

# CAYEN/AS21 FY16 Setting Up to Take Attendance

# Setting Up to Take Attendance in CAYEN



Richard Woods,  
Georgia's School Superintendent  
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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



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The screenshot shows the CAYEN AfterSchool 21 web application. At the top is a blue header with the CAYEN logo and the text 'AfterSchool 21'. Below the header is a navigation bar with buttons for Home, Site Info, Activities, Registration, Rosters, Attendance, Reports, Search, and Payments. Below the navigation bar is a light blue banner that says 'Welcome, Jenny'. The main content area has a black background with white text that reads: '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)'.

**CAYEN** AfterSchool 21

Home Site Info Activities Registration Rosters Attendance Reports Search Payments

Welcome, Jenny

**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



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- 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



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Decatur County Schools  
Bainbridge High School - 2011  
State Admin 1  
2012-2013 Summer & School Year  
Log Out (1795)

Home Site Info Activities **Registration** Rosters Attendance Reports Search Help

**Registration**
Total Participants: 155 Registered: 77 Attendees: 78 Active: 155 Inactive: 0

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Decatur County Schools  
Bainbridge High School - 2011  
State Admin 1  
2012-2013 Summer & School Year  
Log Out (1795)

Home Site Info Activities **Registration** Rosters Attendance Reports Search

**Registration**
Total Participants: 155 Registered: 77 Attendees: 78 Active: 155 Inactive: 0

Instructions: To find records from the following areas you need this information:

	Number of Matching Criteria	Last Name	First Name	Date of Birth	Participant ID
Site Registrants	1	Search First Letter	Search First Letter	Search Exact Match	Search Exact Match
District Registrants	2	Search First Letter	Search First Letter	Search Exact Match	Search Exact Match
State Registrants	3	Search Exact Match	Search First Letter	Search Exact Match	Search Exact Match
District Student Master	3	Search Exact Match	Search First Letter	Search Exact Match	Search Exact Match
State Student Master	3	Search Exact Match	Search First Letter	Search Exact Match	Search Exact Match

Last Name

First Name

Date of Birth

Student ID

Cancel Search Reset

Find Person:  Find

Filter: None

Add New  
Household  
Quick Data Entry Tools

**Registration Record Summary**

# Registration

Last Name

Stowers

Cancel

First Name

Jenny

Search

Date of Birth

05/07/1981

Reset

Student ID

Add New

**Note:** Green highlighting tells you these participants already have a current-term record at your site.

From	Term/Record Date	Last Name	%
State Reg	2012-2013	Stowers	100
This Site	2014-2015 School Year	Stowers	67
Dist Reg	2013-2014 Summer & School Year	Stowers	67
Dist Reg	2012 - 2013 Summer & School Year	Stowers	67
Dist Reg	2011-2012 School Year	Stowers	67

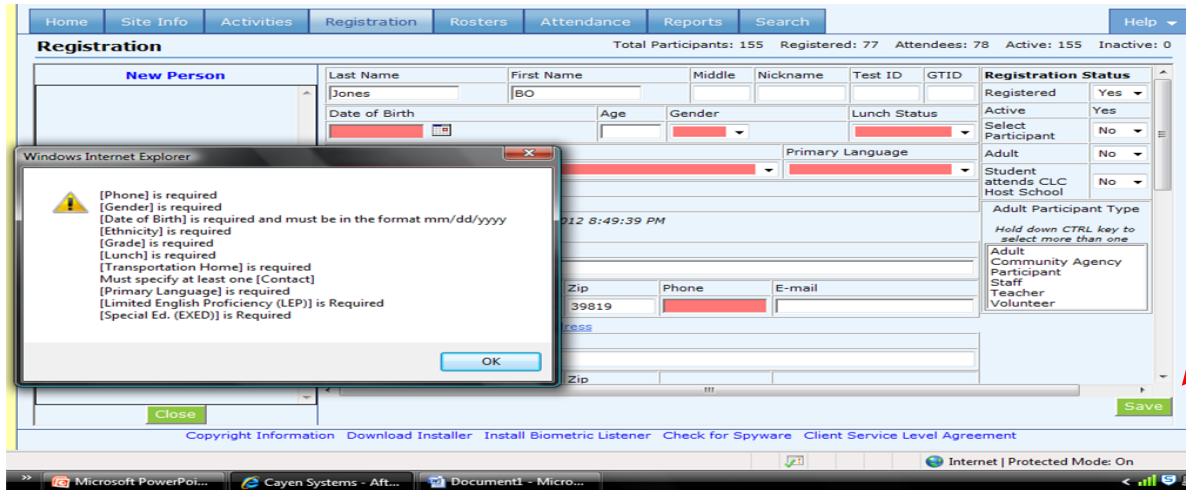
Results will display any matches to the data you enter. I entered three pieces of data, so 67% means that two of the three categories match.

