

LAUSD User Guide

This guide will demonstrate the necessary steps to log in to your Cityspan site, view youth participants, create a group activity, enroll students into an activity, and track attendance.

Click one of the numbered items below to jump to the desired section:

1. [Logging in](#)

2. [Creating Group Activities](#)
 - a. [Adding a schedule](#)

 - b. [Enrolling students](#)

3. [Entering Attendance by Activity](#)

4. [Entering Attendance by Date](#)

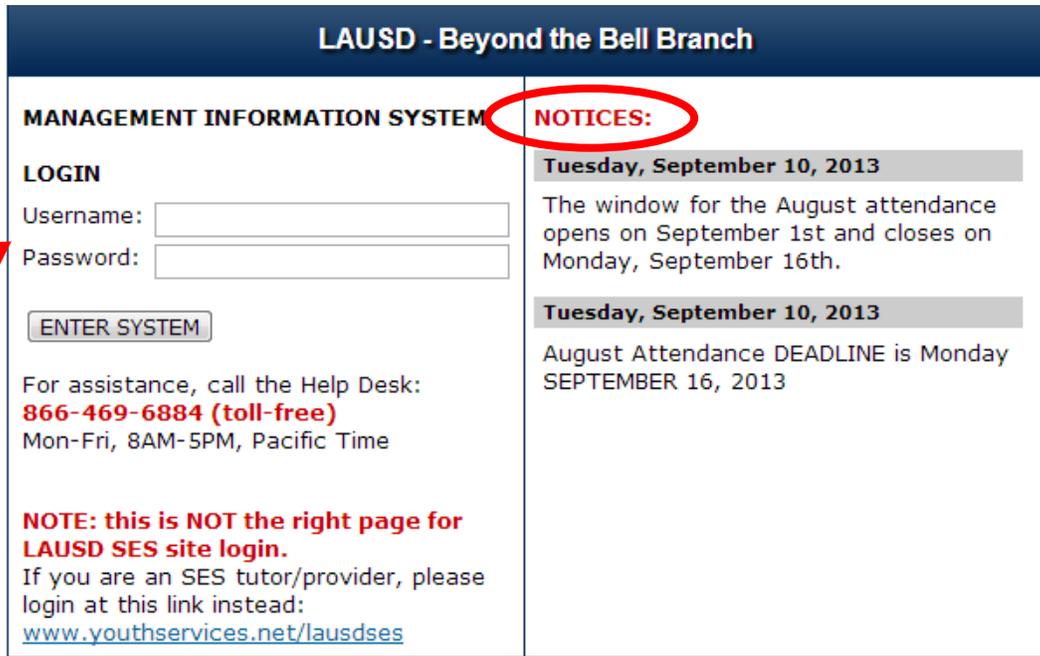
5. [Generating an Attendance Sheet](#)

6. [Generating Additional Reports](#)

7. [Back-enrolling Students](#)

Logging In

1. Go to www.youthservices.net/lausd, and enter your username and password. Always be sure to check for Notices from BTB. If you require assistance, you can call the toll-free Help Desk.



LAUSD - Beyond the Bell Branch

MANAGEMENT INFORMATION SYSTEM **NOTICES:**

LOGIN

Username:

Password:

For assistance, call the Help Desk:
866-469-6884 (toll-free)
Mon-Fri, 8AM-5PM, Pacific Time

NOTE: this is NOT the right page for LAUSD SES site login.
If you are an SES tutor/provider, please login at this link instead:
www.youthservices.net/lausdses

Tuesday, September 10, 2013

The window for the August attendance opens on September 1st and closes on Monday, September 16th.

Tuesday, September 10, 2013

August Attendance DEADLINE is Monday SEPTEMBER 16, 2013

Viewing Youth Participants

1. After you've logged in, click the 'Participants & Staff' tab.



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SERVICE SITE

BTB Sample Provider - Sample Elementary School 1

PLoc
1001

| | | |
|------------------------------|---------------------|-----------------------|
| Site Coordinator Name | Phone | Email |
| Site Assistant Name | Phone | Email |
| Street Address | City | St. ZIP |
| Site Phone 1 | Site Phone 2 | Site Fax |

2. You can search for a student by searching for their first or last name, or you can view all Youth Participants by clicking 'View Youth Participants.'

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View Persons

PARTICIPANTS & STAFF

BTB Sample Provider - Sample Elementary School 1

View by Type: **View Youth Participants** (circled in red)

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 | | |

Search

First Name:

Last Name:

3. Once you've clicked on a student's name, you will be able to view that student's information.

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ASES / ASSETS | **Optional - 21C** (circled in red) | Enrollment | Reports | View Persons

1. REGISTRATION Print Save

LAUSD DATA

| | |
|---|------------|
| * First Name | LIZETT |
| * Middle Name | |
| * Last Name | ABREGO |
| * 10-Digit Statewide Student Identifier | |
| * Student ID | 073101F063 |
| Grade | 7 |
| Date of Birth | 7/31/2001 |
| Track | A |

