



EarlyLearn Attendance Application (ELAA)

Office hours Part 1

January 19, 2021



Agenda

1. Getting started with ELAA
2. Setting up your enrollment roster
3. Recording attendance
4. Generating reports
5. Guidance on remote learning attendance





Getting started with ELAA



What is ELAA?

The EarlyLearn Attendance Application (ELAA) is a temporary data platform developed by the Division of Early Childhood Education so that programs with Extended Day/Year seats (Child Care or Head Start) can record daily attendance on remote learning days and in-person days for every child, regardless of their learning model.



Who should use ELAA

- Any program with Extended Day/Year seats (Child Care or Head Start) should use ELAA to record learning models and daily attendance for children enrolled in those seats, starting Thursday, January 14.
- The following program types should not use ELAA for the time being:
 - Programs using PreKIDS to record daily attendance
 - Family Child Care Networks

Resources and technical support

Infohub: [Attendance section](#)

- [FAQ](#) about ELAA
- ELAA [user guide](#)
- Recorded videos on how to use ELAA

Contact for support:

- Technical support with ELAA:
ELAATechSupport@strongschools.nyc
- Question about DOE/Protraxx accounts:
decepl@schools.nyc.gov
- Questions about remote learning:
earlychildhoodpolicy@schools.nyc.gov
- Questions attendance in WES:
WESAttendance@schools.nyc.gov

Access and login credentials for ELAA (I)

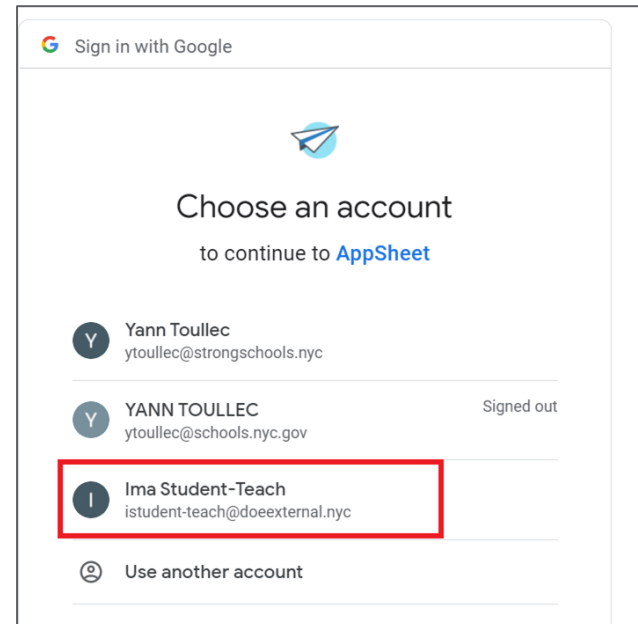
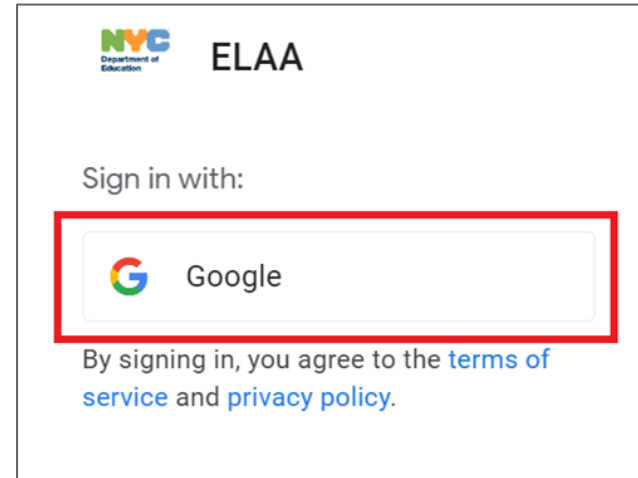
- Each program can request access to ELAA for multiple users. To request access to ELAA, each user must follow these 2 steps:
- If the user doesn't already have one, they must first request a Protraxx DOE account (email account ending in @doexternal.nyc used for Zoom and Google Classroom) at [this link](#).
For assistance or questions about Protraxx accounts please contact decepl@schools.nyc.gov
- If the user is not entered in this form already, they must register themselves in the [DECE Student and Family Information Access Form](#) using their Protraxx DOE account.
- Note that it might take a few business days for your request to be processed at each step.

