



Children's Defense Fund

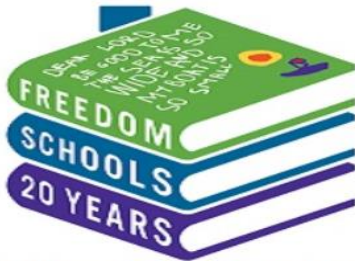
A strong, effective, independent voice for *all* the children of America

Student Information System User Guide

This User Guide is designed to help you get started using the Student Information System. We'll take you step by step in using your organization's database, so that you can begin to use SIS right away.

Login

Navigate to cdfund.cityspan.com in your web browser. Input your login credentials, which have been provided for you via email from accountinfo@cityspan.com.

Children's Defense Fund - Student Information System	
 Children's Defense Fund Freedom Schools®	NOTICES:
LOGIN Username: <input type="text" value="demo"/> Password: <input type="password" value="....."/> Forgot Password? <input type="button" value="ENTER SYSTEM"/> Click here to download a copy of the SIS User Guide Click here to download a copy of the Upload User Guide Click here to download a copy of the Upload Template Spreadsheet For assistance, call the Help Desk: 866-469-6884 (toll-free) Mon-Fri, 8AM-5PM, Pacific Time	

Toll-free Help Desk Support

Please be sure to contact our toll-free help desk if you have questions, problems, or have forgotten your password.

Our toll-free help desk phone number is **1-866-GO-YOUTH** or **1-866-469-6884**.

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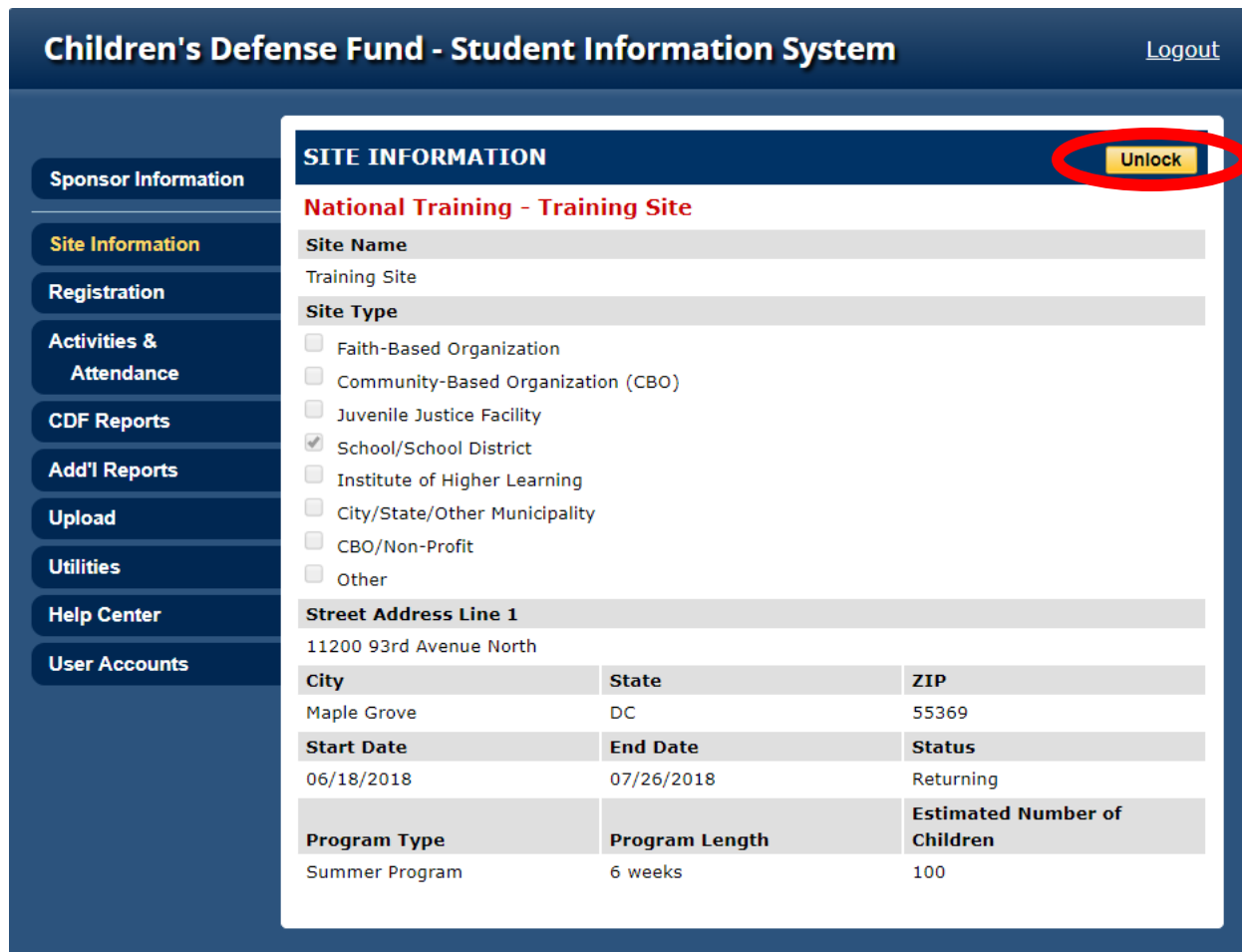
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Editing Sponsor Organization and Site Information

Upon logging in, you will first want to update the Sponsor Organization and Site Information pages.

Step 1:

First, you will want to update your Site Information page by clicking the “Unlock” button to edit and then selecting “Save” and “Submit” once you have completed the form.



Children's Defense Fund - Student Information System [Logout](#)

Sponsor Information

Site Information

Registration

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SITE INFORMATION **Unlock**

National Training - Training Site

Site Name
Training Site

Site Type

☐ Faith-Based Organization

☐ Community-Based Organization (CBO)

☐ Juvenile Justice Facility

☒ School/School District

☐ Institute of Higher Learning

☐ City/State/Other Municipality

☐ CBO/Non-Profit

☐ Other

Street Address Line 1
11200 93rd Avenue North

City	State	ZIP
Maple Grove	DC	55369

Start Date	End Date	Status
06/18/2018	07/26/2018	Returning

Program Type	Program Length	Estimated Number of Children
Summer Program	6 weeks	100

Step 2:

After completing the Site Information page, you will want to navigate to the Sponsor Information page by clicking on “Sponsor Information” in the left menu. Once you are there, you can follow the same steps for completing the Site Information page and click “Submit” once the form has been completed.

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[Logout](#)

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SPONSOR INFORMATION

Save
Submit

National Training

Sponsor Organization Name

National Training

Street

1234 E Street NW

City

Washington

State

DC ▼

ZIP

20000

Organization Type

Other ▼

Status

Returning ▼

Executive Director of the Sponsor Organization

Title	First Name	Last Name	Email	Phone
Dr. ▼	Maya	Angelou	maya@maya.com	1234567890

CDF Freedom Schools Executive Director (Primary Point of Contact)

Title	First Name	Last Name	Email	Phone
Mr. ▼	Malcolm	X	malcolm@malcolm.	123456890

Additional Point of Contact

Title	First Name	Last Name	Email	Phone
Mrs. ▼	Coretta	Scott King	coretta@coretta.co	123456890

Who should receive all FS emails related to financial and operational responsibilities? (Check all that apply)

- ☐ Executive Director of the Sponsor Organization
- ☒ CDF Freedom Schools Executive Director (Primary Point of Contact)
- ☒ Additional Point of Contact

Please complete each form to the best of your ability with as much detail possible. If you notice that your Sponsor or Site name is incorrect, you can contact Erica Fields with a change requests and it will be updated with 48 hours.

Once you have finished updating the form(s), click "Submit". **Sponsor and Site Information forms will be permanently locked on May 1st, 2018 at midnight.** If further updates are needed, please contact Erica Fields (efields@childrensdefense.org) to request that the form be unlocked.

Registration

In this section you'll learn how to add Children, Servant Leader Interns, Project Directors, and Site Coordinators to the system.

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SITE INFORMATION [Unlock](#)

National Training - Training Site

Site Name
Training Site

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☐ Faith-Based Organization

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☐ Institute of Higher Learning

☐ City/State/Other Municipality

☐ CBO/Non-Profit

☐ Other

Street Address Line 1
11200 93rd Avenue North

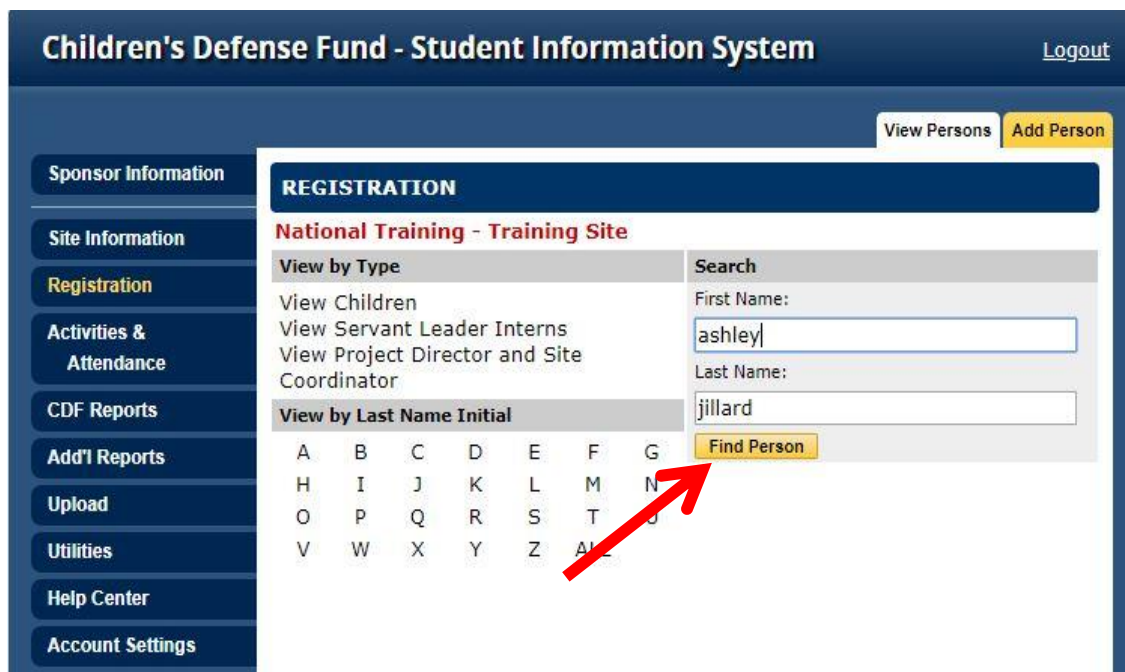
City	State	ZIP
Maple Grove	DC	55369

Start Date	End Date	Status
06/18/2018	07/26/2018	Returning

Program Type	Program Length	Estimated Number of Children
Summer Program	6 weeks	100

Adding Children

1. From the Site Information screen, select the **Registration** tab from the left menu.
2. To create a **Child** record, first enter the youth's name in the **Search** fields and click "Find Person" ensure that the participant is not already in the system. It is a good idea to get in the habit of searching the database for participants to prevent the creation of duplicate records for one individual. If the person is already in the system his or her name will appear, and you can then click on that name to enter data into their registration form. If there is more than one person with the same name, a list of all the names will appear along with their phone numbers to help distinguish between them.



Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

REGISTRATION

National Training - Training Site

View by Type

View Children
View Servant Leader Interns
View Project Director and Site Coordinator

Search

First Name:

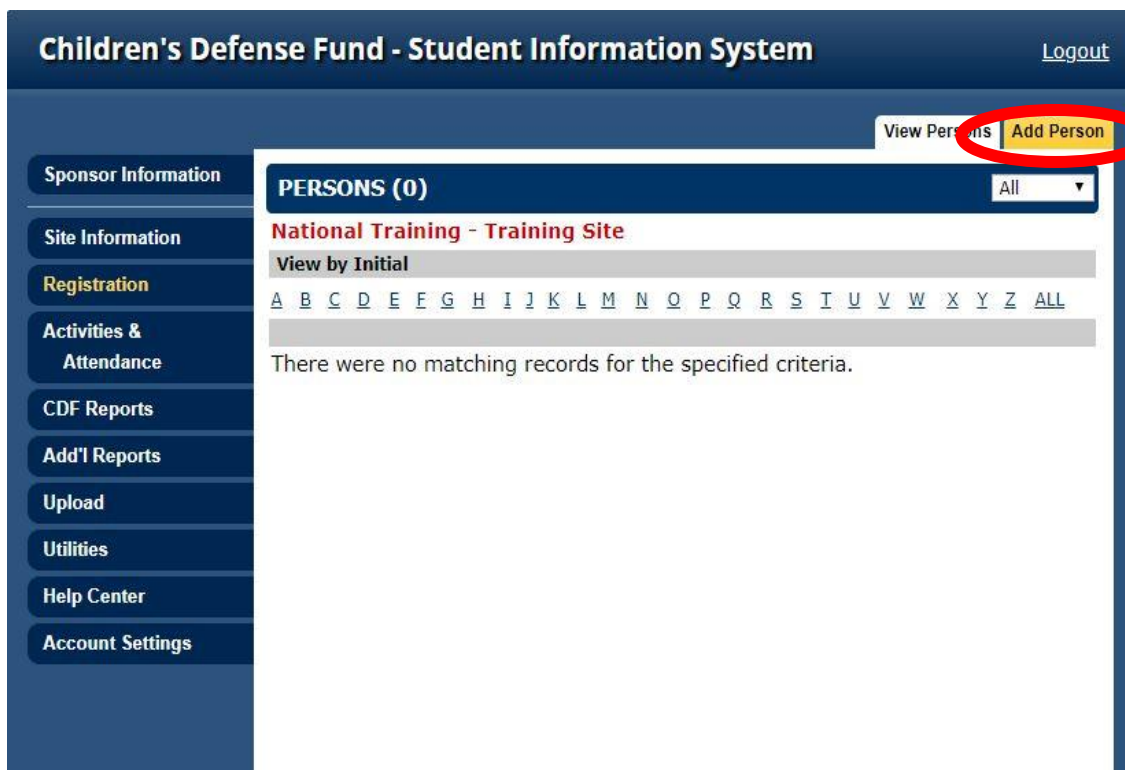
Last Name:

View by Last Name Initial

A	B	C	D	E	F	G
H	I	J	K	L	M	N
O	P	Q	R	S	T	U
V	W	X	Y	Z	ALL	

[Find Person](#)

3. If it is determined that the child is not in the system, click on the yellow **Add Person** tab and select the "Children" Person Type.



Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

PERSONS (0) All

National Training - Training Site

View by Initial

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

There were no matching records for the specified criteria.

4. Enter the required registration information indicated by a red asterisk. You may also complete any additional fields to save time and reduce the risk of omitting relevant data from the child's record after it has been created. Once you have completed their form, click 'Add'. To view the record, click 'View Record' or continue to create new child records.

Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

REGISTRATION SUCCESSFUL

Ashley Jillard has been successfully registered.

To view this record, click [View Record](#)

CREATE NEW CHILDREN [Cancel](#) [Add](#)

* Child Last Name:

* First:

Middle Name:

* Birth Date:

* Gender Identity:

* Preferred Pronouns:

Home Street Address:

City:

State:

ZIP:

Status ☐ Inactive ☐ Active

Below is the participant record. Make sure to fill out all information as required on the Enrollment Form, especially any information that was not completed during the record creation process.

Children's Defense Fund - Student Information System [Logout](#)

[Enrollment Form](#) [Files](#) [Enrollment](#) [View Persons](#)

Child [Print](#) [Delete](#) [Save](#)

INSTRUCTIONS: Please complete one form for each child enrolled in the CDF Freedom Schools program.

ALL REQUIRED fields are noted by an (*) ASTERISK.

Creation Date 4/9/2018, 3:23:58 PM (PT)

* Child's Last Name: Jillard

Middle Name:

* Child's First Name: Ashley

* Birth Date: 3/16/2008

Age 10

* Gender Identity: Female

* Preferred Pronouns: She

Home Street Address:

City:

State:

ZIP:

Status ☐ Inactive ☒ Active

* Child's Race/Ethnicity (check all that apply):

American Indian/Alaskan Native ☐

Native Hawaiian or Pacific Islander ☐

Asian ☒

Black/African American ☐

Hispanic/Latino ☐

White ☐

Other ☐

Adding Servant Leader Interns

Click back to the "Registration" and click "Add Person" again, this time selecting Servant Leader Interns. Complete the form and view the record in the same steps as above when adding a child participant.

Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

CREATE NEW PERSON [Cancel](#) [Add](#)

* Person Type: ☐ Children ☒ **Servant Leader Interns** ☐ Project Director and Site Coordinator

* First Name:

* Last Name:

[Add Person](#)

Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

CREATE NEW PERSON [Cancel](#) [Add](#)

* Person Type: ☐ Children ☒ **Servant Leader Interns** ☐ Project Director and Site Coordinator

* First Name:

* Last Name:

Middle:

* Birth Date:

* Gender Identity:

Female ☐

Male ☐

Non-binary ☐

Decline to state ☐

Other:

* Preferred Pronoun(s):

She ☐

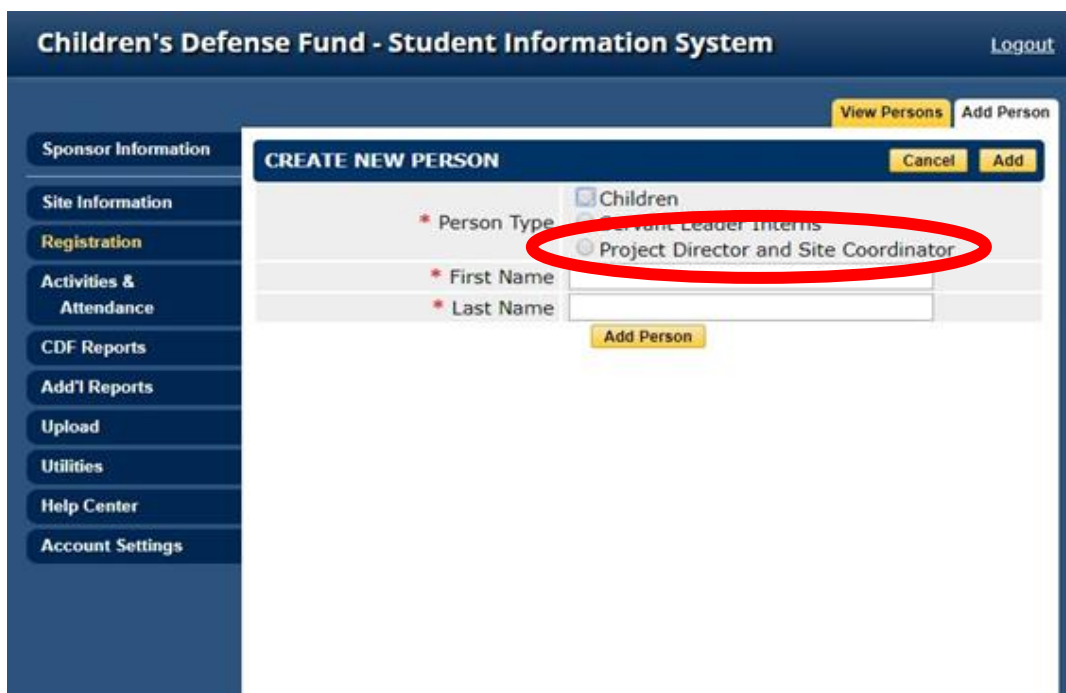
He ☐

They ☐

Other:

Adding Project Directors and Site Coordinators

To add a Project Director and/or Site Coordinator, repeat the steps above, but instead select the relevant Person Type when adding the person.



Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

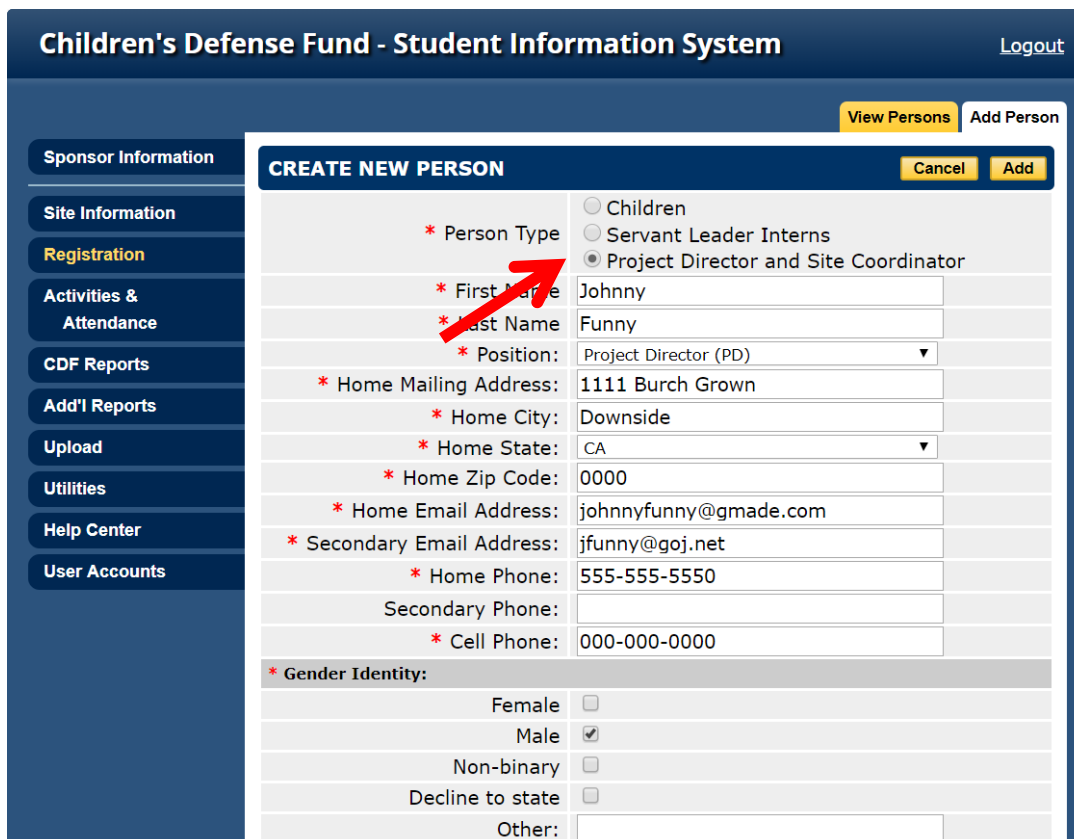
CREATE NEW PERSON [Cancel](#) [Add](#)

* Person Type: ☐ Children ☐ Servant Leader Interns ☒ Project Director and Site Coordinator

* First Name:

* Last Name:

[Add Person](#)



Children's Defense Fund - Student Information System [Logout](#)

[View Persons](#) [Add Person](#)

CREATE NEW PERSON [Cancel](#) [Add](#)

* Person Type: ☐ Children ☐ Servant Leader Interns ☒ Project Director and Site Coordinator

* First Name: Johnny

* Last Name: Funny

* Position: Project Director (PD)

* Home Mailing Address: 1111 Burch Grown

* Home City: Downside

* Home State: CA

* Home Zip Code: 0000

* Home Email Address: johnnyfunny@gmade.com

* Secondary Email Address: jfunny@goj.net

* Home Phone: 555-555-5550

Secondary Phone:

* Cell Phone: 000-000-0000

* Gender Identity:

Female ☐

Male ☒

Non-binary ☐

Decline to state ☐

Other:

Once all staff have been registered into the system they will be displayed on any staff drop-down menus in the system. Click the View Record button to continue filling out the registration form for the staff person.

Activities & Attendance

This section will guide you through the process of creating an activity and taking attendance. You will create the service name, select service categories, create the service schedule, assign staff, and enroll participants.

Creating Activities

1. From the left menu, select the "Activities & Attendance" tab, this is where a list of your activities will be displayed once you have created them. To add an activity, click the "Add Activity" tab in the upper right corner.

Children's Defense Fund - Student Information System [Logout](#)

View Activities View Groups View Events Weekly Attendance **Add Activity**

ACTIVITIES Current Term ▼

National Training - Training Site **7/1/2017 to 8/30/2018**

View by Initial

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Page 1

Name	Begin	End
IRC Level 1 - David	1/22/18	3/30/18
IRC LEVEL 2	3/19/18	3/20/18
IRC Level 2 - Arianna	1/22/18	1/31/18
live training	3/27/18	3/29/18
Summer 2017 Arts & Craft	6/15/17	8/1/17
Test	4/11/18	4/27/18
test	3/19/18	3/23/18

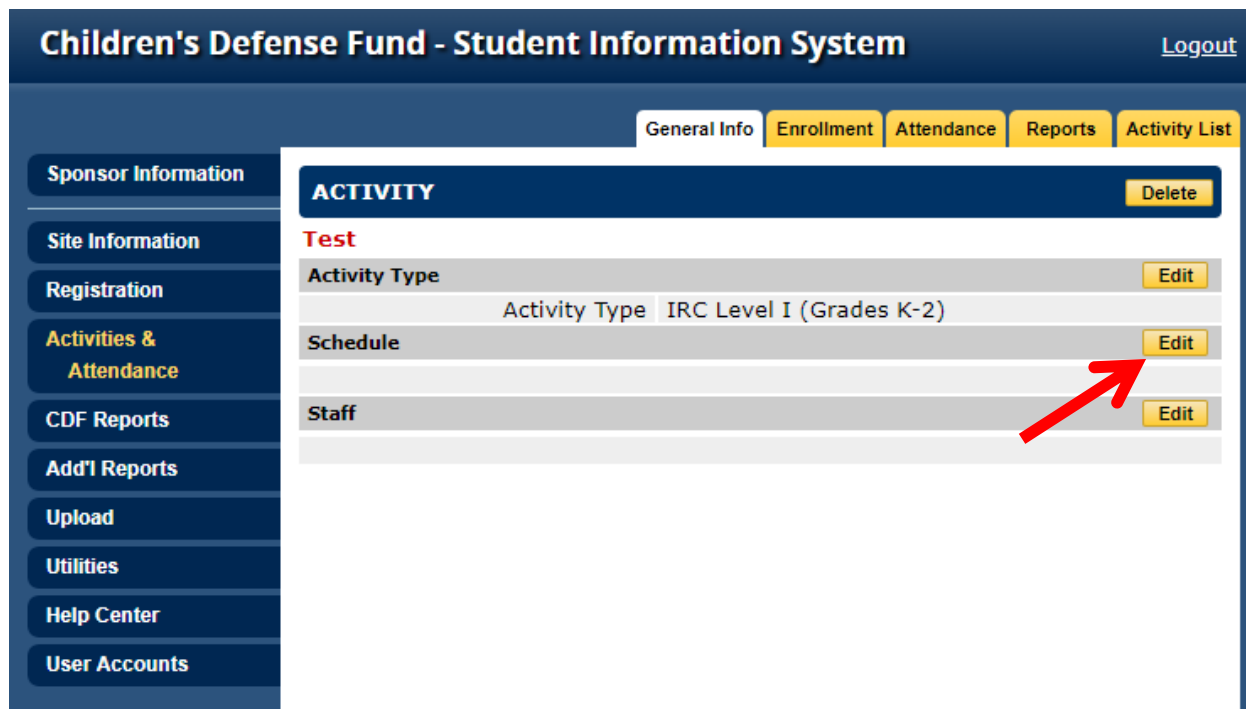
2. Enter the Service Name and select a Service Type. Once you select "Activities" as the service type the next screen you see will ask you to select an Activity Type.

The screenshot shows the 'CREATE ACTIVITY' form in the Children's Defense Fund - Student Information System. The form has a dark blue header with the title and a 'Logout' link. Below the header is a navigation bar with buttons: 'View Activities', 'View Groups', 'View Events', 'Weekly Attendance', and 'Add Activity'. On the left is a sidebar menu with options: 'Sponsor Information', 'Site Information', 'Registration', 'Activities & Attendance' (highlighted), 'CDF Reports', 'Add'l Reports', 'Upload', 'Utilities', 'Help Center', and 'User Accounts'. The main form area has a title 'CREATE ACTIVITY' and two buttons: 'Cancel' and 'Save & Proceed'. It contains two sections: 'Service Name' with a text input field containing 'Test', and 'Service Type' with two radio button options: 'Activities (Services for which attendance will be recorded)' (selected) and 'Event (Services for which attendance will not be recorded)'.

3. Activity Types are based off IRC levels (If your activity will be a Parent Meeting then you will select Parent Meeting from the drop down list). Click Save & Proceed when finished.

The screenshot shows the 'Activity Type' dropdown menu. The label 'Activity Type' is on the left. The dropdown list is open, showing five options: 'IRC Level I (Grades K-2)' (selected and highlighted in blue), 'IRC Level II (Grades 3-5)', 'IRC Level III (Grades 6-8)', 'IRC Level IV (Grades 9-12)', and 'Parent Meeting'.

4. You will now be directed to the General Info page for this activity. Proceed to creating a schedule for this activity by selecting the "Edit" button next to the "Schedule" section.



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General Info **Enrollment** Attendance Reports **Activity List**

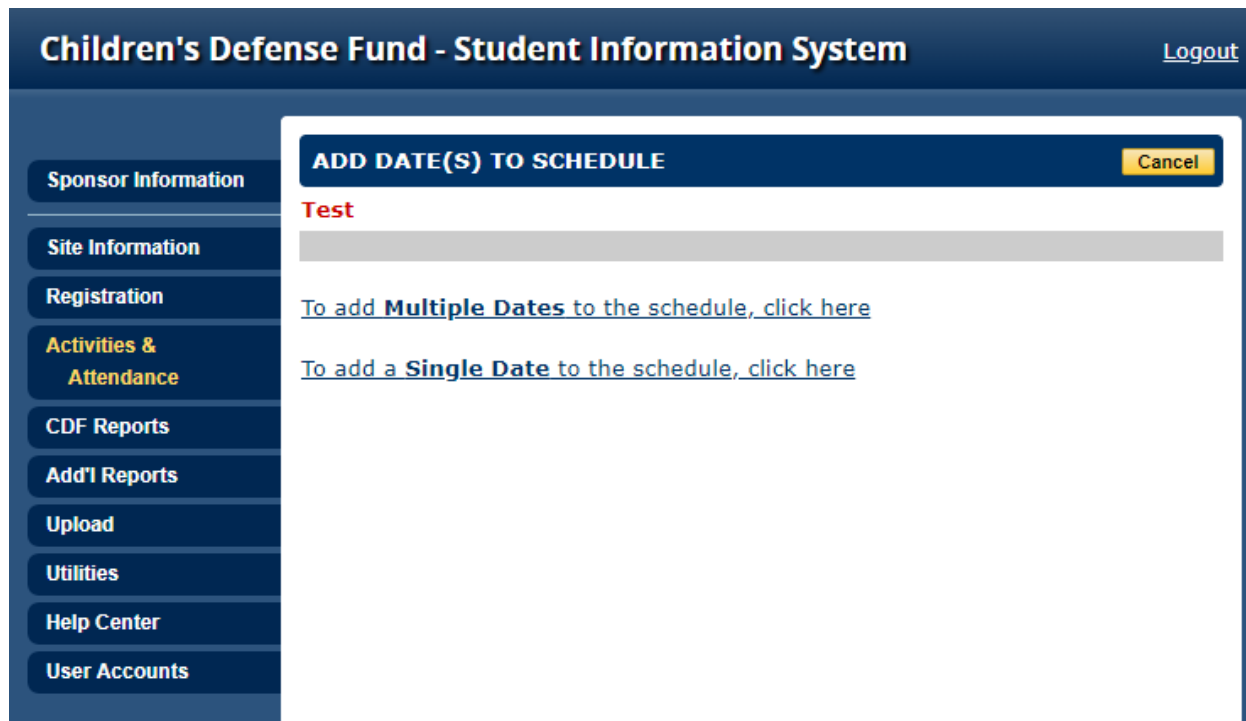
ACTIVITY [Delete](#)

Test

Activity Type	Edit
Activity Type	IRC Level I (Grades K-2)
Schedule	Edit
Staff	Edit

A red arrow points to the 'Edit' button next to the 'Schedule' row.