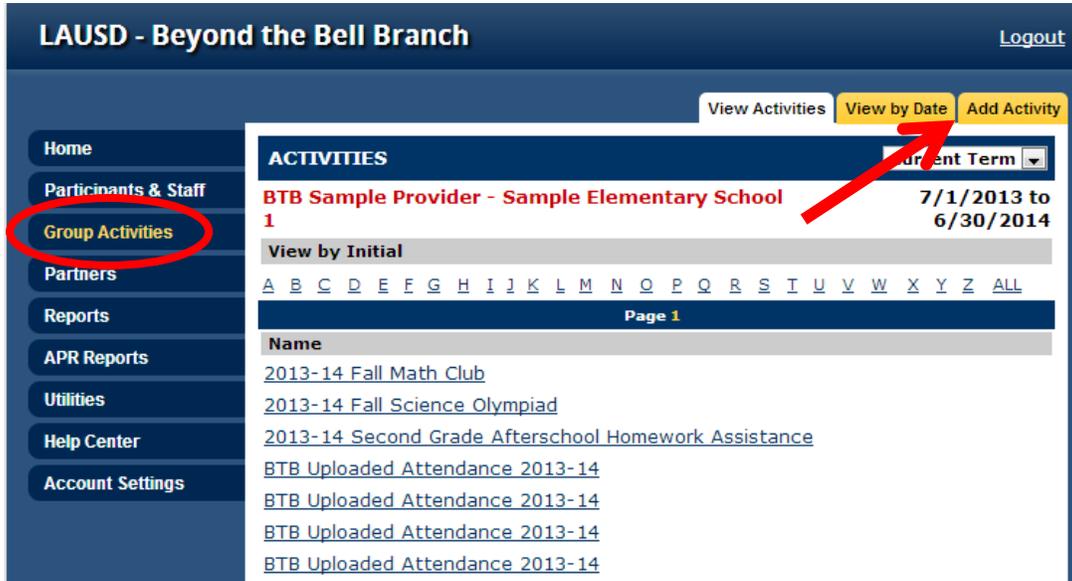
END OF LAUSD DATA

| | |
|---------------------------|--------|
| * Date of Original Intake | |
| Status | Active |

Note: All Youth Participant data is provided to Cityspan by LAUSD on a monthly basis. Parent contact information is optional. All data in the 'Optional – 21c' tab is optional, but if the information is filled out, Cityspan can generate your APRs.

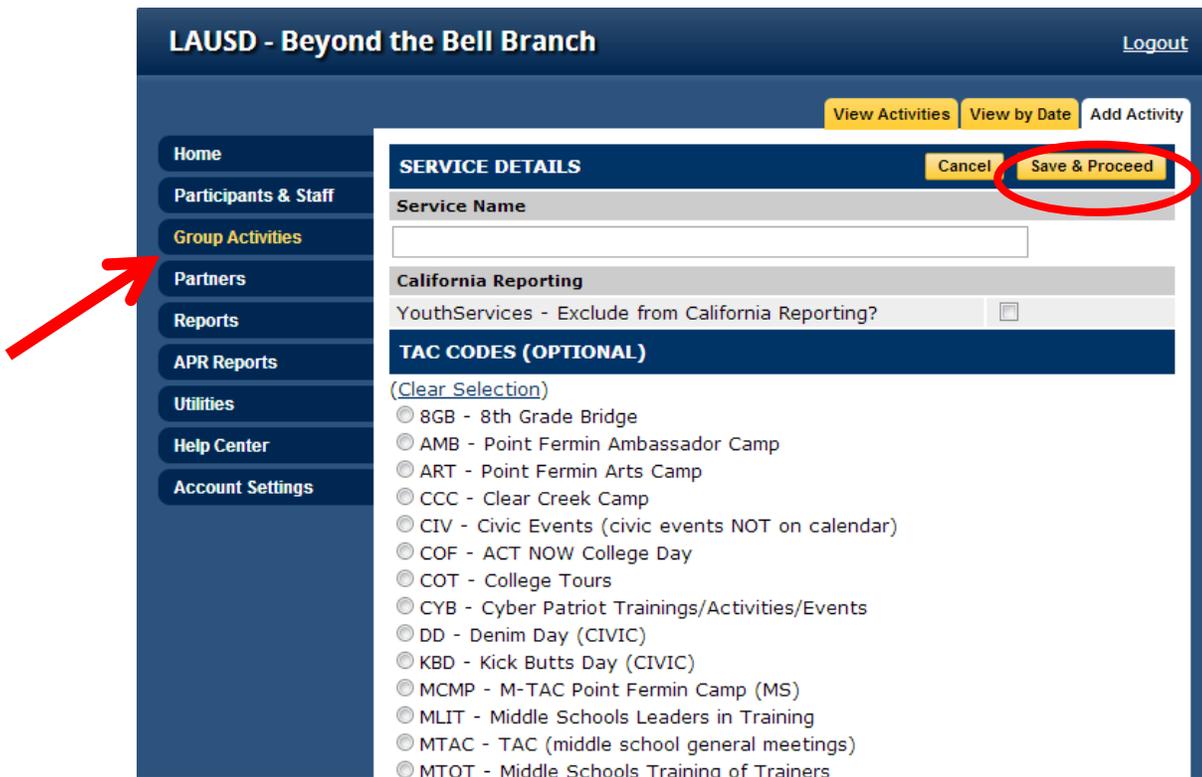
Creating Group Activities

1. Click on the 'Group Activities' tab, and then click 'Add Activity.'



The screenshot shows the LAUSD - Beyond the Bell Branch web application. On the left sidebar, the 'Group Activities' menu item is circled in red. In the top right navigation area, the 'Add Activity' button is also circled in red. The main content area displays a list of activities under the heading 'ACTIVITIES'. The first activity listed is 'BTB Sample Provider - Sample Elementary School 1' with a date range of '7/1/2013 to 6/30/2014'. Below this, there is a 'View by Initial' section with a grid of letters from A to Z and 'ALL'. A list of activity names follows, including '2013-14 Fall Math Club', '2013-14 Fall Science Olympiad', and several 'BTB Uploaded Attendance 2013-14' entries.