Access and login credentials for ELAA (2)

- For now, ELAA does not allow a single user to access the rosters of multiple programs. Vendors should identify at least one distinct ELAA user at each of their programs.

Signing in to ELAA

- Always sign in using the “Google” option.
- When prompted to choose an account, always select your @doeexternal.nyc account.



Additional steps when signing in for the first time (I)

- When signing in for the 1st time, you will not see your DOE account in the list.
- Click on “Use another account” and enter your DOE credentials on the Appsheet Sign In screen.
- After signing into Appsheet, you will be directed to a DOE Sign In screen. Re-enter your DOE credentials a second time.

Choose an account
to continue to [AppSheet](#)

Yann Toullec
ytoullec@strongschools.nyc Signed out

YANN TOULLEC
ytoullec@schools.nyc.gov Signed out

Use another account

Sign in
to continue to [AppSheet](#)

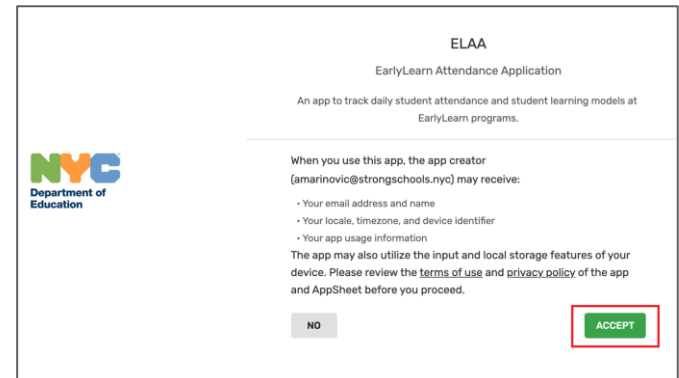
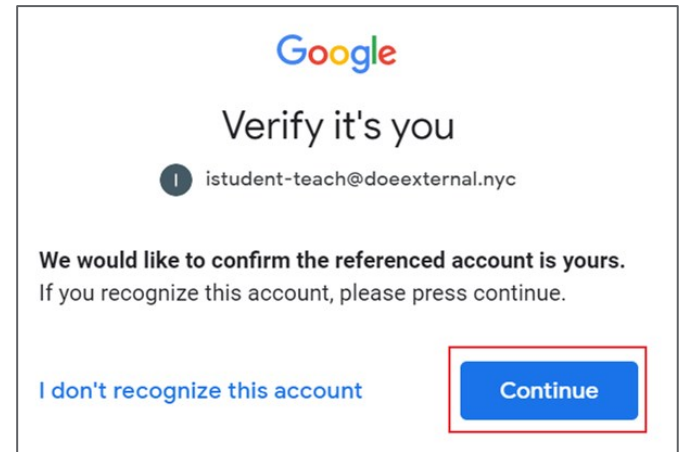
Email or phone
istudent-teach@doeexternal.nyc

[Forgot email?](#)

[Create account](#) [Next](#)

Additional steps when signing in for the first time (2)

- After the 2 previous login steps, you will first be prompted to Verify that the account you selected is yours. Click on “Continue”
- The ELAA welcome page will include Terms and Conditions, click on “Accept” to open the application.





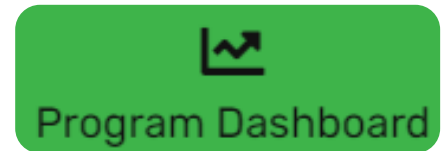
Q&A: Getting Started with ELAA



Setting up your Enrollment Roster

Home page

Understanding ELAA's structure (I)



ELAA's main modules can be accessed in the **bottom toolbar**, by clicking on one of the **4 tabs**:

- Program Dashboard
- Attendance
- Classes
- Enrollments

Program
Dashboard

Attendance

Classes

Enrollments



Home page

Understanding ELAA's structure



Program Dashboard

Additional reports can be accessed through the menu icon in the **top left corner** of the app's main page.



Enrollments

Understanding the enrollment roster (I)



Enrollments

- The enrollment roster can be accessed from the **Enrollments** module. Most columns in the roster are fed directly from WES-ACCIS and synced on a weekly basis.
- Students marked as inactive in WES-ACCIS or with a discharge date in WES-ACCIS will automatically be marked as Inactive in ELAA but will remain in the **Enrollments** roster.

