

Entering Attendance in Cityspan

Click **Activities** from the main menu, running vertically along the left side of the screen

1 Click on the program link

Name	Act. ID	Begin	End
A&A Sports App@Julian Hig	3178366	2/12/19	4/25/19
Ada S. Mckinley App@McKinley Lakes			5/19
Administrative Internshi Int@Rauner Family YMCA			5/19
Advanced Art @ Phoenix Military HS Adv App@Phoenix Military Academy High School	3178375	2/12/19	5/3/19
Advanced Baseball @ Solorio Adv App@Eric Solorio Academy High School	3472361	3/18/19	5/23/19
Advanced Bike Repair and Safety Adv App@West Town Bikes NFP	3178378	3/12/19	5/23/19

2

Click on the Attendance tab

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General Enrollment **Attendance** Incidents YPQA Prog. Rpt Questions Reports Interviews Renew Documents

GROUP ACTIVITY Delete

A&A Sports

Session / Status Spring 2019 (Fall 2018: 3178365) Edit

Session Spring 2019

Status Active

Budget Scenario C-reduce: SY will be halved if funding is reduced

Activity Code Cityspan Activity ID 3178366 Edit

Budget EDocID 64268 Edit

Model Information Edit

Contract Term Full Year 18-19

Contract ID 51931000

Unique ID 1000

Campus or Community Campus

Program Model Apprenticeship

Tag

Service Learning

Teen Stipend/Wage Information Edit

Stipend Distribution Type

Custom Stipend P1 P2 P3



If you don't see your program listed on the Activities page, make sure your term is correct

3 Click on a date to enter attendance

Date	Begin	End	Completion	Att Rate
Tuesday, February 12, 2019	3:30 PM	6:00 PM	30 / 30	100%
Wednesday, February 13, 2019	3:30 PM	6:00 PM	30 / 30	97%
Thursday, February 14, 2019	3:30 PM	6:00 PM	31 / 31	94%
Tuesday, February 19, 2019	4:00 PM	6:30 PM	31 / 31	94%
Wednesday, February 20, 2019	4:00 PM	6:30 PM	31 / 31	100%
Thursday, February 21, 2019	4:00 PM	6:30 PM	31 / 31	68%
Tuesday, February 26, 2019	4:00 PM	6:30 PM	31 / 31	97%
Wednesday, February 27, 2019	4:00 PM	6:30 PM	32 / 32	94%
Thursday, February 28, 2019	4:00 PM	6:30 PM	31 / 31	81%
Tuesday, March 5, 2019	4:00 PM	6:30 PM	31 / 31	94%
Wednesday, March 6, 2019	4:00 PM	6:30 PM	31 / 31	94%
Thursday, March 7, 2019	4:00 PM	6:30 PM	31 / 31	100%
Monday, March 11, 2019	4:00 PM	6:30 PM	31 / 31	100%
Tuesday, March 12, 2019	4:00 PM	6:30 PM	31 / 31	100%
Wednesday, March 13, 2019	4:00 PM	6:30 PM	31 / 31	94%
Thursday, March 14, 2019	4:00 PM	6:30 PM	31 / 31	87%
Monday, March 18, 2019	4:00 PM	6:30 PM	31 / 31	94%
Tuesday, March 19, 2019	4:00 PM	6:30 PM	31 / 31	94%

Select a viewing option:

All Dates=All program dates

All Thru Today=All program dates up until today's date

Incomplete Thru Today=All program dates up until today's date that have at least 1 teen without attendance entered

Empty Thru Today=All program dates up until today's date that do not have any attendance entered

Att Rate shows the percentage of teens present for that program date

Completion shows how many of your teens have attendance entered for that day (i.e. 35/35 means 35 out of your 35 teens have an attendance record for that day)

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ATTENDANCE Print Save Return

****Test Activity**

< Save & Prior Day **Wed, Feb 27, 2019**

Daily Notes

Clear

Participant Name	Present	Absent	Begin	End	Absent Reason
Applicant, Testing	<input type="radio"/>	<input type="radio"/>	8:30 AM	4:15 PM	<input type="text"/>

< Save & Prior Day **Wed, Feb 27, 2019**

Enter any pertinent notes (illness, tardiness, make-up days)

Click the Absent Reason drop down list to select the reason why the teen was absent. You may also enter Notes under the reason.

To edit Begin and End times, you must first Click Save at the top of screen
Click Begin or End time to indicate if a teen arrived late or left early. Begin and End times disappear when a teen is absent

★ Begin/End times can be modified in **15 minute** increments
*If a teen arrives within the first 15 minutes or leaves within the last 15 minutes, enter the full days' worth of time

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This screen must be saved

ATTENDANCE Print **Save** Return

Advanced Culinary Arts

< Save & Prior Day **Tue, Mar 17, 2015** Save & Next Day >

Daily Notes

All Present All Absent Clear