2. Enter the activity's name in the 'Service Name' field. Check with your admin or BTB to see if you should enter a 'TAC Code'. 'CI Activity Codes' are required for High School sites, but are optional for Elementary / MS. Once you've filled in all necessary information, click 'Save & Proceed.'



The screenshot shows the 'SERVICE DETAILS' form in the LAUSD - Beyond the Bell Branch web application. The 'Group Activities' menu item in the left sidebar is circled in red. In the top right navigation area, the 'Add Activity' button is highlighted. The form contains a 'Service Name' field, a 'California Reporting' section with a checkbox for 'YouthServices - Exclude from California Reporting?', and a 'TAC CODES (OPTIONAL)' section. The 'TAC CODES' section includes a '(Clear Selection)' link and a list of radio button options: 8GB - 8th Grade Bridge, AMB - Point Fermin Ambassador Camp, ART - Point Fermin Arts Camp, CCC - Clear Creek Camp, CIV - Civic Events (civic events NOT on calendar), COF - ACT NOW College Day, COT - College Tours, CYB - Cyber Patriot Trainings/Activities/Events, DD - Denim Day (CIVIC), KBD - Kick Butts Day (CIVIC), MCMP - M-TAC Point Fermin Camp (MS), MLIT - Middle Schools Leaders in Training, MTAC - TAC (middle school general meetings), and MTOT - Middle Schools Training of Trainers. The 'Save & Proceed' button is circled in red.

3. To add a schedule for your activity, click 'Edit' next to 'Schedule'. If the activity is scheduled for multiple dates, click 'To add Multiple Dates to the schedule, click here.' If the activity is schedule for a single date, click the 'To add a Single Date to the schedule, click here'.

The screenshot shows the 'GENERAL INFO' section of the LAUSD - Beyond the Bell Branch interface. The 'Schedule' field is highlighted with a red circle, and its 'Edit' button is also circled in red. Other fields include TAC Code, CI Activity Code, 21C Category, 21C Student Population(s) Targeted, 21C Subject Area(s), and California Reporting.

4. Enter a 'Begin Date' and an 'End Date' date for the activity, and the times it will take place during each day of the week, and then click 'Add Multiple Dates.'

The screenshot shows the 'ADD DATE(S) TO SCHEDULE' form. A red arrow points to the 'End Date' field. The 'Add Multiple Dates' button is circled in red. The form includes steps for entering the begin and end dates and selecting the begin and end times for each class day.

| Day | Begin Time | End Time |
|-----------|----------------------|----------------------|
| Monday | <input type="text"/> | <input type="text"/> |
| Tuesday | <input type="text"/> | <input type="text"/> |
| Wednesday | <input type="text"/> | <input type="text"/> |
| Thursday | <input type="text"/> | <input type="text"/> |
| Friday | <input type="text"/> | <input type="text"/> |
| Saturday | <input type="text"/> | <input type="text"/> |
| Sunday | <input type="text"/> | <input type="text"/> |

5. To enroll 'Youth Participants' into your activity, click on the 'Enrollment' tab, and then click 'Click here to enroll new participants.'

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SCHEDULE Add Dates Delete Selected Return

Homework Help

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| Select | Date | Begin | End | Time |
|--------------------------|-------------------------------|---------|---------|------------------------|
| <input type="checkbox"/> | Monday, September 02, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Wednesday, September 04, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Friday, September 06, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Monday, September 09, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Wednesday, September 11, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Friday, September 13, 2013 | 3:30 PM | 6:00 PM | (Time) |
| <input type="checkbox"/> | Monday, September 16, 2013 | 3:30 PM | 6:00 PM | (Time) |

6. You can view students by their last name initial by clicking the corresponding letter, or you can view all students within your site by clicking 'ALL.' You can click 'Use Query' to copy enrollment or enroll using parameters. For further guidance on this method, you can call the help desk at 866-469-6884.

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ENROLL PARTICIPANT Return

Homework Help

STEP 1: FIND PARTICIPANTS Use Query

View by Last Name Initial Find by Name

| | | | | | | | |
|---|---|---|---|---|-----|---|----------------------|
| A | B | C | D | E | F | G | First Name |
| H | I | J | K | L | M | N | <input type="text"/> |
| O | P | Q | R | S | T | U | Last Name |
| V | W | X | Y | Z | ALL | | <input type="text"/> |

Person Type

Find Person

No persons matched your criteria

7. Once you have a list of students, check the checkbox next to the students you would like to enroll in the activity, and then click 'Next Step.'

LAUSD - Beyond the Bell Branch Logout

ENROLL PARTICIPANT Return

Homework Help

STEP 1: FIND PARTICIPANTS Use Query

View by Last Name Initial **Find by Name**

A B C D E F G First Name
 H I J K L M N
 O P Q R S T U Last Name
 V W X Y Z ALL
 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 checked="" type="checkbox"/> | ABREGO, LIZETT | 7/31/2001 |
| <input type="checkbox"/> | ABRICA, ALEXIS | 3/16/2006 |
| <input checked="" type="checkbox"/> | ACOSTA, ABIGAIL | 6/2/2003 |
| <input type="checkbox"/> | ACOSTA, LUIS | 11/9/2006 |
| <input type="checkbox"/> | ACOSTA, MILCAH | 3/12/2004 |
| <input type="checkbox"/> | ACOSTA, SAMANTHA | 1/17/2000 |
| <input type="checkbox"/> | ACOSTA-SALAZAR, ANNA | 2/1/2004 |
| <input checked="" type="checkbox"/> | ADAME, MARISSA | 7/9/2005 |

8. Make sure the 'Enroll Date' is accurate, and click 'Next Step' (note: the 'Enroll Date' defaults to the first day the activity is scheduled). You can then click 'Done' and continue enrolling, or move on to your next task.