5. The next screen gives you the option to add Multiple Dates or a Single Date to the schedule. In general, if the service will only take place once (like an event) then the Single Date option should be used. For services that will take place over the course of a semester or a year, the Multiple Dates option should be chosen.



Children's Defense Fund - Student Information System [Logout](#)

ADD DATE(S) TO SCHEDULE [Cancel](#)

Test

[To add **Multiple Dates** to the schedule, click here](#)

[To add a **Single Date** to the schedule, click here](#)

- If you choose Multiple Dates, enter the begin date, end date and the times for each day that the service will be in session. Click the **Add Multiple Dates** button to add the schedule to the activity.

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ADD DATE(S) TO SCHEDULE

Cancel

Test

To Add Multiple Dates to the Schedule

Step 1: Enter Begin Date (mm/dd/yy): Begin Date: 4/11/2018

Step 2: Enter End Date (mm/dd/yy): End Date: 4/27/2018

Step 3: Select the Begin and End Times for each class day.

Day	Begin Time	End Time
Monday		
Tuesday		
Wednesday	7:00 AM	12:00 PM
Thursday		
Friday	7:00 AM	
Saturday		
Sunday		

Step 4: Click "Add Multiple Dates".

Add Multiple Dates

- If you click on Single Date, enter the date, the begin time, and end time. Click on the **Add Single Date** button.

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ADD DATE TO SCHEDULE

Cancel

Test

To Add a Single Date to the Schedule

Step 1: Enter Date (mm/dd/yy): Date: 4/18/2018

Step 2: Enter Begin Time: Begin Time: 8:15 AM

Step 3: Enter End Time: End Time: 11:15 AM

Step 4: Click Add Single Date

Add Single Date

- A page with all scheduled dates is displayed. If the activity will not meet on certain dates (e.g. holidays etc.), you may select those dates and click "Delete Selected" to update the schedule.

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General Info **Enrollment** Attendance Reports **Activity List**

SCHEDULE [Add Dates](#) [Delete Selected](#) [Return](#)

Test

Page 1

[Select All](#) [Unselect All](#)

Select	Date	Begin	End	Time
<input type="checkbox"/>	Wednesday, April 11, 2018	7:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Friday, April 13, 2018	7:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Wednesday, April 18, 2018	7:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Friday, April 20, 2018	7:00 AM	12:00 PM	(Time)

If you would like to make changes to the time(s) selected for any dates within the schedule, you can do so by clicking the "Time" link in the Schedule screen. (see below)

Upload

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<input type="checkbox"/>	Wednesday, April 25, 2018	7:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Friday, April 27, 2018	7:00 AM	12:00 PM	(Time)
<input type="checkbox"/>	Tuesday, May 1, 2018	9:00 AM	1:15 PM	(Time)
<input type="checkbox"/>	Wednesday, May 2, 2018	9:00 AM	1:15 PM	(Time)
<input type="checkbox"/>	Thursday, May 3, 2018	8:30 AM	2:45 PM	(Time)
<input type="checkbox"/>	Friday, May 4, 2018	10:15 AM	4:45 PM	(Time)

Children's Defense Fund - Student Information System [Logout](#)

ADJUST SERVICE TIME [Cancel](#) [Save & Return](#) [Save & Next](#)

Test **Tuesday, May 1, 2018**

Warning: Adjusting the service begin time or end time of a day with attendance resets the begin and endtime of all attendees.

Current Begin	Current End	New Begin	New End
9:00 AM	1:15 PM	9:00 AM	1:15 PM

- To assign a Staff Member to the activity, click the Return button to go back to the main General Info page when done. Then select the "Edit" button next to the Staff section.

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ACTIVITY [Delete](#)

Test

Activity Type		Edit
Activity Type		IRC Level I (Grades K-2)
Schedule		Edit
Date Range	4/11/2018 - 4/27/2018	
Days of Week	W, F	
Time	7:00 AM - 12:00 PM	
Status	Pending	
Staff	Edit	

- Select a staff name from the drop-down menu to assign a staff member to the activity.

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ASSIGN OR EDIT STAFF [Return](#)

Test 4/10/2018

To Assign Staff

- Select a Staff Name
- Select a Role
- Click Assign Staff Now [Assign Staff Now](#)

Current Assigned Staff

Name	Role
No staff assigned	

To update the role for a staff member, select a role from the drop down menu and click the Update button.

To remove a staff member, click on the remove button.

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ASSIGN OR EDIT STAFF [Return](#)

Test 4/11/2018

To Assign Staff

1. Select a Staff Name

2. Select a Role

3. Click Assign Staff Now [Assign Staff Now](#)

Current Assigned Staff

Name	Role		
Josemane Ancion	<input type="text" value="Staff"/>	Update	Remove

To update the role for a staff member, select a role from the drop down menu and click the Update button.

To remove a staff member, click on the remove button.

11. The staff member has now been assigned to the activity. You can add multiple staff members to an activity by repeating the steps above.

Enrolling Participants

Once the activity information has been entered, you can begin enrolling participants into the activity. Select the Activity Name and then click on the "Enrollment" tab. Then select the "Click here to enroll new participants" link to begin enrollment.

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ENROLLMENT LIST (0 Enrolled) [Enroll](#) [Bulk Drop](#)

Test

No persons are currently enrolled in this service.

[Click here to enroll new participants.](#)

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ENROLL PARTICIPANT [Return](#)

Test

STEP 1: FIND PARTICIPANTS

Find by Last Name Initial: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Find by Name: Integrated Reading Curriculum (IRC) Level

First Name:

Last Name:

Grade: ☐ Pre-K ☐ 7 ☐ K ☐ 8 ☐ 1 ☐ 9 ☐ 2 ☐ 10 ☐ 3 ☐ 11 ☐ 4 ☐ 12 ☐ 5 ☐ Graduated ☐ 6 ☐ Value Missing

Person Type:

[Find Person](#)

STEP 2: SELECT PARTICIPANTS [Next Step](#)

Choose participants to enroll then click "Next Step". Select [All](#) / [None](#)

Enroll	Participant Name	Date of Birth
<input type="checkbox"/>	Jillard, Ashley	3/16/2008

You may search for participants by various parameters. In this case we searched by First and Last Name. The results are displayed at the bottom of the screen where you can check off the participants you wish to enroll in the activity and then click "Next Step".

The screen that follows will ask you to verify the enroll date of the participant and make further adjustments as needed. Once you are finished click on "Next Step".


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ENROLL PARTICIPANT [Cancel](#)

Test

STEP 3: SELECT ENROLL DATE(S) [Next Step](#)

Participant(s) will be enrolled according to the dates indicated. You may enter alternate dates, set all dates to [today's date](#) or set all dates to the [beginning of the service](#).

Participant Name	Enroll Date
Jillard, Ashley	<input type="text" value="4/11/2018"/> 

[Next Step](#)

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ENROLL PARTICIPANT

Test

ENROLLMENT CONFIRMED

Done

Jillard, Ashley

Done

You are now finished enrolling participants and will be able to confirm enrollment. To see a list of participants you enrolled in the activity you can click on the activity and select the "Enrollment" tab to view the list.

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ENROLLMENT LIST (2 Enrolled)

Enroll

Bulk Drop

Test

Page 1

Name	Age	Status	Start Date	Drop Date	Edit
Allen, Test		Enrolled	4/11/18	n/a	Edit
Andrews, Susan		Enrolled	4/11/18	n/a	Edit

Activity Attendance

To take attendance for the activity click on the "Attendance" tab as shown below:

The screenshot shows the 'Children's Defense Fund - Student Information System' interface. The 'Attendance' tab is highlighted with a red circle. The left sidebar contains a menu with options: Sponsor Information, Site Information, Registration, Activities & Attendance (highlighted), CDF Reports, Add'l Reports, Upload, Utilities, Help Center, and User Accounts. The main content area is titled 'WEEKS OF ATTENDANCE' and includes a 'Test' section with a yellow warning box about attendance locking. Below this is a table with columns 'Week' and 'Status' for the year 2018, showing three weeks of incomplete attendance.

Week	Status
2018	
Week 1: 4/8/2018-4/14/2018	Incomplete
Week 2: 4/15/2018-4/21/2018	Incomplete
Week 3: 4/22/2018-4/28/2018	Incomplete


Select the week you will be taking attendance for and enter attendance by selecting the correct checkboxes. Once you are finished, click save and select the "Completed" checkbox.

The screenshot shows the 'WEEKLY ATTENDANCE' form. The 'Attendance' tab is selected. The form includes a 'Test' section with a yellow warning box. Below the warning box are navigation links for the week of April 15, 18 - April 21, 18. A table for marking attendance is shown with columns for days of the week (Su, M, T, W, Th, F, Sa) and rows for participants. A red arrow points to the 'Completed' checkbox, which is currently unchecked.

System ID	Participant Name (2)	Su 4/15	M 4/16	T 4/17	W 4/18	Th 4/19	F 4/20	Sa 4/21
42508790	Allen, Test				<input type="checkbox"/>		<input type="checkbox"/>	
42518104	Boston, Johnny				<input type="checkbox"/>		<input type="checkbox"/>	

Weekly Attendance Data Entry

There is also an alternate method to taking attendance. Click on the Activities and Attendance tab to view your activities list. Then select the Weekly Attendance tab shown below.



