



TL Version: How to Enter Time into CYSH

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

The screenshot shows the cyschoolhouse FY22 dashboard. At the top, there's a navigation bar with a search bar and various icons. Below the navigation bar, the main content area is divided into several sections. On the left, there's a sidebar with a menu. The main content area features a large welcome message: "Welcome to FY22 cyschoolhouse Lightning 1.0!". Below this, there's a section for the "School Dashboard Set" with a "Follow" button and a "Refresh" button. To the right of the dashboard set, there's a "Recent Records" section listing several records, including "School Dashboard Set", "Ginny Phillips", "SEL Check In Check Out - KMayorga CE - Section - 161401", "Tena Flemings", and "Hayley Wilds". Below the dashboard set, there are three charts. The first chart is titled "Complete the CY SchoolForce ..." and shows a bar chart with a value of 120. The second chart is titled "Edit data entry errors in section ..." and shows a bar chart with a value of 120. The third chart is titled "Check that these intervention ..." and shows a bar chart with a value of 180. The charts are all blue and have a y-axis labeled "Record Count".

...
cyschoolhouse
cyschoolhouse FY22

Search...

Schoolhouse Lightn... Home Accounts Students Sections Add Weekly Time Assessments Gradebook Reports Dashboards More

Welcome to FY22 cyschoolhouse Lightning 1.0!

Dashboard
School Dashboard Set
Click to run the report. If it's empty, you aren't affected by the errors for which this dashboard checks.
As of Oct 20, 2021 1:35 PM Viewing as Steve Rogers
Created By: Full Name
All

+ Follow Open Refresh Subscribe

Recent Records

- School Dashboard Set
- Ginny Phillips
- SEL Check In Check Out - KMayorga CE - Section - 161401
- Tena Flemings
- Hayley Wilds

View All

Links:

- Add Students To Indicator Areas
- Assessment Wizard

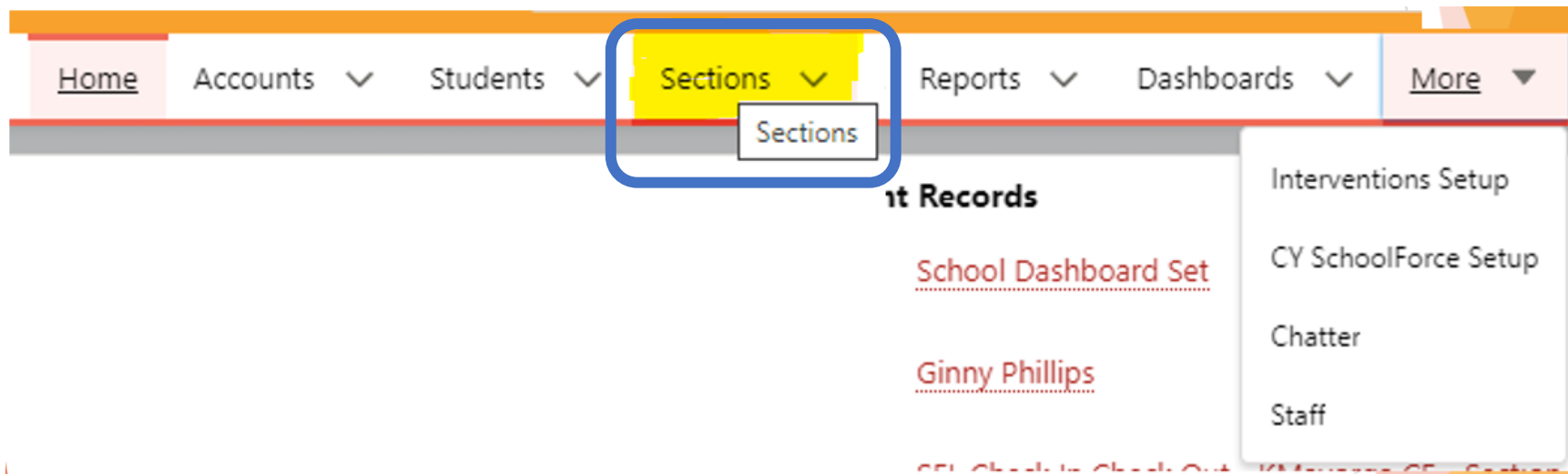
Complete the CY SchoolForce ...
We can't draw this chart because there is no d...

Edit data entry errors in section ...
Record Count
120
0

Check that these intervention ...
Sum of Amount of Time (in minutes)
180
0



2. Select the Section tab on the ribbon



3. Find your section and click the section name (*Note: create a custom view to make it easier to find your sections, find section on page on how to create view.

	Location	Intervention Primary ...	Program	# of Active Students	Section Name
1	Los Angeles	Karen Mayorga CE	Tutoring: Math	6	Tutoring: Math - KMayorga CE - Section - 161383
2	Los Angeles	Karen Mayorga CE	Tutoring: Literacy	5	Tutoring: Literacy - KMayorga CE - Section - 161400
3	Los Angeles	Karen Mayorga CE	SEL Check In Check Out	5	SEL Check In Check Out - KMayorga CE - Section - 161401



4. Select students for the session by clicking on the checkboxes next to their name and click Add Time

Enroll/Withdraw/Add Time for Tutoring: Math - KMayorga CE - Section - 161383

Back to Section: Tutoring: Math - KMayorga CE - Section - 161383

ENROLL STUDENT(S) WITHDRAW STUDENT(S) ADD TIME SESSION HISTORY ADD TO INDICATOR AREA

<input type="checkbox"/>	STUDENT	CY-ID	LOCAL ID	DOSAGE TO DATE	ENROLLMENT DATE	EXIT DATE	INDICATOR AREA	ASSIGNED PROGRAMS	ACTIVE
<input type="checkbox"/>	Alisa Holleman	CY-749858	082402M910	10 0.0	8/20/2021 10:50 AM		Math		✓
<input checked="" type="checkbox"/>	Beth Morton	CY-749869	082402M913	10 0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	Christina Crawford	CY-749854	082402M914	10 0.0	8/20/2021 10:50 AM		Math		✓
<input checked="" type="checkbox"/>	Domenic Melchor	CY-749864	082402M908	10 0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	Maegan Hardwick	CY-749865	082402M914	10 0.0	8/20/2021 10:50 AM		Math		✓
<input type="checkbox"/>	Mark Mcminn	CY-749859	082402M908	10 0.0	8/20/2021 10:50 AM		Math		✓

5. 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.

Enter Session Time for Tutoring: Math - KMayorga CE - Section - 161383

Session time entered for: Karen Mayorga CE

ADD STUDENTS TO SESSION 15

TIME TO BE ADDED TO SELECTED STUDENTS	SESSION TIME	EXIT TICKET	DELETE
Beth Morton	15		Delete
Domenic Melchor	15		Delete

Date: 10/13/2021

Add'l Comments for Session:

In-Person Service or Virtual Service: In-Person Service Session Type: --None-- Tutoring Model: --None-- Session Format: --None--

Primary Skill: Algebra: Equations

Other Skills: Algebra: Expressions, Algebra: Formulas, Algebra: Inequalities, Algebra: Polynomials, Area, Critical Thinking

Selected Skills: Addition

CANCEL SUBMIT

Comment Codes in the drop-down here