



**VISTA**  
Volunteers In Service To America

***ENGINEERING PATHWAYS OUT OF POVERTY***

Getting time sheets done with

**AMERICA  
LEARNS**



# Agenda

01

## Purpose

Why we invested in the America Learns Impact Suite for you

02

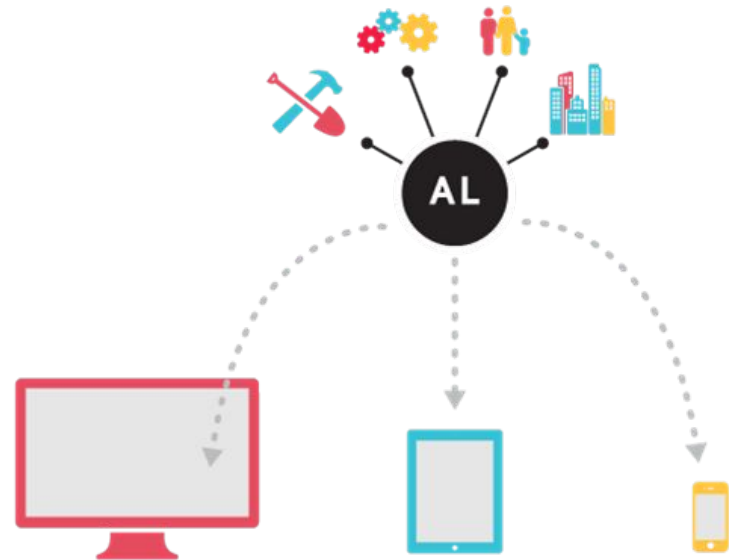
## Using It

How you'll use the Impact Suite's Time Sheet service

03

## Tips + Q&A

Questions and where to turn for help



# 01 Purpose



## Number One

Make the time sheet process less painful, less time consuming and more convenient for you



## Number Two

Give your supervisors and our program's staff members more time to focus on what really matters:

- Our mission
- Making sure you're always getting the support you need from us



## 02 How You'll Use It



## 1

## Log In


You'll log in to your America Learns site here:


<http://americalearns.net/firstvista>

FIRST AmeriCorps VISTA

powered by  
**americalearns**

[about us](#) | [contact us](#) | [page help](#)[staff and supervisors login](#)



**Log in to Complete Your Time Sheets**

Please complete your sheets thoroughly and on time.

**You have successfully logged out.**

Username:

Password:  [Remind Me](#)


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 **Our Latest Strategy**

Links to strategies you share with your fellow members will be displayed here!

**FIRST AmeriCorps VISTA News**

Welcome to the team!



**America Learns News**

Any important information about system upgrades or maintenance will be posted here.

Best,  
The America Learns Team

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# 2

## Change Password

Here's how:

- ✓ Click **Update Account & Privacy Settings**.
- ✓ Click **Change password** and update your password.

The screenshot shows the 'Our America Learns Site' interface. The top navigation bar includes links for 'about us', 'contact us', 'page help', 'home', and 'logout'. The main content area is titled 'Wally's Space' and contains a sidebar with various options: 'Your Logs', 'My Time Sheets', 'Add New Beneficiaries', 'Strategies Recommended to Me', 'Share and Get More Strategies', 'Our Goals and Challenges', 'My Log Data & Dashboards', 'Program News', and 'Update Account & Privacy Settings'. The 'Update Account & Privacy Settings' page is displayed, showing links for 'Change e-mail address', 'Change mobile device number', and 'Change password' (which is circled in red). Below the 'Change password' link, there are password requirements and input fields for 'New Password' and 'Confirm Password'. The 'Update' and 'Cancel' buttons are at the bottom of the form.

Our America Learns Site

powered by **americalearns**

[about us](#) | [contact us](#) | [page help](#) [home](#) | [logout](#)

Wally's Space

- Your Logs**  
You do not need to complete a log.  
[View Completion History](#)
- My Time Sheets**
- Add New Beneficiaries**
- Strategies Recommended to Me**
- Share and Get More Strategies**
- Our Goals and Challenges**
- My Log Data & Dashboards**
- Program News**
- Update Account & Privacy Settings**

**Update Account & Privacy Settings**

[Change e-mail address](#)  
This address is used as your username.  
It's also used to send notification messages to you.

[Change mobile device number](#)  
Your supervisor will use this number to send text notifications to you.

[Change password](#)

**Password Requirements:**

- At least six characters in length
- Only use letters and numbers
- Should contain at least one number and one letter

New Password:

Confirm Password:

[Update](#) [Cancel](#)

[Change privacy settings](#)

[Terms of Service](#) | [Privacy Policy](#)

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# 2

## Opt-In to Text

Here's how:



Click **Update Account & Privacy Settings**.



