

# Overview

## Distance Learning Attendance Tracking using TOPSpro Enterprise

Distance Learning (DL) attendance can now be collected and analyzed alongside traditional classroom instructional attendance in TOPSpro Enterprise (TE). Class Instances can be configured to define in-class minutes and distance learning minutes with default values for each. Attendance input screens show both in-class minutes and DL minutes. For reporting, Student Records showing both types of attendance can be exported using "WIOA 3<sup>rd</sup> Party Export" as a .CSV file then read into Excel. (Additional CASAS reports showing DL statistics are in Development).

For purposes of this document, the term "distance learning" (DL) loosely applies to any class which includes learning hours outside a traditional classroom.

The official NRS definition for "distance learning" specifies a class where the majority of hours (>50% of the time) is spent outside a traditional classroom. "Blended learning" or "hybrid classes" apply to classes with <=50%.

How to configure a DL class:

1) First, look at your list of Class Definitions. You can create a new one or edit an existing one.

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Class 1 ID	Class Description     google     X	Ext 2 ID	¢ Cour ▼		¢ Class ID	Class Description	Class Start Date	Class End Date	<ul> <li>⇒ Special</li> <li>Programs</li> </ul>	♦ Insti Prog
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#### **Organization > Classes > Definitions**

2) Create/edit a **Class Instance** (choosing a defined course from Step 1 above and specify the details including dates/time/place).

a. For existing classes, go to the Navigator bar on the left, and click Class Instances. Then doubleclick on the correct one.

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Class Enrollments	Class ID: 4001199 Exte	nded ID: FY2019_20		
Class Records	Course Code: 4001199			
Teachers	WTUs Available:			
	WSPs Available:			
	Class Instances			
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	4001199 FY2019_20 k Go	ogle Suite in Spanish 8/6/a	2019 12/19/2019 ESL/ELL,	Career and Technical Educ

b. Otherwise go to Organization > Classes > Instances

- c. Edit the Class Instance:
  - i. If the total of distance learning hours > 50% of the TOTAL hours for this class,
    - 1. Check "Special Programs = Distance Learning" (see example below)
      - 2. Otherwise, "Distance Learning" stays unchecked.
  - ii. Optional: Edit the Instructional Setting (NOTE: not used by TE)

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rigat	Class Instance I	Information
٩	Class Description: 40011	199 - FY2019 20 - Google Suite in Spanish Agency/Site: <u>9999 / 50 - 50</u>
	Program Year: 7/1/20	019 - 6/30/2020 Class Notes:
	Class Start Date: 8/6/20	019 Class End Date: 2/19/2020
	Class Instance	2
	Class Start Date:	8/6/2019 Class End Date: 2/19/2020
	Instructional Programs:	N/A       High School Diploma       Adults w/Disabilities       Pre-Apprenticeship         Basic Skills (ABE)       HSE       Adults supporting K12 student success         SL/ELL       Career and Technical Education (CTE)       Other Program         Citizenship       Workforce Preparation       ROCP
	Special Programs:	ELL Co-Enrollment       State Corrections       Distance Learning       Carl Perkins         None       Homeless Program       Special Needs       Even Start         EL Civics (IELCE)       Family-Interacy       Alternative Ed. [K12]       CBET         Jail       Workplace Ed.       Non-traditional Training       Integrated Education & Training         Community Corrections       Tutoring       Older Adults       Other
	Transition Focuses:	<ul> <li>N/A</li> <li>Transitions to work</li> <li>Transitions to workforce training</li> <li>Transitions to postsecondary education</li> <li>This class does not focus on transitions</li> </ul>
	Focus Area:	N/A 💌
	Class Notes:	
	CREDS Code:	

d. Define the Intensity:

Revised: 26-March-2020 (CASAS)

- i. Change "Collect DL Attendance" to YES (expands the attendance input screen to also collect distance learning minutes for this Class Instance) [yellow highlight]
- ii. If using DAILY attendance method:
  - 1. Define the *default* number of minutes per day in the attendance input screen [for easier data entry]. Specify two values: the Total Class Duration (total daily minutes) and Distance Learning Duration (in minutes). [pink highlight]
- iii. Click <SAVE>

🖢 🖉 Intensity		8		
Class Capacity:		Total Class Duration in Minutes:	180	
Minimum Enrollment in Class:		Waitlist Allowed:	◯ Yes	No
Class Schedule:	O N/A	Friday		
	Monday	Saturday		
	Tuesday	Sunday		
	Wednesday			
	Thursday			
Estimated Total Hours per Class/Term:	150	Collect Distance Learning Attendance (interface setting)	Yes	
Distance Learning Duration in Minutes:	180			

- 3) To manually enter attendance for this course using "DAILY" attendance:
  - a. There are check boxes for the assigned days of the week for this instance (Tues/Thurs).
  - b. Enter the minutes for both the classroom and the distance learning using the "Fill" and "X" buttons.
  - c. Click <SAVE> on the far right side
  - d. NOTE: If using other attendance methods (Update, Cumulated) you must enter the attendance minutes values that you've calculated. Item 2.d.ii above should not be used.