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ENROLL PARTICIPANT Cancel

Homework Help

STEP 3: SELECT ENROLL DATE(S) Next Step

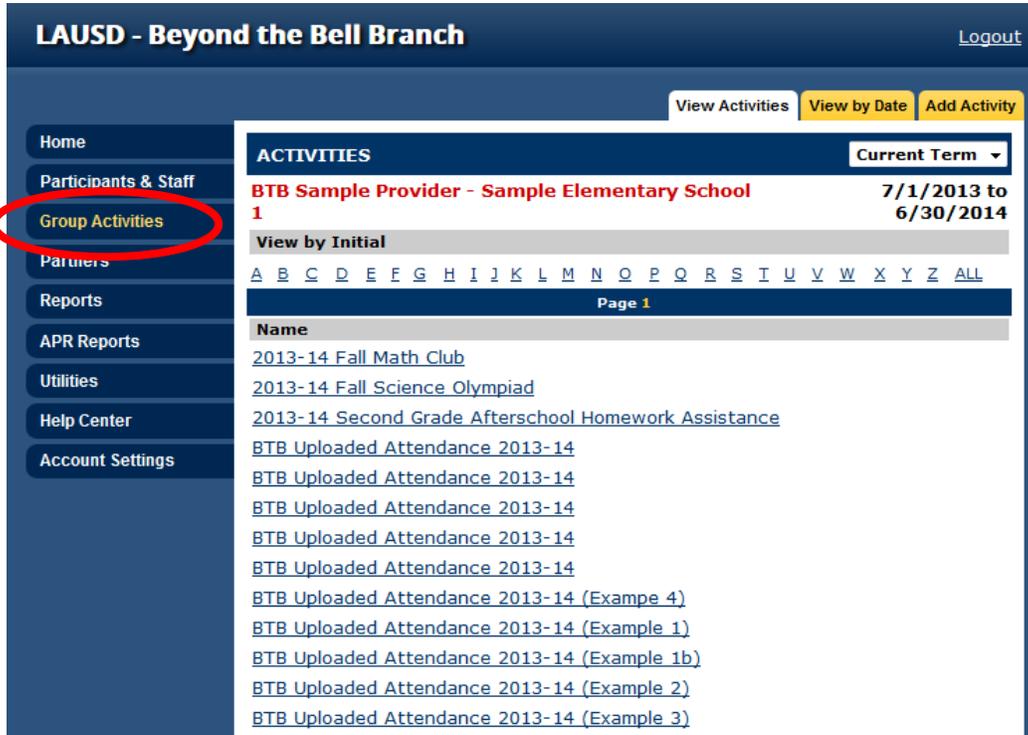
Participant(s) will be enrolled according to the dates indicated. You may enter alternate dates, set all dates to [today's date](#) or set all dates to the [beginning of the service](#).

| Participant Name | Enroll Date |
|------------------|-------------------------------|
| ABREGO, LIZETT | 9/2/2013 <input type="text"/> |
| ACOSTA, ABIGAIL | 9/2/2013 <input type="text"/> |
| ADAME, MARISSA | 9/2/2013 <input type="text"/> |

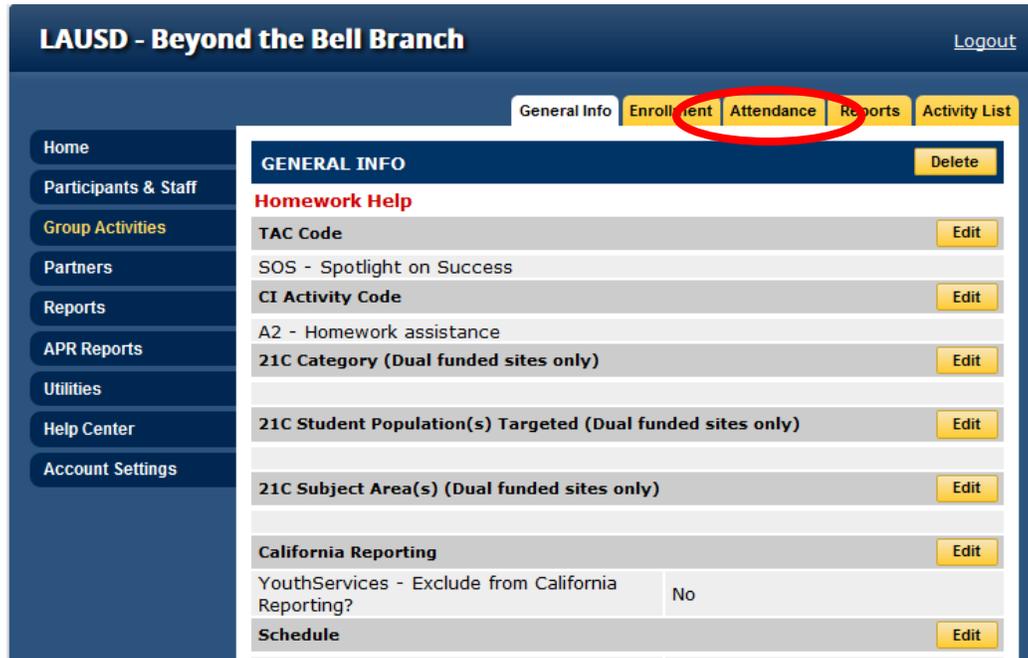
Next Step

Entering Attendance by Activity

1. To enter attendance by group, click on the 'Group Activities' tab, and then click the activity you would like to enter attendance for.