Click **Change mobile device number** and update your phone number.

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[about us](#) | [contact us](#) | [page help](#) [home](#) | [logout](#)

**Test's Space**

- [My Time Sheets](#)
- [Program News](#)
- [Update Account & Privacy Settings](#)

### Update Account & Privacy Settings

[Change e-mail address](#)  
This address is used as your username.  
It's also used to send notification messages to you.

[Change mobile device number](#)  
Your supervisor will use this number to send text notifications to you.

Current Number: None Entered

New 10 Digit #:

\*Please do not enter symbols or spaces.

Carrier:

[Update](#) [Cancel](#)

[Change password](#)

[Change privacy settings](#)

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## My Time Sheets Dashboard

This section of America Learns is your Time Sheet dashboard. Here's what each section does:



### Where You Are

- Ignore the first row.
- Summarizes your **approved** and **pending** hours.

#### Where You Are

Thank you for your service!

Please Ignore This Row.

This top row, in gray, is not a true representation of your hours or weeks remaining.

The other information in this chart will be useful to you, including *Approved* and *Pending* hours:

0 hours / 2 weeks

Approved Hours:

0

Service

0.00 (0.00%)

Training

0.00 (0.00%)

Average Per Sheet

0.00

Pending Hours:

0



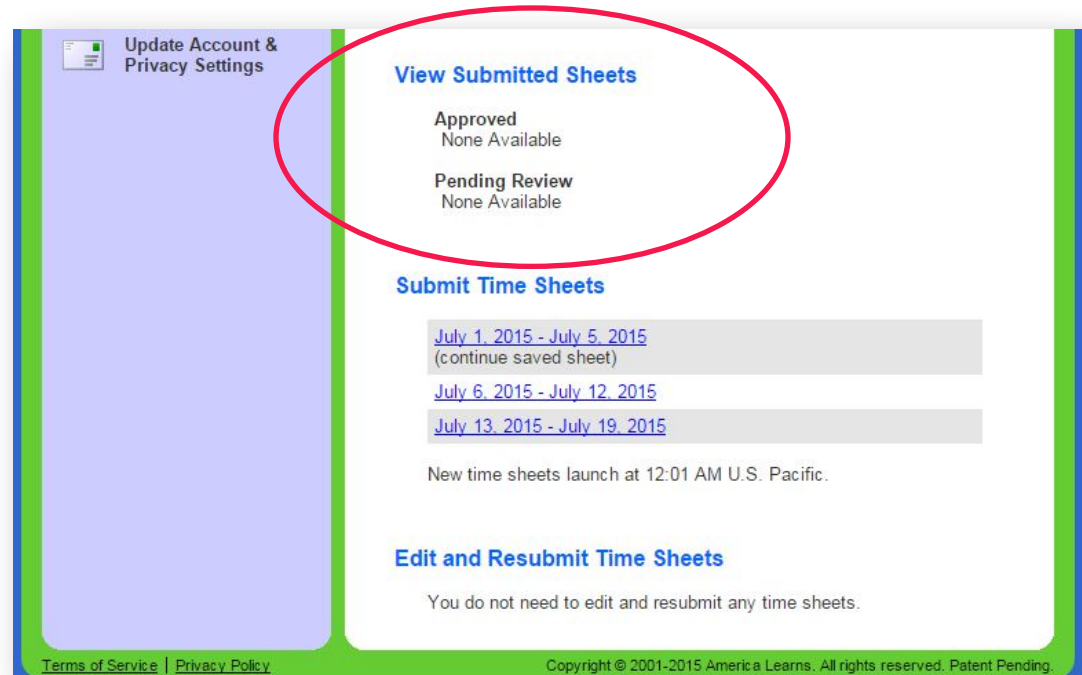
## My Time Sheets Dashboard

This section of America Learns is your Time Sheet dashboard. Here's what each section does:



### View Submitted Sheets

- Provides you with access to any approved and pending sheets that you've submitted.
- This section **does not list** sheets that have been returned to you.