The screenshot shows the 'Enrollments' module interface. At the top, there is a green header with the NYC logo, a menu icon, the title 'Enrollments', and search, edit, and refresh icons. Below the header is a table with the following columns: Child Enrolled, Class, Learning Model, Slot Type, Start Date, Discharge Date, Case Number, Child Number, Enrollment N..., and Date of Birth. The table is divided into two sections: 'Active' (9 items) and 'Not Active' (1 item). The 'Active' section lists students with red exclamation marks in the 'Class' column and green person icons in the 'Learning Model' column. The 'Not Active' section is currently empty.

Child Enrolled	Class	Learning Model	Slot Type	Start Date	Discharge Date	Case Number	Child Number	Enrollment N...	Date of Birth
Active 9									
Adelina Blackwell	!	+	CC	9/4/2020		78123456	1	1	11/19/2017
Alima Hutchinson	!	+	CC	10/9/2020		34567812	1	2	9/10/2019
Awais Bruce	!	+	CC	10/13/2020		91234567	8	2	9/15/2018
Bethany Whitworth	!	+	CC	9/14/2020		56781234	1	4	2/1/2018
Billy-Joe Broughton	!	+	CC	11/1/2020	11/17/2020	23456781	2	3	5/29/2017
Dexter Bowler	!	+	CC	11/5/2020		67812345	5	5	4/19/2017
Eboni Barnes	!	+	CC	9/1/2020		12345678	1	1	2/12/2018
Kaylen Morton	!	+	CC	9/14/2020		89123456	7	1	8/11/2018
Laaibah Bowes	!	+	CC	9/1/2020		45678123	3	1	7/6/2017
Not Active 1									

Enrollments

Understanding the enrollment roster (2)



Enrollments

Two columns of the roster are not fed from WES-ACCIS and must be entered and updated manually in the roster

- **Class:** class assignment for each student
- **Learning Model:** current learning model of each student (In Person, Remote or Blended)

Child Enrolled	Class	Learning Model	Slot Type	Start Date
Active 9				
Adelina Blackwell	Class 101	In-Person	CC	9/4/20
Alima Hutchinson	Class 102	In-Person	CC	10/9/20
Awais Bruce	Class 101	Blended	CC	10/13/20
Bethany Whitworth	Class 102	Remote	CC	9/14/20
Billy-Joe Broughton	Class 101	Blended	CC	11/1/20
Dexter Bowler	Class 102	In-Person	CC	11/5/20
Eboni Barnes	Class 101	Remote	CC	9/1/20
Kaylen Morton	Class 102	In-Person	CC	9/14/20
Laaibah Bowes	Class 101	Remote	CC	9/1/20
Not Active 1				

Classes

Creating or modifying classes



- Creating classes and assigning students to classes will help you organize your attendance sheets by class, allowing for a more efficient data entry process.
- Classes can be created, deleted or modified in the **Classes** module.