2. After opening the activity, click the 'Attendance' tab.



3. Click the date you would like to enter attendance into.

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ATTENDANCE

Homework Help

All Dates | All Thru Today | Incomplete Thru Today | Empty Thru Today

| Date | Begin | End | Completion |
|---|---------|---------|------------|
| Monday, September 02, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Wednesday, September 04, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Friday, September 06, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Monday, September 09, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Wednesday, September 11, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Friday, September 13, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Monday, September 16, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Wednesday, September 18, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Friday, September 20, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Monday, September 23, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Wednesday, September 25, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Friday, September 27, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |
| Monday, September 30, 2013 | 3:30 PM | 6:00 PM | 0 / 3 |

4. Select whether the student was present or absent, and click 'Save.' If you are entering several days' worth of attendance at a time, you can instead click 'Save & Next Day' to view the next scheduled day for the activity.

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ATTENDANCE Print Save Return

Homework Help Enter By Name Search

Mon, Sep 2, 2013 Save & Next Day >

All Present | All Absent | Clear

| Participant Name | Pres. | Abs. | Unk. | Begin | End |
|------------------|----------------------------------|----------------------------------|-----------------------|---------|---------|
| ABREGO, LIZETT | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3:30 PM | 6:00 PM |
| ACOSTA, ABIGAIL | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | 3:30 PM | 6:00 PM |
| ADAME, MARISSA | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> | 3:30 PM | 6:00 PM |

Mon, Sep 2, 2013 Save & Next Day >

ATTENDANCE Print Save Return

Note: To save time, you can click 'All Present' and manually change the attendance for students that were absent.

Entering Attendance by Date

1. To enter attendance by date, click on the 'Group Activities' tab, and then click the 'View by Date' tab.

The screenshot shows the LAUSD - Beyond the Bell Branch web application interface. On the left sidebar, the 'Group Activities' menu item is circled in red. In the top right navigation area, the 'View by Date' button is also highlighted with a red arrow. The main content area displays the 'ACTIVITIES' section for 'BTB Sample Provider - Sample Elementary School 1' for the 'Current Term' from 7/1/2013 to 6/30/2014. Below this, there is a 'View by Initial' section with a grid of letters from A to Z and 'ALL'. A list of activities is shown below, including '2013-14 Fall Math Club', '2013-14 Fall Science Olympiad', '2013-14 Second Grade Afterschool Homework Assistance', and two instances of 'BTB Uploaded Attendance 2013-14'.

2. Click on the date you would like to enter attendance for.

The screenshot shows the LAUSD - Beyond the Bell Branch web application interface with the 'View by Date' tab selected. The main content area displays the 'DATES OF ATTENDANCE' section for the 'Current Term'. It features a grid of dates from 7/2/2013 to 9/6/2013, arranged in five columns and 20 rows. Each date is a clickable link. The sidebar on the left shows the 'Group Activities' menu item selected.

| DATES OF ATTENDANCE | | | | | Current Term |
|---------------------------|----------------------------|----------------------------|----------------------------|---------------------------|--------------|
| 7/2/2013 | 9/18/2013 | 11/7/2013 | 12/27/2013 | 3/19/2014 | |
| 7/3/2013 | 9/19/2013 | 11/8/2013 | 12/30/2013 | 3/21/2014 | |
| 8/1/2013 | 9/20/2013 | 11/11/2013 | 12/31/2013 | 3/24/2014 | |
| 8/2/2013 | 9/23/2013 | 11/12/2013 | 1/1/2014 | 3/26/2014 | |
| 8/5/2013 | 9/24/2013 | 11/13/2013 | 1/3/2014 | 3/28/2014 | |
| 8/6/2013 | 9/25/2013 | 11/14/2013 | 1/6/2014 | 3/31/2014 | |
| 8/7/2013 | 9/26/2013 | 11/15/2013 | 1/8/2014 | 4/2/2014 | |
| 8/8/2013 | 9/27/2013 | 11/18/2013 | 1/10/2014 | 4/4/2014 | |
| 8/9/2013 | 9/30/2013 | 11/19/2013 | 1/13/2014 | 4/7/2014 | |
| 8/12/2013 | 10/1/2013 | 11/20/2013 | 1/15/2014 | 4/9/2014 | |
| 8/13/2013 | 10/2/2013 | 11/21/2013 | 1/17/2014 | 4/11/2014 | |
| 8/14/2013 | 10/3/2013 | 11/22/2013 | 1/20/2014 | 4/14/2014 | |
| 8/15/2013 | 10/4/2013 | 11/25/2013 | 1/22/2014 | 4/16/2014 | |
| 8/16/2013 | 10/7/2013 | 11/26/2013 | 1/24/2014 | 4/18/2014 | |
| 8/19/2013 | 10/8/2013 | 11/27/2013 | 1/27/2014 | 4/21/2014 | |
| 8/20/2013 | 10/9/2013 | 11/28/2013 | 1/29/2014 | 4/23/2014 | |
| 8/21/2013 | 10/10/2013 | 11/29/2013 | 1/31/2014 | 4/25/2014 | |
| 8/22/2013 | 10/11/2013 | 12/2/2013 | 2/3/2014 | 4/28/2014 | |
| 8/23/2013 | 10/14/2013 | 12/3/2013 | 2/5/2014 | 4/30/2014 | |
| 8/26/2013 | 10/15/2013 | 12/4/2013 | 2/7/2014 | 5/2/2014 | |
| 8/27/2013 | 10/16/2013 | 12/5/2013 | 2/10/2014 | 5/5/2014 | |
| 8/28/2013 | 10/17/2013 | 12/6/2013 | 2/12/2014 | 5/7/2014 | |
| 8/29/2013 | 10/18/2013 | 12/9/2013 | 2/14/2014 | 5/9/2014 | |
| 8/30/2013 | 10/21/2013 | 12/10/2013 | 2/17/2014 | 5/12/2014 | |
| 9/2/2013 | 10/22/2013 | 12/11/2013 | 2/19/2014 | 5/14/2014 | |
| 9/3/2013 | 10/23/2013 | 12/12/2013 | 2/21/2014 | 5/16/2014 | |
| 9/4/2013 | 10/24/2013 | 12/13/2013 | 2/24/2014 | 5/19/2014 | |
| 9/5/2013 | 10/25/2013 | 12/16/2013 | 2/26/2014 | 5/21/2014 | |
| 9/6/2013 | 10/28/2013 | 12/17/2013 | 2/28/2014 | 5/23/2014 | |