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.



The screenshot shows the GaDOE Registration form in a web browser. The form is titled "Registration" and includes a navigation bar with links: Home, Site Info, Activities, Registration, Rosters, Attendance, Reports, Search, and Help. The form displays statistics: Total Participants: 155, Registered: 77, Attendees: 78, Active: 155, Inactive: 0.

The "New Person" section contains the following fields:

- Last Name: Jones
- First Name: BO
- Middle:
- Nickname:
- Test ID:
- GTID:
- Date of Birth:
- Age:
- Gender:
- Lunch Status:
- Primary Language:

The "Registration Status" section includes the following options:

- Registered: Yes
- Active: Yes
- Select Participant: No
- Adult: No
- Student attends CLC: No
- Host School: No
- Adult Participant Type: Adult, Community Agency, Participant, Staff, Teacher, Volunteer

An error message dialog box is displayed in the foreground, listing the following required fields:

- [Phone] is required
- [Gender] is required
- [Date of Birth] is required and must be in the format mm/dd/yyyy
- [Ethnicity] is required
- [Grade] is required
- [Lunch] is required
- [Transportation Home] is required
- Must specify at least one [Contact]
- [Primary Language] is required
- [Limited English Proficiency (LEP)] is Required
- [Special Ed. (EXED)] is Required

A red arrow points to the "Save" button at the bottom right of the form.

# Registration - Household matches



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Registration Rosters A

Possible Household Matches - Google Chrome

<https://georgia.cayen-server.net/Aplus/RegistrationAddressChange>

**Possible Household Matches**

Purpose: To keep household information as current and consistent as possible.

**Instructions: Choose which participant below is in the same household as Cynthia Wood. If there are no matches (meaning none of these participants are in the same household), click on No Match.**

Last Name	FirstData Name	DOB	HHID
Adams	Autumn	10/25/2010	
Alford	Eva	6/23/2006	54460
Allen	Mason	10/19/2006	
Arrowood	Halie	3/23/2006	64346
Arrowood	Megan	9/14/2009	
Bagwell	Lacy	3/8/2010	62123
Beaver	Ashleigh	6/22/2007	64344
Beaver	Kaleigh	12/5/2006	61535
Beaver	Kenzie	3/3/2010	61535
Bowling	Brandon	10/18/2004	54456
Bright	Skyler	6/10/2009	
Brinson	Andrew	9/13/2005	
Britt	Desaree	5/24/2006	67604
Britt	Dominick	6/20/2015	67604
Britt	Jasmine	6/20/2015	67604
Campbell	Sidra	7/1/2010	
Carroll	Christopher	9/23/2007	61439

Cancel No Match

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



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- 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



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Home	Site Info	Activities	Registration	Rosters	Attendance	Reports	Search	Payments	Links	Help
Reports										
Academics										
Activity Information										
Attendance - By Person										
Attendance - Totals										
CLC APR										
APR Grantee Profile: Objectives										
APR Section A: Objectives Status										
APR Section B: Partner Contributions										
APR Section C: Staffing Information										
APR Section D: Aggregated Activities										
APR Section D: Individual Activities										
APR Section D: Individual Activities (VIEW ONLY)										
APR Section E: Attendance										
APR Section F: Feeder Schools										
APR Section G: Operations										
APR Section H: Teacher Surveys (Gradation)										
APR Section I: Grades (Gradation)										
APR Section J: State Assessment Current Year										
APR Section K: State Asmnt Cross Year(Gradation)										
CLC APR Monitoring										
District Monitoring										
Miscellaneous										
Participant Contact Information										

