



# Adding Intervention Session Time

APRIL 2017

As an AmeriCorps Member, you enter intervention session time with students in **cyschoolhouse**. This document outlines the steps to add and update session time using the Corps Edition application on your mobile device or desktop. Go to Page 2 to learn how to access and login.

## ADD SESSION TIME

- 1 Select the Section Name

- 2 Select the student(s) > tap **Add Time**

Tap **Plus** to see additional student details.

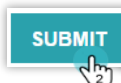


- 3 From the Session Detail page:
  - Enter the date session occurred
  - Select the *Primary Skill* of focus for the session as well as *Other Skills* worked on
  - Enter a comment (optional)

- 4 From the session *Attendee* section:
  - Enter the time in minutes
  - Click **Submit**



Tap **Add** to add more students to the session.



**Result:** Once saved, the dosage and latest session date are automatically updated.

## UPDATE SESSION

- 1 From the home page, tap **History**



- 2 Tap the **Session ID** / date to edit

Session ID	Date	Section Name
IS-194792	07/25/2016	Tutoring: Math - AVolunteer - Section - 25152
IS-194792	07/23/2016	Tutoring: Math - AVolunteer - Section - 25152

- 3 From the Session Detail page, make edits as needed (e.g., session date, skills, comments, and/or session time)
  - To add additional students > tap **Add**
  - To remove time for individual students > tap **Delete**

### Note

An intervention session is when you meet with a student for a specific instance. The amount of time you spend with the student during a session, such as during 1:1 math tutoring, is the intervention session time and is recorded in minutes.

- If a section is missing or is inactive when it shouldn't be, notify your Impact Manager.
- If student(s) is missing from a section or is inactive when they shouldn't be, or student information (e.g., grade level) is incorrect, notify your Impact Manager.

## MOBILE ACCESS (One Time Only)



### Install and Setup Okta Mobile Portal

You only need to perform the following steps one time.

**Important Note:** Do not connect to your school team's mobility kit when downloading the Okta Mobile

1. From your device's App store (iTunes or Google Play), install the 'Okta Mobile App'.
2. From the sign-in screen, enter your credentials:

a) **Site Name:** cityyear

b) **User Name:** [your City Year ID] e.g., jsmith

c) **Password:** [your network password]

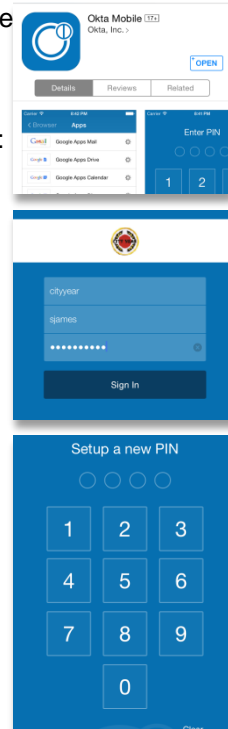
3. Set up/enter a 4 digit PIN (any 4 digits you like)  
NOTE: This PIN will be required each time you login to Okta Mobile via your mobile device.

4. Confirm your 4 digit PIN.  
Mobile devices supported: iOS (iPhone, iPad) and Android.



### Tip

Install and setup Okta Mobile on your own device vs. sharing. This will avoid repeated steps of setting up and entering a 4 digit PIN.



## DESKTOP LOGIN



### Login from cyconnect

1. Go to the cyconnect homepage
2. From the SSO Links (Single Sign-On), click cyschoolhouse – Corps Edition

### SSO Links (Single Sign-On)

URL
cyresource
cychannel
cyschoolhouse
<b>cyschoolhouse - Corps Edition</b>
Service Desk x2456

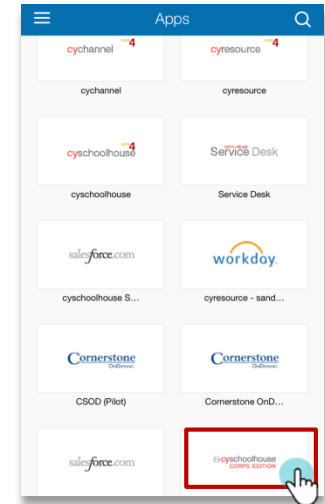
## MOBILE LOGIN / LOGOUT

Once you have successfully installed/setup the Okta Mobile portal, follow the steps below to sign-in.

1. To avoid data charges, connect to Your Team's Mobility Kit or an available Wi-Fi network.

### 2. Login:

- a. Open and sign in to the Okta Mobile App using your 4 digit PIN.
- b. Select the 'cyschoolhouse Corps Edition' App.



### 3. Logout:

**\*If a shared device (e.g., team phone), you must logout of the Okta Mobile App.**

- a. Click the Menu icon and you'll return to the Okta Mobile portal page with your assigned apps.
- b. Click the Menu icon on the Okta Mobile portal page
- c. Click **Sign Out**.

**\*Please note:** Logging out of OKTA Mobile App will require repeated steps 2-4 of the 'Install and Setup Okta Mobile Portal'

