

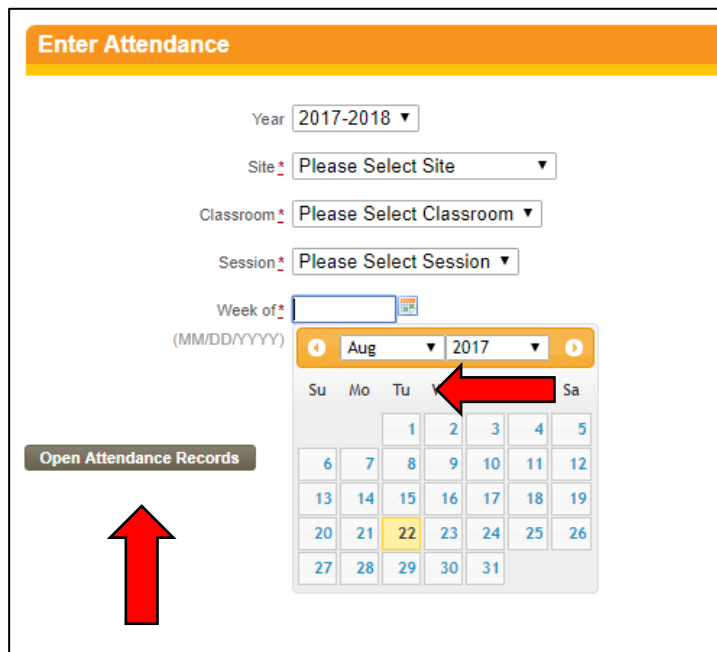
## Entering Attendance in Cocoa

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**.



2. Select **Year, Site, Classroom, Session**.
3. Enter a date for Week of or hover over the calendar icon to choose a day.
4. Select **Open Attendance Records**.



**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

Open Attendance Records

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.

### Questions?

Contact the Help Desk at Children's Council at 415-343-4669 or [support@childrenscouncil.org](mailto:support@childrenscouncil.org)

The Help Desk is funded by OECE to support ELS and PFA programs.

## Entering Attendance in Cocoa

- 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.

**Edit Attendance Records**

Classroom: Testing  
Session: Preschool AM

Mark All Blank Days as Present

Child	Mon 08/21/2017	Tue 08/22/2017	Wed 08/23/2017	Thu 08/24/2017	Fri 08/25/2017
Bart, Duplest	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Bart, Lily	<input type="text" value="Present"/>	<input type="text" value="Present"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Breyer, Stephen A.	<input type="text" value="Present"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>
Zee, Sally	<input type="text" value="Unexcused"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>

If a child is Excused, a dropdown bar will appear and a reason must be selected.

Child	Mon 08/21/2017	Tue 08/22/2017
Bart, Duplest	<input type="text" value="Excused"/>	<input type="text" value="Present"/>
Bart, Lily	<input type="text" value="Excused"/>	<input type="text" value="Present"/>
Breyer, Stephen A.	<input type="text" value="Excused"/>	<input type="text" value=""/>
Zee, Sally	<input type="text" value="Excused"/>	<input type="text" value=""/>

- 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.

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