Activity or Service	This type of activity was not provided during the school year	When this activity was offered, how many hours per week was it typically offered?	4-5 Times A Week	1-3 Times A Week	1-3 Times A Month	Less Than Once a Month	Was this type of activity provided across the whole school year?
Activities Targeting Student Attendees							
Academic Enrichment Learning Programs		11	X				X
Tutoring	X						
Homework Help	X						
Mentoring	X						
Recreational Activities		8	X			X	
Career/Job Training for Youth		4		X		X	
Drug/Violence Prevention, Counseling, or Character Education	X						
Expanded Library Service Hours	X						
Supplemental Education Services	X						
Community Service/Service Learning	X						
Activities to Promote Youth Leadership	X						
Other: Other Youth Activity		3	X				X
Drug/Substance Abuse Prevention	X						
Violence Prevention	X						
Counseling or Character Education		2		X			X
Activities Targeting Adult Family Members		1				X	
Activities Promoting Parental Involvement							
Activities Promoting Family Literacy	X						
Career/Job Training for Adults	X						

Re  
CL  
AP  
Ag  
Act

School Year Activities by Student Population Targeted

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

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

# APR Activities



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- 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

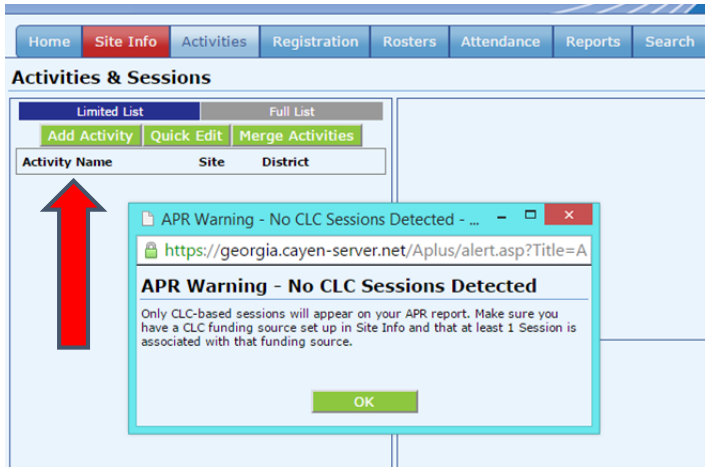
# APR Activities Con't

- 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



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# Activities



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

Click Ok

Click the Green Add Activity Button

# Activities



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[Home](#) [Site Info](#) [Activities](#) [Registration](#) [Rosters](#) [Attendance](#) [Reports](#) [Search](#) [Payments](#) [Links](#) [Help](#)

### Add a prior-term activity or a brand new one to the term's list

Purpose: Use this page to view prior-term activities and select one if you will offer it again in the current term. By 'carrying forward' the details of the activity, you can guarantee the consistency of activity data from term to term. You may also add a brand new activity from this page.

Instructions: Review the list of activities below. To add/review a prior-term activity, find it in the list below and click on the name. If in examining the activity information, you would change key fields, you probably want to create a new activity instead. To add a new activity, click on 'Add New.'

Prior-term Activity	Description	Original term created
Enrichment Activities - G2	Enrichment Activities that promote deeper learning with Farm to School and culinary arts.	FY15 Summer
Family Literacy and Enrichment Activity	Offer literacy and other educational services to the families of participating children. These activities are to assist parents in becoming partners in the education of their children for increased parental involvement, and impact the family members ability to engage in interactive literacy activities.	2008-2009 School Year
G1 - Student Achievement	Enrichment activities include remedial educational activities that provide additional academic assistance to students and may also assist in improving students achievement levels. These activities may include tutoring in core academic subject areas such as: mathematics, science, and reading. Other activities may include programs for students who are limited in their English proficiency.	2008-2009 School Year
G2- College & Career Readiness: Math/Science	Activities focussed on preparing youth for college and career readiness. Which might include working with the WIA program, touring colleges, GA College 411, etc.Students will engage in career cluster enrichment activities, have exposure to college students, engage in Apex Learning Digital Curriculum, Project Based learning, engage with Kindle Reading Apps and eBooks, Math enrichment, Professional Development for Staff, cooking classes, science enrichment, credit recovery course, and Farm to School Initiatives. The students will receive assistance in Reading, Math, and Science to increase their scores on the EOCT and CRCT.	2014-2015 School Year

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



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Home	Site Info	Activities	Registration	Rosters	Attendance	Reports	Search	Payments	Links	Help
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### Activity Information

Activity Name: (50 char max)		
Activity Description: (1000 char max)		
1000 Character(s) Remaining		