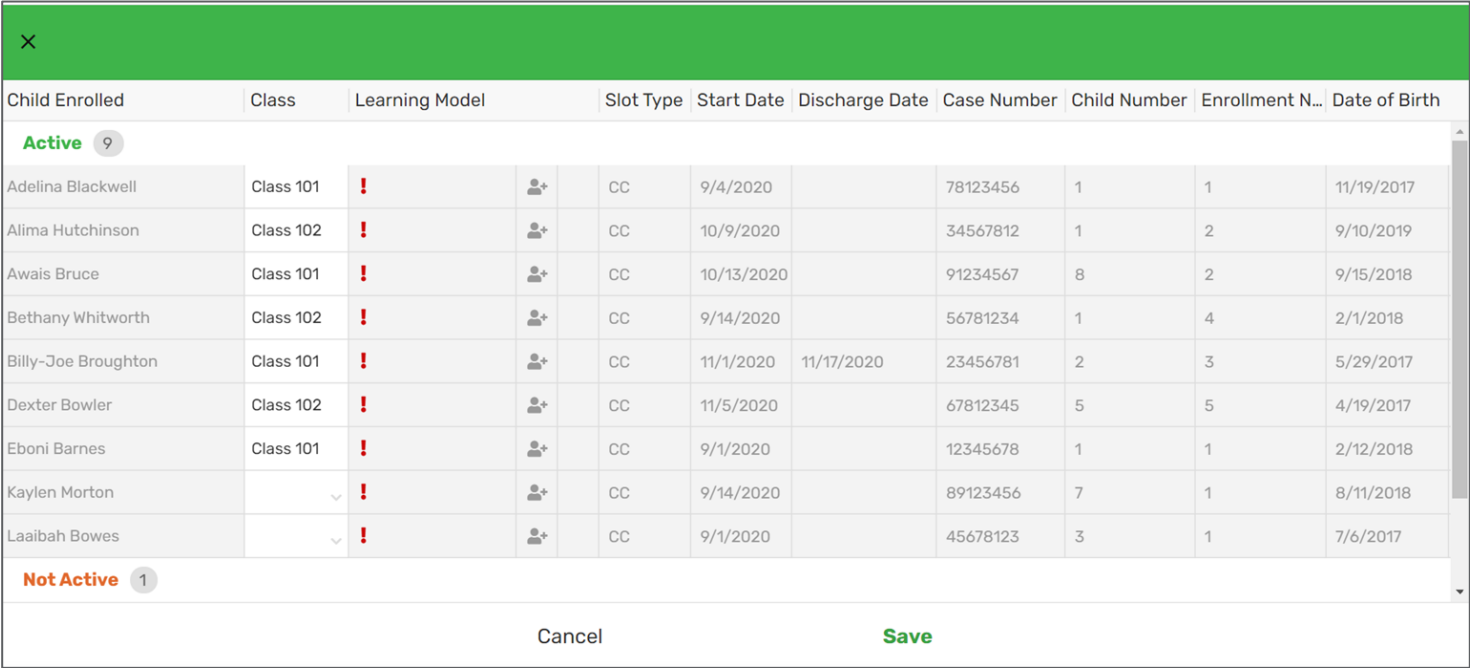
A screenshot of the NYE Classes module interface. The top navigation bar is green with the NYE logo, a menu icon, and the text "Classes". On the right side of the bar are search, grid, and refresh icons. The main content area is split into two panels. The left panel, titled "Class List", shows a table with columns "Program" and "Class Name". One row is highlighted in green, showing "ABCD" and "Class 101", with delete and edit icons to its right. The right panel, titled "Class Detail", displays "Class 101" and "ABCD" in large text. Below this, it shows "Class Roster (5)" and a table with columns: "Child Enrolled", "Date of Birth", "Slot Type", "Case Number", "Child Number", and "Er". Under the "Active" filter, one student is listed: Eboni Barnes, with a date of birth of 2/12/2018, slot type CC, case number 12345678, child number 1, and enrollment count 1. A green plus sign in a circle is overlaid on the bottom right of the Class List panel. The bottom navigation bar is green with icons and labels for "Program Dashboard", "Attendance", "Classes", and "Enrollments".

Enrollments:

Assigning students to classes



- Once classes are created, students can be assigned to classes in the **Enrollments** module.
- To edit class assignment, click on the "Edit" icon at the top right corner of the screen, update the information in the "Class" column and click on "Save" to confirm your selection.



The screenshot shows a web application window with a green header bar containing a close button (X). Below the header is a table with columns: Child Enrolled, Class, Learning Model, Slot Type, Start Date, Discharge Date, Case Number, Child Number, Enrollment N..., and Date of Birth. The table is divided into two sections: "Active" (9 rows) and "Not Active" (1 row). Each row in the "Active" section has a red exclamation mark in the Learning Model column and a person icon with a plus sign in the Class column. The "Not Active" section has a red exclamation mark in the Learning Model column and a person icon with a plus sign in the Class column. At the bottom of the window are "Cancel" and "Save" buttons.

Child Enrolled	Class	Learning Model	Slot Type	Start Date	Discharge Date	Case Number	Child Number	Enrollment N...	Date of Birth	
Active 9										
Adelina Blackwell	Class 101	!	+	CC	9/4/2020		78123456	1	1	11/19/2017
Alima Hutchinson	Class 102	!	+	CC	10/9/2020		34567812	1	2	9/10/2019
Awais Bruce	Class 101	!	+	CC	10/13/2020		91234567	8	2	9/15/2018
Bethany Whitworth	Class 102	!	+	CC	9/14/2020		56781234	1	4	2/1/2018
Billy-Joe Broughton	Class 101	!	+	CC	11/1/2020	11/17/2020	23456781	2	3	5/29/2017
Dexter Bowler	Class 102	!	+	CC	11/5/2020		67812345	5	5	4/19/2017
Eboni Barnes	Class 101	!	+	CC	9/1/2020		12345678	1	1	2/12/2018
Kaylen Morton	▼	!	+	CC	9/14/2020		89123456	7	1	8/11/2018
Laaibah Bowes	▼	!	+	CC	9/1/2020		45678123	3	1	7/6/2017
Not Active 1										
Cancel					Save					

Enrollments:

Assigning students to learning models



- Programs must assign students to learning models in the **Enrollments** module, and keep those learning models up to date.
- In ELAA, new attendance sheets are automatically populated with pre-set codes based on each student's learning model. Keeping student learning models up-to-date will allow for a faster data entry.

