



DYCD CONNECT

PARTICIPANT TRACKING SYSTEM:

Immigrant Services

Enrollment & Attendance

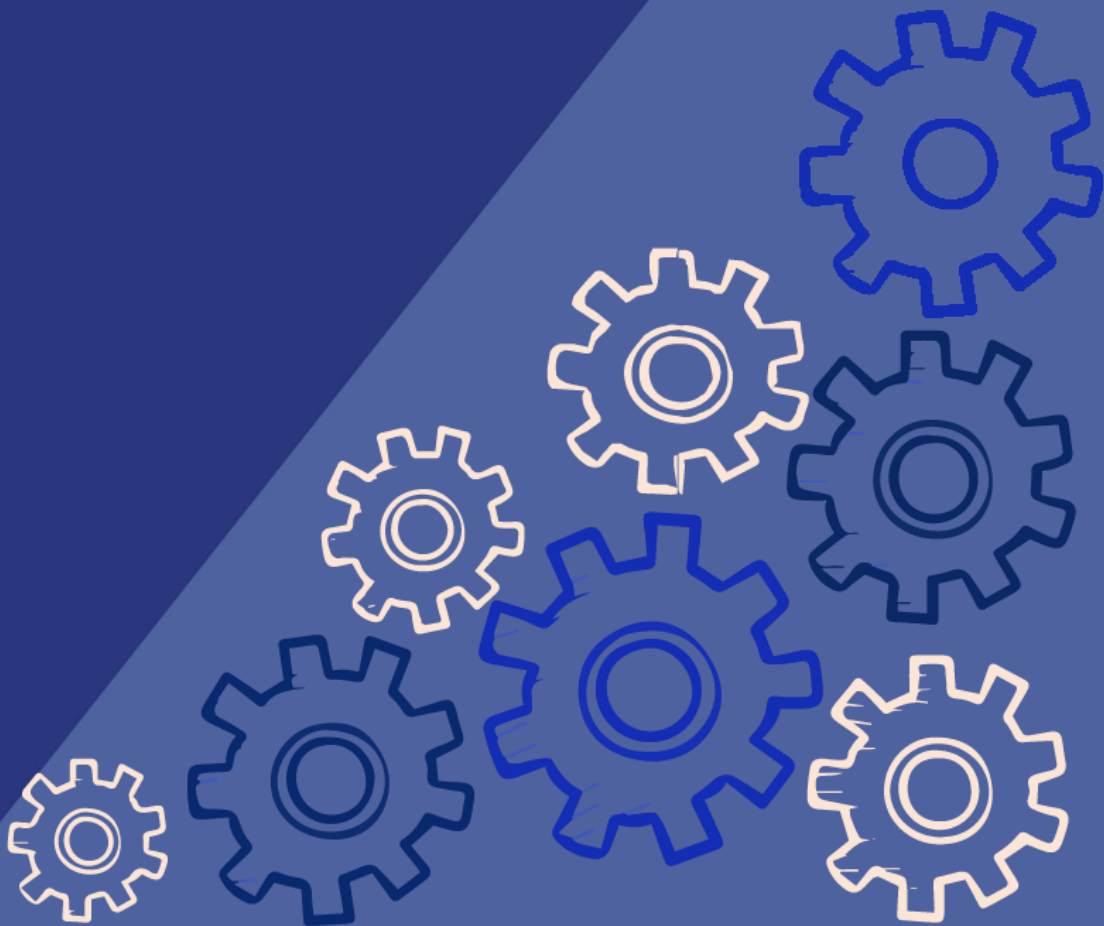
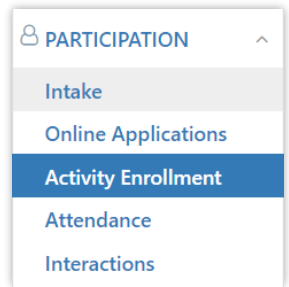


