

The Instructional Time Page: A How-To Guide

The **Instructional Time** page is where you record the hours and days your students spend learning, and watch your progress toward your family's yearly goals fill in on two simple progress gauges. Many homeschool families use this page to keep the records their state or district asks for.

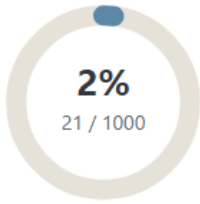
This guide walks through every function on the page.

● Ada

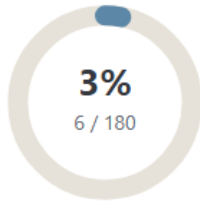
● Linus

Print

Log Time



Hours (goal 1000)



Days (goal 180)

21 hours logged , 979 to go

6 days attended , 174 to go

Goals are set on the Family page.

Log

Date	Hours	Day attended	Note	
2026-08-06	-	Yes	Present (from calendar)	Edit Delete
2025-08-29	3	Yes		Edit Delete
2025-08-28	4	Yes		Edit Delete
2025-08-27	5	Yes		Edit Delete
2025-08-26	4	Yes		Edit Delete
2025-08-25	5	Yes		Edit Delete

Opening the Instructional Time page

From the main menu on the left, click **Instructional Time**. On a phone, the bottom bar shows only a few pages, so tap **More** (the menu button at the far right of the bottom bar), then tap **Instructional Time** in the list that slides up.

The page has three parts: a row of **student tabs** and buttons at the top, the **Hours** and **Days** progress gauges, and the **Log** table of your entries.

Before you start: Instructional Time is organized by student, so you need at least one student first. If you have not added anyone yet, the page shows "Add a student on the Family page first." Head to the **Family** page, add a student, then come back.

Choosing a student

Every student has their own tab, shown as a pill with the student's color dot and name. In the Demo Family account you will see two tabs: **Ada** and **Linus**.

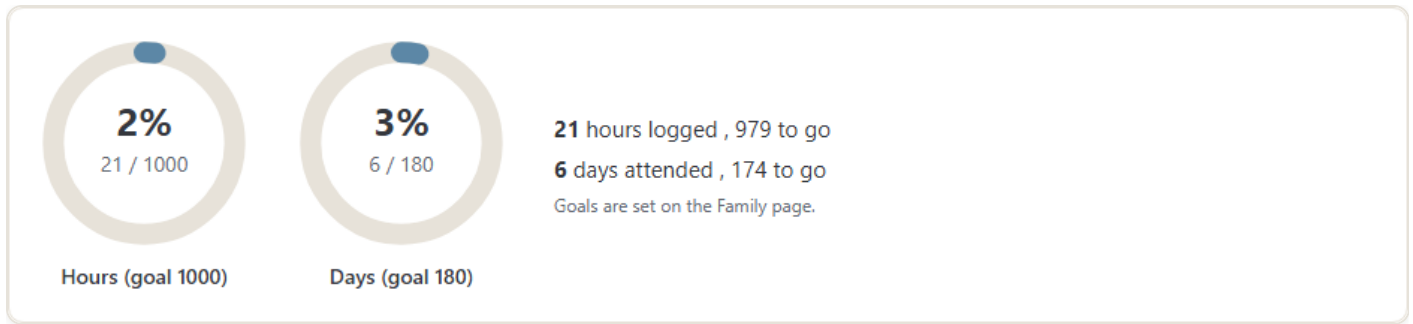


1. Click a tab (for example, **Ada**) to switch to that student.
2. The active tab is highlighted and outlined in the student's color.
3. The gauges, the totals, and the Log table all update to show only that student's time.

When the page first loads, the first student in your family (Ada, the 5th grader) is selected for you.

Reading the Hours and Days gauges

The card near the top shows two progress rings, one for **Hours** and one for **Days**, both drawn in the selected student's color.



Each ring shows:

- A large **percentage** in the middle: how far this student has gone toward the goal.
- A smaller **value / goal** line underneath (for example, 120 / 180): the amount logged so far and the goal.
- A **label** below the ring (**Hours** or **Days**) with the goal in parentheses, such as "Hours (goal 180)".

To the right of the rings, a short summary repeats the numbers in words:

- **(number) hours logged**, and, if you have set an hour goal, "**(number) to go.**"
- **(number) days attended**, and, if you have set a days goal, "**(number) to go.**"
- A small reminder: "Goals are set on the Family page."

A few things worth knowing:

- The colored fill stops at a full ring once you reach 100 percent, but the percentage text keeps counting up if you pass your goal (for example, 110 percent). The "to go" figure never drops below zero.
- If a goal is left blank, that ring shows **0%** and its label reads **no goal set**, and the "to go" text is hidden.