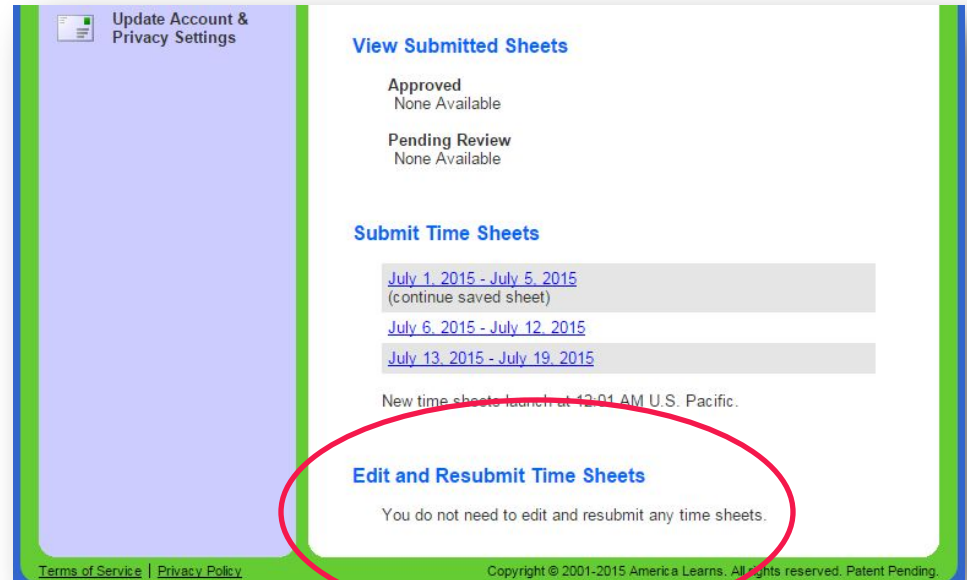
## My Time Sheets Dashboard

This section of America Learns is your Time Sheet dashboard. Here's what each section does:



### Edit and Resubmit Time Sheets

- Lists and sheets that have been returned to you for edits.
- You'll receive an email when a sheet has been returned to you.

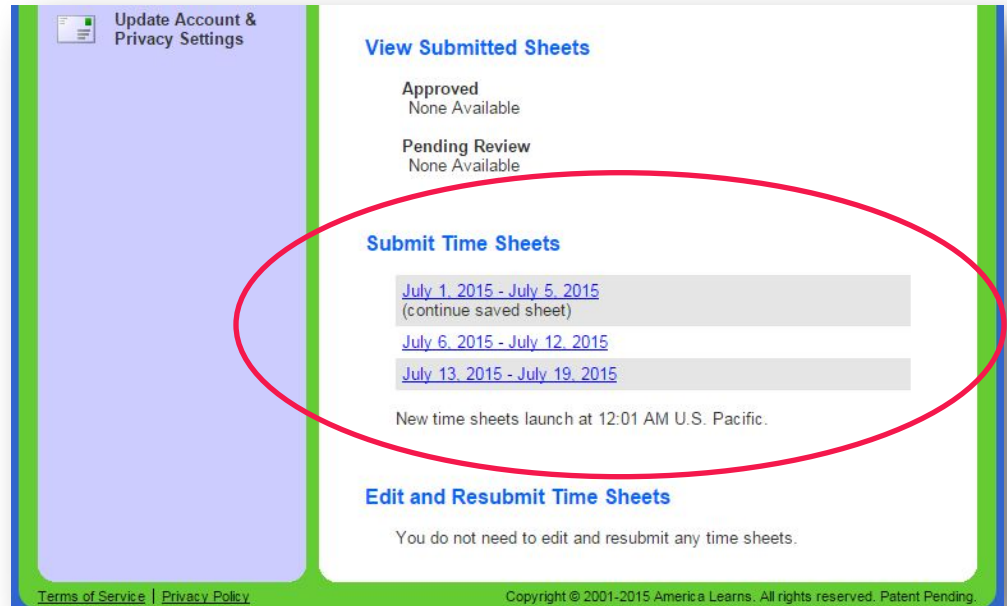


## My Time Sheets Dashboard

This section of America Learns is your Time Sheet dashboard. Here's what each section does:

### Submit Time Sheets

- Lists any sheets that are available for you to complete.
- Saved sheets will also be available here.



# 3

## Complete a Sheet

Here is the process for completing and submitting time sheets:



### Select Sites

- For each day of the week, select the site(s) at which you served or were supposed to serve.
- Be sure you click the **Update** (for a single day) or **Update and Apply to All Days** (for the entire sheet) link.



#### Submit a New Time Sheet.

Complete this page in three steps:

1. Complete the time sheet for each day that is listed below.
2. At the bottom of the sheet, enter your name.
3. At the bottom of the sheet, click "Authorize and Submit to Your Supervisor for Approval".

