

# Your Offline Tracker





Some examples of offline activities are...

- Read a book
- School Field Trip
- Complete workbook assignment
- Research for a paper

\* School specific guidance will be provided by your teacher.



---

---

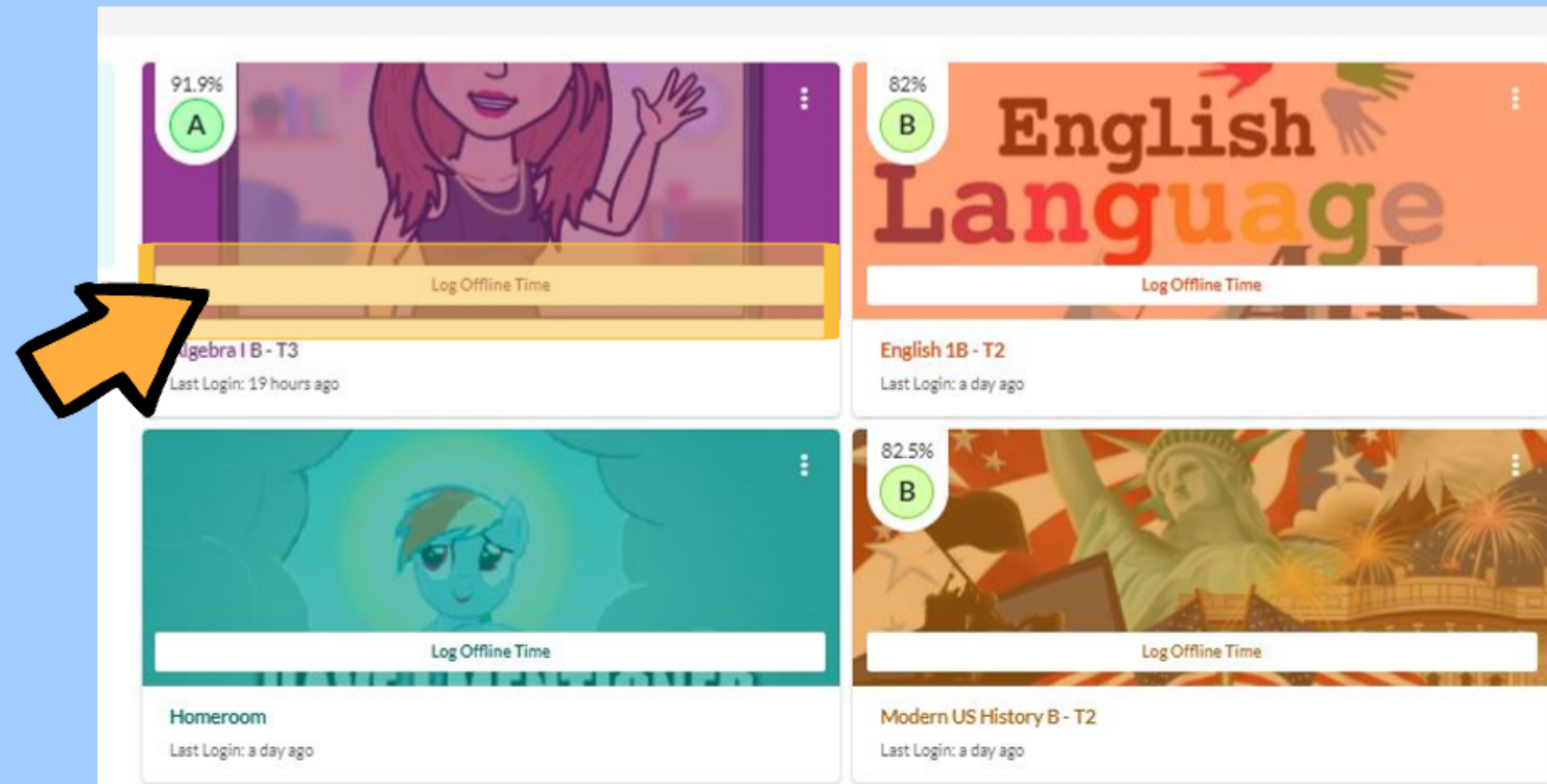
**Where can I find the  
Offline Tracker?**

