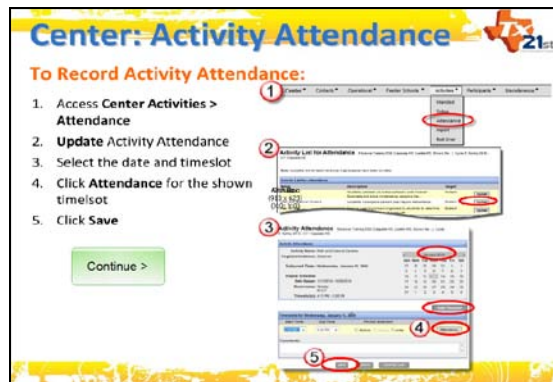
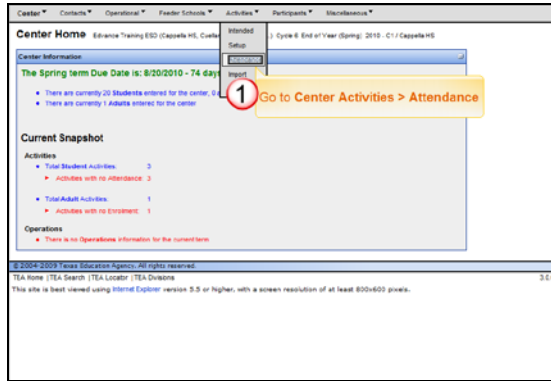


Tracking Daily Attendance
Text Captions: Continue >



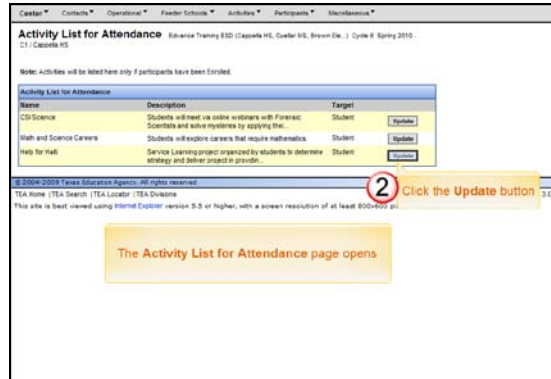
Center: Activity Attendance
Text Captions: Continue >



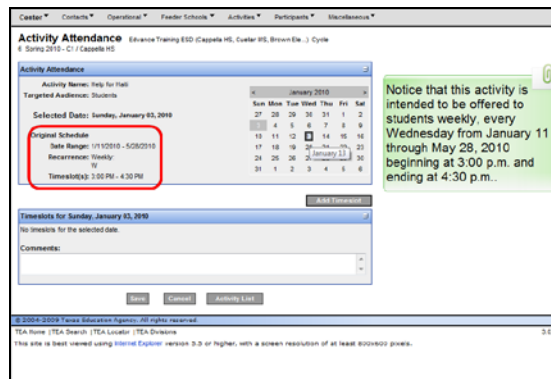
Slide 3
Text Captions: Go to Center Activities > Attendance



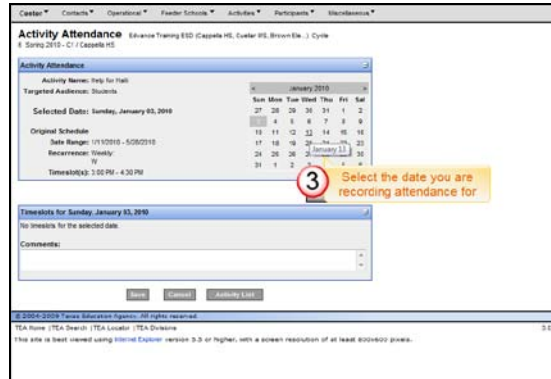
Slide 4



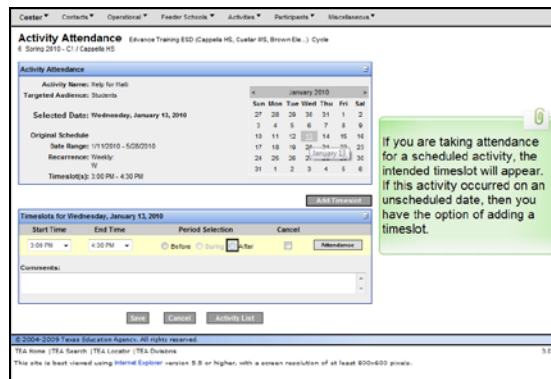
Slide 5
 Text Captions: The Activity List for Attendance page opens
 Click the Update button