Table of Contents

Enrollments on DYCD Connect.....	3
Completing Bulk Activity Enrollment	3
Completing Activity Enrollment via Participant Intake.....	5
How do you to take Attendance on DYCD Connect?	6
Taking Attendance	6
<i>Locked/Cancelled Attendance.....</i>	<i>7</i>
DYCD Connect Help Center	8

Enrollments on DYCD Connect

After Participants have been accepted on your workscope, you may enroll them into the activity schedules (classes, workshops or group sessions) that they will be participating in throughout the program year. You may complete bulk enrollments of participants into a specific schedule via activity enrollment or complete enrollments one participant at a time from a participant's intake.



Completing Bulk Activity Enrollment

STEP 1: Navigate through Participation > Activity Enrollment to begin enrollments.

WORKSCOPE Approved

776204A-Immigrant Families-4/15/2021-6/30/2022

Period Type: Fiscal Year, Year: 2022, Provider: CBO1, Program Period: 4/15/2021 - 6/30/2022

Select Activity / Schedule for Workscope - 776204A-Immigrant Families-4/15/2021-6/30/2022

Workscope Activity: Select Activity... Activity Schedule: Select Schedule...

Activity Schedule Details

Activity Title	Primary Category	Program Site
Schedule Description	Date & Time	Occurrence
	-	
	-	
		Grade/Level
Occurs Remotely?		

Participants Assignment(s) + Add Participant(s)

From Date: mm/dd/yyyy To Date: mm/dd/yyyy Apply Filter Clear

NOTE: Only Activities/Schedules created as Group Sessions will appear for selection in Activity Enrollment.

STEP 2: Select the Workscope Activity & Activity schedule that you would like to complete bulk activity enrollments.

Select Activity / Schedule for Workscope - 776204A-Immigrant Families-4/15/2021-6/30/2022

Workscope Activity
 Demo Workshop-Informational Workshops ①

Activity Schedule
 Demo Workshop-GR -Informational Workshops-Weekly-4/15/21-6/30/22 - Mo,We - 4:00 PM-6:00 PM ②

Select the activity & corresponding activity schedule that you would like to complete enrollments for using the drop-down options.

Activity Title	Primary Category	Program Site
Demo Workshop	Informational Workshops	Immigrant Families
Schedule Description	Date & Time	Occurrence
	4/15/2021 - 6/30/2022 4:00 PM - 6:00 PM	Weekly Mo,We
Grade/Level	Occurs Remotely?	
N/A-N/A	No	

③ Review the Activity Schedule Details to ensure that you have selected the correct schedule for enrollments.

STEP 3: Scroll down to the Participant Assignment(s) table and click “+Add Participant(s)”.

Participants Assignment(s) + Add Participant(s)

From Date To Date Apply Filter Clear

Registration ID	Last Name	First Name	Grade	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
There are no records					

STEP 4: Click on the sliders in the assign columns to assign participants for enrollments. Then, click “SAVE” to complete the enrollments.

Maintain the participants assigned to the activity roster

Registration ID	Last Name	First Name	Grade	Assign	Assignment From Date (mm/dd/yyyy)	Assignment To Date (mm/dd/yyyy)
REG-3217211129	*****	*****	19	<input checked="" type="checkbox"/>	4/5/2022	6/30/2022
	*****	*****	19	<input type="checkbox"/>	4/5/2022	6/30/2022

1 - 2 of 2

Save Cancel

Click to Assign all participants for enrollment

Click Save to complete your enrollments

Click sliders to manually assign participants for enrollment into a schedule

You may modify each participant's first & last date of enrollment by clicking to modify these dates

Your completed enrollments will appear in the Participants Assignment(s) table as shown below.

Participants Assignment(s)						+ Add Participant(s)
Registration ID	Last Name	First Name	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)		
REG-3217211129 ?	*****	*****	4/5/2022	6/30/2022	Edit	Delete
REG-3628147411 ?	*****	*****	4/5/2022	6/30/2022	Edit	Delete

1 - 2 of 2

You may use “Edit” to modify a participant’s Start/End Date and “Delete” to remove a participant’s enrollment.