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Attendance	Class Description: 4001199 - FY2	2019 20 - Google Suite	in Spanish	Agency/Site:	<u>9999 / 50 - 50</u>			
Class Enrollments	Program Year: 7/1/2019 - 6/.	30/2020		Class Notes:				
Class Records	Class Start Date: 8/6/2019			Class End Date: 2/19	9/2020			
Tests	Attendance							
	Attendance Source: Daily Attend	lance 💌						
	Week: ③ 12/02/2019	- 12/08/2019 🕞						Save 🛒 C
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sund
		12/02/2019	12/03/2019	12/04/2019	12/05/2019	12/06/2019	12/07/2019	12/08/
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	Instructional Attendance	MM 🗡 Fill	MM 🔀 Fill	MM 🗡 Fill	MM 🔀 Fill	MM 🗡 Fill	MM 🗡 Fill	MM
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Class Enrollments	Program \	/ear: 7/1/2	2019	- 6/30/2020		Clas	s Notes:			
Class Records	Class Start	t Date: 8/6/2	2019			Clas	s End Date:	12/19/2019		
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4) Another view of the DL attendance is from the Records > Classes > Records lister:

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	← Class         ID         T	<ul> <li>Class Name</li> <li>T</li> </ul>	Record Date		e ‡ Instructional Attendance	Distance ÷ Learning Attendance	Distance Learning Minutes Daily
7178433	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:0	0	Daily Attendance: 3:00	180
7178434	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:0	0	Daily Attendance: 3:00	180
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#### 5) Reports:

- a. Instructional Hours Report
  - i. Specify in the **Report Setup Navigator > General Settings** if you want to see Distance Learning hours combined or separated:
- b. Other reports that include this functionality:
  - i. Total Student Hours
  - ii. Learning Gains
  - iii. Monthly Attendance
  - iv. Student Test Summary

03/26/20: 00:10:59	20						Instruc	by Clas	al Hours						Page 1 of c
Arenov	0000						Attendance Typ	pe: Distar	nce Learning only						
Site: Class:	50 4001199-FY2019_2	10						Te	acher: b@hoop.co	m					
Student			Gende	Birthdate	Age	Start Date	End Date	Status	Attainable Goals		HH:mm (Cumulated)	HH:mm (Update)	HH:mm (Text)	HH:mm (Observation)	HH:mn (Delly)
7178433			М			08/06/2019	12/20/2019	Active			0:00	0:00	0:00	0:00	6:00
7178434			М	02/01/1967	53	08/06/2019	12/20/2019	Active			0:00	0:00	0:00	0:00	6:00
Number	of Students:	2		Students	with	invalid Cumu	lated Minutes	: 0		Total Hours:	0:00	0:00	0:00	0:00	12:00

03/26/202	0										U	Jsing	Daily	y Part	icipat	ion S	ource	-														P	age 1 of MA
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Site: Class:	50 4001199-FY	2019_20													Fron	n:		12/	01/2	019	то	): 1	2/31	/201	19								
Student	6	6102/10/21	910Z/Z0/ZI	2/03/2019	010Z/W0/21	2/05/2019	12/06/2019	et0z//0/zi	e102/80/21	2/09/2019	010Z/01/ZI	0102/11/Z	9102/21/ZI	0102/EI/2	2/14/2019	2/15/2019	2/16/2019	910Z/21/ZI	0102/81/ZI	9102/61/ZI	0102/02/21	et0z/tz/z	er0z/zz/z	et02/22/21	2/24/2019	er0z/sz/z	2/26/2019	010Z/2Z/Z	2/28/2019	et02/62/21	010Z/0E/ZI	910Z/1E/ZI	Total
7178433				3:00		3:00																											6:00
7178434				3:00		3:00																											6:00
Number o Number o	f Students: f Hours:	2 12:00																															
I affirm that attendance hours are accurate																																	



#### Revised: 26-March-2020 (CASAS)

6) For agencies that import attendance data from another Student Information System, a new field has been added to the TE 3rd party import and export routines to collect distance learning attendance data. (For status of full integration details, check with your vendor's technical support).