#### Wednesday, July 01, 2015

Host Sites you served at this day:

Available		Selected
Dalton Place		Anderson Center

 [Update](#)

 [Update & Apply to All Days](#)

#### Thursday, July 02, 2015

Host Sites you served at this day:

Available		Selected
Anderson Center		
Dalton Place		

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ I did not serve.

- If you did not serve, click the “**I did not serve**” checkbox.
- Select the reason for not serving in the drop-down menu.
- If the reason **isn’t listed**, let us know **before** you submit your sheet. We’ll add it.

Wednesday, July 01, 2015

Host Sites you served at this day:

Available		Selected
Dalton Place	➡ ⬅	Anderson Center

Anderson Center on Wednesday, July 01, 2015

☐ I did not serve.

Here's why:

# Options for 'I did not serve.'

When to Use Them

Option	When to use it.
<b>Option 1</b> Not Scheduled for Service	Weekend not scheduled to serve
<b>Option 2</b> Pre-Approved Vacation	Must submit a <b>Vacation Request Form</b> to Host Site Supervisor and HQ at least 2 weeks ahead of time. Use this when your time-off request dates have been approved. You have a maximum of <b>10 days</b> per VISTA term.
<b>Option 3</b> Sick	Use this for when you are sick. You have a maximum of <b>10 days</b> per VISTA term.
<b>Option 4</b> Holiday	Holidays observed by FIRST HQ. Please note that FIRST does not observe all federal holidays, and we will make announcements when a holiday is coming up.
<b>Option 5</b> Other special circumstances	Jury duty, Emergency Leave, etc. These must all be pre-approved by CNCS and FIRST HQ - <b>do not use these categories</b> unless FIRST HQ has directed you to do so.

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Time In / Time Out (with Descriptions)

- If you did serve, note your **initial time in** and your **final time out**.
- The system will automatically calculate the amount of time between your time in and out, and you will then allocate that time to our categories and subcategories. (We'll talk about that next.)

RVL on Monday, May 09, 2016

☐ I did not serve.  
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM

Time Out: 04:00 PM ▼ PM

Service: None ▼

500 characters remaining

Training

Regional Call: None ▼

Community Volunteer: None ▼

Please share the details of the training or professional



## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Our Categories and Subcategories

- Note how much time you spent in each **category**.
- For some (all) categories for which you allocate time, enter a **description** in the text box.
- **FIRST VISTA service is full-time** - you must log at least 40 hours each week between service and approved time off.

