

Governed By: OperationsEffective Date: 9/2/2015Procedure: #13 CAP60 Tracking Attendance & Classroom FeaturesUpdated Last: 9/2/2015Purpose: To provide instruction for programs to track attendance within classrooms, input<br/>classroom notes, & other classroom features.Updated Last: 9/2/2015

Head Start
 \* Incomplete Applications

\* Accept Applicants

\* Transfer Applicants \* Update Acceptance Date

## **Tracking Attendance:**

- Log-in
- Select the "Group activities" tab
- Click on "CAP Classrooms" to reveal categories underneath



- Specify the following:
  - Service
  - o Year
  - Classroom
  - o Date
- Choose from the enrolled list that shows up and click "save"



## **Other Classroom Features:**

- 1. Sign-in Sheets can be printed through the "Student Sign in Sheet" feature
  - a. Click on "Student Sign in Sheet" under "CAP Classroom"

$\frown$		Cap60	) Lite				Support		
(AP.)		Volun	teer				Re	sources	
	Child I	Family	Education	Front Des	k	Tas	sks/Calendar		Group Acti
& Head Start	Oto al a net Oi ana la	Obert	<u>.</u>	~					
⊕ CAP	student signin	Sneet		<u>~</u>					
CAP Classroom									
* Student Sign-In Sheet	Classroom Attendance								
* Class Progress Notes	Service	Lunch							-
* Classroom Attendance	Year	2015							-
* Classroom Attendance List	Cassroom	Lunch	08/31/2015 - 10/30/2	015   Time: 12:00:0	0 - 13:00:00   0	Center: L	Indetermined		-
* Classroom Attendance List	Date	09/03/	2015						•
* Olympical Allendance Time III									
Classroom Attendance Time Out	Student SignIn S	heet			Ev	nort To	Select One -	<u>.</u>	Total = 6
	Student signin s	neer			EX		Berent Cuardian	Delease	iotai – o
	Student Name	Time	In <u>Time Out</u>	Student Sign	nature /	ጉ	Signature	Release	Barcode
	Brown, Ahsanti								
	Cepeda Solis, Jose	1							
	Echevarria, Janieva	а						_	
	Ellis, Daysan								
	Figueroa, Patrick								
	Gilliard, Gregory								

b. This can be printed or exported to excel using the "Export To" feature here

2. Use the "Classroom Attendance List" to see individual attendance records

$\sim$			Cap60 Lite				Suppor	t		
<b>KAP</b>			Volunteer					Resour	ces	
	Child	Family	Educat	tion	Front Des	sk	Tasks/Cale	endar		Group Ac
<ul><li>中 Head Start</li><li>サ CAP</li></ul>	Classro	om Attendance	•	<u> –</u> 1	⊻					
<ul> <li>CAP Classroom</li> <li>* Student Sign-In Sheet</li> </ul>				Cla	assroom A	ttendance				
* Class Progress Notes	Service		Lunch							-
* Classroom Attendance	Year		2015							-
* Classroom Attendance List	Classro	om	Lunch 08/31/201	15 - 10/30/2015	Time: 12:00:	:00 - 13:00:00   Ce	nter: Undetermi	ined		-
* Classroom Attendance Time In	Date		All							-
* Classroom Attendance Time Out	Classro	om Attendance						<u></u>		Total = 6
	Name			Case	Enro	ollement Status	Enrolled	Terminated	Times Atte	nded
	Brown, A	hsanti		7210			08/31/2015		0	
	Cepeda S	Solis, Jose		7685			08/31/2015		<u>0</u>	
	Echevar	ria, Janieva		7689			08/31/2015		<u>0</u>	
	Ellis, Day	rsan		7688			08/31/2015		0	
	Figueroa	, Patrick		7687			08/31/2015		<u><u>u</u></u>	
	Gilliard,	Gregory		/686			08/31/2015		<u>u</u>	

- 3. Use the "Classroom Attendance Time in" and "Classroom Attendance Time out" to live enter arrival and departure of students.
  - a. This can help with tracking tardiness

Save					
	Classroom Attendance				
Service	Lunch				
Year	2015				
Classroom	Lunch 08/31/2015 - 10/30/2015   Time: 12:00:00 - 13:00:00   Center: Undetermined				
	Select the Date, Time In and Attendees then Click Save				
Date	09/03/2015				
Time In	8:57 AM				
Those that already have	an attendance record for the selected day will not appear below				
Select All					
Brown, Ahsanti (Case	#: 7210) - Enrolled On: 08/31/2015				
Cepeda Solis, Jose (	ase #: 7685) - Enrolled On: 08/31/2015				
Echevarria, Janieva	Case #: 7689) - Enrolled On: 08/31/2015				
Ellis, Daysan (Case I	: 7688) - Enrolled On: 08/31/2015				
Figueroa, Patrick (Ca	se #: 7687) - Enrolled On: 08/31/2015				
Gilliard, Gregory (Ca	e #: 7686) - Enrolled On: 08/31/2015				