CAYEN/AS21
FY16 Setting Up to Take Attendance
Setting Up to Take Attendance in CAYEN

Cayen operates from Left to Right. So tabs on the far right (Reports) will not function correctly if all the previous tabs have not been set up correctly.
Setting Up to Take Attendance in CAYEN

You can’t begin Attendance until:
New Term Added
Set Up the Calendar
Site Info - Red Flags
(Site Staff, Funding Sources, Partner Contributions, APR Info/Reporting Period)
Set Up to Enter Attendance

• Register Participants
• Set Up Activities & Sessions
• Build Rosters
• Ways to Enter Attendance
• Resources
Registration - Student

1. Registration Tab
2. Click Add New
3. Type Student Name & Birth Date if Available
4. Click Search
Results will display any matches to the data you enter. I entered three pieces of data, so 67% means that two of the three categories match. Choose the best match, if there is one. Or Click Add New
Registration

1. Click save when the New Registration screen comes up
2. The required information will be highlighted pink.
3. Fill in this data and click save.
Registration - Household matches

You must click a name, or no match.

If you click cancel it does not save the registration form for that participant.
Setting Up Activities & Sessions

- This is by far the MOST important part of entering attendance for 21st Century Programs.
- There is more room for mistakes in this section than any other.
- Activities are broad categories, Sessions are the specific dates and times those activities happen.
### APR ACTIVITIES & SESSIONS

**Activities:** Each APR Category service that your site provides should be accounted for in your Attendance.

<table>
<thead>
<tr>
<th>Activity or Service</th>
<th>This type of activity was not provided during the school year</th>
<th>When this activity was offered, how many hours per week was it typically offered?</th>
<th>4-5 Times A Week</th>
<th>1-3 Times A Month</th>
<th>Less Than Once a Month</th>
<th>Was this type of activity provided across the whole school year?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enrichment Learning Programs</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tutoring</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Homework Help</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Mentoring</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Recreational Activities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Career/Job Training for Youth</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Drug/Sniffle Prevention, Counseling, or Character Education</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Expanded Library Service Hours</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supplemental Education Services</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Community Service/Service Learning</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Activities to Promote Youth Leadership</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Other: Other Youth Activities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Drug/Substance Abuse Prevention</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Violence Prevention</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Counseling or Character Education</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Activities Targeting for Adult Family Members</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Activities Promoting Parental Involvement</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Activities Promoting Family Literacy</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Career/Job Training for Adults</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Reports Menu > CLC APR > APR Section D: Aggregated Activities
APR Activities

• Academic Enrichment Learning Program
• Activity to Promote Youth Leadership
• Career/Job Training for Adults
• Career/Job Training for Youth
• Community Service/Service Learning
• Counseling or Character Education
• Drug/Substance Abuse Prevention
• Expanded Library Service Hours
APR Activities Con’t

• Homework Help
• Mentoring
• Other Adult Activity
• Other Youth Activity
• Promotion of Family Literacy
• Promotion of Parent Involvement
• Recreation Activity
• Supplemental Education Services
• Tutoring
• Violence Prevention
Activities

When you first click on the activities tab, you will get this message.

Click Ok

Click the Green Add Activity Button
You can choose an existing Activity from the list. If you need to edit any of the information for that activity though, the best practice is to add new instead.
Activities

Title your activity how you will best remember what sessions are aligned with it. If you click continue it will highlight pink the required information. Enter required data. Then click continue.
Sessions

You are required to add at least one session for each activity.

I recommend that you only enter the first date for days offered.
# Sessions - Samples

## Activities & Sessions

### Limited List

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Site</th>
<th>District</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>G1 - Academic Enrichment Activities</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
<tr>
<td>G1 - Homework Help</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
<tr>
<td>G2 - College &amp; Career Readiness: Career Awareness</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
<tr>
<td>G3 - Family/Community Involvement</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
<tr>
<td>G4 - Nutrition</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
<tr>
<td>G4 - Support Services Activity</td>
<td>TCE</td>
<td>TOW</td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Full List

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30-4:00 Pre K LA Enrichment</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>3:30 PM</td>
<td>4:00 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>4:00-4:30 Pre K LA Enrichment</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>4:00 PM</td>
<td>4:30 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>4:00-4:45 PK Centers</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>4:00 PM</td>
<td>4:45 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>4:00-5:00 2-5 Library Class</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>4:00 PM</td>
<td>5:00 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>4:00:50 2-5 Reader’s Theater</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>4:00 PM</td>
<td>5:00 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>4:00:50 5-8 Chain Reaction</td>
<td>8/17/2015</td>
<td>5/19/2016</td>
<td>4:00 PM</td>
<td>5:00 PM</td>
<td>Edit</td>
</tr>
</tbody>
</table>

