

Early Learn Attendance Application

User guide

01.11.2021 version

The Early Learn Attendance Application (ELAA) is an application designed to allow programs with Extended Day/Year Child Care and/or Head Start programs to record daily attendance for all students regardless of their learning model.

For general questions about ELAA, including the type of programs that should use the application, the frequency of data entry, please refer to the following document.

This guide will help you complete the following tasks using ELAA:

- Requesting technical assistance with ELAA
- Requesting credentials to log in to ELAA
- Signing in to ELAA
- Understanding ELAAs' structure and content
- Creating or modifying class names
- Assigning a student to a class or changing a student's class assignment
- Assigning a student to a learning model
- Modifying a student's learning model
- Creating and completing a daily attendance sheet
- Creating a quick attendance sheet to indicate a closure day
- Modifying an existing daily attendance sheet
- Using information from ELAA to fill out monthly attendance data in WES

Requesting technical assistance with ELAA

For technical assistance with ELAA, please contact ELAATechSupport@strongschools.nyc with the following information:

- The name of your program
- An identifier for your program (either the 4-letter location code, or the WES-ACCIS Program Number)
- A description of the technical issue you are experiencing
- If relevant, a screen capture illustrating your technical issue with ELAA

For guidance about remote learning attendance, please refer to guidance we shared in the November 12 [Bulletin](#) (section "What Defines Attendance for Children in 3-K and Pre-K"). Programs should also

refer to the Division of Early Childhood Education's [Birth-to-Five Blended Learning Implementation Guidance](#) for examples and details of synchronous and asynchronous engagements/interactions. For additional questions, please contact earlychildhoodpolicy@schools.nyc.gov.

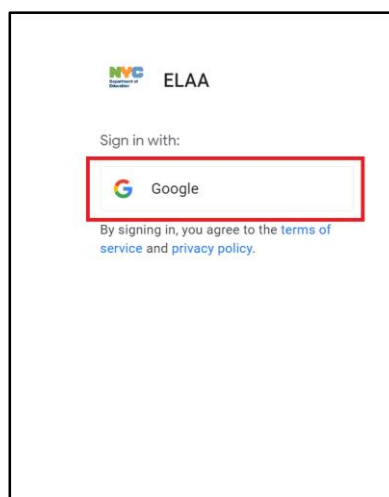
For questions about recording attendance in WES, please contact WESAttendance@schools.nyc.gov.

Requesting credentials to log in to ELAA

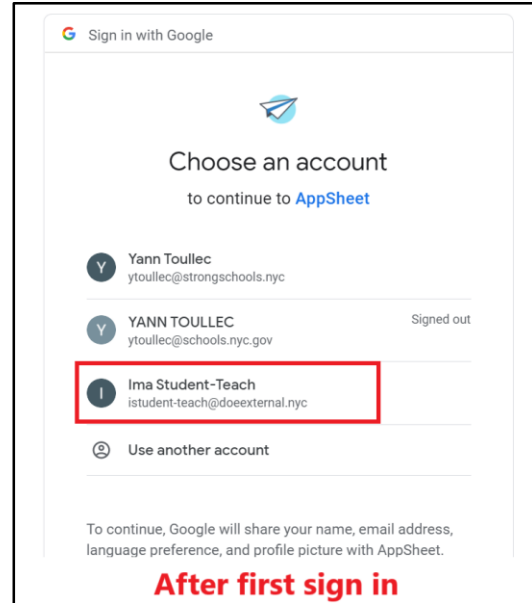
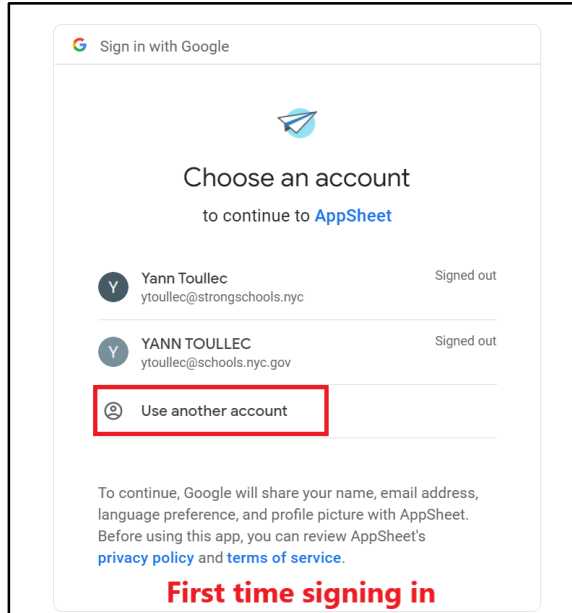
1. Access to ELAA has been created for all contacts that have been identified in the [DECE Student and Family Information Access Form](#). We will create access to ELAA **for any contact entered in the access form on or before January 22, 2021**. Once access is created, users must log in to ELAA using their DOE account credentials (i.e. the @doeexternal.nyc account used to access Google Classroom and DOE Zoom).
2. Please note that ELAA does not allow a user to access the rosters of multiple programs. For contractors with multiple programs, a separate ELAA user must be identified in the access form for each of the contract's programs.
3. In order to submit a request through the [DECE Student and Family Information Access Form](#) to access ELAA, users will need a DOE account (i.e. the @doeexternal.nyc account used to access Google Classroom and DOE Zoom). If the users you would like to add do not have a DOE account, they will need to request a Protraxx account first at [this link](#). Please allow a few business days after filling the Protraxx request to have your DOE account setup and submit a request through the access form. Please contact decepl@schools.nyc.gov for assistance with the creation of your DOE account.

Signing in to ELAA

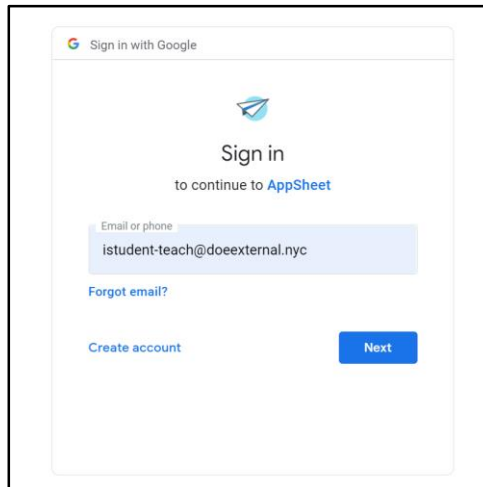
1. The application can be opened on any web browser (including on mobile devices or tablets), using the following link: <https://bit.ly/NYCDOE-ELAA>
2. When prompted to select a platform to sign in, please select "Google"