---

---

# Families can log offline time in multiple places!

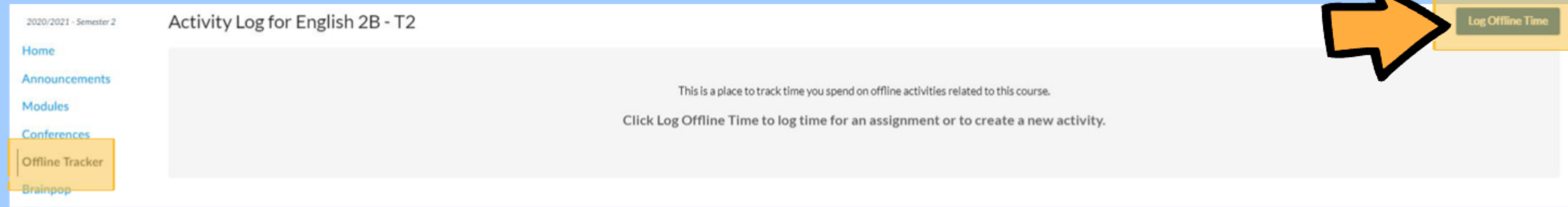
## 1. Your Student Homepage





# 2. Within a Course

## Offline Tracker Inbox in the Course Navigation



2020/2021 - Semester 2

Activity Log for English 2B - T2

Home  
Announcements  
Modules  
Conferences  
Offline Tracker  
Brainpop

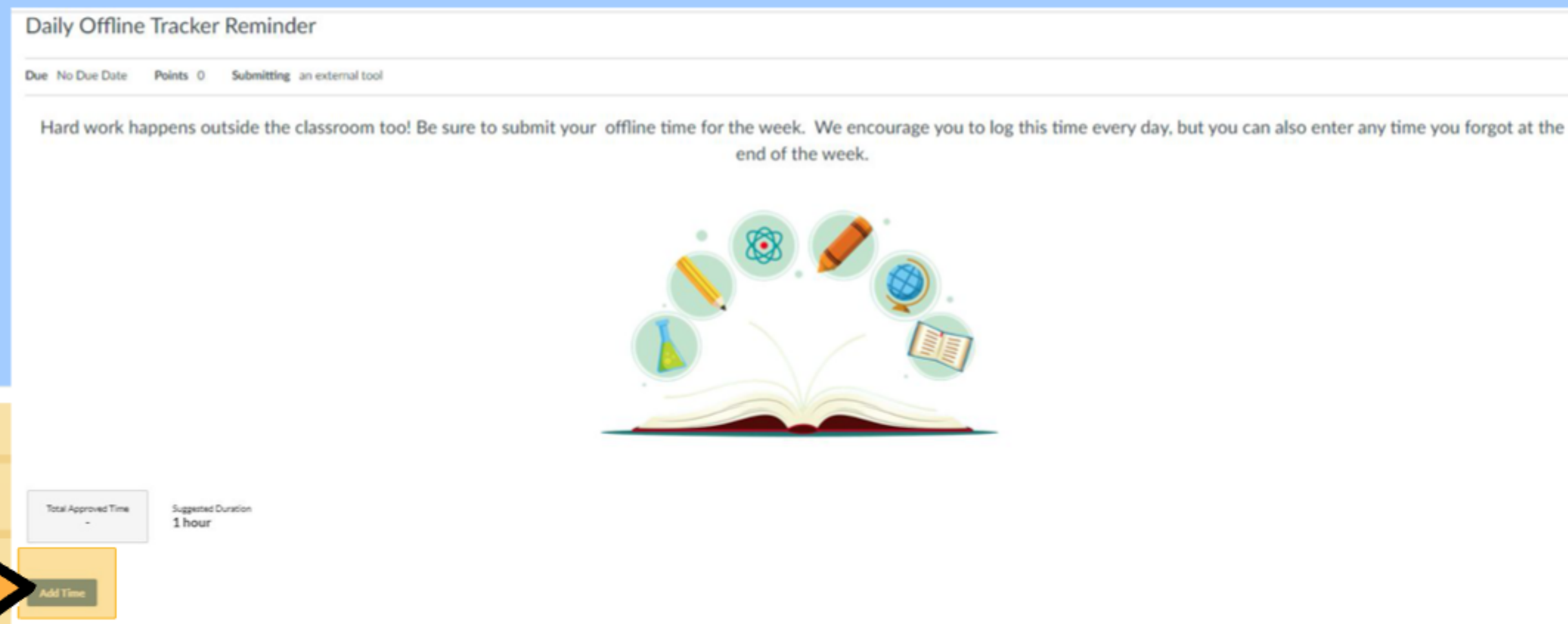
This is a place to track time you spend on offline activities related to this course.  
Click Log Offline Time to log time for an assignment or to create a new activity.