Completing Activity Enrollment via Participant Intake

When a participant joins your program after the start of the program year, it can be quicker to complete their enrollments via their intake. After a participant is accepted on your workscope, the Enrollment section appears on their intake’s switchboard.

REGISTRATION Accepted

REGISTRATION INFORMATION

PARTICIPANT INFORMATION

CONTACT INFORMATION

EDUCATION/WORK STATUS

HOUSEHOLD INFORMATION

HEALTH INFORMATION

CONSENTS

SERVICES

ENROLLMENT

NOTES & ATTACHMENTS

Registration ID: REG-3217211129

Start Date: 4/5/2022

Age: 19

DOB: 4/4/2003

Workscope: 776204A-NDA Immigrant Services-4/15/2021-6/30/2022

Provid: CBO1

Participant Info

First Name *****

Last Name *****

Enrollment Start Date 04/05/2022

Activity Schedules:

Search Activity Sched

Activity Schedule	Schedule Description	Days of Week	Start Time - End Time	Assign	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
Demo 2-GR -Civics/ Government Instruction-Daily-4/15/21-6/30/22	Demo 2	Mo,Tu,We,Th,Fr	3:00 PM - 4:00 PM	<input type="checkbox"/>	4/5/2022	6/30/2022

Click Save to complete the enrollments

Save Cancel

Use the assign sliders to select the schedule that you would like to enroll the participant into

You may adjust the first and last date of enrollment into each schedule by clicking here to modify these dates.

Your completed enrollments will appear in the intake in the table as shown below.

Activity Schedules: Participant's assignments to activities						Assign Activity Schedule(s)
Activity Schedule	Schedule Description	Days of Week	Start Time - End Time	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	
Demo 2-GR -Civics/ Government Instruction-Daily-4/15/21-6/30/22	Demo 2	Mo,Tu,We,Th,Fr	3:00 PM - 4:00 PM	4/5/2022	6/30/2022	Edit Delete

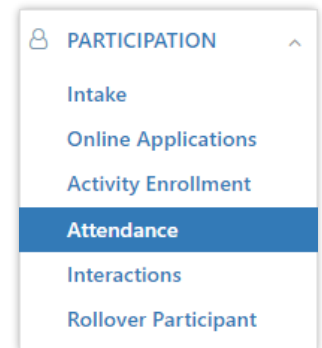
1 - 1 of 1

You may use “Edit” to modify a participant’s Start/End Date and “Delete” to remove a participant’s enrollment.

How do you to take Attendance on DYCD Connect?

After participants are enrolled in their activity schedules, you may begin taking attendance. DYCD requires attendance to be entered within 14 days.

To promote timely data entry, attendance is locked on a rolling 14-day basis. If you need to enter attendance outside this window, you must submit an [Unlock Request](#) to your DYCD Program Manager.



Taking Attendance

Attendance by week follows the same process as described above but multiple dates are displayed together.

STEP 1: Navigate through Participation>Attendance and use the drop-down options to load the attendance sheet that you would like to complete data entry for.

STEP 2: Click the sliders in the present or absent columns for each participant to record their attendance. You may use the Check Mark or X Mark at the top of the column to check all sliders in a column if appropriate.