<b>Show in Activity List:</b> Yes ▼ <b>Aligned With Day School Curriculum:</b> No ▼ <b>Assessments Used:</b> <small>Hold down CTRL (or Apple) Key to select more than one</small>	<b>Project Objectives:</b> <small>Hold down CTRL (or Apple) Key to select more than one</small>	1.1 Reading Required State Testing 1.2 Mathematics Required State Testing 1.3 Science Required State Testing 1.4 Read/LA Grades 1.5 Mathematics Grades 1.6 Science Grades
<b>Academic Subject:</b> <small>Hold down CTRL (or Apple) Key to select more than one</small>	Arts and music education activity Cultural activity/social studies Entrepreneurial education program Health/nutrition-related activity Mathematics education activity	<b>APR Category (new):</b> ▼ <b>Targeted Student Population:</b> <small>Hold down CTRL (or Apple) Key to select more than one</small>
<b>Are multiple sessions offered to different groups of participants?</b>		Limited English Proficient Student Students Performing Below Grade Level or Failing Students Who Have Been Truant, Suspended or Expelled Students with Special Needs or Disabilities

Cancel Continue

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



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Home Site Info Activities Registration Rosters Attendance Reports Search Payments

**Activity: G1 - Academic Enrichment Activities** **Add Session: New Session**

Session Name:  Shareable: ☐ Yes ☐ No

Time-based:

Maximum Enrollment:

☒ Room:

☒ Activity Period:

Time:  To

Average hours /session/day:

☒ Date:  To

Days Offered Description:

**Session Leader:**  
Hold down CTRL key to select more than one  
Arrowood, Elisha  
Bradshaw, Becky  
Cook, Jennifer  
Forrester, Danielle  
Hicks, Mary

**Funding Sources:**  
S.A.F.E.  
State 21st Century CLC  
USDA

**For Schedules:**

☐ Every Day  
☐ Every Monday  
☐ Every Tuesday  
☐ Every Wednesday  
☐ Every Thursday  
☐ Every Friday  
☐ Every Saturday

**Select Multiple Days**

☒ School Days Open Only

All Days  
All Sundays  
All Mondays  
All Tuesdays  
All Wednesdays  
All Thursdays  
All Fridays  
All Saturdays

**Select Individual Days**

<< < 09/09/2015 > >>

September 2015

S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Days Offered**

I recommend that you only enter the first date for days offered.

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



# Sessions - Samples

## Activities & Sessions

Limited List				Full List				
Add Activity				Quick Edit				
				Merge Activities				
Activity Name	Site	District						
G1 - Academic Enrichment Activities	TCE	TOW	Edit					
G1 - Homework Help	TCE	TOW	Edit					
G2-College & Career Readiness: Career Awareness	TCE	TOW	Edit					
G3 - Family/Community Involvement	TCE	TOW	Edit					
G4-Nutrition	TCE	TOW	Edit					
G4-Student Behavior	TCE	TOW	Edit					
G4-Support Services Activity	TCE	TOW	Edit					

Limited List					Full List				
					Add Session				
Session Name	Start Date	End Date	Start Time	End Time					
3:30-4:00 Pre K LA Enrichment	8/17/2015	5/19/2016	3:30 PM	4:00 PM	Edit				
4:00-4:30 K LA Enrichment	8/17/2015	5/19/2016	4:00 PM	4:30 PM	Edit				
4:00-4:45 PK Centers	8/17/2015	5/19/2016	4:00 PM	4:45 PM	Edit				
4:00-5:00 2-5 Library Class	8/17/2015	5/19/2016	4:00 PM	5:00 PM	Edit				
4:00-5:00 2-5 Reader's Theater	8/17/2015	5/19/2016	4:00 PM	5:00 PM	Edit				
4:00-5:00 Chain Reaction	8/17/2015	5/19/2016	4:00 PM	5:00 PM	Edit				

## Activities & Sessions

Limited List				Full List				
Add Activity				Quick Edit				
				Merge Activities				
Activity Name	Site	District						
Academic Enrichment Activity - Homework Help	FSC	FSCSA	Edit					
Academic Enrichment Activity - Tutoring	FSC	FSCSA	Edit					
Academic Enrichment Activity - Instruction	FSC	FSCSA	Edit					
Enrichment Activities	FSC	FSCSA	Edit					
Nutrition	FSC	FSCSA	Edit					
Parent Involvement	FSC	FSCSA	Edit					
Recreation Activities	FSC	FSCSA	Edit					

