

Cayen Database Training Video-Topic Guide

[Here](#) is the link to the May 2019 Cayen Training. Below are the time stamps for each topic covered during training:

9:50- Logging in- Cayen Dashboard

- 11:00-Tips for Setting up Cayen in your Computer
- 13:12-Changing Credentials-System Levels
- 14:36-Setting up Program at the District Level
- 17:17-Setting up 'My Preferences'
- 20:39-Barcode Scanner Information
- 21:24-Help Section
- 23:51-AS21 Handbook
- 24:58-Automated Data Process Notifications

26:10-Program Director Level

- 28:00-Updating Grantee Information
- 32:39-Setting up Terms
- 33:44-Setting up a Calendar

36:10- User Settings

- 47:03- Feeder Schools
- 48:01-Teacher Surveys and other survey tools

50:17-Site Level

- 57:01-Adding and Editing Staff at Site Level
- 59:58- Activities and Sessions

1:09:59-Registration

- 1:29:30-Generating an ID Card with a Barcode
- 1:30:59- Manually entering a Teacher Survey
- 1:31:04-Custom Fields (Ex: Field Trips)
- 1:32:58- Adding a New Student
- 1:35:41-Merging Registrations

1:36:41- Building a Program Roster

1:47:12-Using Barcode Scanner with Rosters

1:49:12-Taking Attendance with a QR Code

1:51:15- Copying Scheduled Sessions

1:57:42- Reports

1:58:00- Assessment/Grades Reports

1:58:47- Activity Reports

1:59:47- Demographic Reports

2:02:11-Attendance Reports

2:04:50- APR Reports

2:13:41- Additional Reporting Options

2:16:41-Mailing Labels

2:19:15- Surveys