Note: Dates must have 1 scheduled activity to be listed.

3. Select whether the student was present or absent for each activity they are enrolled in, and click 'Save.'

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ATTENDANCE [Save](#) [Return](#)

<< Prev Date **Monday, September 02, 2013** Next Date >>

[All Present](#) [All Absent](#) [Clear](#)

| Pres. | Abs. | Unk. | Participant Name (56) | Activity Name |
|----------------------------------|-----------------------|----------------------------------|-----------------------|------------------------|
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ABREGO, LIZETT | 2013-14 Fall Math Club |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ABREGO, LIZETT | Homework Help |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ACOSTA, ABIGAIL | 2013-14 Fall Math Club |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ACOSTA, ABIGAIL | Homework Help |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ADAME, MARISSA | 2013-14 Fall Math Club |
| <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> | ADAME, MARISSA | Homework Help |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | AGREDANO, JANELLE | 2013-14 Fall Math Club |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | AGUIAR-DIAZ, JOSE | 2013-14 Fall Math Club |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | ANGEL, AXEL | 2013-14 Fall Math Club |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | AREVALO, MAXIMILIAN | 2013-14 Fall Math Club |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | ARMENTA, AIMEE | 2013-14 Fall Math Club |
| <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> | BAHENA GARCIA, ADOLFO | 2013-14 Fall Math Club |

Generating an Attendance Sheet

1. Click the 'Reports' tab, and then click 'Sign-In Sheet.'

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REPORTS

BTB Sample Provider - Sample Elementary School 1

Choose a Report

BTB Reports (CA Grant Compliant)

BTB Attendance Report
For each grant type, shows progress towards grant award limits. Also breaks down actual performance data by month.

Progress by Grant Type (Calendar Year)
This report shows progress toward grant award limits per calendar year. These figures may be used by CDE when determining grant reductions. The grant info used will be the first fiscal year (e.g. if for calendar year 2012, the grant info for FY 2011-12 will be used).

BTB HS Report by CI Category

Attendance Collection Tools

Barcode Sign-In Sheet
This sheet is required daily for sign-in and sign-out of students in ASES and ASSETS programs.

Barcode Sign-In Sheet By Date Range
This sheet is required daily for sign-in and sign-out of students in ASES and ASSETS programs.

Sign-In Sheet
This attendance sheet has sign-in, sign-out, time in, and time out tracking. There are two version of this attendance sheet, one for each activity and one for a master list.

Sign-In Sheet By Date Range
This attendance sheet has sign-in, sign-out, time in, and time out tracking. There are two version of this attendance sheet, one for each activity and one for a master list.

2. Enter the date you'd like to print the attendance sheet for, as well as whether you'd like a sign-in sheet for each activity, or a master list, and then click 'Generate'

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SIGN-IN SHEET

BTB Sample Provider - Sample Elementary School 1

Enter Report Parameters

Date (mm/dd/yyyy)

Print Options

Print sign-in sheet for each activity

Print master list

of blank rows to include (20 max)

3. You can then print the attendance sheet, and begin having students sign in and out for your activities.

LAUSD Daily Student Sign-In Sheet

BTB Sample Provider - Sample Elementary School 1
2013-14 Fall Math Club (3:30PM - 6:00PM)
Friday, November 01, 2013

EARLY RELEASE CODES:
 A - Parallel Program
 S - Standard Time
 C - Family Emergency
 D - Medical Appointment
 E - Climatic or Natural Disaster Condition
 F - Community Safety

By signing, I attest that the below information is true to the best of my knowledge.