**RVL on Monday, May 09, 2016**

☐ I did not serve.  
Here's why: Please Select One Reason ▼

Time In: 08:00 AM ▼ AM

Time Out: 04:00 PM ▼ PM

Service None ▼

500 characters remaining

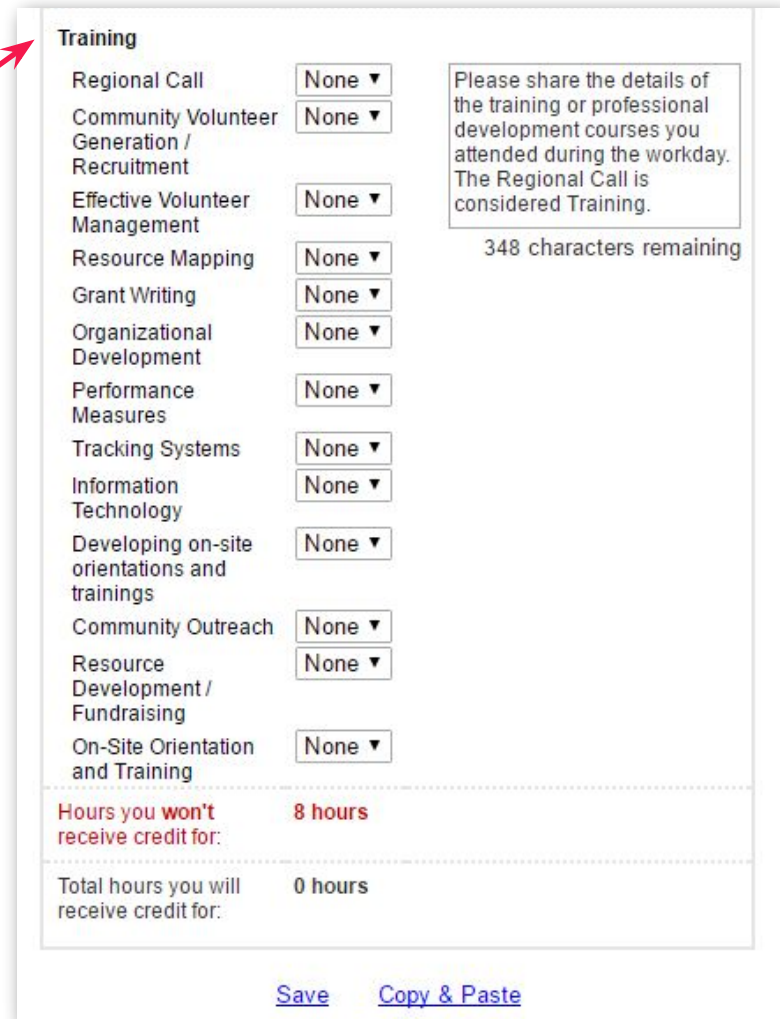
## Our Categories: Service & Training

CATEGORY	When to use it.
Service	Normal day-to-day office, in-direct service, or event hours.
Training	Regional calls, orientation, trainings, professional development.

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Our Categories and Subcategories



The screenshot shows a web form for logging training hours. A red arrow points from the 'Our Categories and Subcategories' header to the 'Training' section of the form. The form lists various categories with dropdown menus set to 'None'. A text box on the right allows for additional details, with a character count. At the bottom, there are two summary rows and two action buttons.

Training	
Regional Call	None ▼
Community Volunteer Generation / Recruitment	None ▼
Effective Volunteer Management	None ▼
Resource Mapping	None ▼
Grant Writing	None ▼
Organizational Development	None ▼
Performance Measures	None ▼
Tracking Systems	None ▼
Information Technology	None ▼
Developing on-site orientations and trainings	None ▼
Community Outreach	None ▼
Resource Development / Fundraising	None ▼
On-Site Orientation and Training	None ▼

Please share the details of the training or professional development courses you attended during the workday. The Regional Call is considered Training.

348 characters remaining

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Hours you won't receive credit for:	8 hours
-------------------------------------	---------

---

Total hours you will receive credit for:	0 hours
--	---------

[Save](#) [Copy & Paste](#)

# Our Categories: Training

When to Use Them

## TRAINING SUBCATEGORY

## When to use it.

Weekly Training Call

Each week when you attend your Weekly Training Call, account for your time by using this subcategory.

Community Volunteer  
Generation / Recruitment.

If you participate in a training that helps you find sources of volunteers or helps you recruit volunteers, use this category.

Effective Volunteer  
Management

If you participate in a training that helps you helps you support volunteers, use this category.

Resource Mapping

If you participate in a training that helps you identify and map assets in your community, use this category. (Example: local businesses, schools, other non-profits, etc. )

Grant Writing

If you participate in a training that helps you learn to find and apply to grants, use this category.

# Our Categories: Training

When to Use Them

## TRAINING

## When to use it.

Organizational  
Development

If you participate in a training that helps you learn about non-profit management and capacity-building, use this category.

Performance Measures

If you participate in a training that helps you understand and achieve progress on performance measures, use this category.

Tracking Systems

If you participate in a training that helps you create/manage systems to organize and track things, use this category.

Information Technology

If you participate in a training that helps you better understand and use technology, use this category.

Developing on-site  
orientations and trainings

If you participate in a training that helps you create trainings or orientations for others, use this category.

# Our Categories: Training

When to Use Them

## TRAINING

## When to use it.

Community Outreach

If you participate in a training that helps you improve community outreach strategies, use this category

Resource Development /  
Fundraising

If you participate in a training that helps you learn how to secure funding or donations, use this category

On-Site Orientation and  
Training

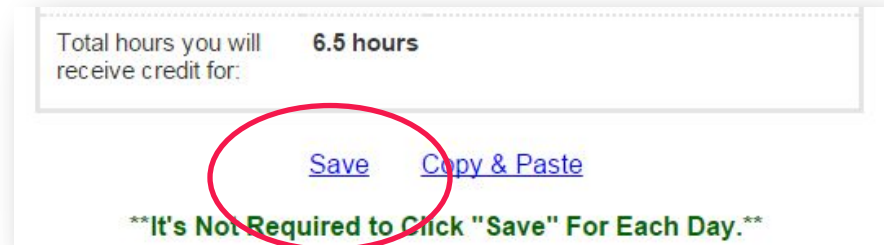
Use this category when you attend VISTA Orientation or when you have your On-Site Orientation with your Host Site Supervisor

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Save Your Work (with Copy & Paste)

- Save links show up after each day.
- **Option 1:** Save and continue completing your time sheet now. (Note: It's not required to click "Save" for each day.)
- **Option 2:** Save and continue completing your time sheet later.