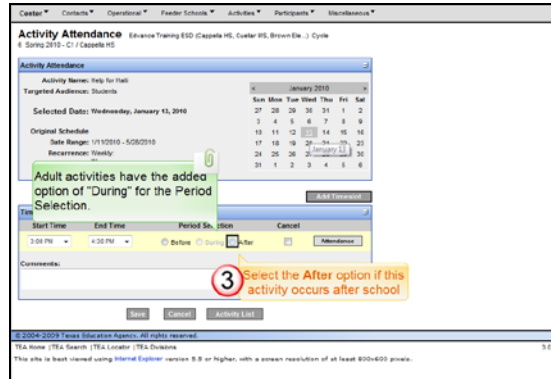
Slide 7
 Text Captions: Notice that this activity is intended to be offered to students weekly, every Wednesday from January 11 through May 28, 2010 beginning at 3:00 p.m. and ending at 4:30 p.m..



Slide 8
Text Captions: Select the date you are recording attendance for

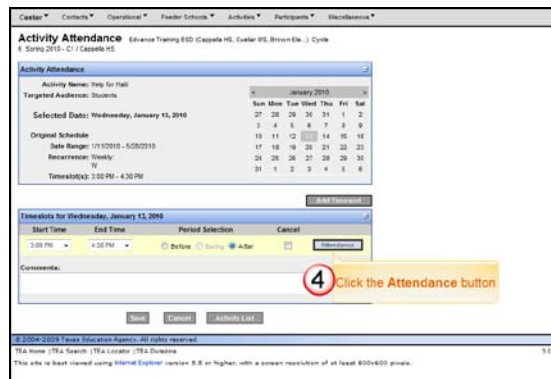


Slide 9
Text Captions: If you are taking attendance for a scheduled activity, the intended timeslot will appear. If this activity occurred on an unscheduled date, then you have the option of adding a timeslot.



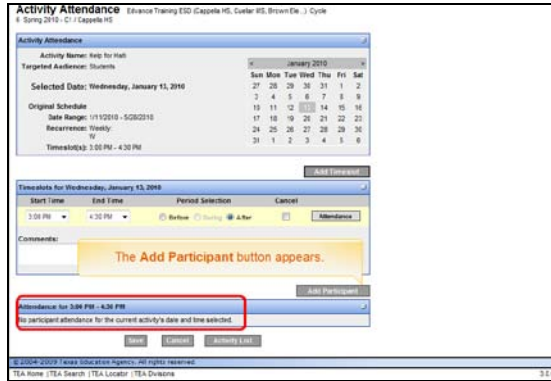
Slide 10

Text Captions: Select the After option if this activity occurs after school
 Adult activities have the added option of "During" for the Period Selection.

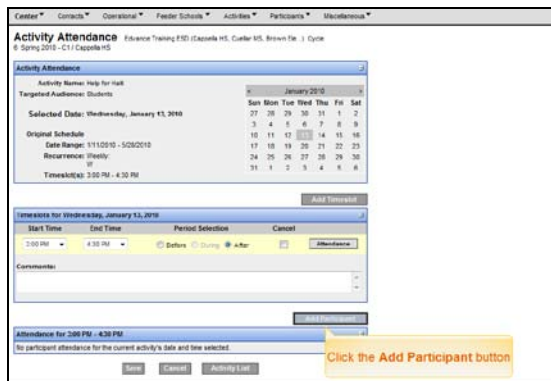


Slide 11

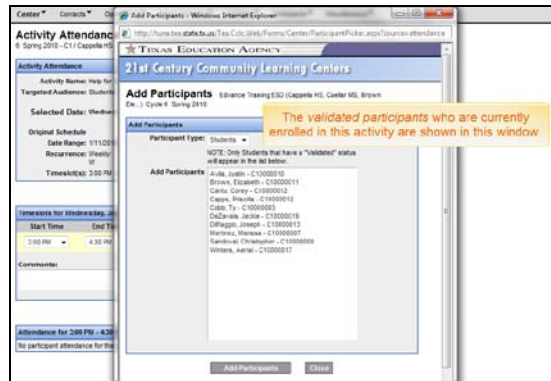
Text Captions: Click the Attendance button



Slide 13
Text Captions: The Add Participant button appears.