Limited List					Full List				
					Add Session				
Session Name	Start Date	End Date	Start Time	End Time					
Power Hour MW	8/10/2015	5/20/2016	5:50 PM	6:30 PM	Edit				
Power Hour T	8/10/2015	5/20/2016	2:50 PM	3:40 PM	Edit				
Power Hour TH	8/10/2015	5/20/2016	5:00 PM	5:45 PM	Edit				

Session Name:	Power Hour MW	Room:	
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# Sessions – Best Practice



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- 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.

# Building Rosters



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Home Site Info Activities Registration Rosters Attendance Reports Search Payments

## Rosters

Build a Roster Print a Roster

For a Group For an Activity From an Activity Scheduler

Save Roster Clear Roster

0 participant(s) displayed

[ID](#)

### Groups - Google Chrome

<https://georgia.cayen-server.net/aplus/Group.asp?Session>

#### Groups

Purpose: The Build a Roster feature allows you to add names to a roster for a group of individuals who attend activities together or for a sub-group of the full activity/session roster. A group can be used to record attendance for any single activity session or for all the sessions attended by the group.

Instructions: To add a new group, click on "Add New." To rename a group click on the [edit](#) link. To delete a group, click on the [delete](#) link.

Group	Staff Member		
6th & 7th Grade	Johnson , Lesia	<a href="#">edit</a>	<a href="#">delete</a>
8th Grade	Rosser , Tim	<a href="#">edit</a>	<a href="#">delete</a>
Driver's Education	Keller , Brett	<a href="#">edit</a>	<a href="#">delete</a>
High School	Rosser , Tim	<a href="#">edit</a>	<a href="#">delete</a>

Close Add New

Select a Roster:

Group:

[Add/Edit Groups](#)

### Add New Group - Google Chrome

[https://georgia.cayen-server.net/aplus/Group\\_Ed](https://georgia.cayen-server.net/aplus/Group_Ed)

#### Group - Add New

Instructions: Enter the group name. Select a staff member if applicable. When you are finished, click on 'Save and Close.'

Group Name

Staff Member

Cancel Save and Close

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.

# Building Rosters



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Select a Roster:

Group: 6th & 7th Grade ▼  
Select a Group  
6th & 7th Grade  
8th Grade  
Driver's Education  
High School

[Add/Edit Groups](#)

How do you want to add names to this roster?

By Name or Bar Code
By Checkbox
By Attendance
By Search
From Another Roster

**Instructions:**  
Names in **GREEN** will be seen.  
Names in **RED** will be shed.  
Names in **GRAY** are OK.

Once your groups are set up then you need to add names to each group.  
You have 5 options to do so.  
By Search is often fastest.

# Building Rosters



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Home Site Info Activities Registration **Rosters** Attendance Report

**Rosters**

Build a Roster Print a Roster

For a Group For an Activity From an Activity Scheduler

31 participant(s) displayed

ID	Name
TMS036294	Arrowood, Lucas
TMS052368	Bair, Chloe
TMS090202	Bradley, Caleb
TMS008773	Cameron, Caroline
TMS019740	Carroll, Angel
TMS057181	Carroll, Avry
TMS077854	Dean, Christopher
TMS092360	Dills, Desiree
TMS044400	Escamilla, Olivia
TCE041656	Evans, Savannah
TCE053208	Fairless, Austin
TCE062089	Franklin, Zac
TMS051365	Galloway, Casey
TMS078828	Gary, Haley

Save Roster Clear Roster

**Add Names to a Roster**

Instructions: Using this current-term list, click in the check box beside the names of those you want to place on the roster. Filter options allow you to limit the list to only those who are already on the roster or those who are not on the roster.