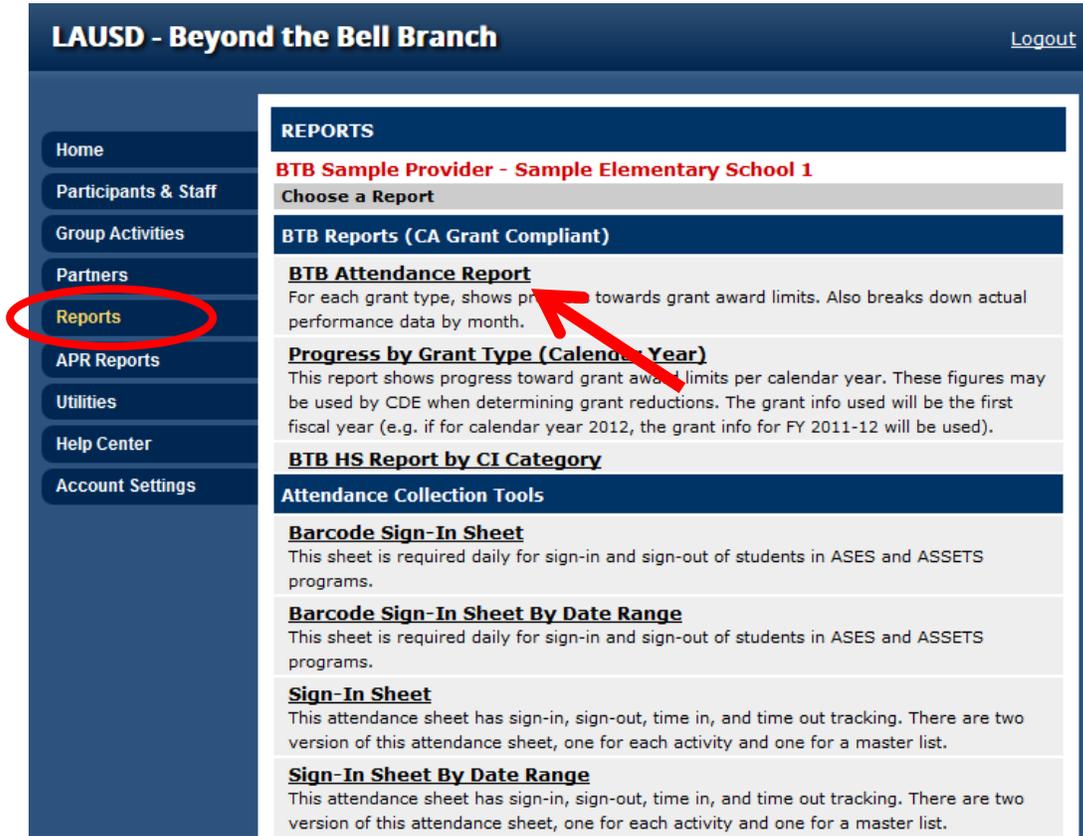
| | | | |
|-----------------|------|----------------------------|------|
| Staff Signature | Date | Program Director Signature | Date |
|-----------------|------|----------------------------|------|

| Student Name | Gender | DOB | Gr | Time In | Sign In | Time Out | Sign Out | ER |
|-------------------|--------|------------|----|---------|---------|----------|----------|----|
| ABREGO, LIZETT | F | 7/31/2001 | 7 | | | | | |
| ACOSTA, ABIGAIL | | 6/2/2003 | 3 | | | | | |
| ADAME, MARISSA | F | 7/9/2005 | 3 | | | | | |
| AGREDANO, JANELLE | F | 11/26/2004 | 4 | | | | | |
| AGUIAR-DIAZ, JOSE | M | 7/4/2002 | 6 | | | | | |

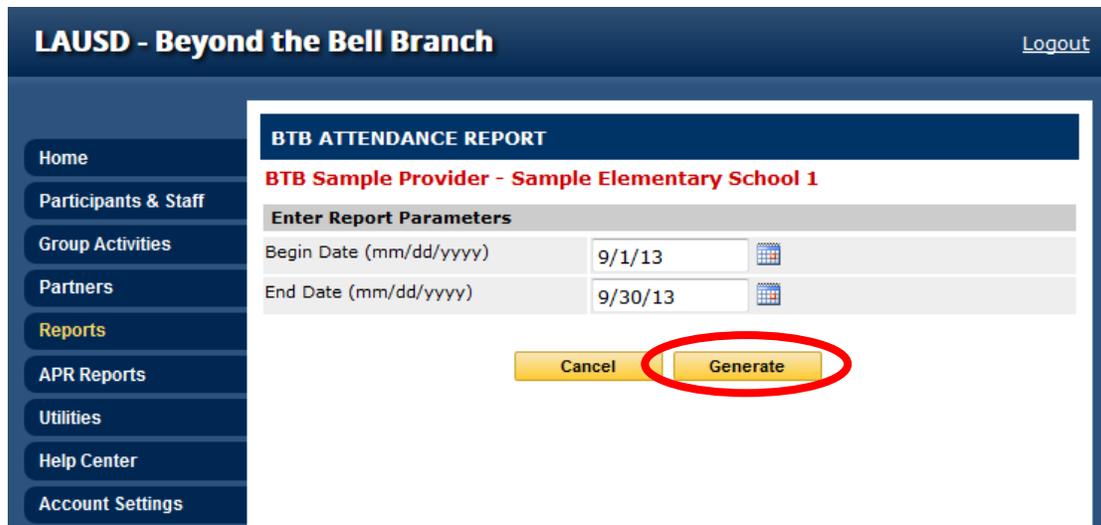
Note: The 'Print sign-in sheet for each activity' print option will create attendance sheets that mirror an activity's enrollment list. It is helpful to select this option if you plan on using the 'Entering Attendance by Activity' method. Selecting 'Print master list' is helpful if you plan on using the 'Attendance by Date' method.

Generating Additional Reports

1. Click the 'Reports tab,' and then click 'BTB Attendance Report'



2. Enter the date range you would like to view information for, and click 'Generate.'



Note: The 'BTB Attendance Report' will show progress toward grant goals, along with reportable attendance for each month that LAUSD will see.