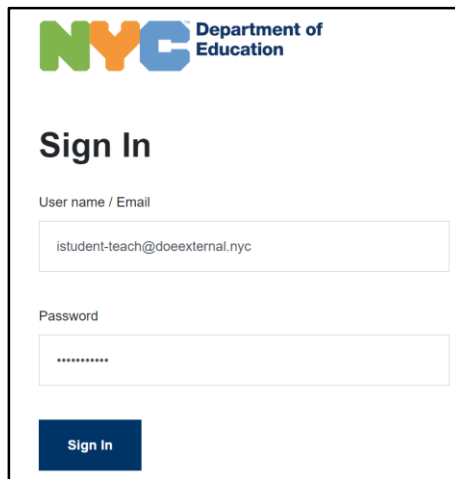
3. You should always sign in to ELAA using your DOE account email address and Protraxx password. DOE account email addresses have the format [name@doeexternal.nyc](#). If you are signing in to ELAA for the first time, that account will likely not appear in the list of suggested users, and you should click on “Use another account”, otherwise please skip to step 7.



4. Enter your DOE account email address in the sign up page and click on next.

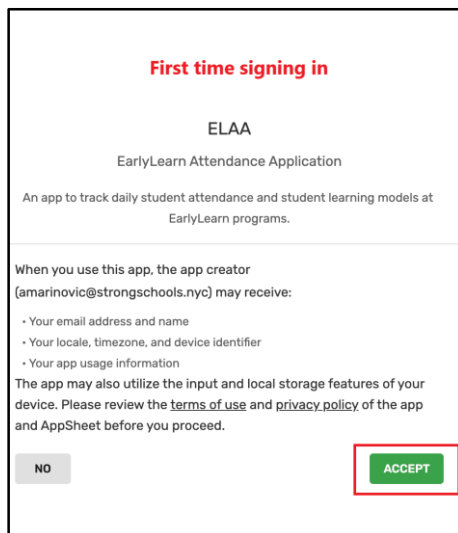


6. You will land on a NYCDOE Sign In page. Enter your DOE account email and Protraxx password and click on “Sign in”.

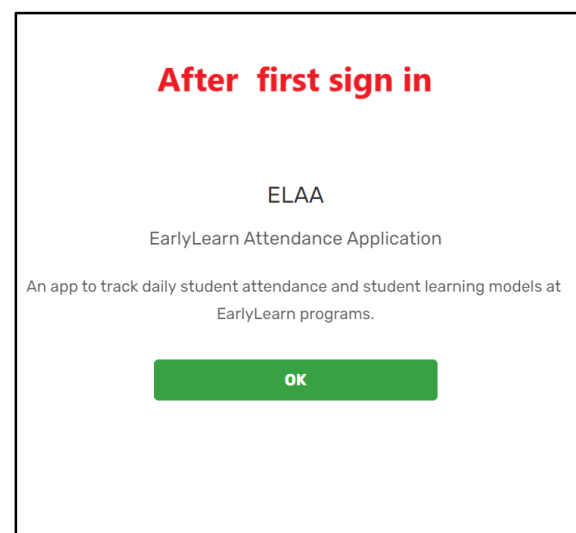


The image shows the NYCDOE Sign In page. At the top is the NYC Department of Education logo. Below it is the title "Sign In". There are two input fields: "User name / Email" with the text "istudent-teach@doeexternal.nyc" and "Password" with masked characters. A blue "Sign In" button is at the bottom.

7. A welcome page will appear. If this is your first time signing in, please read the terms and conditions and click on “Accept”. Otherwise, click “OK” to open the application.



The image shows the "First time signing in" screen for the ELAA (EarlyLearn Attendance Application). It includes the app's purpose: "An app to track daily student attendance and student learning models at EarlyLearn programs." It also lists the data the app creator (amarinovic@strongschools.nyc) may receive: email address and name, locale/timezone/device identifier, and app usage information. It mentions that the app utilizes input and local storage features and provides links to the terms of use and privacy policy. At the bottom, there are two buttons: "NO" and "ACCEPT" (which is highlighted with a red box).



The image shows the "After first sign in" screen for the ELAA (EarlyLearn Attendance Application). It includes the app's purpose: "An app to track daily student attendance and student learning models at EarlyLearn programs." At the bottom, there is a green "OK" button.

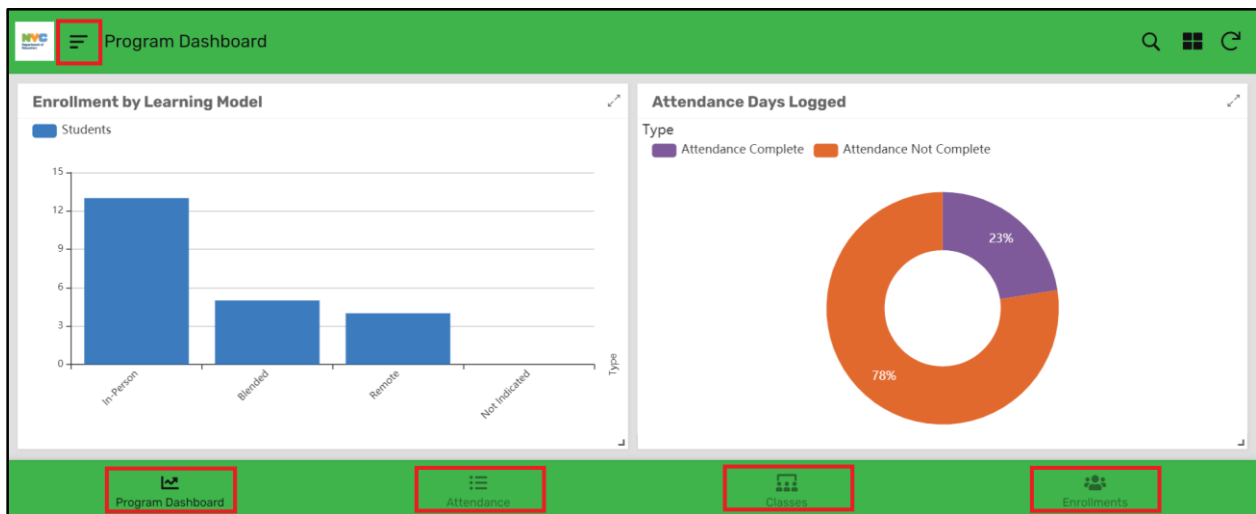
Understanding ELLA’s structure and content

The application’s interface is organized into 4 modules, each accessible through the task bar at the bottom of the main page:

1. **Program Dashboard:** where the user can access statistics about learning models and attendance for their program
2. **Attendance:** where the user can create new attendance sheet or edit existing attendance sheets

3. **Classes:** where the user can add new classes to the program or edit existing class names
4. **Enrollments:** where the user can access a full student roster for the program and assign students to specific classes and learning models. The data in this tab is updated weekly based on information from the ACCIS system.