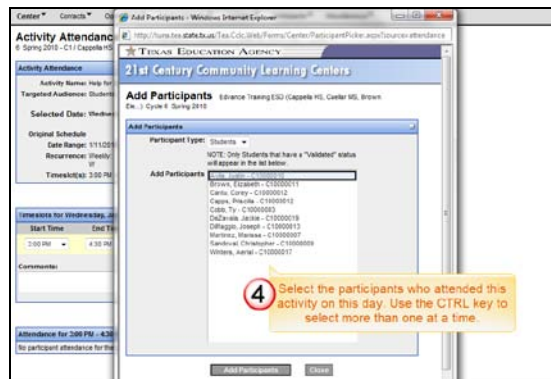


Slide 14
Text Captions: Click the Add Participant button



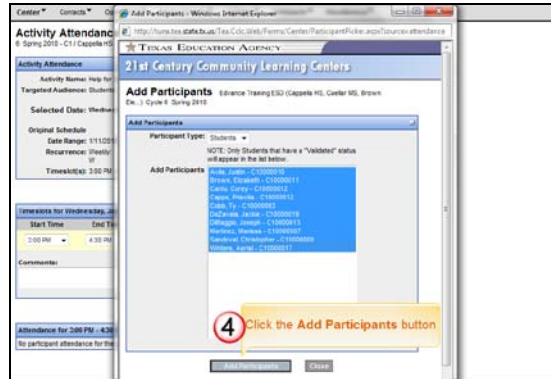
Slide 16

Text Captions: The validated participants who are currently enrolled in this activity are shown in this window.

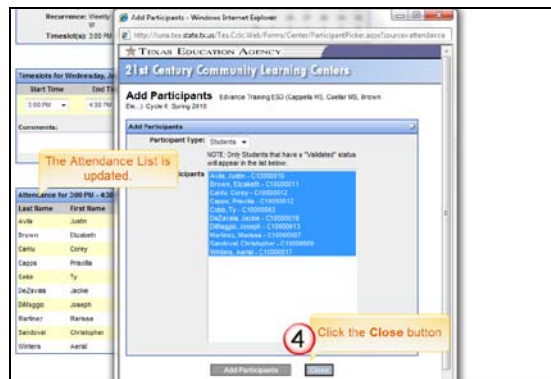


Slide 17

Text Captions: Select the participants who attended this activity on this day. Use the CTRL key to select more than one at a time.



Slide 19
Text Captions: Click the Add Participants button



Slide 21
Text Captions: Click the Close button
The Attendance List is updated.

Recurrence: Weekly
 Timeslot(Eq): 3:00 PM - 4:30 PM

Timeslots for Wednesday, January 13, 2010

Start Time: 3:00 PM End Time: 4:30 PM Period Selection: Before During After Attendance:

Comments:

Attendance for 3:00 PM - 4:30 PM

Last Name	First Name	Participant Type	SSE / Alt SSE	Grade Level	Remove
Acile	Justin	Student	C1000010	11	Remove
Brown	Dustin	Student	C1000011	11	Remove
Carr	Carly	Student	C1000012	12	Remove
Cook	Freddie	Student	C1000012	10	Remove
Crab	Ty	Student	C1000003	10	Remove
DeZava	Jacob	Student	C1000019	10	Remove
Duggan	Joseph	Student	C1000013	10	Remove
Harlow	Marissa	Student		10	Remove
Sandval	Christina	Student		11	Remove
Winters	Ariel	Student		11	Remove

5 Click the Save button

Save Cancel Activity List

Slide 22

Text Captions: Click the Save button

Center Contacts Centers Partners Objectives Approvals Import/Export Reports

Center Contacts Operational Feeder Schools Activities Participants Miscellaneous

Activity Attendance Edvance Training ESD (Cappelle HS, Custer MS, Brown Co.) Cycle
 Spring 2010 - C17 Cappelle HS

The Attendance was saved successfully.