3. To view missing attendance data, run 'Participants by Number of Absences,' or 'Services with Missing Attendance.'

This attendance sheet has sign-in, sign-out, time in, and time out tracking. There are two version of this attendance sheet, one for each activity and one for a master list.

General Attendance Reports (Non-Grant Compliant)

School-Level Report (by activity) (Excel)
LAUSD School Report By Activity

School-Level Report (by student) (Excel)
LAUSD School Report By Student

Complete Participant Attendance Sheet
Excel file of all attendance for all participants within the report period, with subtotals by participant and by date. All dates marked as Supplemental on the Academic Calendar are highlighted in gray.

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.

Attendance Data Export (Excel)
Outputs an Excel spreadsheet with a row for each participant and a column for each date in the report period. Attendance Data Export reports on marked attendance records.

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.

Missing Attendance by Participant
Lists, for each participant and service, the dates when no attendance was recorded.

Class Input (CI) Worksheet

Participant Drop Report
For each time a participant is dropped from a service, lists participant name, service name, participant grade, enroll date, drop date, and drop reason.



Back-enrolling students when a student is added to LAUSD's master enrollment file late

1. Click the 'Participants & Staff' tab, search for the student by their first and last name, and click 'Find Person.'



2. Click the student's name to access their registration form, and then click the 'Enrollment' tab.



3. Click the 'Add Activity' button.

The screenshot shows the LAUSD - Beyond the Bell Branch interface. The top navigation bar includes 'Logout' and tabs for 'ASES / ASSETS', 'Optional - 21C', 'Enrollment', 'Reports', and 'View Persons'. A left sidebar contains menu items: Home, Participants & Staff, Group Activities, Partners, Reports, APR Reports, Utilities, Help Center, and Account Settings. The main content area is titled 'PARTICIPANT ENROLLMENT' and displays the name 'JOSE ALANIZ' with a 'Current Term' dropdown menu. Below this, the 'ACTIVITIES' section shows 'No Enrollment' and two buttons: 'Add Activity' (circled in red) and 'Bulk Drop'.

4. Select the activities you would like to enroll the student into, and then click the yellow 'Enroll' button at the bottom of the activity list.

The screenshot shows the 'ENROLL INDIVIDUAL' page for JOSE ALANIZ. It includes a 'Return' button and a message: 'Below is a list of services that JOSE ALANIZ is **not** enrolled in. Select the services you wish to enroll this participant in and click "Enroll".' A table lists the available services with checkboxes for selection and columns for 'Begin' and 'End' dates.

| | Service Name | Begin | End |
|-------------------------------------|--|----------|------------|
| <input checked="" type="checkbox"/> | 2013-14 Fall Math Club | 8/1/2013 | 12/13/2013 |
| <input checked="" type="checkbox"/> | 2013-14 Fall Science Olympiad | 8/1/2013 | 12/13/2013 |
| <input type="checkbox"/> | 2013-14 Second Grade Afterschool Homework Assistance | | |
| <input type="checkbox"/> | BTB Attendance | | |
| <input type="checkbox"/> | BTB Uploaded Attendance 2013-14 | | |
| <input type="checkbox"/> | BTB Uploaded Attendance 2013-14 | | |
| <input type="checkbox"/> | BTB Uploaded Attendance 2013-14 | | |

5. Enter the correct 'Enroll Date', and click 'Enroll.'

LAUSD - Beyond the Bell Branch Logout

SET START DATES Cancel

JOSE ALANIZ will be enrolled in the following services 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](#).

| Service Name | Enroll Date |
|-------------------------------|-------------|
| 2013-14 Fall Math Club | 8/1/2013 |
| 2013-14 Fall Science Olympiad | 8/1/2013 |

Enroll

Note: The 'Enroll Date' defaults to the first scheduled day of the activity.

6. Once the student is enrolled, click the '(A)' next to the activity you would like to enter attendance for.

LAUSD - Beyond the Bell Branch Logout

ASES / ASSETS | Optional - 21C | **Enrollment** | Reports | View Persons

PARTICIPANT ENROLLMENT

JOSE ALANIZ Current Term ▾

ACTIVITIES Add Activity | Bulk Drop

| | Activities | Begin | End | Status |
|-----|-------------------------------|--------|----------|----------|
| (A) | 2013-14 Fall Math Club | 8/1/13 | 12/13/13 | Enrolled |
| (A) | 2013-14 Fall Science Olympiad | 8/1/13 | 12/13/13 | Enrolled |

7. Enter attendance for the student, and then click 'Save'

LAUSD - Beyond the Bell Branch [Logout](#)

Home
Participants & Staff
Group Activities
Partners
Reports
APR Reports
Utilities
Help Center
Account Settings

PARTICIPANT ATTENDANCE **Save** **Return**

ALANIZ, JOSE / 2013-14 Fall Math Club
Enrollment Period - 8/1/13 - 12/13/13

| Date | Present | Absent | Unknown |
|---------------------------|----------------------------------|----------------------------------|-----------------------|
| Thursday, August 01, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Friday, August 02, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monday, August 05, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Tuesday, August 06, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Thursday, August 08, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Friday, August 09, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monday, August 12, 2013 | <input type="radio"/> | <input checked="" type="radio"/> | <input type="radio"/> |
| Tuesday, August 13, 2013 | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Note: Attendance locks at 11:59PM on the 15th of each month for the previous month. For example, August's attendance will lock at 11:59 on September 15th. If the 15th falls on a weekend, attendance will lock on the next weekday (i.e. if the 15th is a Saturday, attendance will lock on Monday the 17th).