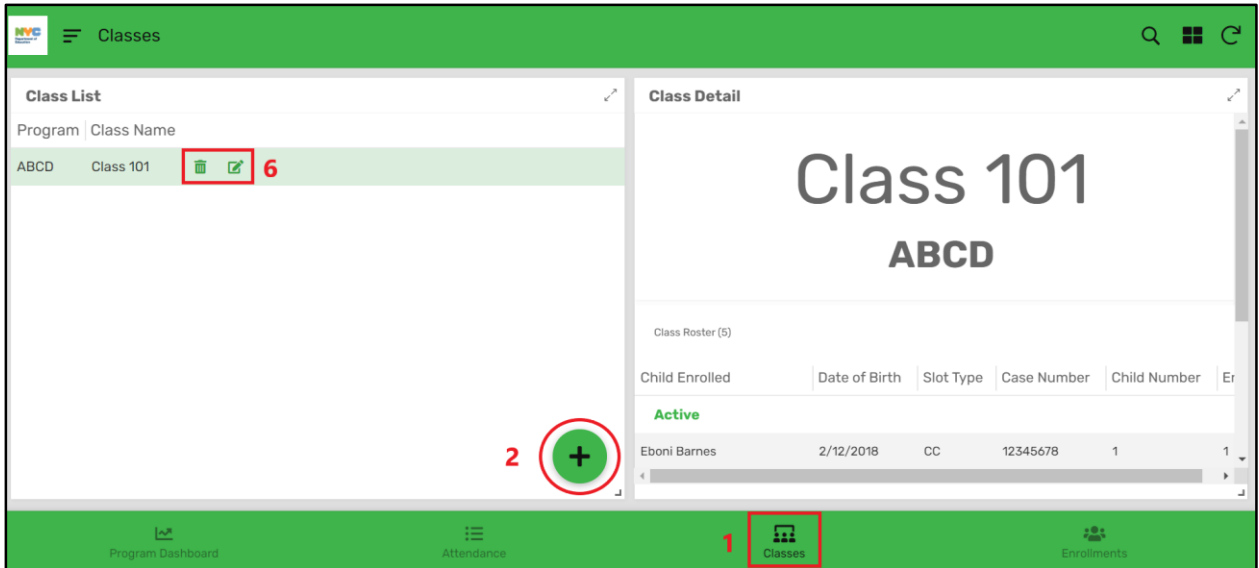
In addition, the menu accessible through the icon representing 3 horizontal bars in the upper right corner of the app's main page gives access to monthly in-person attendance summaries. These monthly summaries include in-person attendance metrics that can be used for the required monthly entries into the attendance module of WES.



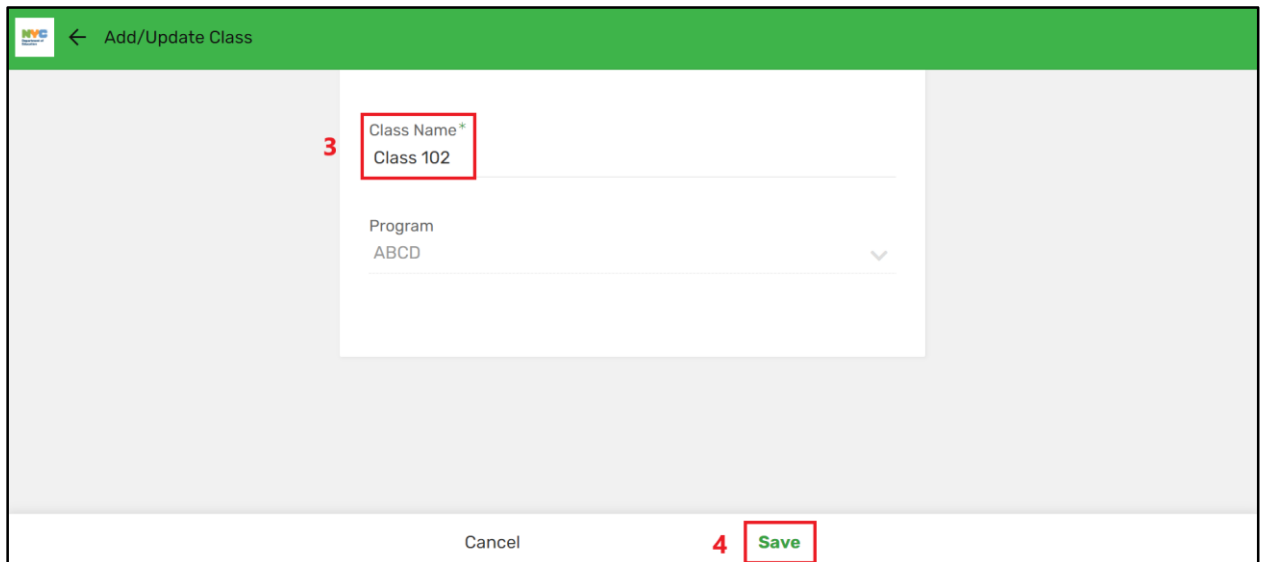
Creating or modifying class names

Creating classes and assigning students to classes will help you organize your daily attendance sheets. Once all students are assigned to a class, each new attendance sheet will be divided into classes, and students will appear in alphabetical order within each class. If students are not assigned to a class, all students enrolled in your program will be listed in alphabetical order regardless of their class assignments. To create a new class, please use the following instructions:

1. Click on the "Classes" tab icon at the bottom of the page.



2. In the left-hand side quadrant, click on the "+" icon to create a new class.
3. In the pop-up window, enter a class name for your new class.
4. Click on "Save" to confirm your class name.