Setting your goals (on the Family page)

The Hours and Days goals are not set here. They come from your **Yearly hour goal** and **Yearly days goal** on the **Family** page.

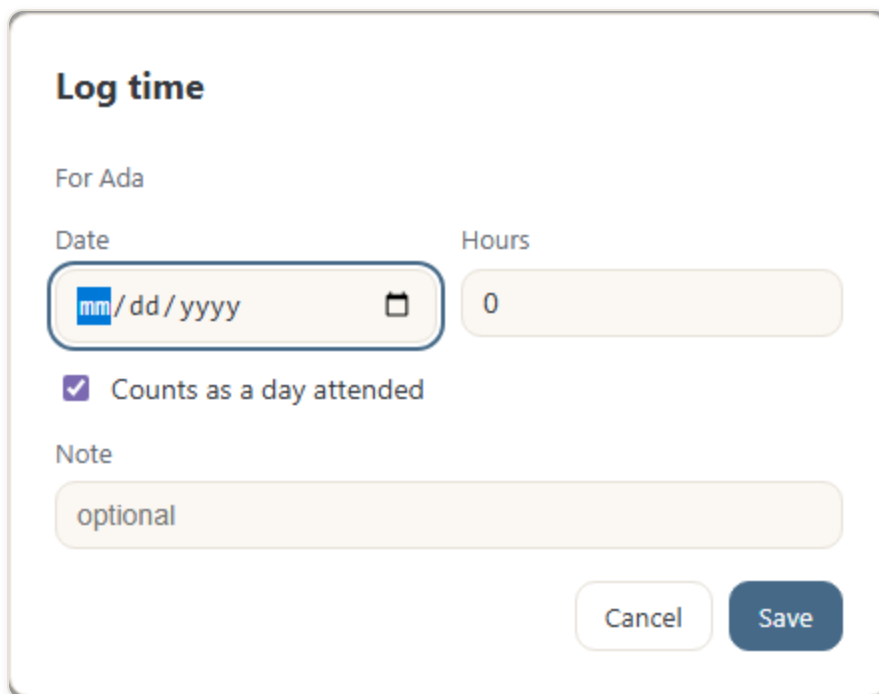
1. Open the **Family** page from the menu.
2. In **Family settings**, fill in **Yearly hour goal** and/or **Yearly days goal**.
3. Click **Save family**.
4. Return to Instructional Time. The gauges now measure against your new goals.

Both goals are optional and independent: you can set one, both, or neither. In the Demo Family account both a yearly hour goal and a yearly days goal are already set, so both rings show a target.

Logging time

Use **Log Time** to add a new entry for the student whose tab is selected.

1. Make sure the correct student tab is selected (the entry is saved for that student).
2. Click **Log Time** (top-right of the controls row).
3. Fill in the form. Its heading reads "Log time," with "For *(student name)*" just below.



The screenshot shows a modal window titled "Log time". Below the title, it says "For Ada". There are two input fields: "Date" and "Hours". The "Date" field has a placeholder "mm/dd/yyyy" and a calendar icon. The "Hours" field has a placeholder "0". Below these fields is a checkbox labeled "Counts as a day attended" which is checked. Below the checkbox is a "Note" field with the placeholder text "optional". At the bottom right of the modal are two buttons: "Cancel" and "Save".

4. Click **Save**. The gauges and the Log table update right away. To close without saving, click **Cancel**. The box no longer closes on a background click or **Esc**, so you cannot lose a half-entered log by mistake.

Field	What it does
Date	The day this learning happened. Pick a date from the calendar picker. This field is required.
Hours	How many hours were spent, from 0 to 24. Whole or partial hours are fine. Leave it at 0 if you only want to count the day.
Counts as a day attended	A checkbox. Tick it to count this entry as one school day toward your Days goal. It is ticked by default.
Note	An optional short note, such as a field trip or subject. Leave it blank if you like.

Tip: An entry needs at least a little substance to be saved. The **Save** button stays disabled until you pick a date, and until the entry either counts as a day attended or has more than 0 hours. In other words, you cannot save a blank day with no hours.

How the totals add up: The **Hours** gauge sums the hours from every entry for the student. The **Days** gauge counts how many of that student's entries have "Counts as a day attended" ticked. An entry can add hours, count as a day, or both. Entries created automatically from the Calendar (see below) count toward the Days total too, even when they fall on a federal holiday or a break.

From the Calendar: Some rows appear here without your typing them. When you mark a student **present** on the **Calendar**, an Instructional Time entry is created automatically for that student and date, with a dash (-) for Hours, **Yes** for Day attended, and the note "Present (from calendar)". Marking that student absent again removes the auto entry. These entries count toward the Days total and can be edited or deleted here just like ones you added with **Log Time**. Attendance marked on a federal holiday or a break still counts as a day.