Log Offline Time

An orange arrow points from the 'Log Offline Time' button in the top right corner of the main content area to the 'Offline Tracker' menu item in the left sidebar.

— AND —


## Build in Assignments in your Modules



Daily Offline Tracker Reminder

Due No Due Date Points 0 Submitting an external tool

Hard work happens outside the classroom too! Be sure to submit your offline time for the week. We encourage you to log this time every day, but you can also enter any time you forgot at the end of the week.



Total Approved Time - Suggested Duration 1 hour

Add Time

An orange arrow points to the 'Add Time' button at the bottom left of the page.



---

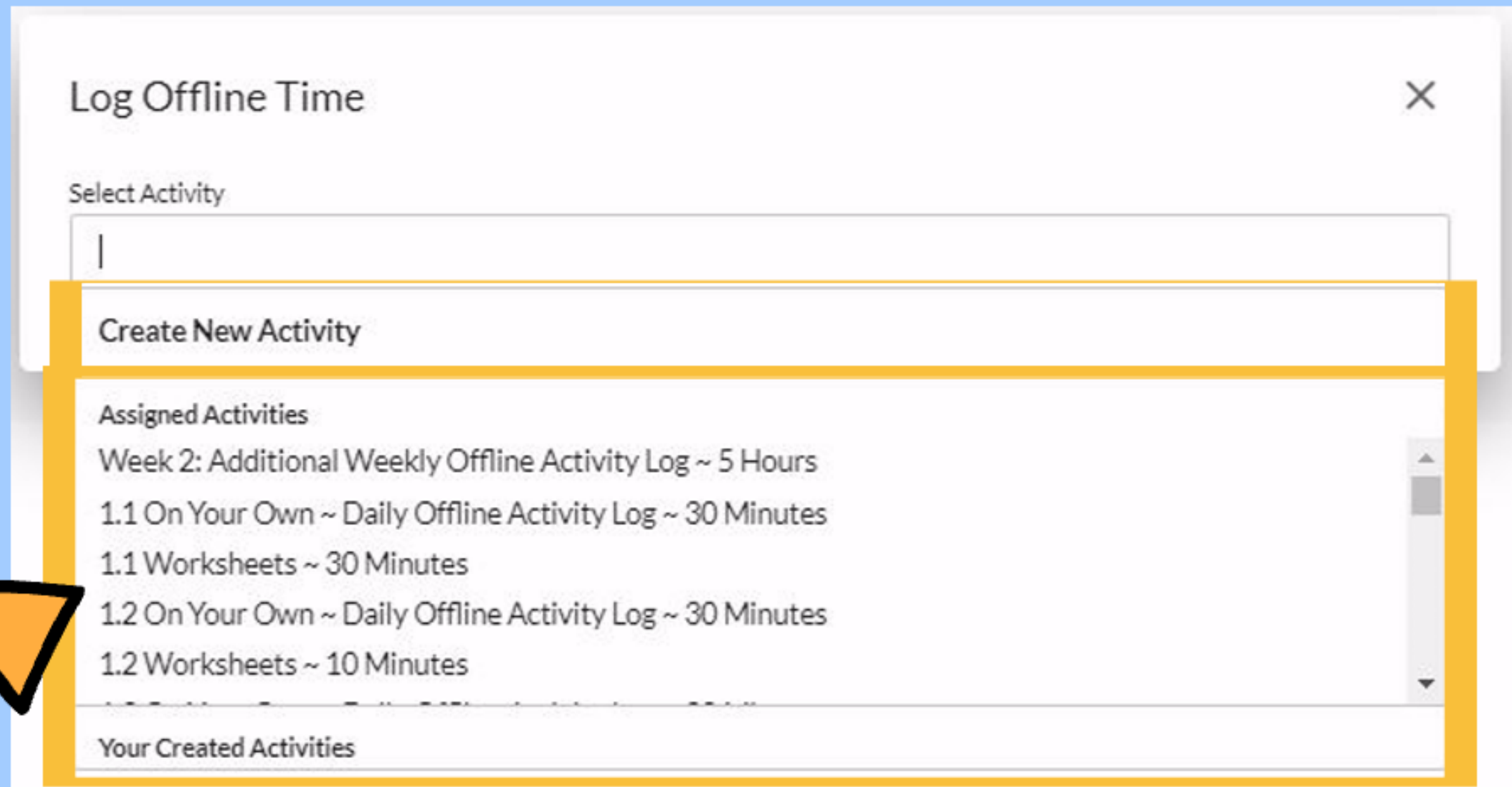
---

**How do I submit my  
offline time?**

---

---

# You can submit time for Offline Activities with the following steps:



Log Offline Time

Select Activity

Create New Activity

Assigned Activities

- Week 2: Additional Weekly Offline Activity Log ~ 5 Hours
- 1.1 On Your Own ~ Daily Offline Activity Log ~ 30 Minutes
- 1.1 Worksheets ~ 30 Minutes
- 1.2 On Your Own ~ Daily Offline Activity Log ~ 30 Minutes
- 1.2 Worksheets ~ 10 Minutes