Children's Defense Fund - Student Information System [Logout](#)

View Activities View Groups View Events **Weekly Attendance** Add Activity

ACTIVITIES [Current Term](#)

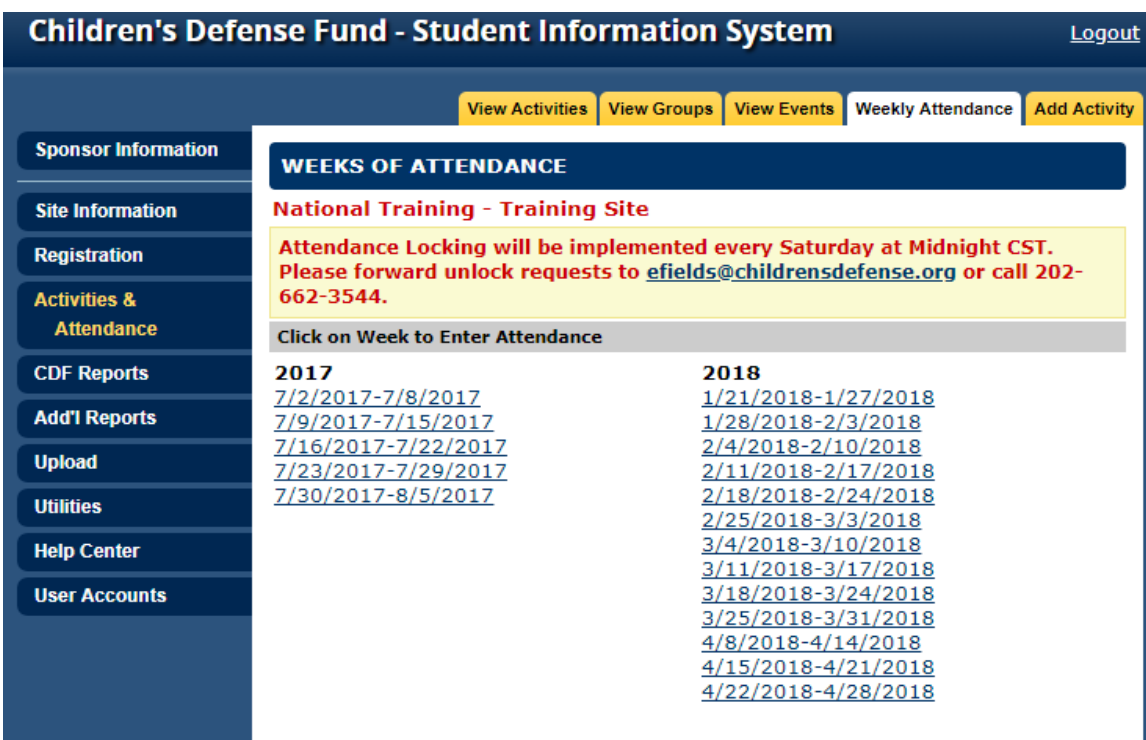
National Training - Training Site **7/1/2017 to 8/30/2018**

View by Initial

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Page 1

Name	Begin	End
IRC Level 1 - David	1/22/18	3/30/18
IRC LEVEL 2	3/19/18	3/20/18
IRC Level 2 - Arianna	1/22/18	1/31/18
live training	3/27/18	3/29/18
Summer 2017 Arts & Craft	6/15/17	8/1/17
Test	4/11/18	4/27/18
test	3/19/18	3/23/18



Children's Defense Fund - Student Information System [Logout](#)

View Activities View Groups View Events **Weekly Attendance** Add Activity

WEEKS OF ATTENDANCE

National Training - Training Site

Attendance Locking will be implemented every Saturday at Midnight CST. Please forward unlock requests to efields@childrensdefense.org or call 202-662-3544.

Click on Week to Enter Attendance

2017	2018
7/2/2017-7/8/2017	1/21/2018-1/27/2018
7/9/2017-7/15/2017	1/28/2018-2/3/2018
7/16/2017-7/22/2017	2/4/2018-2/10/2018
7/23/2017-7/29/2017	2/11/2018-2/17/2018
7/30/2017-8/5/2017	2/18/2018-2/24/2018
	2/25/2018-3/3/2018
	3/4/2018-3/10/2018
	3/11/2018-3/17/2018
	3/18/2018-3/24/2018
	3/25/2018-3/31/2018
	4/8/2018-4/14/2018
	4/15/2018-4/21/2018
	4/22/2018-4/28/2018

Once you click into the week you are taking attendance for you will be given a list of participants with the activity they are enrolled in listed in parentheses. This will list all activities on a given day so that you do not have to go into each activity separately to take attendance.

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WEEKLY ATTENDANCE

Save Return

Attendance Locking will be implemented every Saturday at Midnight CST. Please forward unlock requests to efields@childrensdefense.org or call 202-662-3544.

Save & Prior Week
Apr 15, 18 - Apr 21, 18
Save & Next Week >

All Present Clear

Click on "All Present" to indicate that all participants were present throughout the week. If a specific participant was absent on one or more of the days, simply click in the box next to his or her name to remove the check mark. If you would like to do attendance for less than a week or for only a few participants, do not select "All Present." Instead, simply click in the appropriate boxes to mark the participant as present.

System ID	Participant Name (6)	Su 4/15	M 4/16	T 4/17	W 4/18	Th 4/19	F 4/20	Sa 4/21
42508790	Allen, Test (Test)				<input type="checkbox"/>		<input type="checkbox"/>	
42518123	Baldwin, Darlene (Summer Painting)			<input checked="" type="checkbox"/>		<input type="checkbox"/>		
46803146	Baptist, John (Summer Painting)			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
42518104	Boston, Johnny (Test)				<input type="checkbox"/>		<input type="checkbox"/>	
46799191	Brandon, Stacey (Test)				<input type="checkbox"/>		<input type="checkbox"/>	
42518045	Brown, James (Test)				<input type="checkbox"/>		<input type="checkbox"/>	

Save & Prior Week
Apr 15, 18 - Apr 21, 18
Save & Next Week >

WEEKLY ATTENDANCE
Save Return

Special Events

You can set up events in the system (Services for which attendance totals are entered).

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View Activities
View Groups
View Events
Weekly Attendance
Add Activity

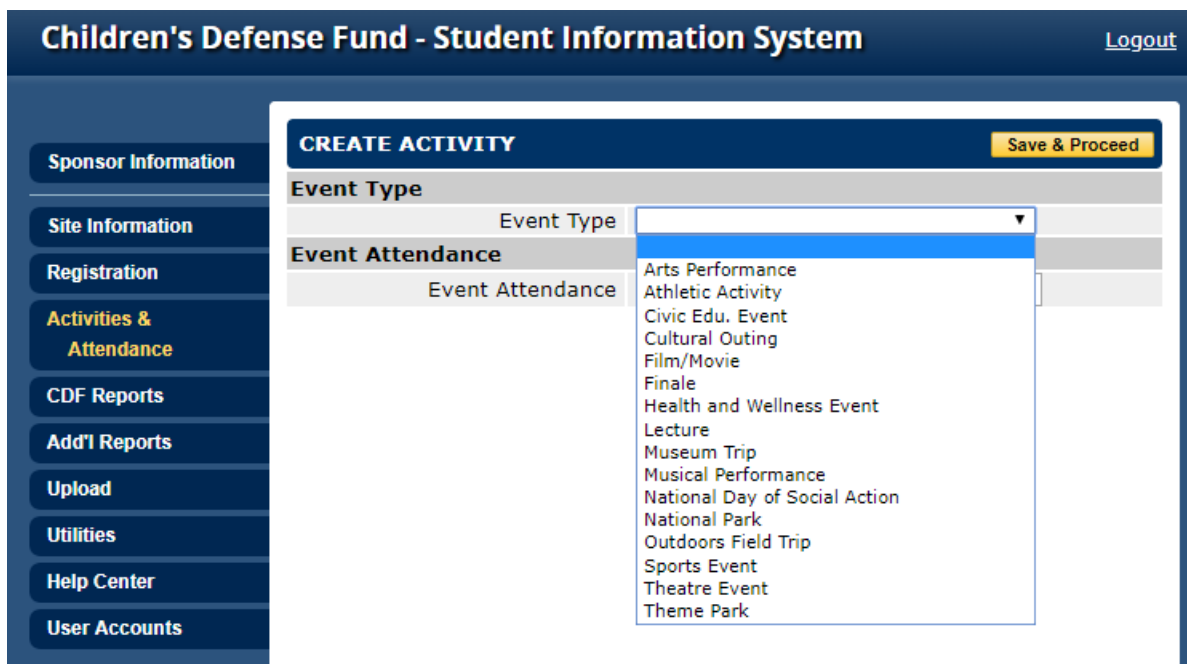
CREATE ACTIVITY

Cancel Save Proceed

Service Name
Outdoors Field Trip

Service Type
☐ Activities (Services for which attendance will be recorded)
☒ Event (Services for which attendance will not be recorded)

On the next screen you will select from a dropdown of choices under Activity Type. Be sure to select the type that pertains to the event.



Children's Defense Fund - Student Information System [Logout](#)

CREATE ACTIVITY [Save & Proceed](#)

Event Type

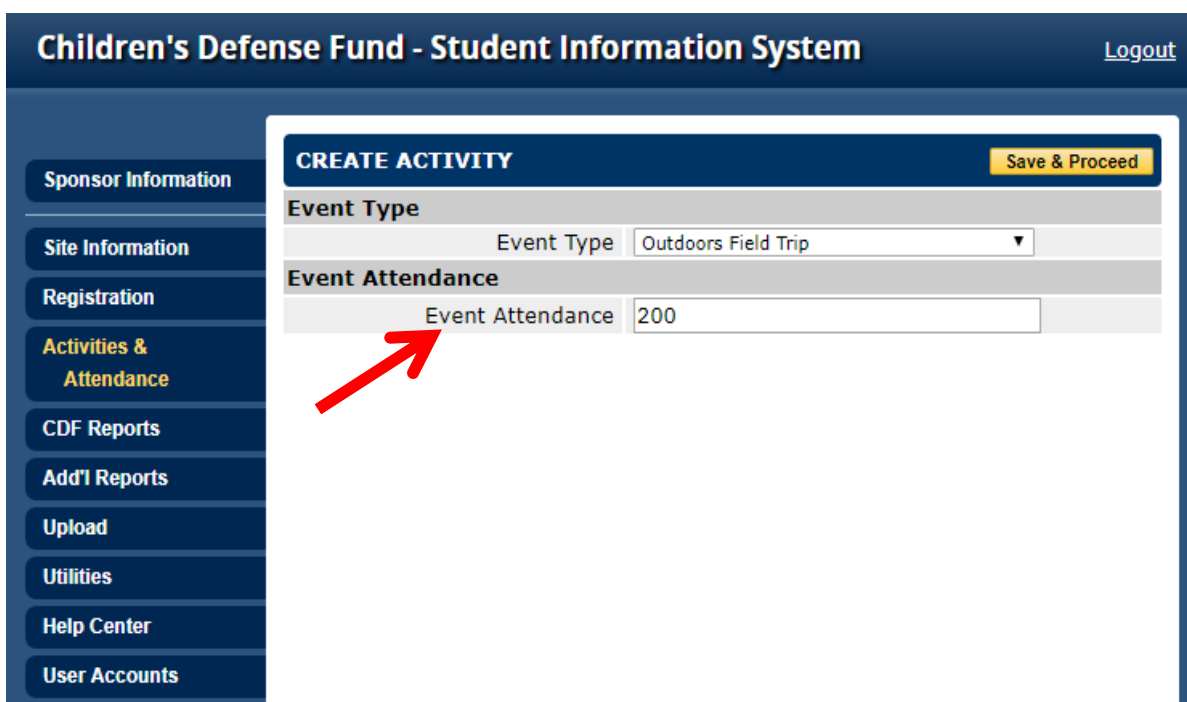
Event Type

Event Attendance

Event Attendance

- Arts Performance
- Athletic Activity
- Civic Edu. Event
- Cultural Outing
- Film/Movie
- Finale
- Health and Wellness Event
- Lecture
- Museum Trip
- Musical Performance
- National Day of Social Action
- National Park
- Outdoors Field Trip
- Sports Event
- Theatre Event
- Theme Park