Activity Attendance

Activity Name: Help for Math
 Targeted Audience: Students
 Selected Date: Wednesday, January 13, 2010
 Original Schedule
 Date Range: 11/10/10 - 1/20/2010
 Recurrence: Weekly
 Timeslot(Eq): 3:00 PM - 4:30 PM

Timeslots for Wednesday, January 13, 2010

Start Time: 3:00 PM End Time: 4:30 PM Period Selection: Before During After Attendance:

Comments:

6

Helpful Tips:

- If a class is held at a different time for a scheduled date, then update the existing timeslot start and end time.
- If the class is rescheduled for another day, be sure to cancel the "scheduled" class and add a reason in the comments section. You can then just add a new timeslot for a selected day.

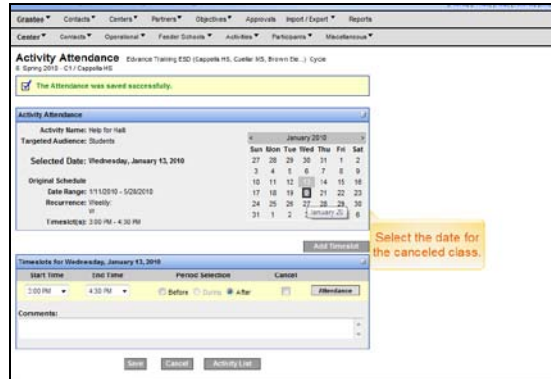
Save Cancel Activity List

Slide 23

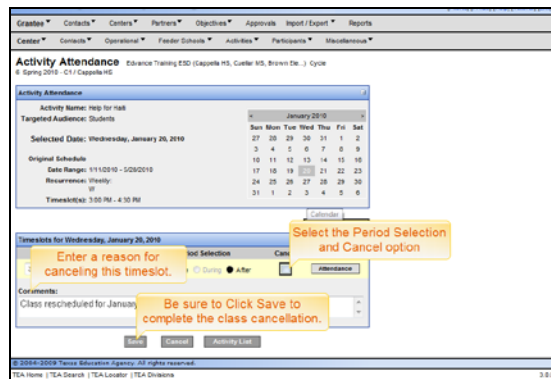
Text Captions: Helpful Tips:

If a class is held at a different time for a scheduled date, then update the existing timeslot start and end time.

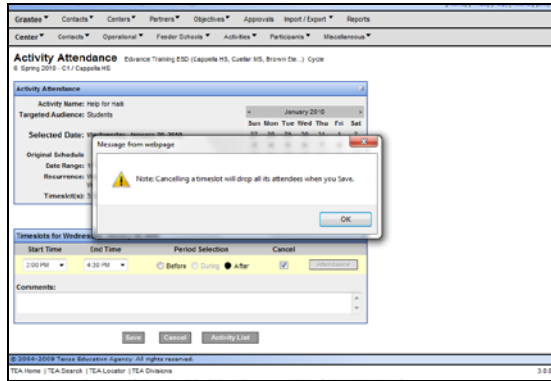
If the class is rescheduled for another day, be sure to cancel the "scheduled" class and add a reason in the comments section. You can then just add a new timeslot for a selected day.



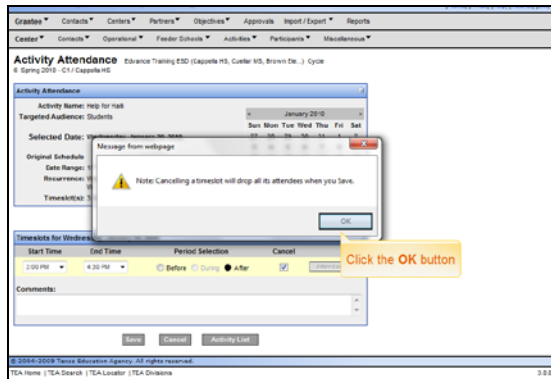
Slide 24
Text Captions: Select the date for the canceled class.



