

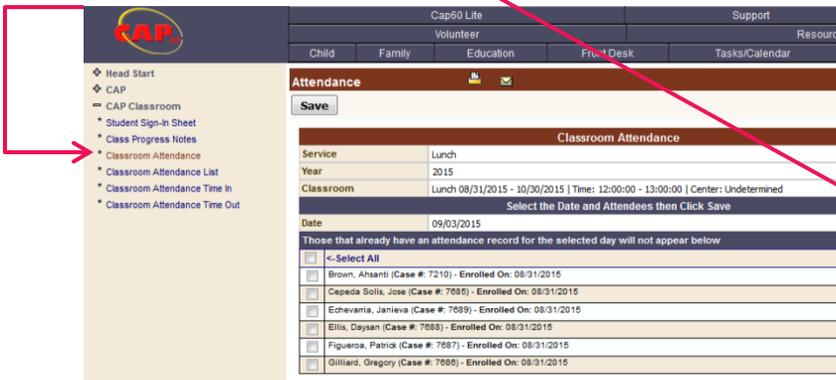


Operations Manual

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

Tracking Attendance:

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



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



Operations Manual

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”

Classroom Attendance

Service	Lunch
Year	2015
Classroom	Lunch 08/31/2015 - 10/30/2015 Time: 12:00:00 - 13:00:00 Center: Undetermined
Date	09/03/2015

Student Sign In Sheet

Student Name	Time In	Time Out	Student Signature	Parent Guardian Release Signature	Barcode
Brown, Ahsanti					
Cepeda Solis, Jose					
Echevarria, Janieva					
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

Classroom Attendance

Service	Lunch
Year	2015
Classroom	Lunch 08/31/2015 - 10/30/2015 Time: 12:00:00 - 13:00:00 Center: Undetermined
Date	All

Classroom Attendance

Name	Case	Enrollement Status	Enrolled	Terminated	Times Attended
Brown, Ahsanti	7210		08/31/2015		0
Cepeda Solis, Jose	7685		08/31/2015		0
Echevarria, Janieva	7689		08/31/2015		0
Ellis, Daysan	7688		08/31/2015		0
Figueroa, Patrick	7687		08/31/2015		0
Gilliard, Gregory	7686		08/31/2015		0

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

Attendance Time In

Save

Classroom Attendance

Service	Lunch
Year	2015
Classroom	Lunch 08/31/2015 - 10/30/2015 Time: 12:00:00 - 13:00:00 Center: Undetermined
Date	09/03/2015
Time In	8:57 AM

Those that already have an attendance record for the selected day will not appear below

Name	Case	Enrolled On	Terminated
Brown, Ahsanti (Case # 7210)	7210	08/31/2015	
Cepeda Solis, Jose (Case # 7685)	7685	08/31/2015	
Echevarria, Janieva (Case # 7689)	7689	08/31/2015	
Ellis, Daysan (Case # 7688)	7688	08/31/2015	
Figueroa, Patrick (Case # 7687)	7687	08/31/2015	
Gilliard, Gregory (Case # 7686)	7686	08/31/2015	