## Activities & Sessions

### Limited List

<table>
<thead>
<tr>
<th>Activity Name</th>
<th>Site</th>
<th>District</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Enrichment Activity - Homework Help</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Academic Enrichment Activity - Tutoring</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Academic Enrichment Activity - Instruction</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Enrichment Activities</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Nutrition</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Parent Involvement</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
<tr>
<td>Recreation Activities</td>
<td>FSC</td>
<td>FSCSA</td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Full List

<table>
<thead>
<tr>
<th>Session Name</th>
<th>Start Date</th>
<th>End Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Hour MW</td>
<td>8/10/2015</td>
<td>5/20/2016</td>
<td>5:50 PM</td>
<td>6:30 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>Power Hour T</td>
<td>8/10/2015</td>
<td>5/20/2016</td>
<td>2:50 PM</td>
<td>3:40 PM</td>
<td>Edit</td>
</tr>
<tr>
<td>Power Hour TH</td>
<td>8/10/2015</td>
<td>5/20/2016</td>
<td>5:00 PM</td>
<td>5:45 PM</td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Session Name: Power Hour MW

**Room:**
Sessions – Best Practice

• Irregular sessions will affect your APR G
  • Having many one time or limited sessions will affect how Cayen calculates your hours open.
  • These are considered special events/field trips.
From the Home page select Rosters>Build a Roster>For a Group > Add/Edit Groups >Add New - Enter a Group Name then Save & Close. Repeat as necessary.
Once your groups are set up then you need to add names to each group. You have 5 options to do so. By Search if often fastest.
Once you have selected your participants you must also save the roster, you may not be able to see the names at the bottom, unless you save they will be lost.
Building Rosters
Best Practices

• Rosters are most helpful when they are current.
• Rosters can be changed at any time and it won’t affect past attendance.
• Only use them if it is faster. Ex.. Drop In Activities
Entering Attendance

Select the Attendance Tab
The calendar defaults to today’s date, so you must select the correct date you are entering.
Select the Activity from the drop down, then the correct session.
Then you are given options for how to enter the attendance.
Entering Attendance

The two main methods are
1. Rosters and Copy Tool
2. On the Grid

Instructions:
Names in GREEN will be seen.
Names in RED will be shed.
Names in GRAY are OK.
Adding Attendance on the Grid

Can choose single or multiple sessions.

CAN NOT EDIT with this function

Quick if you have everyone doing the exact same thing for the entire time. Can do a whole week at a time.
Attendance on Grid

Single or Multiple Sessions
Time Based No
Select Sessions
Start & End Dates - Can do up to 7 days at a time
All Participants or By Roster (Include Active or Not)
You Can NOT Edit Attendance with this feature, you have to go back separately and edit each day/session.
You can use the check boxes to click or unclick the whole row and/or column.
Click Save - You have better luck when doing this in smaller batches rather than trying to do everyone at once. It tends to time-out if there is too much data.
Attendance with Rosters

- Attendance Tab
- Select the Correct Date
- Select the Activity and Session
- Click on Fill Attendance from Roster
- Select the roster
- Add Attendance
Attendance with Rosters

You can Add from Several Different Rosters at the same time.
Once you have entered all you are going to enter, close the pop up.
You MUST save the Attendance

Instructions:
Names in GREEN will be seen.
Names in RED will be shed.
Names in GRAY are OK.
### Attendance with Rosters

The Grey Names have already been saved.

When I click save, Red will be deleted and Green will be saved.

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCE008634</td>
<td>Mai, Isaiah</td>
</tr>
<tr>
<td>TCE082429</td>
<td>Mooney, Kamdyn</td>
</tr>
<tr>
<td>TCE064173</td>
<td>Reynolds, Aiden</td>
</tr>
<tr>
<td>TCE062209</td>
<td>Sutton, Chloe</td>
</tr>
<tr>
<td>TCE063783</td>
<td>Wolf, Payten</td>
</tr>
<tr>
<td>TCE062503</td>
<td>Wolfe, Hailey</td>
</tr>
</tbody>
</table>

**Added Names**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>TCE046207</td>
<td>Banister, Cole</td>
</tr>
<tr>
<td>TCE090742</td>
<td>Bright, Skyle</td>
</tr>
</tbody>
</table>
Copy Tool

Once I have entered the correct students for a session, I can copy that attendance to other dates and sessions.

Why is this important?
• Fix Mistakes if attendance is entered on wrong dates or sessions.
• Make entering daily attendance faster.
Copy Tool

Once the attendance is saved, it can be copied by clicking Copy This Attendance to Another Activity/Session. 
Select the Correct Date (Defaults to today’s date) 
Select Activities and Sessions 
You can copy to multiple Sessions at once. 
Then click Copy Attendance.
Resources

• Help Tab - top right hand corner of every page in Cayen
• Tutorial Videos
• Cayen Contractors
• Cayen Support
Resources

Contractor Contacts

Region 1-3 Jenny Stowers
jnstowers@townscountyschools.org
828-506-3515 cell
706-896-4131 x1110 work

Region 4-6 Katrina Garvin
ksgvin@gmail.com
912-844-4096 cell
912-656-8299 work