Editing an entry

1. Find the entry in the **Log** table.
2. In its row, click **Edit**.

3. The same form opens, now titled "Edit entry," pre-filled with that entry's date, hours, day setting, and note.
4. Change anything you like, then click **Save**.

The screenshot shows the 'Instructional Time' section of the Chalk & Chart Homeschooling Portfolio. The page has a sidebar with navigation links: Dashboard, Family, Curriculum, Reading Log, Calendar, Instructional Time (selected), Gallery, Grades, Portfolio, Community, Resources, Settings, Blog, Support, Subjects (Math, English), Students (Ada, Linus), and Grade (5th, 2nd). The main content area is titled 'Instructional Time' and includes a toggle for 'Ada' and 'Linus', 'Print' and 'Log Time' buttons, and two progress charts. The first chart shows '2%' completion for 'Hours (goal 1000)' with '21 / 1000' logged. The second chart shows '3%' completion for 'Days (goal 180)' with '5 / 180' logged. Text indicates '21 hours logged, 979 to go' and '5 days attended, 175 to go'. Below the charts is a 'Log' table with columns for Date, Hours, Day attended, and Note. An 'Edit entry' modal is open, showing the entry for 'Ada' on '08/29/2025' with '3' hours. The modal includes a checkbox for 'Counts as a day attended' (checked) and a text field for 'Note' containing 'optional'. 'Cancel' and 'Save' buttons are at the bottom of the modal. The footer contains links for Privacy Policy, Terms of Use, and Community Guidelines.

Chalk & Chart
HOMESCHOOLING PORTFOLIO

Instructional Time

Ada Linus

Print Log Time

2%
21 / 1000
Hours (goal 1000)

3%
5 / 180
Days (goal 180)

21 hours logged , 979 to go
5 days attended , 175 to go
Goals are set on the Family page.

Log

Date	Hours	Day attended	Note
2025-08-29	3	Yes	Edit Delete
2025-08-28			Edit Delete
2025-08-27			Edit Delete
2025-08-26			Edit Delete
2025-08-25			Edit Delete

Edit entry

For Ada

Date: 08/29/2025 Hours: 3

☒ Counts as a day attended

Note: optional

Cancel Save

Privacy Policy Terms of Use Community Guidelines

Deleting an entry

1. Find the entry in the **Log** table.
2. In its row, click **Delete**.
3. Your browser asks you to confirm (for example, "Delete the entry for 2026-03-14?"), because this cannot be undone. Click **OK** to remove it, or **Cancel** to keep it.

The entry disappears from the table and the gauges adjust to match.

The Log table

Below the gauges, the **Log** card lists every entry for the selected student.

Date	Hours	Day attended	Note	
2026-08-06	-	Yes	Present (from calendar)	Edit Delete
2025-08-29	3	Yes		Edit Delete
2025-08-28	4	Yes		Edit Delete
2025-08-27	5	Yes		Edit Delete
2025-08-26	4	Yes		Edit Delete
2025-08-25	5	Yes		Edit Delete

Each row shows, from left to right:

Column	What it shows
Date	The day the entry is for.
Hours	The hours logged, or a dash (-) if you logged none.
Day attended	Yes if the entry counts as a school day, otherwise No .
Note	Your note, if you added one.
<i>(actions)</i>	The Edit and Delete buttons for that row.

Rows you created with **Log Time** and rows created automatically from the Calendar (marked "Present (from calendar)") both appear here, and either kind can be edited or deleted from its row.

If a student has no entries yet, the card reads "No time logged yet. Use Log Time to add some." The Demo Family account comes with time already logged for both Ada and Linus, so their tables are filled in.

Printing a student's time log

You can print a clean, one-student report of the gauges and the log, handy for your records or for turning in.

1. Select the student whose report you want.
2. Click **Print** (next to Log Time).
3. Your browser's print dialog opens. Choose your printer, or "Save as PDF," then print.

The printed page adds a tidy header ("Chalk and Chart," the title "Instructional time," the student's name, and the date you printed) and leaves off the app menus and the row Edit/Delete buttons, so you get just the gauges and the log.

Quick reference

I want to...	Do this
Open the page on a phone	Bottom bar → More → Instructional Time
Switch to a different child	Click that child's tab at the top
Set my hour and day goals	Family page → Yearly hour goal / Yearly days goal → Save family
Record time for a child	Select their tab → Log Time → fill in → Save
Count a day without hours	Log Time → leave Hours at 0 → tick Counts as a day attended → Save
Fix an entry	Edit on its row → change → Save
Remove an entry	Delete on its row → confirm
Print a child's report	Select their tab → Print
See how much is left to my goal	Read the "to go" figure next to the gauges

Screenshots use a sample "Demo Family" with two students, Ada (5th grade) and Linus (2nd grade), with yearly hour and days goals already set and time already logged.