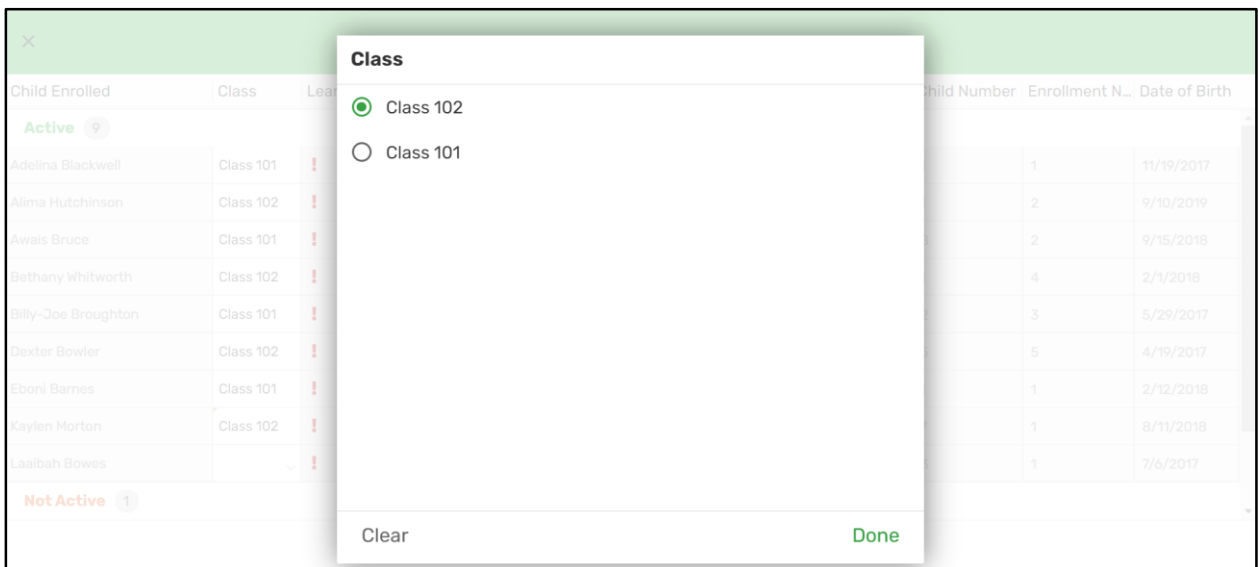
5. Repeat steps 2 and 3 for each class that you want to create.
6. To delete or modify an existing class name, click on the "Delete" or "Edit" icon next to the class name in the "Class List" section (note that this might impact existing attendance records for students enrolled in those classes).

Assigning students to classes or modifying class assignments

1. Click on the "Enrollments" tab icon at the bottom of the page. A full student roster of the program should appear.

- Click on the "Edit" icon at the top right section of the screen (the icon shows a pencil in a square). All the columns in the roster should turn grey, with the exception of the "Classes" column".

- For each student in the roster, click on the drop-down menu arrow under the "Class" column. A list of the classes created in the "Classes" module should appear. Select the class in which the student is enrolled.



Class

☒ Class 102
 ☐ Class 101

Clear

Done

- Repeat step 3 for all students in your roster. Click on Save at the bottom of the screen to confirm your assignments.

✕

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	3	!	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
4 Save

Assigning students to a new learning model

Keeping track of students' learning models will help pre-populate your daily attendance sheets with pre-set values, allowing for a faster and more efficient data entry process. Learning models must be entered at least once for every student in your roster and updated every time a student switches to a different learning model. To assign a student to a learning model, please follow these instructions:

1. Click on the "Enrollments" tab icon at the bottom of the page. A full student roster of the program should appear.
2. In the "Learning Model" column of the roster, click on the green icon with a "+" sign in the row next to the name of the student whose learning model you want to define.

Enrollments
🔍 ✎ ↺

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	!	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	Class 102	!	CC	9/14/2020		89123456	7	1	8/11/2018
Laaibah Bowes	Class 101	!	CC	9/1/2020		45678123	3	1	7/6/2017
Not Active 1									

Program Dashboard
Attendance
Classes
1 Enrollments

3. A window will pop-up for the student you selected. Select on one of the three learning models proposed ("Remote", "Blended" or "In-Person")
4. In the "Start Date" field, select the date on which the student first started in that learning model.
5. In the "End Date" field, enter 06/30/2021 (Assuming that this student is still enrolled in this learning model at the time of the data entry. If you wish to modify a student's learning model, please refer to instructions in the next section, "How do I change a student's learning model?").
6. Click on "Save".

The screenshot shows a web form titled "Add/Update Child Learning Model" with a green header bar. The form contains the following fields and options:

- Learning Model***: Three buttons labeled "In-Person" (highlighted with a red box and arrow 3), "Remote", and "Blended".
- Learning Model Start Date***: A date field showing "10/01/2020" with a calendar icon (indicated by arrow 4).
- Learning Model End Date**: A date field showing "06/30/2021" with a calendar icon. Below the field is the text: "Please enter 06/30/2021 if you do not know the end date for this Learning Model record.*" (indicated by arrow 5).
- Buttons**: "Cancel" and "Save" (highlighted with a red box and arrow 6) at the bottom right.

7. In the student roster of the Enrollment module, the Learning Model field should be updated with the value you selected in step 3, as long as the end date you selected in step 5 has not passed. If that date has passed or if you have never selected a learning model for a student, the "Learning Model" field should be marked with a red "!" icon in the corresponding column.


Modifying a student's learning model

ELAA is designed to report attendance metrics reflecting the learning models that are effective at a given point in time. Therefore, students' learning models must be kept up to date over time. To change a student's learning model, you must first "end" a current learning model and then create a new learning model for that student, following the instructions below:

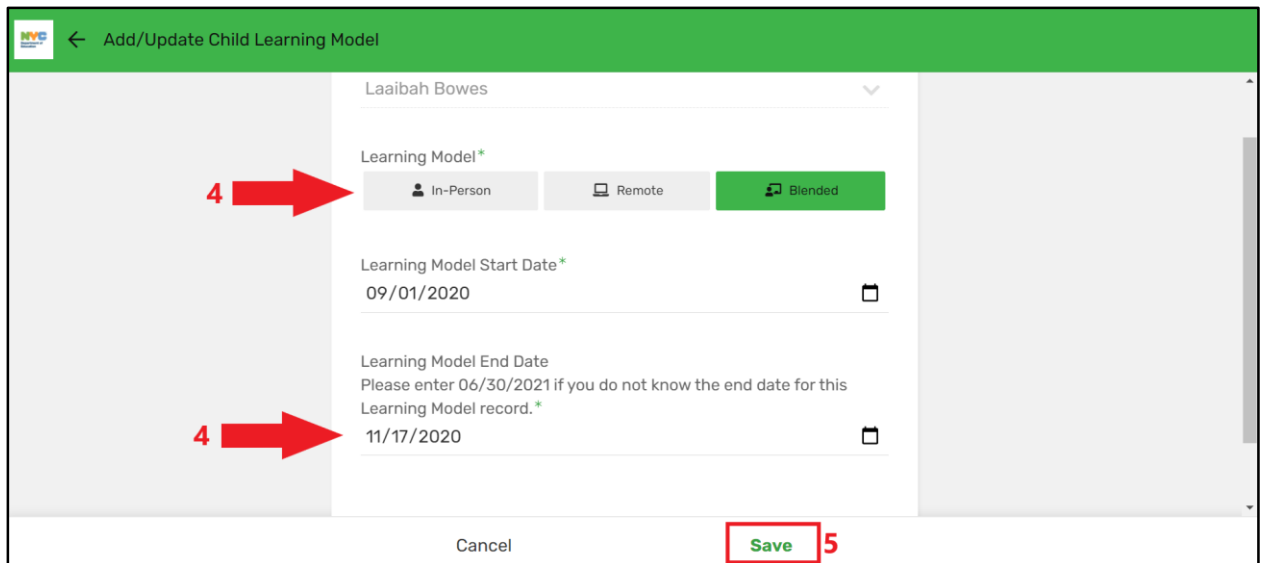
1. Click on the "Enrollments" module icon at the bottom of the page. A full student roster for the program should appear.
2. In the "Learning Model" column of the roster, click on the grey "Edit" icon in the row corresponding to the student whose learning model you wish to change.