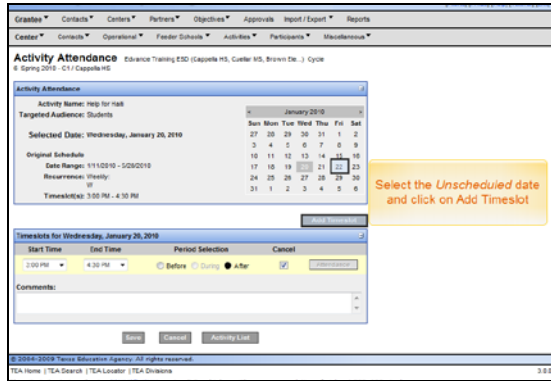
Slide 25
Text Captions: Select the Period Selection and Cancel option
Enter a reason for canceling this timeslot.
Be sure to Click Save to complete the class cancellation.



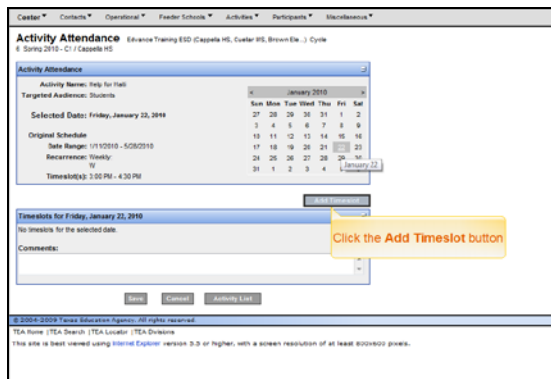
Slide 26



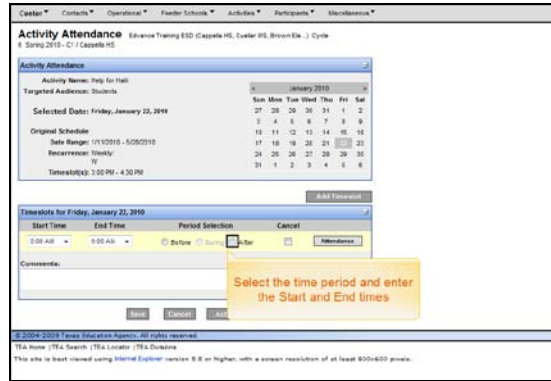
Slide 27
Text Captions: Click the OK button