The screenshot shows the "Enrollments" module interface. At the top, there is a green header with the NYC logo, a menu icon, the text "Enrollments", and search, edit, and refresh icons. Below the header is a table with columns: Child Enrolled, Class, Learning Model, Slot Type, Start Date, Discharge Date, Case Number, Child Number, Enrollment N..., and Date of Birth. The table is divided into two sections: "Active" (9 items) and "Not Active" (1 item). The "Active" section lists students with their details, including learning models like "In-Person" and "Blended", and status indicators (green plus icons). The "Not Active" section is partially visible at the bottom.

Child Enrolled	Class	Learning Model	Slot Type	Start Date	Discharge Date	Case Number	Child Number	Enrollment N...	Date of Birth
Active 9									
Adelina Blackwell	Class 101	In-Person	CC	9/4/2020		78123456	1	1	11/19/2017
Alima Hutchinson	Class 102	In-Person	CC	10/9/2020		34567812	1	2	9/10/2019
Awais Bruce	Class 101	Blended	CC	10/13/2020		91234567	8	2	9/15/2018
Bethany Whitworth	Class 102	!	+	9/14/2020		56781234	1	4	2/1/2018
Billy-Joe Broughton	Class 101	!	+	11/1/2020	11/17/2020	23456781	2	3	5/29/2017
Dexter Bowler	Class 102	!	+	11/5/2020		67812345	5	5	4/19/2017
Eboni Barnes	Class 101	!	+	9/1/2020		12345678	1	1	2/12/2018
Kaylen Morton	Class 102	!	+	9/14/2020		89123456	7	1	8/11/2018
Laabab Bowes	Class 101	!	+	9/1/2020		45678123	3	1	7/6/2017
Not Active 1									

Enrollments:

Assigning students to learning models



Learning models must have a start date and an end date. If you assign a student to a new learning model and that model is still active, please enter "6/30/2021" as the end date. You will modify that end date if and when the student switches to a different learning model.

NYC Department of Education
← Add/Update Child Learning Model

Child
Bethany Whitworth

Learning Model*
 In-Person Remote Blended

Learning Model Start Date*
09/15/2020

Learning Model End Date
Please enter 06/30/2021 if you do not know the end date for this Learning Model record.*
06/30/2021