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

3. A history of all learning models for that student will appear. In the row corresponding to the learning model that is still active, click on the "Edit" icon at the right-end of that row.

Child Learning Model History				
Learning Model	Learning Model Start...	Learning Model End ...	Child	
Remote	9/1/2020	6/30/2021	Laaibah Bowes	 3

4. A window will pop up showing the learning model information you last entered for that student. Edit the "End Date" field to match the student's last day in that learning model.
5. Click on "Save"

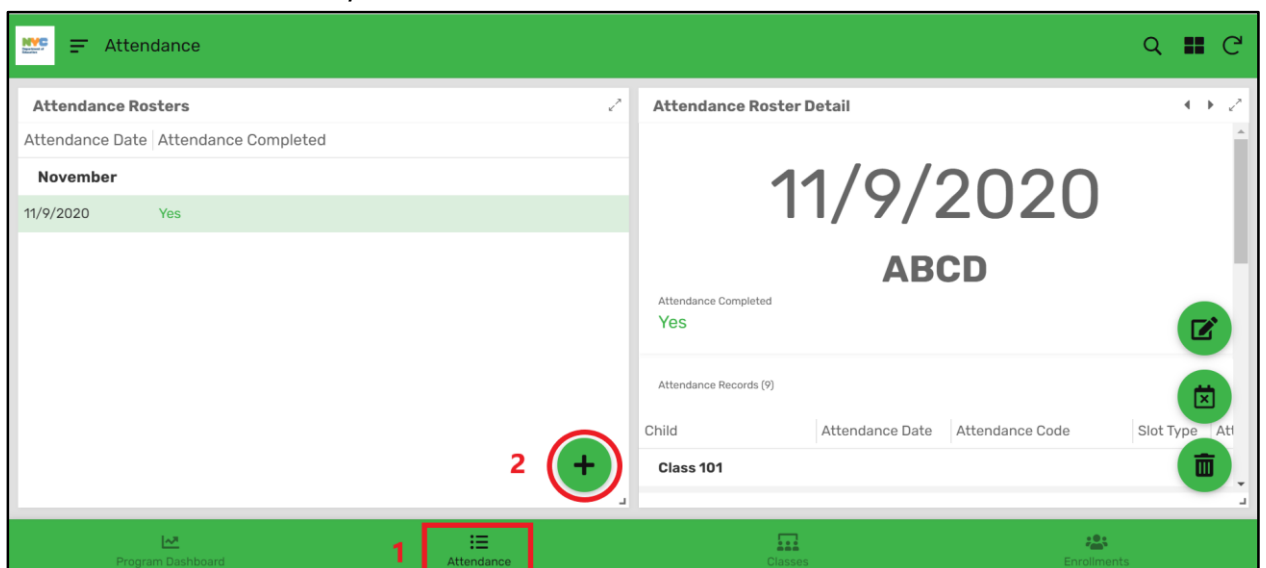


6. In the student roster under the "Enrollments" module, the Learning Model column for that student should now be empty and marked with a red "!" icon, as long as the End Date you entered in Step 4 has passed.
7. Assign that student to a new learning model following the instructions in the prior section "Assigning a student to a new learning model".

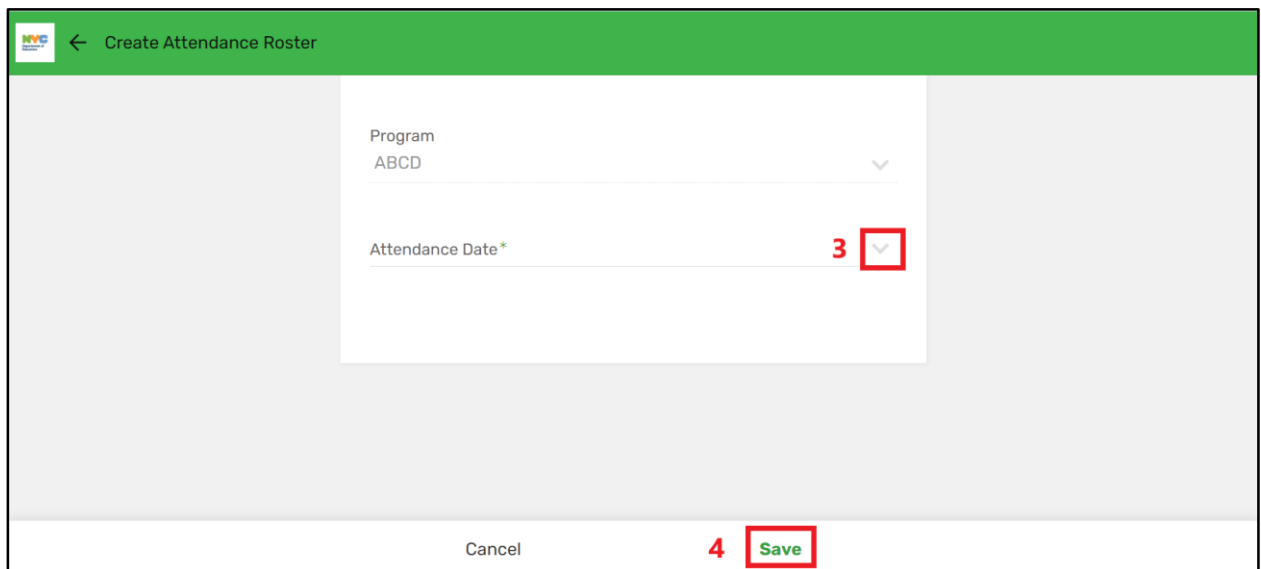
Creating and completing an attendance sheet

In ELAA, a new attendance sheet must be created for each day, using the following instructions:

