clock In” Icon

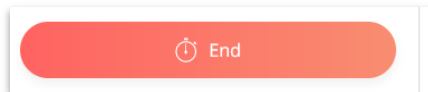


3. Select the corresponding “Job”. Teaching Artists will select “Play to Learn”.



- a. **Teaching Hours** will be indicated in green.
- b. **Planning Hours** will now be marked in grey.
- c. **Professional Development**, which will include events like workshops, will be marked in yellow.

4. Clock out by clicking “End” Icon



How to Log **Teaching Hours**: You must include the details of the teaching

Job Play to Learn: Teaching ▼

Starts At:

Ends At:

Total hours
02:00

Shift attachments

Virtual or In-Person

School Name if Applicable

Note

How to Log Play to Learn **Planning Hours**: (Non-Teaching)

FFI 11/3	--	--	--	--	--	--	--	--	--
Thu 11/2	--	--	--	--	--	--	--	--	--
	<input type="checkbox"/>	Play to... ▼	12:22 PM	12:22 PM	--				
Wed 11/1	<input type="checkbox"/>	Play to... ▼	12:21 PM	12:21 PM	--	01:00	01:00	01:00	01:00
	<input type="checkbox"/>	Play to... ▼	09:00 AM	10:00 AM	01:00				
Tue 10/31	--	--	--	--	--	--	--	--	--

Virtual	123k Lesson Plan
Virtual	M&F Staff meeting
Virtual	DOE staff meeting

- **Accumulate 4 hours of teaching before claiming planning hours:**
 - Please ensure you have completed at least 4 hours of teaching before logging in any planning hours.
- **Specify the type of Planning Hours:**
 - Please be specific about the type of planning hours you are logging in. There are three categories:
 1. **Lesson Plan Preparation** (e.g., 123K Lesson Plan):
 - This time is dedicated to preparing class materials and planning lessons.
 2. **M&F Staff Meeting:**
 - This involves meetings with your residency school DOE staff and M&F Staff, typically conducted via Zoom.
 3. **DOE Staff Meeting:**
 - This includes meetings with your residency school DOE staff and M&F Staff, usually conducted via Zoom.

How to Log Play to Learn Professional Development: You must include the details as below.

Job ● Play to Learn: Professi... ▾

Starts At:

Ends At:

Total hours
02:00

Shift attachments

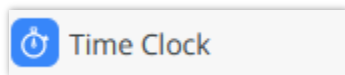
Virtual or In-Person

School Name if Applicable

Note

How to Edit your Timesheet:

1. Find & Select “Time Clock” Icon



2. Select the right time frame next to “Timesheet”

Timesheet

October 2023 ▶ November 2023 < ▶

	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
02:00 Regular + 00 Paid											1	2	3	4
Date	8	9	10	11	12	13	14	5	6	7	8	9	10	11
Mon 11/13	15	16	17	18	19	20	21	12	13	14	15	16	17	18
Fri 11/10	22	23	24	25	26	27	28	19	20	21	22	23	24	25
	29	30	31					26	27	28	29	30		

3. Select the Pencil icon to edit

Tue 10/31	--	--	--	--	--	--
Mon 10/30	Play to L...	--	02:20 PM	04:20 PM	02:00	02:00

If your hours don't align with these categories, please contact the Program Administrator via email at yleslieyi@midoriandfriends.org.