




## How to Enter Time into CYSH


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



2. Select the section you want to enter time for


**cyschoolhouse**  
CORPS EDITION

WELCOME,  
KAREN MAYORGA CE



Show  entries

Search:

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

Showing 1 to 3 of 3 entries

Previous **1** Next




3. Select the students that correspond to the session you want to backlog by clicking the checkbox by their name and then click + Add Time at the top right-hand corner

Tutoring: Literacy - ANavarro Castro - Section - 172821

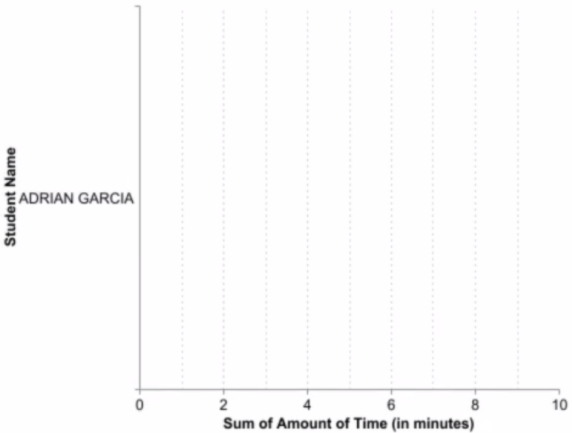
In School

[← GO BACK](#)



[+ ADD TIME](#)

### Corps Edition Report

**This Week's Session Activity**

Student Name: ADRIAN GARCIA

Sum of Amount of Time (in minutes)

Refresh

Show  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. Enter the Session date, use the drop-down menu to select 'In-Person' service, select a comment code option from the Site Details drop-down menu, select a primary Skill and enter time spent with student in minutes. Then click Submit.
- a. \*Note: You can add missing students to the session by clicking the Add button, you can also remove students from the session by clicking the Delete button, each student in your session must have the same date and comment code, but time in minutes can vary per student in the session. Session Type, Tutoring Model and Session Format can be left blank.

The screenshot shows the 'Session Detail' form with several annotations in blue arrows:

- So we know when and where:** Points to the 'Date' field (containing '10/13/2021') and the 'In-Person Service or Virtual Service' dropdown menu (showing 'None', 'In-Person Service', and 'Virtual Service').
- So we know planned or unplanned:** Points to the 'Session Type' dropdown menu (showing '--None--').
- So we know topics covered:** Points to the 'Primary Skill' dropdown menu (showing 'Grammar', 'LJ', 'Other literacy skill not listed', 'Phonics/Phonemic Awareness', 'School-Designated Curriculum', and 'Vocabulary').

The 'Site Details' dropdown menu is also visible, showing options: 'None', 'Academic Coaching = AC', 'Planned Academic Coaching = PAC', 'Socio-Emotional Development = SED', and 'Planned Socio-Emotional Development = PSED'.

The 'Attendee(s)' section shows a table with columns: Student, Time (in minutes), Exit Ticket, and a 'Delete' button. An 'ADD' button is also present. The table contains one entry for 'ADRIAN GARCIA'.

Buttons: 'BACK TO HISTORY', 'SUBMIT' (top right), and 'SUBMIT' (bottom right).