For Event Attendance you input the number for total attendees for the event/



Children's Defense Fund - Student Information System [Logout](#)

CREATE ACTIVITY [Save & Proceed](#)

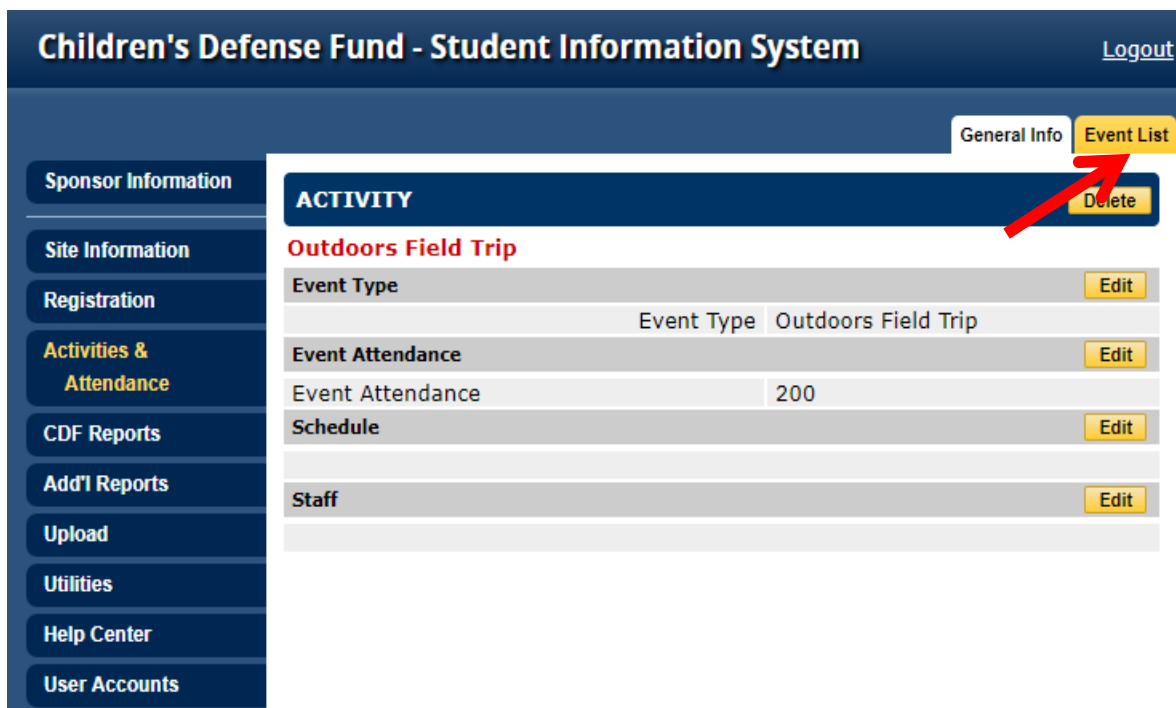
Event Type

Event Type

Event Attendance

Event Attendance

Click "Save & Proceed" and on the following screen you can update the schedule and/or assign staff just as you did for regular activities.



Children's Defense Fund - Student Information System [Logout](#)

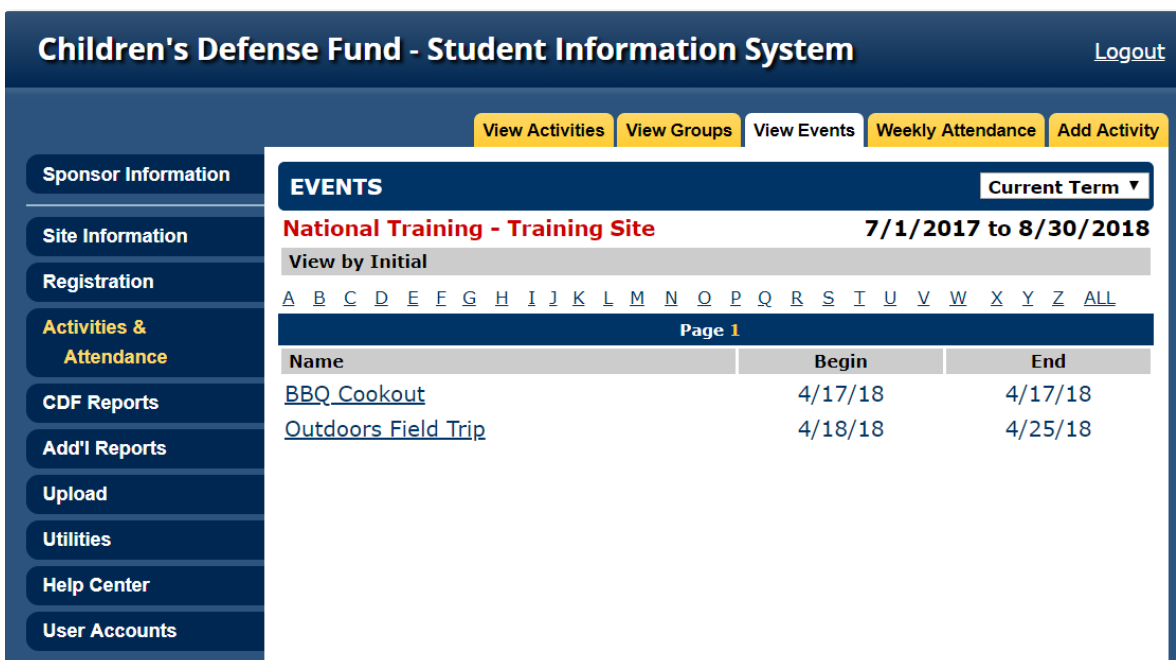
General Info **Event List**

ACTIVITY [Delete](#)

Outdoors Field Trip

Event Type	Edit
Event Type	Outdoors Field Trip
Event Attendance	Edit
Event Attendance	200
Schedule	Edit
Staff	Edit

Once you are finished and can select Event List and you will be directed the Events page which lists all of your Events.



Children's Defense Fund - Student Information System [Logout](#)

[View Activities](#) [View Groups](#) [View Events](#) [Weekly Attendance](#) [Add Activity](#)

EVENTS [Current Term](#)

National Training - Training Site **7/1/2017 to 8/30/2018**

View by Initial

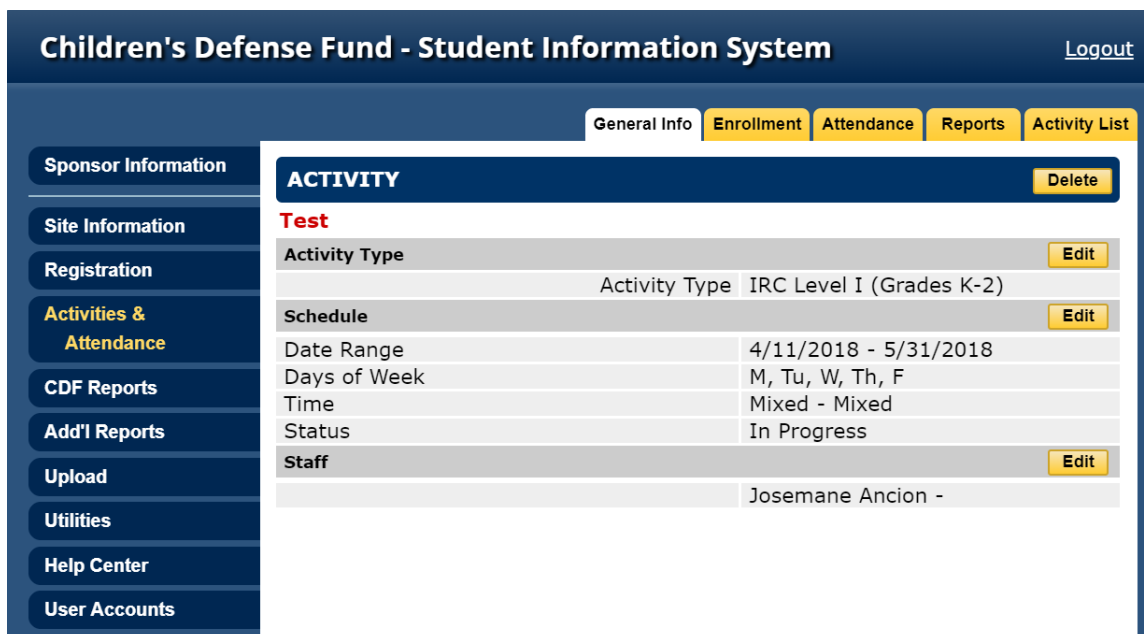
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z ALL

Page 1

Name	Begin	End
BBQ Cookout	4/17/18	4/17/18
Outdoors Field Trip	4/18/18	4/25/18

Attendance Locking

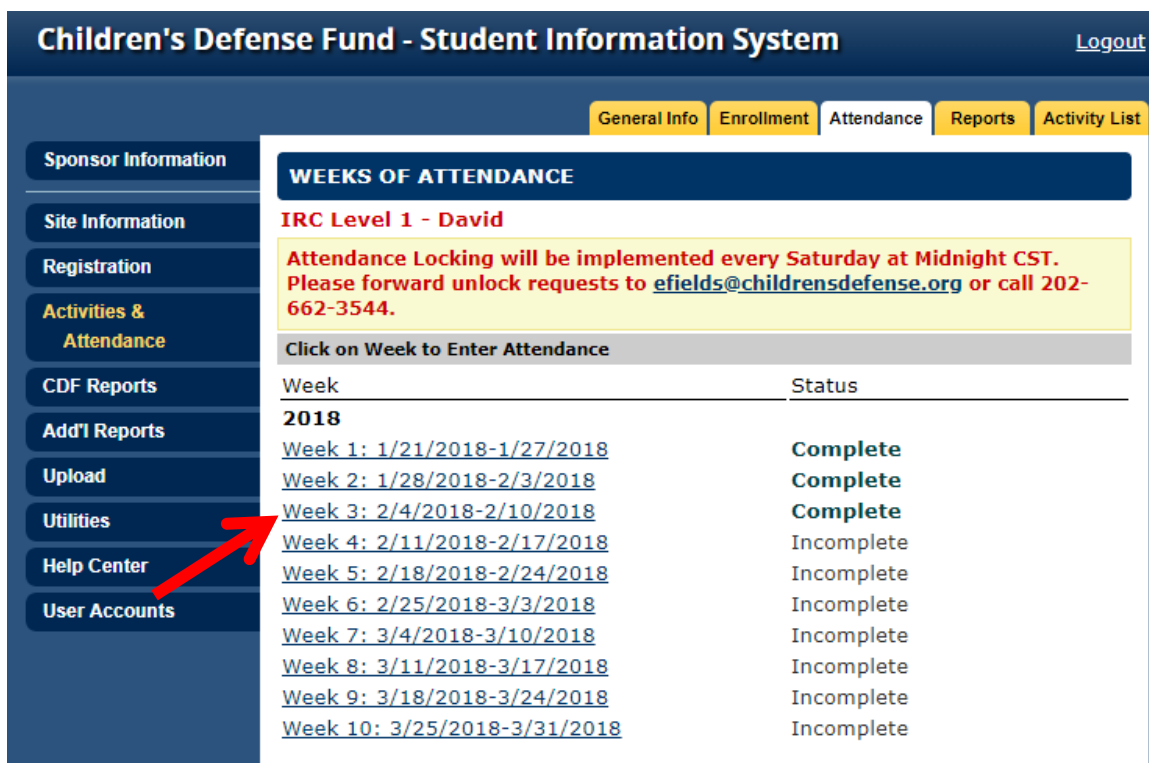
Attendance locking will be implemented every Saturday at Midnight CST. Unlock requests will have to be sent to efields@childrensdefense.org. To see how attendance locking is displayed you can click on an activity from the activity list.