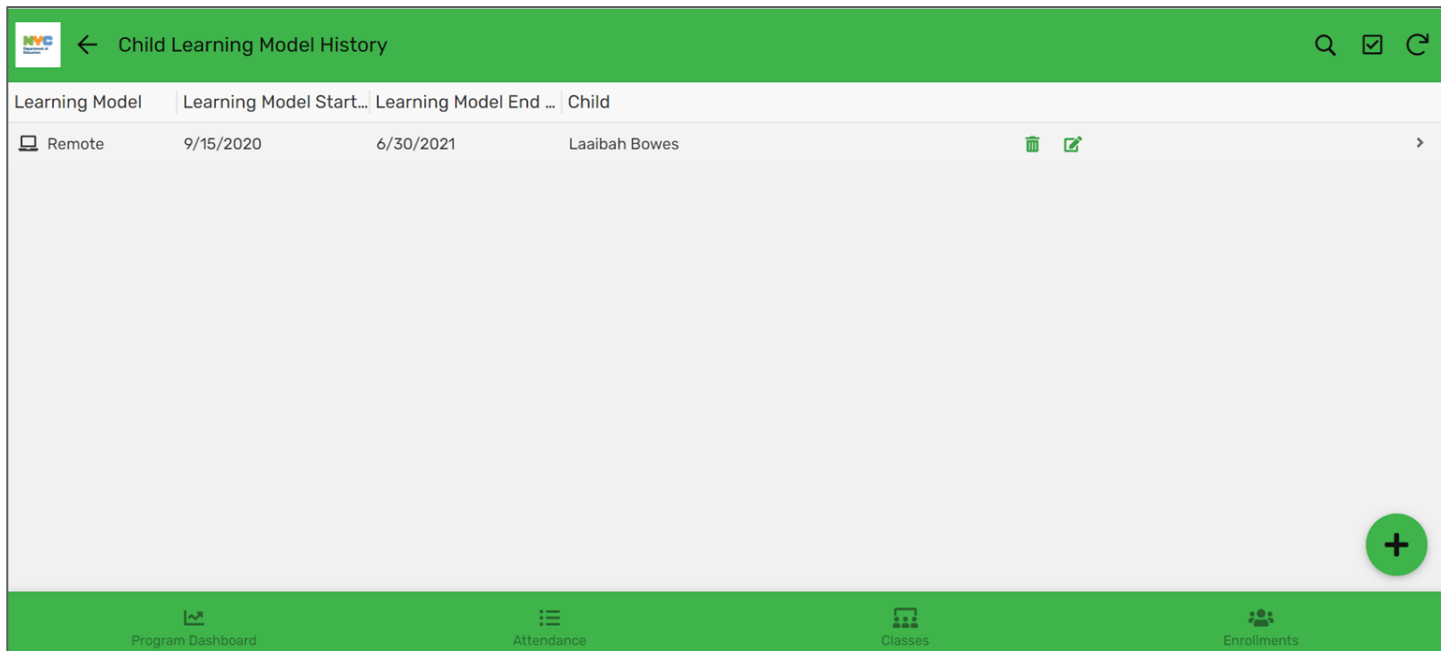
Cancel Save

Enrollment:

Modifying a student's learning model



- Learning models must be kept up to date in the **Enrollments** module, where a record of each student's learning model history is made available.
- To modify a student's learning model, you must first add an end date to the student's current learning model, and create a new learning model for that same student.





Q&A Setting up your Enrollment Roster





Recording Attendance and Generating Reports



Attendance

Creating a new attendance sheet



- Attendance sheets are created on a daily basis in the **Attendance** module. Programs must make sure each student is assigned to an attendance code following guidance provided by the DOE







Child	Attendance Date	Attendance Code	Slot Type	Attendance Entered	Edited By	Attendance Co...
Class 101						
Adelina Blackwell	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Awais Bruce	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Billy-Joe Broughton	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Eboni Barnes	11/10/2020	REMOTE DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Laaibah Bowes	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Class 102						
Alima Hutchinson	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Bethany Whitworth	11/10/2020	REMOTE DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Dexter Bowler	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Kaylen Morton	11/10/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:08:52 PM	Test External Account	Yes
Cancel			Save			

Attendance

Understanding the pre-populated attendance codes



- If your enrollment roster is complete and up to date, new attendance sheets will be structured by class and pre-populated with pre-set values.
- The pre-set value depends on each student's learning model:
 - In-Person Learning -> "In Person Day Present"
 - Blended Learning -> "In Person Day Present"
 - Remote Learning -> "Remote Day Present"
 - No Learning Model -> No pre-set value
- For closure days, programs can automatically fill their entire attendance sheet with the "Site Closed" value in one click.

Attendance Code	
<input type="radio"/>	 IN PERSON DAY PRESENT
<input checked="" type="radio"/>	 IN PERSON DAY ABSENT
<input type="radio"/>	 REMOTE DAY PRESENT
<input type="radio"/>	 REMOTE DAY ABSENT
<input type="radio"/>	 SITE CLOSED
<input type="radio"/>	 STUDENT DISCHARGED OR TRANSFERRED

Reports

Accessing monthly attendance reports



- Monthly in-person attendance reports are accessible through the **Reports** menu in the top left corner of the home page.
- Daily attendance records are rolled up into monthly in-person attendance numbers that can be reported in WES monthly attendance screen.

The screenshot shows the ELAA interface. At the top left is the NYC Department of Education logo, and to its right is the text 'ELAA'. Below this is a list of menu items: 'October 2020 In-Person Attendance', 'November 2020 In-Person Attendance' (highlighted with a red box), and 'Assistant'. Below these items are 'About' and 'App Gallery'. At the bottom, the user email 'istudent-teach@doeexternal.nyc' is displayed, with a 'LOG OUT' button in green text to its right.

Reports

Using information from the monthly reports



- The column **Days Attended** represents the total number of days a child is marked as **In-Person Present**.
- The column **Weeks Attended** represents the total number of weeks where a child is marked **In-Person Present** for at least one day.