1. Click on the "Attendance" tab icon at the bottom of the page.
2. In the left-hand side window, click on the "+" icon.

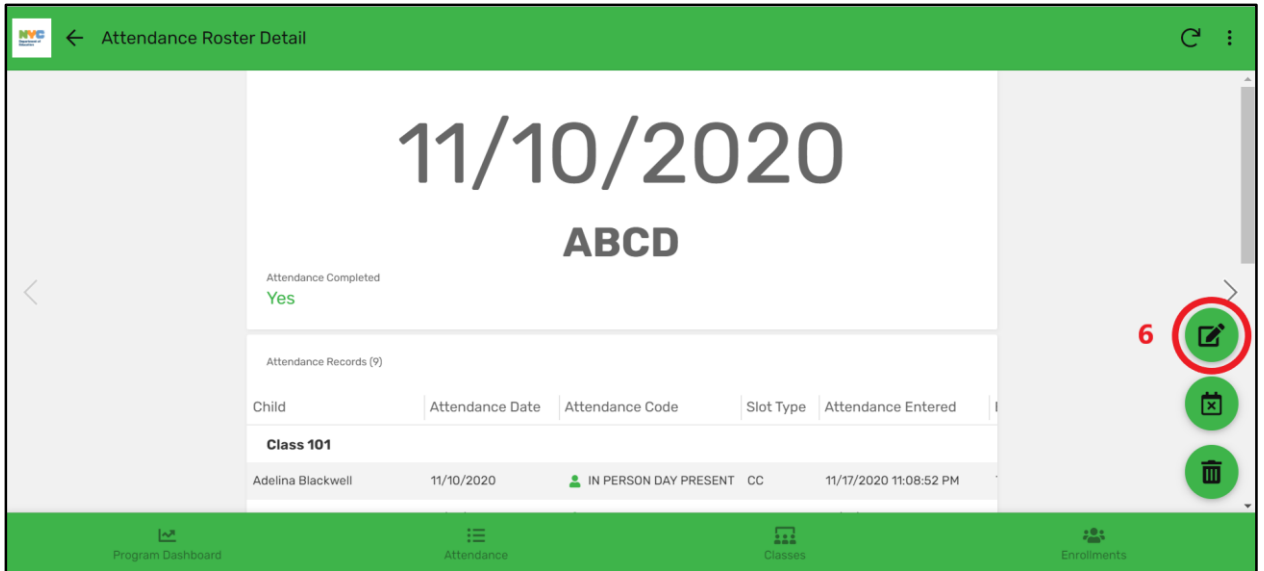


3. In the pop-up window, select the date for which you would like to enter attendance.
4. Click on "Save" (note: it might take a 1 to 2 minutes for the application to sync after clicking on Save).

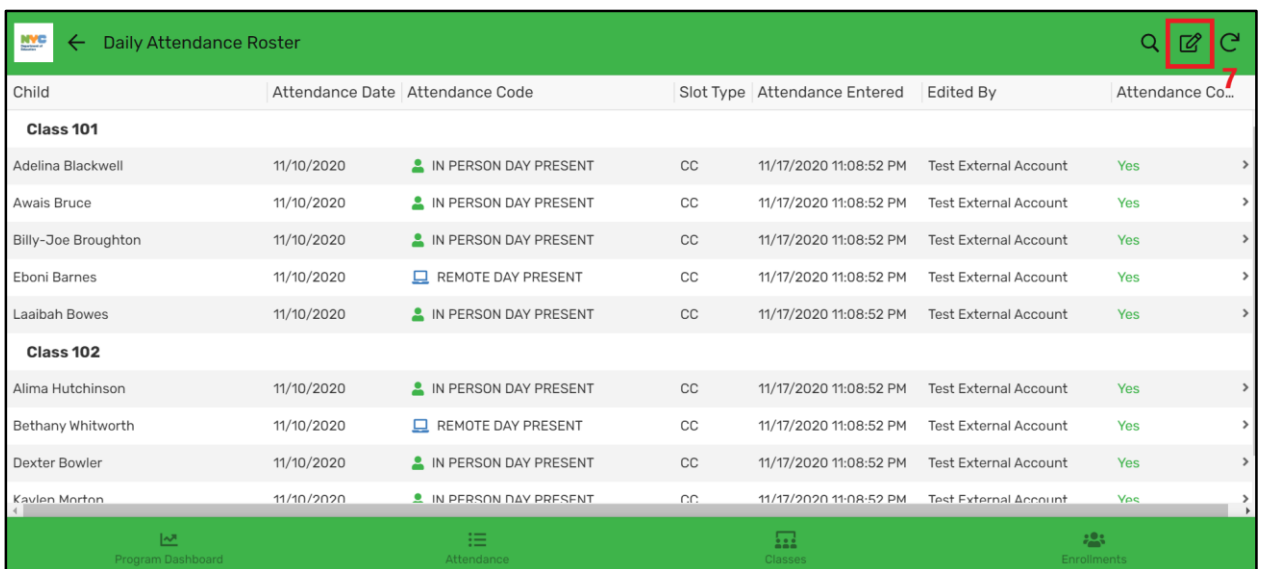


The screenshot shows a mobile application interface for creating an attendance roster. The title bar is green and contains the NYC Department of Education logo and a back arrow. The main content area is white and contains two dropdown menus. The first dropdown is labeled 'Program' and has 'ABCD' selected. The second dropdown is labeled 'Attendance Date*' and has a red box around the date selector and a red number '3' next to it. At the bottom of the window, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box and a red number '4' next to it.

5. A student roster should appear for the day you selected. If you assigned students to classes prior to creating the attendance sheet, the roster should list students for each class separately. Students not assigned to any class will be listed at the top of the roster. Also note that students with no active learning model as of the date you selected will not have show any pre-set value in the "Attendance Code" column, while students with an active learning model will have the following pre-set attendance codes:
 - Students enrolled in the "Remote" learning model as of the selected date will be automatically marked as "Remote Day Present"
 - Students enrolled in the "In Person" learning model as of the selected date will be automatically marked as "In Person Day Present"
 - Students enrolled in the "Blended" learning model as of the selected date will be automatically marked as "In Person Day Present"
6. To edit the attendance codes in your newly created attendance sheet, click on the "Edit" icon (the top green icon on the bottom right corner of the attendance screen).



7. In the next window, click on the “Edit” icon at the top right corner of the screen (the middle icon with a pencil). All the columns in the roster should turn grey, with the exception of the “Attendance Code” column.



8. For students whose attendance code you need to update, click in the corresponding cell in the “Attendance Code” column.