The screenshot shows the 'Children's Defense Fund - Student Information System' interface. The left sidebar contains navigation links: Sponsor Information, Site Information, Registration, Activities & Attendance (highlighted), CDF Reports, Add'l Reports, Upload, Utilities, Help Center, and User Accounts. The top navigation bar includes General Info, Enrollment, Attendance, Reports, and Activity List. The main content area displays the 'ACTIVITY' details for 'Test'. The activity type is 'IRC Level I (Grades K-2)'. The schedule shows a date range of 4/11/2018 - 5/31/2018, days of the week M, Tu, W, Th, F, and a status of 'In Progress'. The staff listed is Josemane Ancion.

ACTIVITY	
Activity Type	IRC Level I (Grades K-2)
Schedule	
Date Range	4/11/2018 - 5/31/2018
Days of Week	M, Tu, W, Th, F
Time	Mixed - Mixed
Status	In Progress
Staff	Josemane Ancion -

Then select any week prior to the current weeks date range to see that it has been locked.



The screenshot shows the 'WEEKS OF ATTENDANCE' section for 'IRC Level 1 - David'. A yellow banner indicates that attendance locking will be implemented every Saturday at Midnight CST and provides contact information for unlock requests. Below the banner, a table lists the weeks of attendance for 2018, with a status column indicating whether the attendance is complete or incomplete. A red arrow points to the 'Help Center' link in the left sidebar.

WEEKS OF ATTENDANCE	
Attendance Locking will be implemented every Saturday at Midnight CST. Please forward unlock requests to efields@childrensdefense.org or call 202-662-3544.	
Click on Week to Enter Attendance	
Week	Status
2018	
Week 1: 1/21/2018-1/27/2018	Complete
Week 2: 1/28/2018-2/3/2018	Complete
Week 3: 2/4/2018-2/10/2018	Complete
Week 4: 2/11/2018-2/17/2018	Incomplete
Week 5: 2/18/2018-2/24/2018	Incomplete
Week 6: 2/25/2018-3/3/2018	Incomplete
Week 7: 3/4/2018-3/10/2018	Incomplete
Week 8: 3/11/2018-3/17/2018	Incomplete
Week 9: 3/18/2018-3/24/2018	Incomplete
Week 10: 3/25/2018-3/31/2018	Incomplete

You will see that the attendance markers are set to read only for any previous weeks because those weeks have been now been locked. The marked attendance is displayed but no additional attendance can be entered for that week unless you submit an unlock request to have.

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WEEKLY ATTENDANCE

Save

Return

Test

Completed ☒

Attendance Locking will be implemented every Saturday at Midnight CST. Please forward unlock requests to efields@childrensdefense.org or call 202-662-3544.

Apr 8, 18 - Apr 14, 18

Save & Next Week >

All Present

Clear

Click on "All Present" to indicate that all participants were present throughout the week. If a specific participant was absent on one or more of the days, simply click in the box next to his or her name to remove the check mark. If you would like to do attendance for less than a week or for only a few participants, do not select "All Present." Instead, simply click in the appropriate boxes to mark the participant as present.

System ID	Participant Name (27)	Su 4/8	M 4/9	T 4/10	W 4/11	Th 4/12	F 4/13	Sa 4/14
42508790	Allen, Test				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518093	Andrews, Susan				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518101	Bear, Suger				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
42518104	Boston, Johnny				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518067	bourke, rachel				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
46799191	Brandon, Stacey				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518092	Brown, Bobby				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518045	Brown, James				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
42518070	Brown, Mike				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518110	Bryant, Bean				<input type="checkbox"/>		<input checked="" type="checkbox"/>	
46799190	Burks, Rebecca				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
46799192	Burns, Rebecca				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
42170136	Canada, Janet				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518060	Carmicheal, Susie				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
46799189	Chris, Gregory				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518091	Clark, Morgan				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518082	Cole, natalie				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518109	Cool, LJ				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518048	Jackson, Janet				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
42518099	jane, marilyn				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
46797180	Jillard, Ashley				<input checked="" type="checkbox"/>		<input type="checkbox"/>	
42518049	Johnson, Dave				<input type="checkbox"/>		<input checked="" type="checkbox"/>	
42518089	Johnson, Maprika				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518095	Johnson, Richard				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518103	Johnson, Shaquonsis				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42518087	jones, andre				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
42517930	Jones, Fred				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	

Apr 8, 18 - Apr 14, 18

Save & Next Week >

WEEKLY ATTENDANCE

Save

Return

Multi- Day Attendance Sheet

The following report is the Multi Day Attendance Sheet which is located under the Add'l Reports menu.

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REPORTS

National Training - Training Site

Choose a Report

Attendance Collection Tools

Multi-Day Attendance Sheet
This report allows users to print attendance sheets spanning up to 10 days for each service that meets within the specified time period.

Single Day Attendance Sheet
This report allows users to print attendance sheets for all services that meet on a given day.

Attendance Reports

Average Daily Attendance
Average daily attendance listed by service. Combined average daily attendance also listed.

Attendance by Date
This report lists Present/Absent/Unknown attendance totals, broken down by date, for group services.

Attendance by Service
This report lists Present/Absent/Unknown attendance totals, broken down by date, for participants.

Attendance by Participant
"Attendance Roster by Service". The attendance for each participant in each service they are enrolled in.

Participants by Number of Absences
"Absentee Roster Report". The dates and services for which each participant was absent.

Services with Missing Attendance
Missing attendance data, broken down by service. This report will identify scheduled service sessions where zero attendance was entered. It will not identify partially complete attendance. To find partially complete dates, run Missing Attendance by Participant instead.

Lists and Labels

Participant Mail Labels

Participant File Folder Labels

Staff Mail Labels

Query Tool and Report Builder

Query Tool
Advanced search tool that selects a group of persons by filtering on custom inputs of properties.

Custom Report Builder
Build your own list of persons based on a set of criteria defined by a query tool result.

For an attendance sheet for a particular service, look under the heading **Attendance Collection Tools**, and click on **Multi-Day Attendance Sheet**.

Enter the **Begin Date** for the first date you would like to print an attendance sheet, and then select the **Number of Days** you would like on the attendance sheet (you are allowed up to 10 days). Then mark the checkbox next to the service you're interested in, and finally click the **Generate Report** button.

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MULTI-DAY ATTENDANCE SHEET

National Training - Training Site

Enter Report Parameters

Begin Date (mm/dd/yy)

4/11/18

Number of Days

☐ 1
 ☐ 2
 ☐ 3
 ☐ 4
 ☒ 5
 ☐ 6
 ☐ 7
 ☐ 8
 ☐ 9
 ☐ 10

Extra Attendance Rows (Optional)

5

Services


(Select All/None)

☒ IRC Level 1 - David
 ☐ IRC LEVEL 2
 ☐ IRC Level 2 - Arianna
 ☐ live training
 ☒ Summer 2017 Arts & Craft
 ☐ test
 ☒ Test

Cancel

Generate

This is the multi day attendance sheet you will be using to mark attendance.



**Children's Defense Fund
Freedom Schools®**

Multi-Day Attendance Sheet
**CDF National Demo
Training Site**

Test

Activity Name _____

Lead Staff _____

4/11/18 4/27/18 W,F

Begin Date End Date Days of Week

7:00 AM 12:00 PM

Begin Time End Time

Person Name	System ID	Wednesday 4/11/18	Friday 4/13/18	Wednesday 4/18/18	Friday 4/20/18	Wednesday 4/25/18
Allen, Test	42508790	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Andrews, Susan	42518093	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

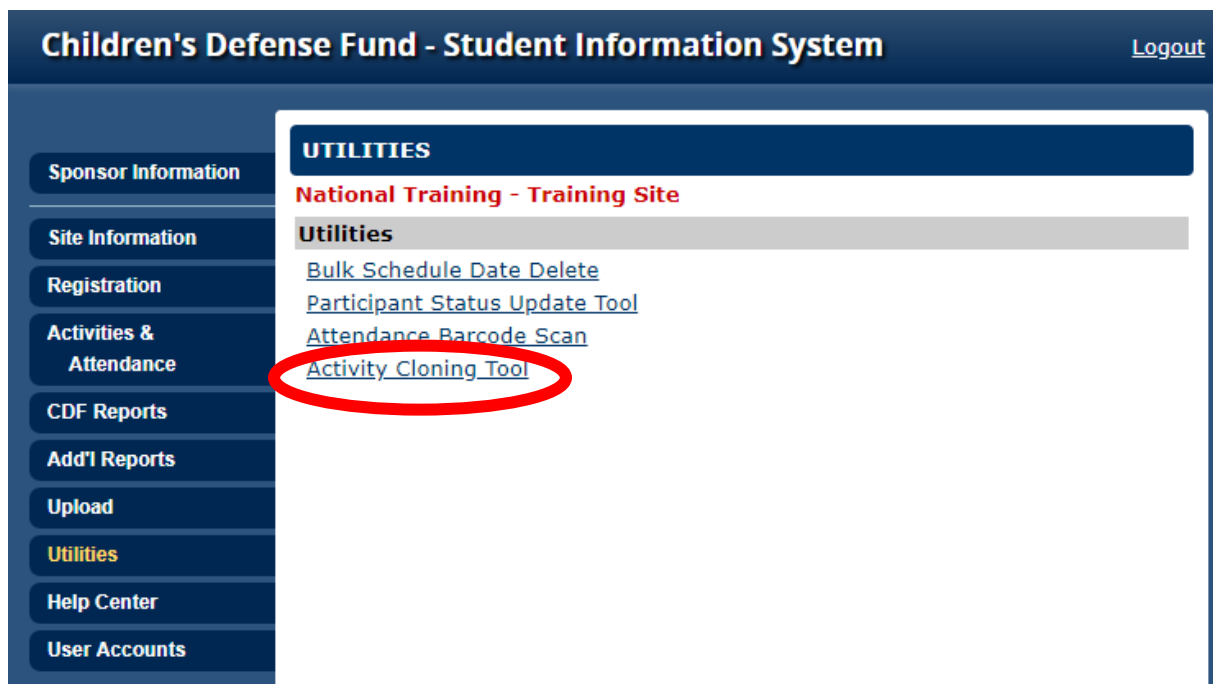
Present = ☒ Absent = ☒ Unknown = ☐

(A space without a box indicates that the participant is not enrolled on that date.)