Last Name, First Name	Date of Birth	Slot Type	Case Number	Child Number	Enrollment N...	Active Enrollment	Start Date	Discharge Date	Days Attended	Weeks Attended
Barnes, Eboni	2/12/2018	CC	12345678	1	1	Active	9/1/2020		0	0
Blackwell, Adelina	11/19/2017	CC	78123456	1	1	Active	9/4/2020		2	1
Bowes, Laaibah	7/6/2017	CC	45678123	3	1	Active	9/1/2020		1	1
Bowler, Dexter	4/19/2017	CC	67812345	5	5	Active	11/5/2020		2	1
Broughton, Billy-Joe	5/29/2017	CC	23456781	2	3	Active	11/1/2020	11/17/2020	2	1
Bruce, Awais	9/15/2018	CC	91234567	8	2	Active	10/13/2020		0	0
Hutchinson, Alima	9/10/2019	CC	34567812	1	2	Active	10/9/2020		2	1
Kim, Coco	1/2/2017	CC	81234567	2	8	Not Active	9/1/2020	11/6/2020	0	0
Morton, Kaylen	8/11/2018	CC	89123456	7	1	Active	9/14/2020		2	1
Whitworth, Bethany	2/1/2018	CC	56781234	1	4	Active	9/14/2020		0	0

Reports

Understanding Weeks Attended

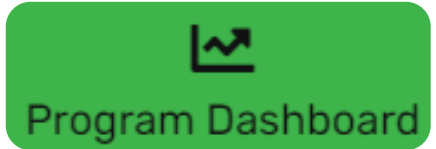


- For **Weeks Attended**, the number of **Mondays** in the month determines how many weeks are counted during that month, similar to how it is counted in WES.
- Example: A child is present in-person on December 3rd, but is absent on all other days of that week. Since that week starts in November (Monday, 11/30), this should count for “1 week attended” for the month of November in WES.

November 2020						
SU	MO	TU	WE	TH	FR	SA
25	26	27	28	29	30	31
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	1	2	3	4	5