Slide 28
Text Captions: Select the Unscheduled date and click on Add Timeslot

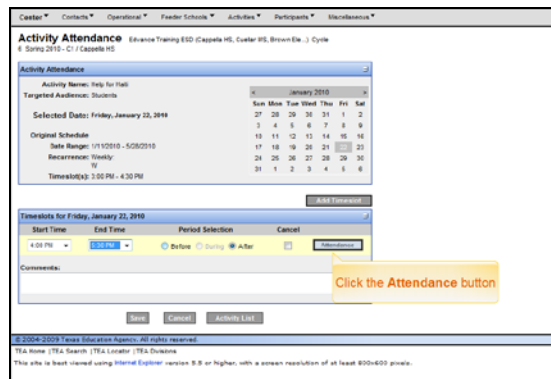


Slide 29
Text Captions: Click the Add Timeslot button



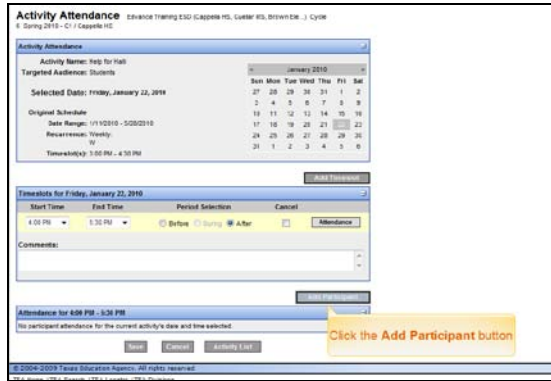
Slide 31

Text Captions: Select the time period and enter the Start and End times

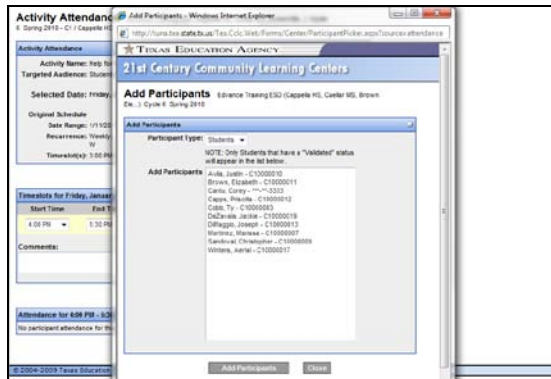


Slide 36

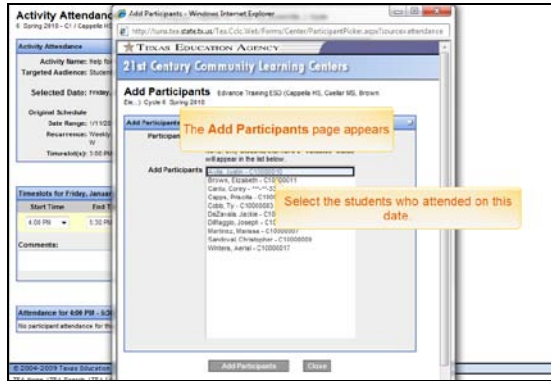
Text Captions: Click the Attendance button



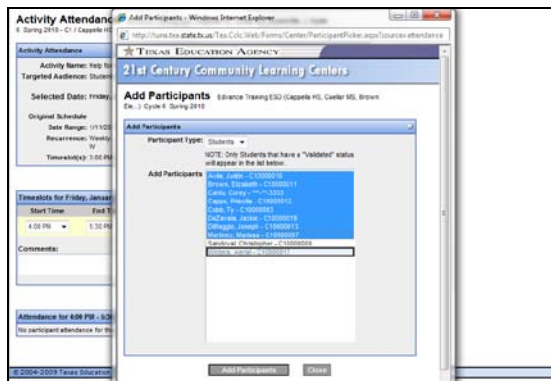
Slide 38
Text Captions: Click the Add Participant button



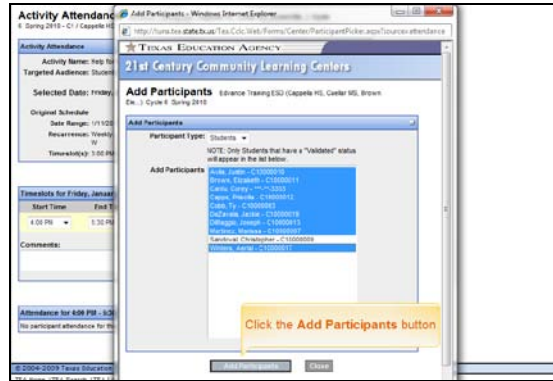
Slide 40



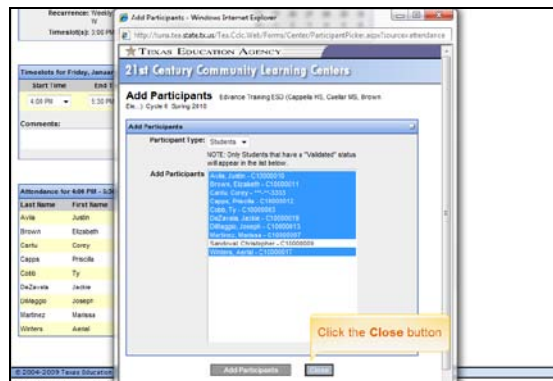
Slide 41
Text Captions: The Add Participants page appears
Select the students who attended on this date.



Slide 42



Slide 43
Text Captions: Click the Add Participants button



Slide 46
Text Captions: Click the Close button

Attendance for Friday, January 22, 2010

Last Name	First Name	Participant Type	SIRE / AID SIRE	Grade Level
Ash	Jaden	Student	C-0000010	11
Brown	Elizabeth	Student	C-0000011	11
Carlu	Conny	Student	C-0000012	12
Cass	Freddie	Student	C-0000012	10
Cobb	Ty	Student	C-0000013	10
DeZavila	Jackie	Student	C-0000019	10
DeJaggo	Joselyn	Student	C-0000020	10
Hartman	Marcus	Student	C-0000021	10
Winters	Ariel	Student	C-0000022	11

Click the Save button

Slide 47
Text Captions: Click the Save button

Activity Attendance

The Attendance was saved successfully.

A confirmation that the attendance was successfully saved appears.

Activity Name: Help for Hall
Targeted Audience: Students
Selected Date: Friday, January 22, 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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
31	1	2	3	4	5	6

Slide 49
Text Captions: A confirmation that the attendance was successfully saved appears.