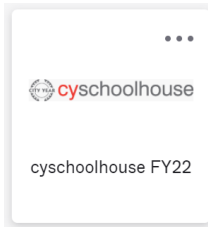






TL Version: How to Edit Sessions in CYSH

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

Sections
New View  

3 items • Sorted by Intervention Primary Staff • Filtered by All sections - Intervention Primary Staff • Updated a few seconds ago

Search this list...

	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



- Click on Session History

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	GRADE	DOSAGE DATE	ENROLLMENT DATE	EXIT DATE	INDICATOR AREA	ASSIGNED PROGRAMS	ACTIVE
<input type="checkbox"/>	Alisa Holleman	CY-749858	082402M907	10	0.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Beth Morton	CY-749869	082402M918	10	0.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Christina Crawford	CY-749854	082402M903	10	0.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Domenic Melchor	CY-749864	082402M913	10	15.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Maegan Hardwick	CY-749865	082402M914	10	0.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>
<input type="checkbox"/>	Mark Mcminn	CY-749859	082402M908	10	0.0	8/20/2021 10:50 AM		Math		<input checked="" type="checkbox"/>

- Find the section you want to edit using the date filter and click on the session ID

Select Session for Tutoring: Math - KMayorga CE - Section - 161383

Staff: [Select Staff](#) Date:

	CORPS MEMBER	SESSION ID	DATE	PRIMARY SKILL	LAST MODIFIED DATE
Edit	Karen Mayorga CE	IS-1507205	10/15/2021	Geometry: Circles	10/20/2021 4:40 PM
Edit	Karen Mayorga CE	IS-1507204	10/13/2021	Algebra: Equations	10/20/2021 4:39 PM



5. Click on the Edit button and make changes to the session as needed, then click Save.

Intervention Session
IS-1507205

Intervention Session Res...

Details Activity

Information

Inter. Session ID	IS-1507205	Date	10/20/2021
Section	Tutoring: Math - KMayorga CE - Section - 161383	Session Time Completed For	Karen Mayorga CE
MOY	10	All avenues	In-Person Service
Primary Skill	Geometry: Circles	WOY	43.00
Add'l Comments for Session		Other Skills	Geometry: Congruence
Site Details		Session Type	
Session Format			
Tutoring Model			

Edit IS-1507206

Information

Inter. Session ID	IS-1507206	Date	10/20/2021
Section	Tutoring: Math - KMayorga CE - Section - 161383	Session Time Completed For	Karen Mayorga CE
MOY	10 <i>This field is calculated upon save</i>	* All avenues	In-Person Service
Primary Skill	Integers	WOY	44.00 <i>This field is calculated upon save</i>
Add'l Comments for Session		Other Skills	Homework Assistance
Site Details		Session Type	1:1
Session Format	Pull Out		
Tutoring Model	Keep Up		

System Information

Cancel Save & New Save