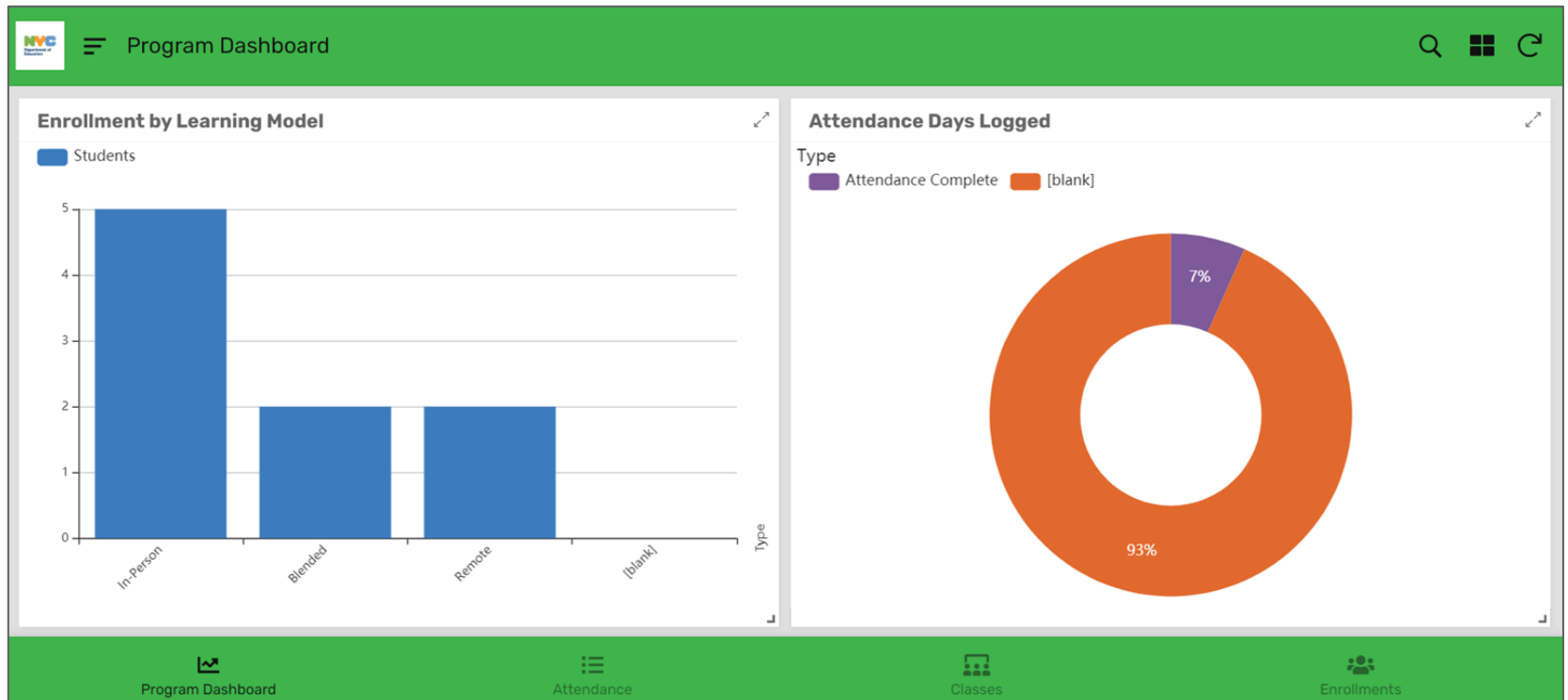
Program Dashboard

Understanding the dashboard



The dashboard contains 2 views:

- **left-hand side:** repartition of students between learning models
- **right-hand side:** number of attendance sheets completed





Q&A: Recording Attendance and Generating Reports





Guidance on Recording Attendance in ELAA



Attendance Recording Expectations

- Programs are expected to submit daily attendance in ELAA **on a weekly basis** for every enrolled child through the end of the school year. We ask that programs enter attendance in ELAA for a given week by the Monday of the following week.
- Programs should **continue to use a paper attendance tracker** to record time in and time out attendance per state regulations. Programs will not be asked to input time in and time out attendance in ELAA.
- There will be no changes this school year to how programs use WES. We have included reporting functionality in ELAA to make that process as streamlined as possible. Programs will still be required to **report in-person monthly attendance in WES** for claiming purposes. **Please note that only days attended in person can count as present in WES, but all other attendance codes should be counted as an absence in WES.**

What defines attendance in the context of The Early Learn Attendance Application (ELAA)? (I)

 IN PERSON DAY PRESENT

 IN PERSON DAY ABSENT

- **In Person Day Present** and **In Person Day Absent** should be selected either for children enrolled in the **In Person** learning model, or for children enrolled in the **Blended** learning model on their **scheduled in-person learning days**.
- Select **In Person Day Present** when the child is physically present in the classroom / school learning environment for instruction during the **scheduled in-person school day**.

What defines attendance in the context of The Early Learn Attendance Application (ELAA)? (2)

 REMOTE DAY PRESENT

 REMOTE DAY ABSENT

- **Remote Day Present** and **Remote Day Absent** should be selected either for children enrolled in the **Remote** learning model, or for children enrolled in the **Blended** learning model on their scheduled remote learning days.
- Select **Remote Day Present** when the child is not physically present in the classroom / school learning environment but is engaging in a synchronous or asynchronous remote activity. There is flexibility for 3-K and pre-K teachers to work with program leaders and teams to define what daily remote activities look like.

What defines attendance in the context of The Early Learn Attendance Application (ELAA)? (3)



REMOTE DAY PRESENT









REMOTE DAY ABSENT

Please refer to the following resources for more details on attendance in the context of remote learning:

- **Early Childhood Bulletin - Issue 8, section "What Defines Attendance for Children in 3-K and Pre-K?"** , emailed to all programs on Thursday, November 12
- [Blended Learning Guidance Document](#)
- For questions, contact earlychildhoodpolicy@schools.nyc.gov

What defines attendance in the context of The Early Learn Attendance Application (ELAA)? (4)

The table below summarizes which attendance codes can be selected depending on a child’s learning model:

	Learning Model		
	In Person	Remote	Blended
 IN PERSON DAY PRESENT	✓		✓
 IN PERSON DAY ABSENT	✓		✓
 REMOTE DAY PRESENT		✓	✓
 REMOTE DAY ABSENT		✓	✓
 SITE CLOSED	✓	✓	✓
 STUDENT DISCHARGED OR TRANSFERRED	✓	✓	✓



Q&A: Guidance on Recording Attendance in ELAA



Question & Answer





Thank you!