Your Created Activities

1. Click on "Log Offline Time"

2. Find the activity you want to add time to



You can create a new activity to log  
OR  
Add time to an existing activity

# You can submit time for Offline Activities with the following steps:

### Log Offline Time ×

Select Activity

1.1 On Your Own ~ Daily Offline Activity Log ~ 30 Minutes

Suggested Duration: 30 minutes

Start Time	Time Spent (Hours)	Time Spent (Mins)
04/26/2021 2:00 AM	0	0

Time Spent Description

|

All completed details are applied by parents/guardians, will be verified and validated by teachers on merit. By clicking the submit button, I, parent/guardian of the student listed above, confirm that all submitted details are true.

Cancel Submit

**2. Find the activity you want to add time to**

**3. Complete the required fields for submission**

**4. Click Submit**



# Offline Tracker Inbox

Click on the Offline Tracker in the Course Navigation.

Once time is submitted in the offline tracker, parents and students can track their submissions.



000 > English 1B

Home  
Announcements  
Modules  
Conferences  
Grades  
MasteryConnect  
Google Drive  
Offline Tracker

### Activity Log for English Language Arts KG B - TKH

[Log Offline Time](#)

Name	Start Time	Time Spent	Suggested Time	Status
Tue, April 13, 2021				
Week 11: Additional Weekly Offline Activity Log ~ 5 hours	04/05/21 6:30pm	5h	5h	Approved (5h) 04/19/2021
10.5 Worksheets ~ 30 Minutes	04/11/21 10:00pm	0h 20m	0h 30m	Approved (0h 20m) 04/19/2021
10.3 Worksheets ~ 40 Minutes	04/09/21 3:00pm	0h 40m	0h 40m	Approved (0h 40m) 04/19/2021
Week 9: Additional Weekly Offline Activity Log ~ 5 hours	04/12/21 9:00pm	5h	5h	Approved (5h) 04/19/2021
9.5 Worksheets ~ 30 Minutes	04/12/21 5:00pm	0h 20m	0h 30m	Approved (0h 20m) 04/19/2021
9.3 Worksheets ~ 40 Minutes	04/12/21 2:30pm	0h 4m	0h 4m	Approved (0h 4m) 04/19/2021
9.1 Worksheets ~ 50 Minutes	04/12/21 12:00pm	0h 50m	0h 50m	Approved (0h 50m) 04/19/2021
7.5 Worksheets ~ 30 Minutes	04/11/21 5:00pm	0h 10m	0h 30m	Approved (0h 10m) 04/19/2021
7.4 Worksheets ~ 30 Minutes	04/12/21 3:30pm	0h 10m	0h 30m	Approved (0h 10m) 04/19/2021
7.1 Worksheets ~ 40 Minutes	04/10/21 11:00am	0h 40m	0h 40m	Approved (0h 40m) 04/19/2021

# Need Help?

---

## Chat with Support

---

Click on the "Live Chat" button to chat with a Support Member.

Call 833.426.7457

## Visit the Support Site

---

4amphlp.accelschools.com

The image shows a user interface with a sidebar menu on the left and a help panel on the right. The sidebar menu includes the following items: Account, Dashboard, Courses, Groups, Calendar, Inbox, History, and Mastery. The 'Help' item in the sidebar is highlighted with a yellow box, and an orange arrow points from it to a 'Live Chat' button in the help panel. The help panel is titled 'Help' and contains the following content: Tech Support (Need Support? Call 833.426.7457 to speak with an agent.), Ask Your Instructor a Question (Questions are submitted to your instructor), AMP Support Website, and Video Conferencing Guides for Remote Classrooms (Get help on how to use and configure conferences in canvas.). The 'Live Chat' button is a blue rounded rectangle with a white chat icon and the text 'Live Chat'.

For more  
helpful videos,  
visit

[4amphp.accel schools.com](http://4amphp.accel schools.com)