Group: 6th & 7th Grade

On Roster Not on Roster All

Name	Grade	Add
Arrowood, Lucas	7	<input checked="" type="checkbox"/>
Baines, Catricia	11	<input type="checkbox"/>
Bair, Chloe	7	<input checked="" type="checkbox"/>
Bair, Wesley	8	<input type="checkbox"/>
Barrett, Nicholas	10	<input type="checkbox"/>
Bastian, Sarah	10	<input type="checkbox"/>
Benson, Bradley	10	<input type="checkbox"/>
Berrong, Evan	10	<input type="checkbox"/>
Bradley, Caleb	6	<input checked="" type="checkbox"/>
Bradshaw, Tori	11	<input type="checkbox"/>
Buel, Kyle	12	<input type="checkbox"/>
Burrell, Dylan	10	<input type="checkbox"/>
Cameron, Caroline	6	<input checked="" type="checkbox"/>
Carroll, Amearrez	8	<input type="checkbox"/>
Carroll, Angel	7	<input checked="" type="checkbox"/>
Carroll, Avry	6	<input checked="" type="checkbox"/>

Select All Deselect All

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



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Home Site Info Activities Registration Rosters Attendance Reports Search Payments Links Help

## Attendance

Step 1. Select a date:  
09/09/2015  
September 2015

S	M	T	W	R	F	S
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Today

Step 2. Scan Session Bar Code:  Or

Activity: G1 - Academic Enrichment Activity  
Session: 3:45-4:30 HS Teacher Enrichment

Save Attendance Clear Attendance

Total Attendance: 0

Attendance Objectives

ID	Name
----	------

Step 3. Scan or type a person's name:

☒ Add names as I type

Select Previous Attendance

Import Scanned Attendance

Print Participant List

Fill Attendance List From Roster

Copy This Attendance To Another Activity/Session

Add Attendance on Grid

**Instructions:**  
Names in GREEN will be seen.  
Names in RED will be shed.  
Names in GRAY are OK.

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

Select Previous Attendance
Import Scanned Attendance
Print Participant List
Fill Attendance List From Roster
Copy This Attendance To Another Activity/Session
Add Attendance on Grid

**Instructions:**  
Names in **GREEN** will be seen.  
Names in **RED** will be shed.  
Names in **GRAY** are OK.

The two main methods are

1. Rosters and Copy Tool
2. On the Grid



# Adding Attendance on the Grid



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### Attendance on Grid - Select Sessions

Instructions: Multiple Session Attendance Grid: A participant will be marked present for every activity/session you choose below. You will not be able to edit attendance with this function. If you need to edit previously entered attendance for any of the activity/sessions, you'll need to use another method or the Single Session Attendance Grid functionality.

☐ Take attendance for a single activity  
☒ Take attendance for multiple activities

#### Attendance for Multiple Activities

Timebased:

Sessions:  
*Hold down the Ctrl (or Apple) key while you click to select more than one.*

- G1 - Academic Enrichment Activity/3:45-4:30 HS Teacher Enrichment
- G1 - Academic Enrichment Activity/4:30-5:15 HS Teacher Enrichment
- G1 - Homework Help/3:45-4:30 HS Homework
- G1 - Homework Help/4:30-5:15 HS Homework
- G2 - College/Career Readiness/3:45-4:30 HS Cooking
- G2 - College/Career Readiness/4:30-5:15 HS Cooking
- G2 - College/Career Readiness/3:45-4:30 HS Gardening
- G2 - College/Career Readiness/4:30-5:15 HS Gardening
- G2 - College/Career Readiness/Field Trip - Studio 116
- G2 - College/Career Readiness/3:30-5:15 Credit Recovery

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.

# Attendance on Grid



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## Attendance on Grid

Instructions: Filter the list by selecting All, Youth Only, or Adults Only. Choose a Grade Level if it is helpful. Use the checkboxes to mark participants present or enter the number of hours each participant attended for each date shown. Then click Save. Use the Show Criteria/Hide Criteria button to show/hide the session information.

To prevent timeout issues when saving, try to keep the number of new attendances under 10,000. For example, if attendance is being entered for 4 sessions and there are 2,000 boxes checked on this screen, the number of new attendances will be 8,000.

Show Adult/Youth:  Show Grade:

Student ID	Participant	Gender	Grade	Mon 9/7	Tue 9/8	Wed 9/9
TMS036294	Arrowood, Lucas	M	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS052368	Bair, Chloe	F	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS090202	Bradley, Caleb	M	6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS008773	Cameron, Caroline M.	F	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS019740	Carroll, Angel	F	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS057181	Carroll, Avry	M	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS077854	Dean, Christopher	M	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS092360	Dills, Desiree	F	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS044400	Escamilla, Olivia	F	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TCE041656	Evans, Savannah	F	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TCE053208	Fairless, Austin	M	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TCE062089	Franklin, Zac	M	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS051365	Galloway, Casey	M	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS078828	Gary, Haley	F	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TMS070586	Hawthorn, Daria	M	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



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

Fill Attendance From Roster - Google Chrome

<https://georgia.cayen-server.net/aplus/AttendanceFillFromRoster.asp?Se>

**Record attendance for everyone listed on a roster, then fine-tune the list**

Purpose: This function records attendance for everyone on a roster, without scanning bar codes. It's the most efficient way to record attendance if almost everyone attended.