X

Child	Attendance Date	Attendance Code	Slot Type	Attendance Entered	Edited By	Attendance Co...
Class 101						
Adelina Blackwell	11/10/2020	8 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
Lailah 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
10 Save

Creating a quick attendance sheet to indicate a closure day

Aside from planned closures on weekends, programs should create attendance sheets for days where their site is closed, using the following instructions:

1. Create a new attendance sheet following steps 1 to 3 from the last section "Creating and completing an attendance sheet". A new attendance sheet should appear.
2. Click on the "Site closure " green icon (the middle green icon at the bottom right corner of the screen).

NYC ← Attendance Roster Detail
↻ ⋮

11/11/2020

ABCD

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Attendance Completed
Yes

Attendance Records (9)

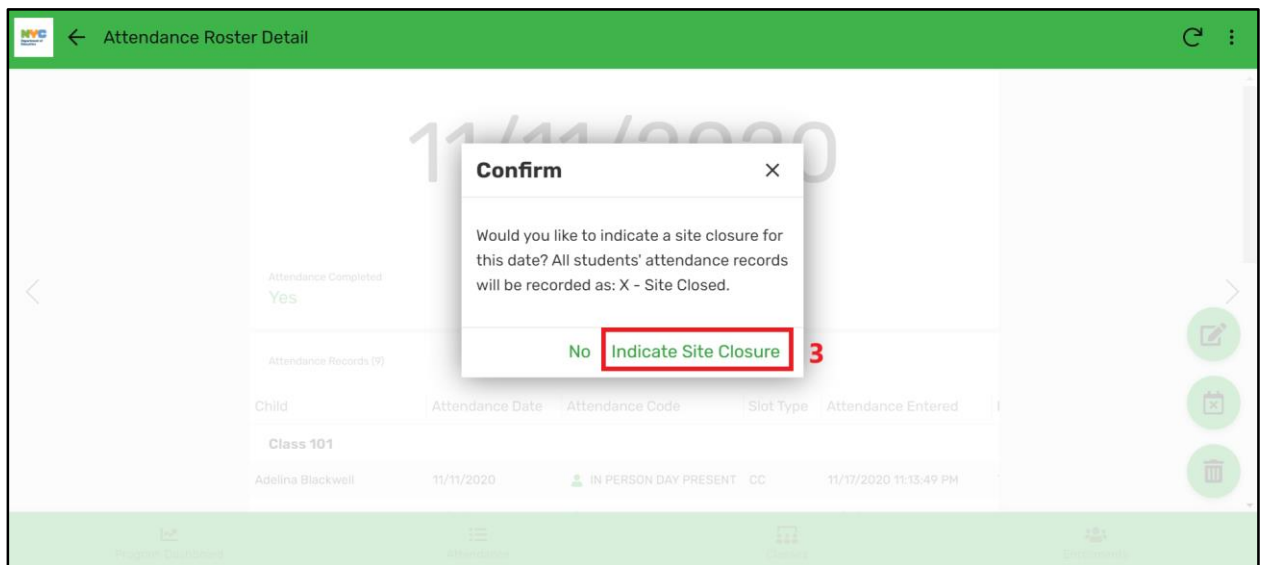
Child	Attendance Date	Attendance Code	Slot Type	Attendance Entered
Class 101				
Adelina Blackwell	11/11/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:13:49 PM

X

+
-
X

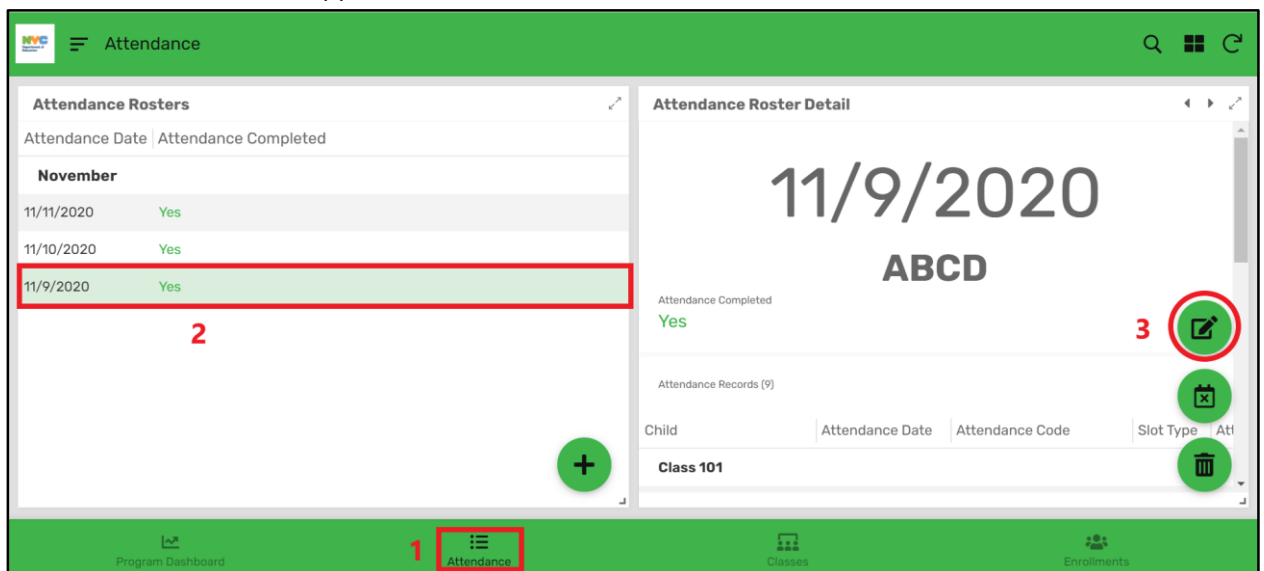
Program Dashboard
Attendance
Classes
Enrollments

- A window will pop up asking you to confirm that you wish to enter a "Site Closed" code for all students on that day. Click on "Indicate Site Closure". The attendance sheet should now show all students marked with the attendance code "Site Closed".



Modifying an existing daily attendance sheet

- Click on the "Attendance" module icon in the bottom toolbar
- In the left-hand side window of the "Attendance" tab, select the attendance sheet that you would like to modify.
- The attendance sheet should appear in the right-hand side window. Click on the "Edit" icon (the top green icon on the bottom right corner of the screen). A full-screen version of the attendance sheet should appear.



- To edit the attendance codes in the attendance sheet, click on the "Edit" icon at the top of the screen green icon on the bottom right corner of the attendance screen). All the columns in the roster should turn grey, with the exception of the "Attendance Code" column.