The screenshot shows a user interface for a time sheet. At the top, a box displays 'Total hours you will receive credit for: 6.5 hours'. Below this, there are two blue links: 'Save' and 'Copy & Paste'. The 'Save' link is circled in red. At the bottom, a green message reads: '\*\*It's Not Required to Click "Save" For Each Day.\*\*'

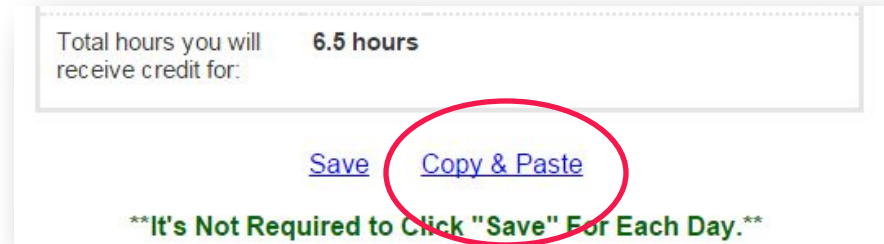


## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Copy & Paste

- Once you've entered all information for a given day, you have the option of using the **Copy & Paste** feature to copy this information to other available days during your time sheet period.



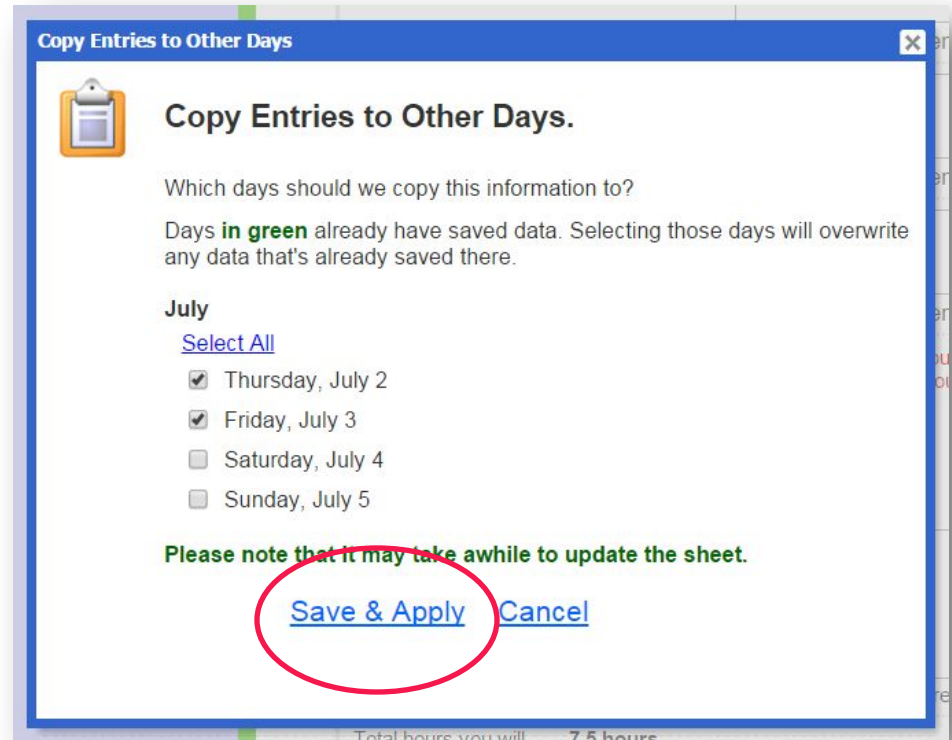
The screenshot shows a user interface for a time sheet. At the top, a box displays 'Total hours you will receive credit for: 6.5 hours'. Below this, there are two buttons: 'Save' and 'Copy & Paste'. The 'Copy & Paste' button is circled in red. At the bottom, a green message reads: '\*\*It's Not Required to Click "Save" For Each Day.\*\*'

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Copy & Paste

- Once clicked, a window will open allowing you to choose the day or days you would like to paste the current information to, and click **Save & Apply**.



**Copy Entries to Other Days.**

Which days should we copy this information to?

Days **in green** already have saved data. Selecting those days will overwrite any data that's already saved there.

**July**  
[Select All](#)

☒ Thursday, July 2  
☒ Friday, July 3  
☐ Saturday, July 4  
☐ Sunday, July 5

Please note that it may take awhile to update the sheet.