Instructions: Select a Roster. If a person did not attend, uncheck the box next to their name. When the list correctly reflects participation for the date selected, click Add Attendance. You can then add attendance from another Roster or close this window to return to the Attendance screen and save the attendance.

☐ From Activity/Session  
☒ From Group

Group: 6th & 7th Grade  
[Add/Edit Groups](#)

Include Participants: All

Name	Grade	Add
Arrowood, Lucas	7	<input checked="" type="checkbox"/>
Bair, Chloe	7	<input checked="" type="checkbox"/>
Bradley, Caleb	6	<input checked="" type="checkbox"/>
Cameron, Caroline	6	<input checked="" type="checkbox"/>
Carroll, Angel	7	<input checked="" type="checkbox"/>
Carroll, Avry	6	<input checked="" type="checkbox"/>
Dean, Christopher	6	<input checked="" type="checkbox"/>
Dills, Desiree	6	<input checked="" type="checkbox"/>

[Close](#) [Add Attendance](#)

# Attendance with Rosters



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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



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Step 2. Scan Session Bar Code:  Or

Activity:

Session:

[Attendance Objectives](#)

ID	Name
TCE008634	Mai, Isaiah
TCE082429	Mooney, Kamdyn
TCE064173	Reynolds, Aiden
TCE062209	Sutton, Chloe
TCE063783	Wolf, Payten
TCE062503	Wolfe, Hailey

**Added Names**

ID	Name
TCE046207	Banister, Cole
TCE090742	Bright, Skyler

The Grey Names  
have already  
been saved.

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

# 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



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## Copy this attendance list to other sessions

Purpose: Use this step-saving feature to copy attendance from one session to other sessions.

Instructions: **Step 1: Select a date (it defaults to today).**

**Step 2: Select an activity and session and click the Add link.**

Repeat step 2 until all of the sessions that you would like to copy the attendance to have been added to the list. If you add a session by mistake, click the Remove link to remove it from the list.

**Step 3: Click the Copy Attendance button to complete the process. This will close the pop-up and return you to the session and date from which the attendance was copied.**

1. Select Target Date: 9/9/2015

2. Select Target Activity/Session(s)

Activity: G4-Student Behavior

Session: ▼

Activity	Session
G4-Student Behavior	2:30-3:00 PK Recess

Close → Copy Attendance

Links ▼ Help ▼

Select Previous Attendance

Import Scanned Attendance

Print Participant List

Fill Attendance List From Roster

**Copy This Attendance To Another Activity/Session** ←

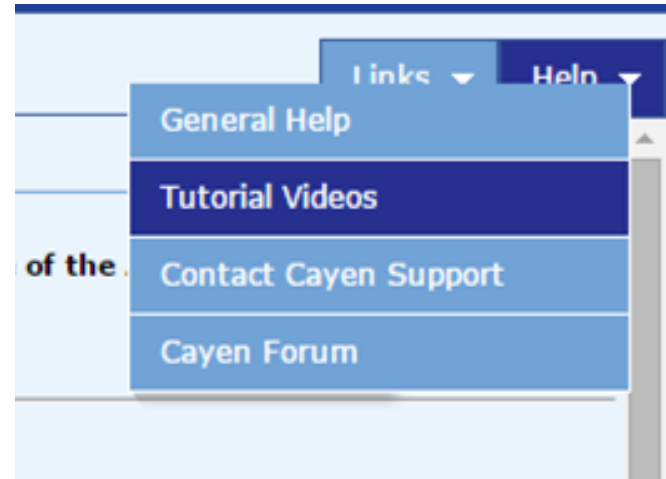
Add Attendance on Grid

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





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Georgia's School Superintendent  
"Educating Georgia's Future"  
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# Resources

## Contractor Contacts

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912-844-4096 cell

912-656-8299 work