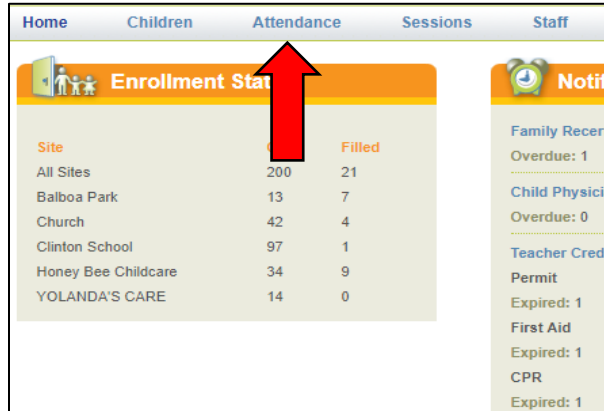


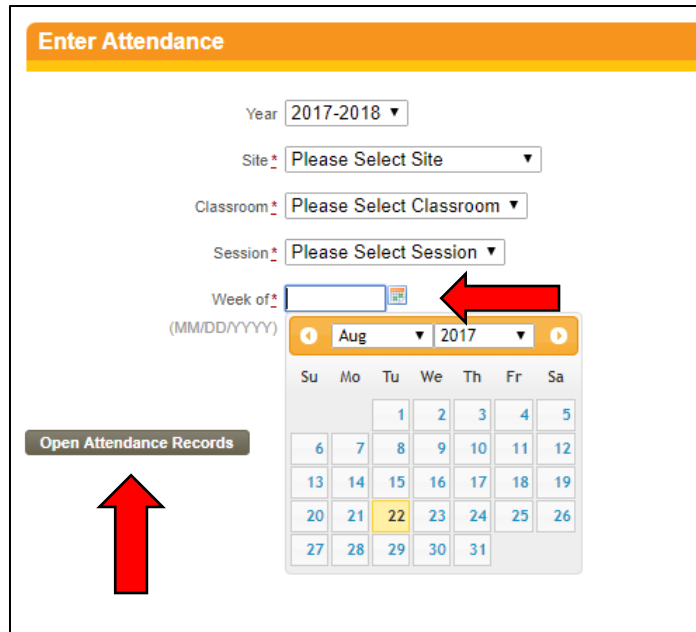
Entering Attendance in Cocoa (Cocoa 输入儿童出席资料)

As sites transition to E-Signature, the ELS program requires sites to enter attendance to Cocoa. Attendance is entered using the Enter Attendance feature as shown below.

1. Find Attendance on the navigation bar and select **Enter Attendance**. (按出席, 输入儿童出席情况)



2. Select **Year, Site, Classroom, Session**. (选择输入, 年/地点/课室/课程)
3. Enter a date for Week of or hover over the calendar icon to choose a day. (输入儿童出席的那个星期)
4. Select **Open Attendance Records**. (选择打开出席记录)




Enter Attendance

Year: 2017-2018 ▼

Site: Please Select Site ▼

Classroom: Please Select Classroom ▼

Session: Please Select Session ▼

Week of:  (MM/DD/YYYY)

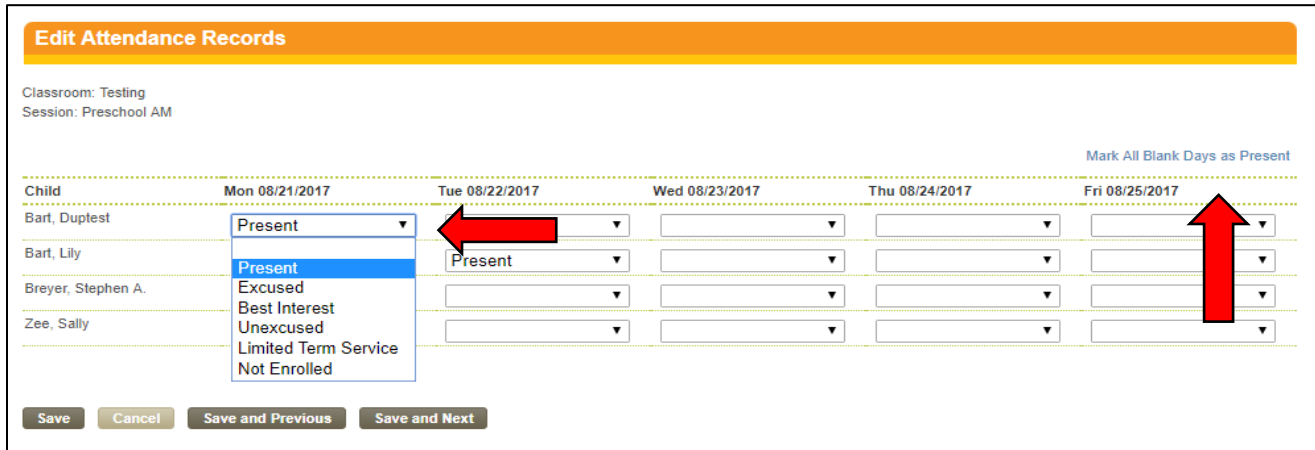
Calendar: Aug 2017

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

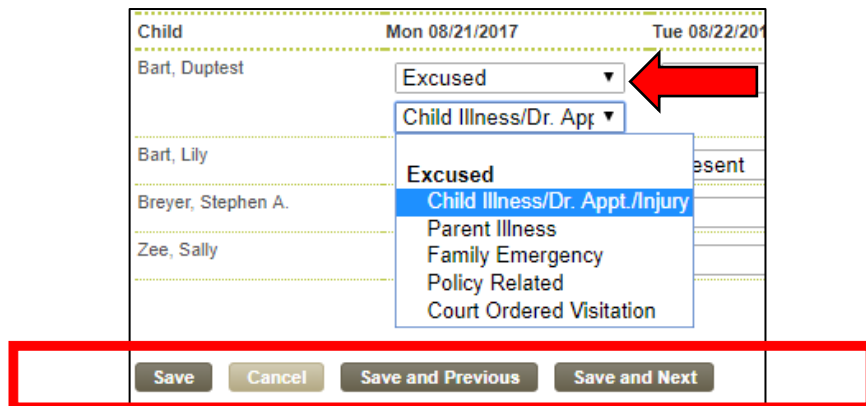
Open Attendance Records

5. The Edit Attendance Records page will appear. The children in the selected session will be listed on far left column, and the dates in the selected week will be listed in the top row.

6. Use the dropdown bar to select each child's attendance status. Selecting Mark All Blank Days as Present in the top right corner will mark all children Present. You must then add the reason for any days where a child was not in care. (使用向下拉选择每个儿童的出勤状态, 选择右上角所有全部儿童出席的标记. 同时, 必须添加任何儿童不出勤的日子和原因.)



If a child is Excused, a dropdown bar will appear and a reason must be selected. (如果儿童缺席, 使用向下拉选择儿童缺席的原因)



5. Select **Save** to save and view a summary of attendance.
 Select **Save and Previous** to save and enter attendance for the prior week.
 Select **Save and Next** to save and enter attendance for the upcoming week.
 (选择存档以保存并查看考勤概要. 或选择存档和查看上一个存档. 或选择存档和输入即将到来的考勤.)