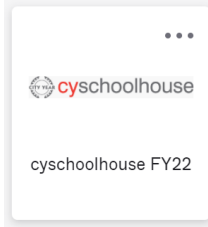




## How to Edit Sessions in CYSH

1. Go to CYSH via your [Okta Homepage](https://cityyear.okta.com) (cityyear.okta.com)



2. Select the section you want to edit time for

The screenshot shows the 'cyschoolhouse CORPS EDITION' interface. At the top, there is a red header with the City Year logo, the text 'cyschoolhouse CORPS EDITION', and a welcome message for 'KAREN MAYORGA CE'. Below the header, there is a search bar and a table of sessions. The table has columns for 'Section Name', 'Section Nickname', and 'In School / ELT'. Three sessions are listed: 'SEL Check In Check Out - KMayorga CE - Section - 161401', 'Tutoring: Literacy - KMayorga CE - Section - 161400' (highlighted with a blue box), and 'Tutoring: Math - KMayorga CE - Section - 161383'. At the bottom, there is a pagination bar showing 'Showing 1 to 3 of 3 entries' and buttons for 'Previous', '1', and 'Next'.

Section Name	Section Nickname	In School / ELT
SEL Check In Check Out - KMayorga CE - Section - 161401		In School
Tutoring: Literacy - KMayorga CE - Section - 161400		In School
Tutoring: Math - KMayorga CE - Section - 161383		In School



3. Click on History at the top right-hand corner

Tutoring: Literacy - ANavarro Castro - Section - 172821  
In School

[← GO BACK](#) [HISTORY](#) [+ ADD TIME](#)

### Corps Edition Report

**This Week's Session Activity**

Student Name: ADRIAN GARCIA

Sum of Amount of Time (in minutes)

Refresh

Show 25 entries Search:

<input type="checkbox"/>	Student	Dosage (in minutes)	Latest Session Date	CY-ID	Local ID	Grade
<input type="checkbox"/>	ADRIAN GARCIA	0.0		CY-836996	11071635	5

4. Find the session by using the available filters on the page (student name, date of session, etc)

Session List

[← GO BACK](#)

Student Name:  Corps Member:  [SEARCH](#)

Start Date:  [10/13/2021] End Date:  [10/13/2021]

Show 10 entries Search:

Session ID	Date	Section Name	Student List	Corps Member Name
No data available in table				

Previous Next



5. Edit the session date, drop-downs, number of minutes spent on the session, OR the students in the session. Once you've made the desired updates, click submit!

### Session Detail

[← GO BACK](#) [BACK TO HISTORY](#) [SUBMIT](#)

**Date**

**In-Person Service or Virtual Service**  

☒ None  
☐ In-Person Service  
☐ Virtual Service

**Session Type:**  
--None--

**Tutoring Model:**  
--None--

**Session Format:**  
--None--

**Site Details:**

☒ None  
☐ Academic Coaching = AC  
☐ Planned Academic Coaching = PAC  
☐ Socio-Emotional Development = SED  
☐ Planned Socio-Emotional Development = PSED

**Primary Skill**

Grammar  
LLI  
Other literacy skill not listed  
**Phonics/Phonemic Awareness**  
School-Designated Curriculum  
Vocabulary

**Attendee(s)**

Student	Time (in minutes)	Exit Ticket	
ADRIAN GARCIA	<input type="text"/>	<input type="text"/>	<div><div></div><div>ADD</div></div> <div>Delete</div>

[SUBMIT](#)