[Save & Apply](#) [Cancel](#)

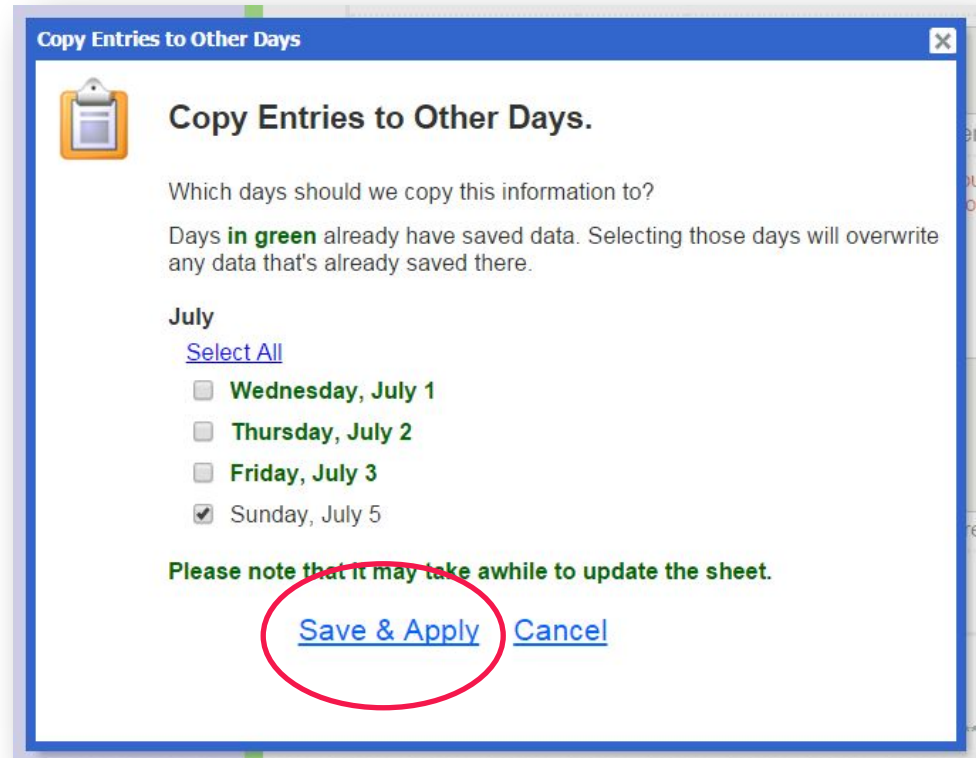
Total hours you will 7.5 hours

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Copy & Paste

- Next, you will complete any incomplete days, and you can use the **Copy & Paste** feature again.
- Note, when you use the feature for a second time during any time sheet period, the system will alert you that you've already saved data for other days by highlighting them in **green**.



**Copy Entries to Other Days.**

Which days should we copy this information to?

Days **in green** already have saved data. Selecting those days will overwrite any data that's already saved there.

**July**

[Select All](#)

- ☐ **Wednesday, July 1**
- ☐ **Thursday, July 2**
- ☐ **Friday, July 3**
- ☒ **Sunday, July 5**

Please note that it may take awhile to update the sheet.

[Save & Apply](#) [Cancel](#)

## Complete a Sheet

Here is the process for completing and submitting time sheets:

### ✓ Submit Your Sheet

- **Totals for the Period**, at the bottom of the sheet, summarizes all of your hours. **Review it** to make sure you've recorded everything.
- When everything checks out, sign your sheet at the bottom and click the **Authorize and Submit** button.

#### Totals for the Period

Service	22.5 hours
Training	0 hours
Fundraising	0 hours
Total Time to Receive Credit For:	22.5 hours

#### Authorize and Submit

Once you've entered your hours, please enter your full name below, and then click the button that reads, "Authorize & Send to Your Supervisor for Approval."

Enter your name in the same way that it's recorded in the America Learns Network (Wally Copy). This serves as an electronic signature.

Authorize and Submit to Your Supervisor for Approval

When are timesheets due?