Enrollments for Demo 2-GR -Civics/ Government Instruction-Daily-4/15/21-6/30/22

You may use these buttons to navigate to the previous or next day or week of attendance depending on your view

You may use the Check Mark to check all sliders in a column or the X Mark to uncheck all sliders in a column

Click on the sliders in the appropriate columns to mark participants present or absent

This blue bubble indicates that your attendance has been saved and logs who took attendance as well as the date & time it was taken

Registration ID	Last Name	Friday 12/17/2021 09:00 AM - 10:00 AM
REG-2685710526 04/01/2021 - 06/30/2022	*****	<div> <div>Present</div> <div>Absent</div> </div>
REG-9282571878 04/01/2021 - 06/30/2022	*****	<div> <div>Present</div> <div>Absent</div> </div>

Locked/Cancelled Attendance

PTS does not allow you to enter attendance data older than 14 days, nor for any dates on which your program did not operate, such as closed holidays. **To modify attendance older than 14 days, you must contact your DYCD Program Manager to request an [Attendance Unlock](#).**

Cancelled Attendance Date

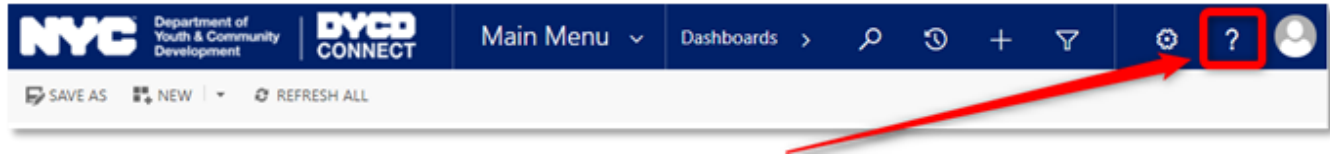
Wednesday 11/20/2019	
Present	Absent
<input type="checkbox"/>	<input type="checkbox"/>

Locked Attendance Date

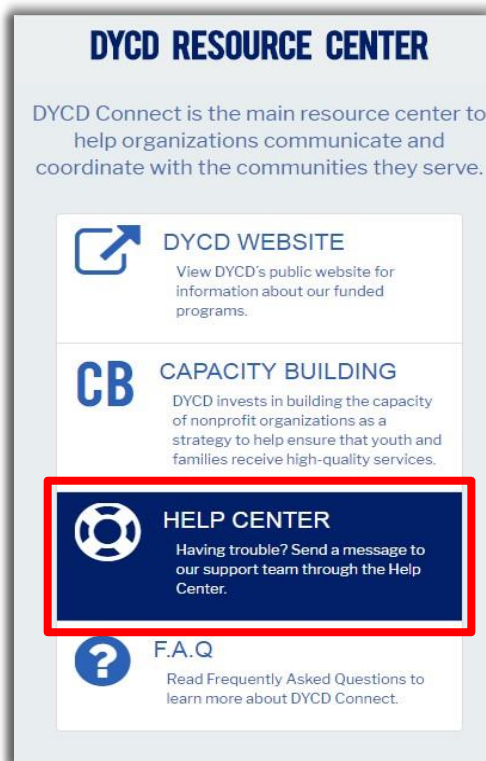
Monday 11/11/2019	
Present	Absent
<input type="checkbox"/>	<input type="checkbox"/>

DYCD Connect Help Center

If you have any questions or concerns, please submit a ticket or help request to the DYCD Connect Help Center. You may navigate to the Help Center directly from the banner at the top of DYCD Connect by clicking on the question mark as shown below.



Alternatively, you may submit a ticket through the [Help Center](#) on the DYCD Connect homepage.

A screenshot of the 'DYCD HELP CENTER' form. It has a light blue header with the title 'DYCD HELP CENTER'. Below the header is a paragraph explaining the help center's purpose. The form contains several input fields: 'first name', 'last name', 'phone', 'email', 'organization' (a dropdown menu), 'program area' (a dropdown menu), and 'program type' (a dropdown menu). There is a checkbox labeled 'I am a DYCD employee'. Below these fields is a section titled 'Select if you need operational or technical help:' with two options: 'NEED TECHNICAL ASSISTANCE?' and 'NEED OPERATIONAL ASSISTANCE?'. Each option has a brief description of the type of help it provides. At the bottom, there is a 'Detailed Description:' label and a text area for 'Enter a detailed description'.