Child	Attendance Date	Attendance Code	Slot Type	Attendance Entered	Edited By	Attendance Co...
Class 101						
Adelina Blackwell	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Awais Bruce	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Billy-Joe Broughton	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Eboni Barnes	11/9/2020	REMOTE DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Laaibah Bowes	11/9/2020	IN PERSON DAY ABSENT	CC	11/17/2020 11:06:39 PM	Test External Account	Yes
Class 102						
Alima Hutchinson	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Bethany Whitworth	11/9/2020	REMOTE DAY ABSENT	CC	11/17/2020 11:06:47 PM	Test External Account	Yes
Dexter Bowler	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Kaylen Morton	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes

- Modify the attendance codes as needed by clicking on the relevant cell and selecting the relevant attendance code when asked.
- Click on "Save" at the bottom of the screen when you are done editing the attendance sheet.

Child	Attendance Date	Attendance Code	Slot Type	Attendance Entered	Edited By	Attendance Co...
Class 101						
Adelina Blackwell	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Awais Bruce	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Billy-Joe Broughton	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Eboni Barnes	11/9/2020	REMOTE DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Laaibah Bowes	11/9/2020	IN PERSON DAY ABSENT	CC	11/17/2020 11:06:39 PM	Test External Account	Yes
Class 102						
Alima Hutchinson	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Bethany Whitworth	11/9/2020	REMOTE DAY ABSENT	CC	11/17/2020 11:06:47 PM	Test External Account	Yes
Dexter Bowler	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes
Kaylen Morton	11/9/2020	IN PERSON DAY PRESENT	CC	11/17/2020 11:02:01 PM	Test External Account	Yes

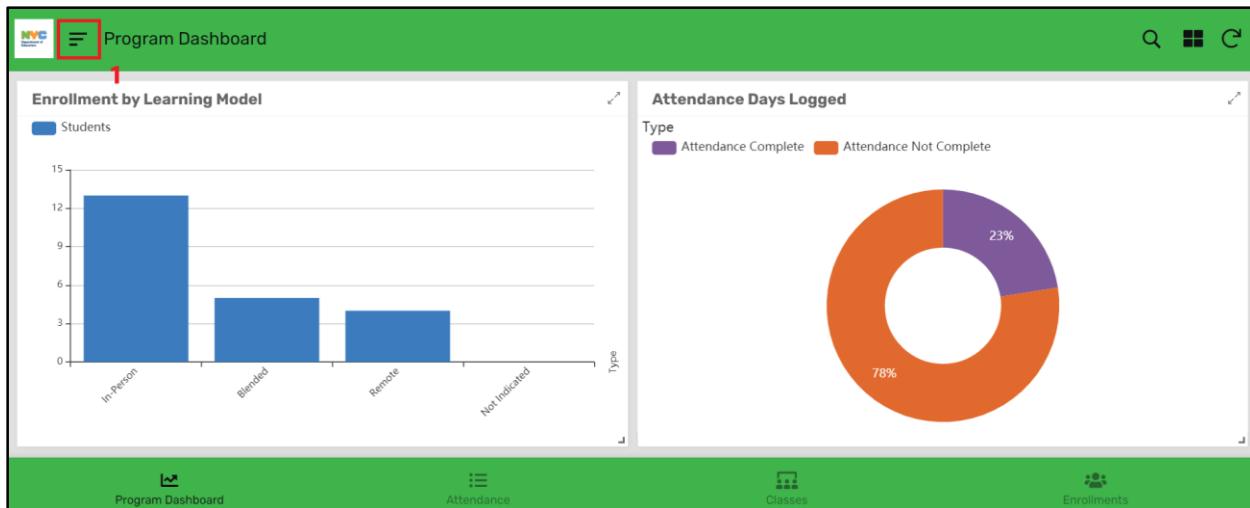
Cancel **6 Save**

Using information from ELAA to fill out monthly attendance data in WES

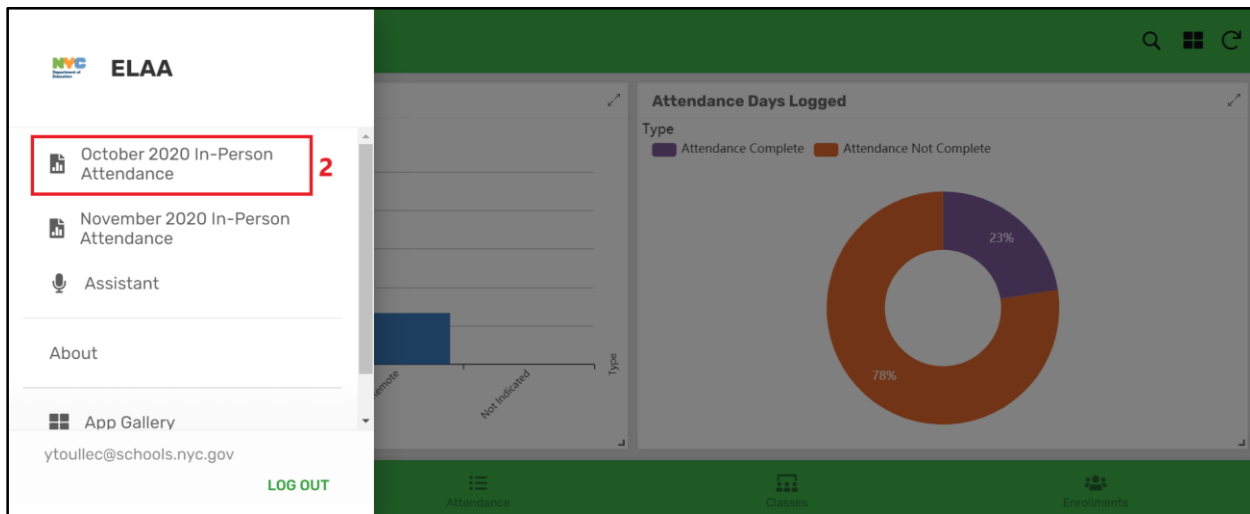
Daily attendance entries ELAA will not replace required monthly attendance entries in WES for claiming purposes. To simplify the data entry process in WES, ELAA includes monthly reports

containing the aggregate number of in-person attendance which can be entered in WES on a monthly basis. Please use the following instructions to access the monthly reports:

1. From the main page, click on the "Menu" icon at the left top corner of the screen (the icon with 3 horizontal bars)



2. In the drop down menu, click the monthly report you want to access (for example "November 2020 In-Person Attendance").



3. A full-screen roster for your program should appear. The last two columns, titled "Days Attended" and "Weeks attended", should include the following numbers for each child based on your daily attendance sheets for that month:

- a. **Days Attended:** total number of days in the month where a child is marked as "In-Person Day Present"
- b. **Weeks Attended:** total number of weeks in the month where a child is marked as "In-Person Day Present" for at least one day. Note that for the purpose of calculating this metric, a week is fully counted for the month of that week's Monday.

November 2020 In-Person Attendance										
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