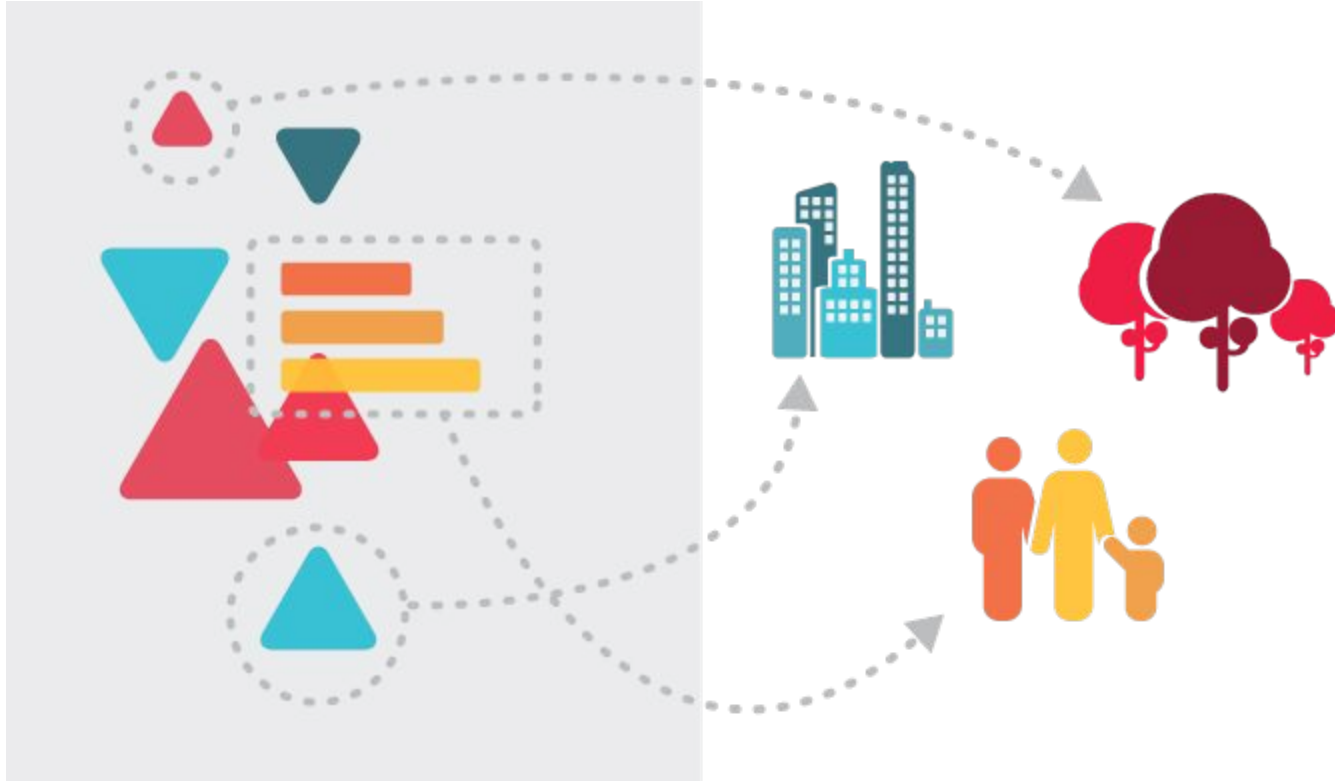
**Timesheets are due bi-weekly on  
Mondays at 12 PM Eastern**

Timesheets are a requirement of our grant, and **failure to submit on time could jeopardize future funding of our program.**

**It's very important** to get them in and approved by your Host Site Supervisor on time.

Let your VISTA Leader know if you have any questions.

# 03 Tips + Q&A



# Tips for Preventing Returned Sheets



## Number One

Write detailed descriptions.



## Number Two

Double check your time before submitting.





## Built to Be Convenient for You

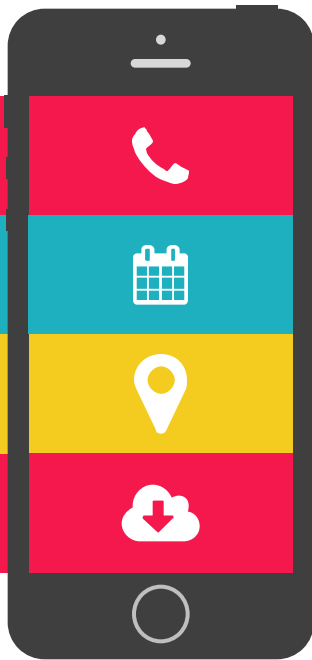
✓ **Computers**

✓ **iPhones& iPads**

✓ **Android Phones & Tablets**



# Alerts from America Learns



- ✓ **New Time Sheet Available for You**  
You'll get an email from the system whenever a new time sheet launches.
- ✓ **When a Sheet is Returned for Editing**  
You'll get an email from the system whenever a sheet is returned to you for revisions.
- ✓ **Late Sheets**  
You'll get an email/text when sheets are overdue. Don't let this happen!



**Ready for Success?**

## Where to Turn for Help



**VISTA**  
Volunteers In Service To America

***ENGINEERING PATHWAYS OUT OF POVERTY***

**Having trouble? Contact your VISTA Leader!**

*You can also contact*

*Lindsey Castellon [lcastellon@firstinspires.org](mailto:lcastellon@firstinspires.org)*