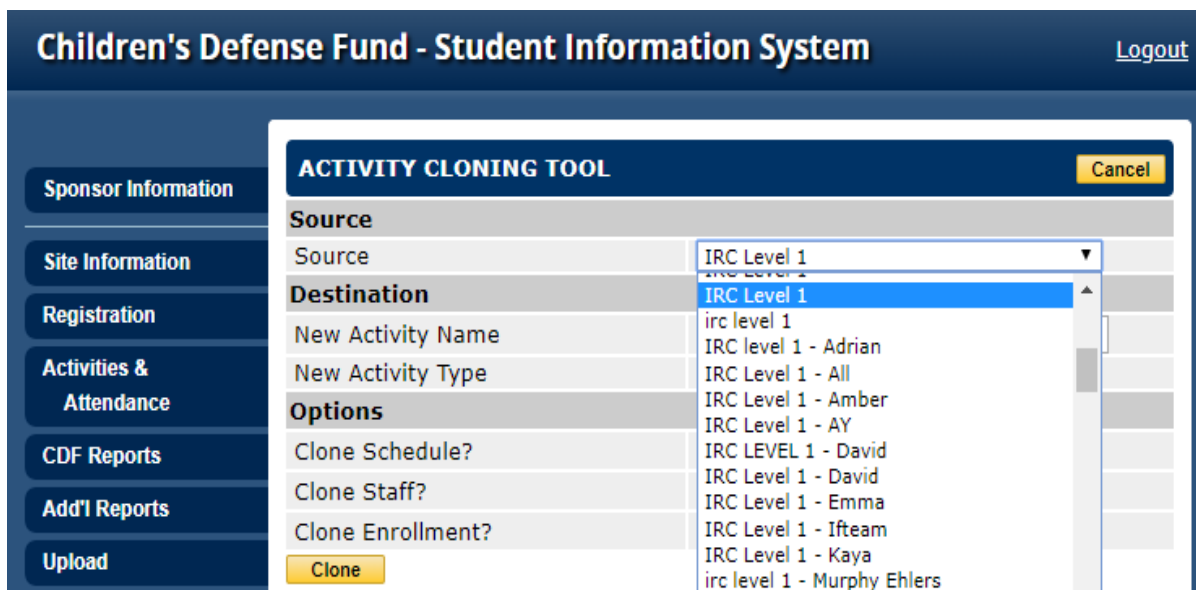
1 of 1

Activity Cloning Tool

The activity cloning tool can be used to clone activities so that you do not have to manually re-enter activities that have the same information. It can be found under the Utilities left menu tab.



You can select the source activity and then fill out the information for the new activity that you wish to create. The section for “options” lets you choose which parts from the source activity should be cloned into the new activity.



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ACTIVITY CLONING TOOL

Cancel

Source

Source

IRC Level 1

Destination

New Activity Name

IRC Level II

New Activity Type

Options

Clone Schedule?

☒

Clone Staff?

☒

Clone Enrollment?

☐

Clone

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ACTIVITY CLONING TOOL

Cancel

Source

Source

IRC Level 1

Destination

New Activity Name

IRC Level II

New Activity Type

Options

Clone Schedule?

☒

Clone Staff?

☒

Clone Enrollment?

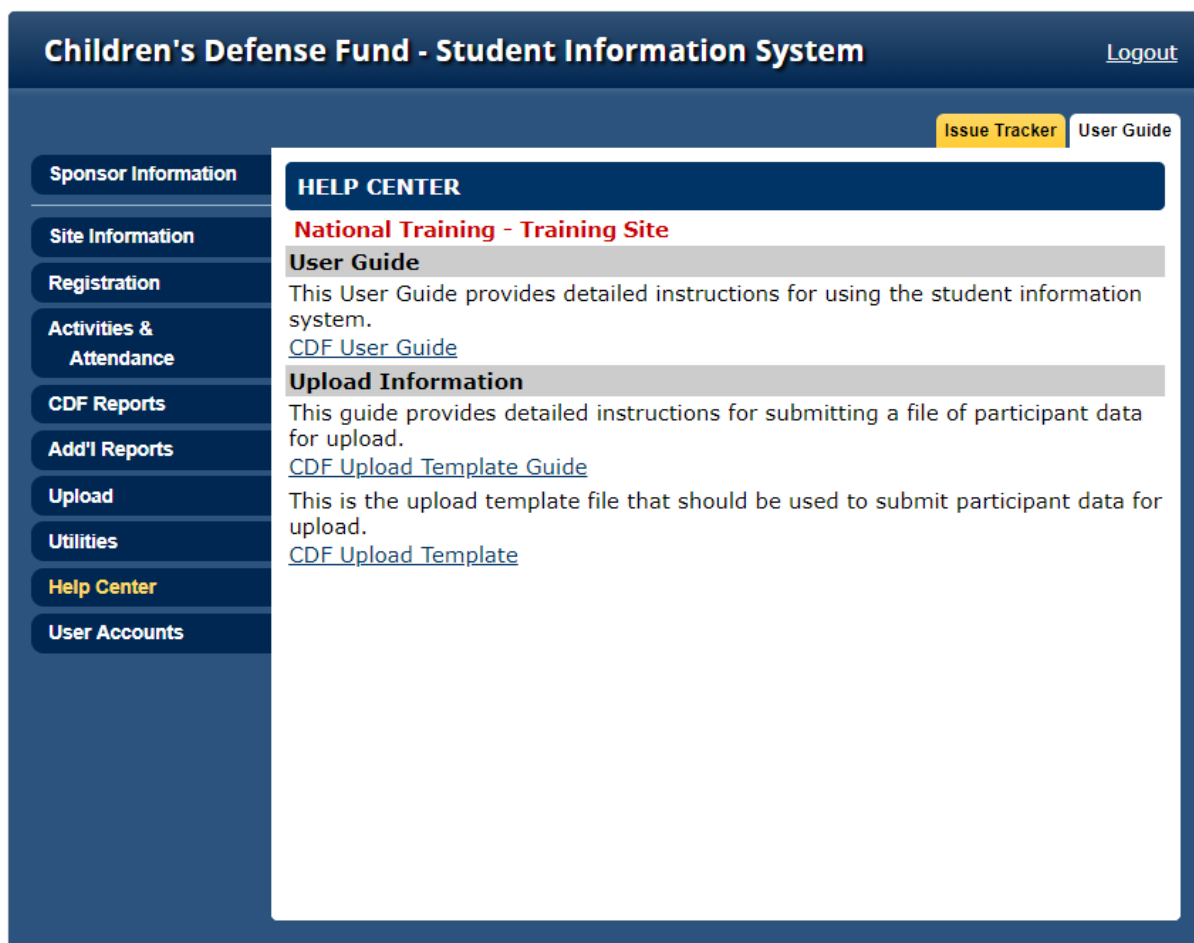
☐

Clone

IRC Level II has been created.

Help Center

In this section you can find access to a copy of this User Guide as well as resources for using the Upload Tool, which is not covered in this guide. You can also access the Issue Tracker where you can send messages directly to our Support team. You can expect a response within 24 hours.



Creating User Accounts

There are various types of users and the type of permissions you select for each individual user will depend heavily on their role within the organization, and further on whether they should have access to certain information that may be considered sensitive, like the names of Children participating in the programs at your site.

If you would like to create an account for one of your team members, select the "User Accounts" tab from the left menu and then select "Add User" to be taken to a screen where you can create a new user account. Please note that any users you create accounts for through the Student Information System will not automatically receive their login information. You must share the username and password to their account with them directly as well as instructions on how to update their information if needed.

If you would like to update the account information after creation or change any information on your own account, you can do so by clicking on the name in the list of accounts.

Children's Defense Fund - Student Information System [Logout](#)

USER ACCOUNTS [Add User](#)

National Training - Training Site

Current User

Name	Email
Training, Demo	ariel@cityspan.com

Power User

Name	Email
Jenkins, Jamie	jamie@weboom.org
Phillips, Leah	lrphillips90@yahoo.com
Training, CDF	shomaila@cityspan.com
Training, Demo	ariel@cityspan.com
User, Training	efields@childrensdefense.org
Wells, Dr. Nyela	nyela@tmsoe.org

Regular User

Name	Email
Taylor, Sherron	taylorsherron@district279.org

Attendance User

Name	Email
User, Attendance	ariel@cityspan.com

There are three different types of user roles within SIS:

Power User

These types of users have access to the entire system which means that they have access to all left menu tabs as well as all other features within the Student Information System. Additionally, they can update, create, or de-activate user accounts for the sites they have access to.

Regular User

Regular users are also able to access all left menu tabs and all features. However, they are only able to update their user account information, not including their permissions.

Attendance User

Attendance users have very limited access to the Student Information System. They are unable to view any participant data nor access the Upload Tool or run reports. These types of users have the ability update sponsor and site information, change activity details, take attendance, access the Help Center, and update their account information only.

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User Accounts

ADD USER

CancelCreate

*** Indicates Required Field**

Personal Information

* Username

brianunderwood

* Password

.....

* Re-enter Password

.....

* Email

brianu@demo.nett

* First Name

Brian

* Last Name

Underwood

Title

Site Coordinator

Phone

000-555-2356

Fax

Contract Management System

Power User

☐ full access to system; can manage user accounts

Regular User

☒ full access to system

No Access

☐

Service Management System

Power User

☒ Full Access to System, User Accounts

Regular User

☐ Full Access to System

Attendance User

☐ Access to Services and Help Center only

No Access

☐

Assistance

If you encounter problems with the system, have questions or concerns regarding SIS, please give us a call at **1-866-GO-YOUTH** or **1-866-469-6884**.

For any questions or concerns regarding deadlines for data entry or custom report needs, please contact Erica Fields directly at efields@childrensdefense.org. Additionally, you should reach out to Erica directly if you need access to more than one site.