Edit Records - 3rd Party Atte	endar	nce Data			Ĩ		Di	stance	<b>_+</b> -(
select one or more records to edit. Notice the text box	t	ID ¢ Class	ID 🗢 Exte	nded ID 🔶 P	articipation ate	<ul> <li>(Combined)</li> <li>Attendance Minutes</li> </ul>	¢ Le At Mi	arning tendance nutes	Participation Source
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Records button for		4001199	FY2019_20	11/26/	2019 🦯 1	80	90	Dail	y Attendance
message. Yellow records are cautionary while red records are invalid and must be fixed or they will not be	•								
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7) To generate statistics for your DL classes, export the Class Instance Student Records via MORE > Export > Export WIOA 3<sup>rd</sup> Party Attendance Data, creating a file called "WIOA 3<sup>rd</sup> Party Attendance Data.csv". Excel will read columns I and K as a numeric so you can sort/filter on the data.

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Class Enrollments	Program	Year: 7/	1/2019	- 6/30/2020		Class Notes:						
Class Records	Class Star	t Date: 8/	6/2019			Class End Dat	e: 12/19/2019					
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5	UVCD	CA	9999	50	7178434	4001199	FY2019_20	12092019	170	DAILY	0		
6	UVCD	CA	9999	50	7178433	4001199	FY2019_20	12092019	180	DAILY	0		
7	UVCD	CA	9999	50	7178433	4001199	FY2019_20	12082019	180	DAILY	0		

- 8) Other notes/details:
  - a. DL is not restricted to Daily Attendance, it can be collected for other participation sources as well, like Update or Cumulated Update.
  - b. NRS reports: both instructional (classroom) & distance-learning minutes are summed up for NRS.
  - c. When creating a Class Definition (or edit an existing one), the A-22 code "9999" specifies a distance learning class for an HSD program.

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Class Definitions 4001199 -	Google S	3		Pages
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Class Enrollments Cl	lass ID: 4	001199 Extended ID: FY2019_	20	
Class Records Co	ourse Code: 4	001199		
Teachers	VTUs Available:			
WSPs Available:				
A 10 10 10 10 10 10 10 10 10 10 10 10 10	Class Definition			
Class ID:		4001199 Extended ID: FY2	2019_20	
Co	ourse Code:	4001199		
ci	lass Description:	Google Suite in Spanish		
сі	IP Code:	No selection	•	
A22 Course Code:		9999		▼
9999 This course is designed to offer multiple secondary education courses required to achieve a high school diploma within a comput through distance learning, or within an Independent Study program. Credits for individual high school courses required to attain diploma, as outlined in California Education Codes 51224.5; 51225.3; and 51230, must be approved by the local school board as in distinctly designated credits toward a diploma. Clear selection				ploma within a computer laboratory setting, rses required to attain a high school local school board as individual courses with

9) 3<sup>rd</sup> Party Import (Exchanging Data document):
 a. CLS file:

						Apprenticeship
	16	Special Programs		100	List of special program codes associated	NN - None
					with the class, separated by comma (e.g.	J - Jail
					"J,SN,ENTP" or "DL").	CC - Community Corrections
					Leave empty when not available.	SC - State Corrections
						H - Homeless Program
						FL - Family Literacy
						WE - Workplace Ed.
						T - Tutoring
						DL - Distance Learning
					-	SN - Special Needs
						AE - Alternative Ed. [K12]
						ENTP - Non-traditional Training
						ELC - EL Civics (IELCE)
						CARLPK - Carl Perkins
						EVEN - Even Start
						CBET - CBET
						OT - Other
						OA - Older Adults
	17					
Ī	22	Instructional Setting		3	The instructional setting code associated	LCL - Learning Center/Lab
[					with the class – e.g. "LCL"	TO - Tutorial Only
ļ	]				Leave empty when not available.	TLL - Tutorial plus Learning Lab
						CR - Classroom
						CDL - Classroom plus Distance
						Learning
						DL - Distance Learning only
- 6						

#### b. ENTR file:

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9	Special Programs	65	List of special program codes associated	NN - None
			with the student, separated by comma	J - Jail
			(e.g. "J,SN,ENTP" or "DL").	CC - Community Corrections
			Leave empty when not available.	SC - State Corrections
				H - Homeless Program
				FL - Family Literacy
				WE - Workplace Ed.
				T - Tutoring
				DL - Distance Learning
				SN - Special Needs
				AE - Alternative Ed. [K12]
			ENTP - Non-traditional Training	
				ELC - EL Civics (IELCE)
				CARLPK - Carl Perkins
				EVEN - Even Start
				CBET - CBET
				OT - Other

### c. ATT file:

[revised documentation not available yet]

#### Edit Records - 3rd Party Attendance Data

Use the data grid to select one or more records to edit. Notice the text box above the Edit Records button for any advisory message. Yellow records are cautionary while red records are invalid and must be fixed or they will not be imported.

To edit an individual record click

