



Comprehensive Adult Student Assessment Systems

Recording Distance Learning Using TOPSpro Enterprise

Presented by

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Agenda:

- Quick re-cap of “Considerations When Implementing DL” presentations (Jay Wright)
- **TOPSpro Enterprise (TE) examples**
 - 1. Classes
 - “Pick Up Where We Left Off” vs. Start A New Class
 - 2. Attendance
 - “Instructional Minutes” and “Distance Learning Minutes”
 - 3. Students
 - When to mark a “DL” student?

Prerequisites:

- <https://otan.us/resources/covid-19-field-support/>
 - FAQ document
 - PPTX
 - “Distance Learning Overview March 2020”
- OCTAE memo 20-3:
 - <https://www2.ed.gov/about/offices/list/ovae/pi/AdultEd/octae-program-memo-20-3.pdf>

Past Webinars

- “Considerations When Implementing Distance Learning” – 3/26 and 3/31
 - COVID – 19’s effect on Adult Education
 - OCTAE Guidelines for Distance Learning (*Memorandum 20-3*)
 - Strategies for Creating Distance Learning Classes
 - Assigning Instructional Hours to Distance Learners
 - Implementing Pre-/Post-testing and other Assessments

<https://otan.us/resources/covid-19-field-support/>

NRS Rules for Distance Learning

A. The “50% Rule” for Classes

B. Three Types of Attendance Models

NRS 50% Rule for Classes

- If **more than 50 percent** of the class instruction time is in distance learning, mark the **class** as “Distance Learning”
 - If distance instruction equals 50 percent or less, do NOT mark Distance Learning.
 - Sometimes called “Blended” or “Hybrid” classes

NRS Rules for Classes (2)

- Individuals in Distance Learning programs have the *same* data collection requirements as other WIOA, Title II learners (demographics, barriers, outcomes, etc.)
- You are NOT required to mark exactly which hours/what percentage of hours is DL... but *may* specify in TE exactly which hours are Traditional Instructional hours versus which hours are Distance learning.
- Optional: Mark “Classroom plus Distance Learning” under Instructional Setting.

Summary: NRS Rules for Classes (3)

Two key considerations for recording distance learning activity in TE:

1. Ensure your data conforms to the NRS 50% rule
(this is required! 😊)
2. Account for all Distance Learning activity in TE
(this level of detail is optional.)

CLASSES

Two Commonly Observed Approaches:

- A. “Pick Up Where You Left Off”
- B. Start New Classes Specific to DL

Grab Your Calendar

- ***Calculating the 50% at the class level depends on how YOUR agency has structured classes in response to COVID-19.***
 - Full year
 - Semester
 - 12-week classes

(A) *“Pick up where you left off”*

- If your agency is continuing classes as scheduled, but just changing **the delivery method** to a distance learning context [due to COVID-19]:
 - Calculate whether or not 50%+ of the instruction overall is in a distance learning format.
 - www.weeksuntil.com
 - **If >50% attendance will be DL, mark the Class Instance with Special Programs = “Distance Learning”**

“Pick up where you left off”

- “How do I know when we’ll get to go back to normal?”



- Start inputting your ATTENDANCE into the DL category now; calculate 50% at the end of the closures (or the end of the Program Year) and mark it then [please don't forget!]

“Pick up where you left off”

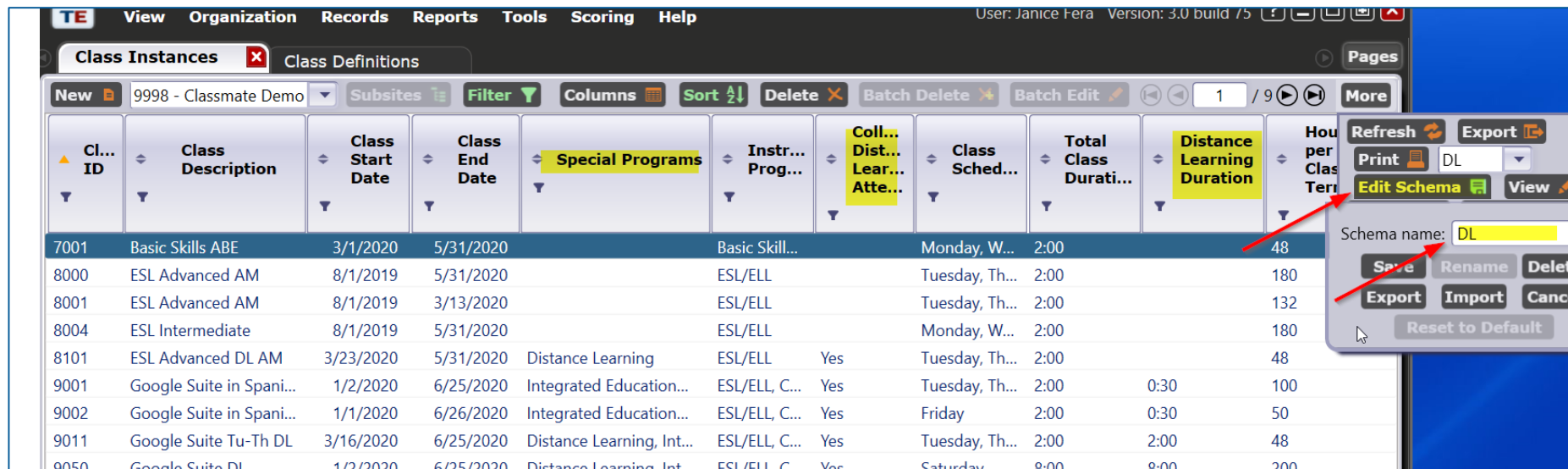
- **Example 1:** *An ESL class beginning 8/1/19 and running through 5/31/20. The class was held in a “regular classroom” through 3/13/20 ... then switched to distance learning on 3/23/20.*

How do we mark it...?

“Pick up where you left off”

- **Example 1:** *An ESL class beginning 8/1/19 and running through 5/31/20. The class was held in a “regular classroom” through 3/13/20 ... then switched to distance learning on 3/23/20.*
- In this example, the class runs a FULL YEAR.
- **Do NOT mark “distance learning” because less than 50% of instruction in this class was delivered outside the regular classroom.**

Class Instances:



The screenshot displays the 'Class Instances' window in TOPSpro Enterprise. The table lists various class instances, including 'Basic Skills ABE', 'ESL Advanced AM', 'ESL Intermediate', 'ESL Advanced DL AM', and 'Google Suite' classes. The 'Distance Learning' column is highlighted in yellow. A red arrow points from the 'More' button in the top right to a 'Schema name: DL' dialog box.

| Cl... ID | Class Description | Class Start Date | Class End Date | Special Programs | Instr... Prog... | Coll... Dist... Lear... Atte... | Class Sched... | Total Class Durati... | Distance Learning Duration | Hou per Clas Ter |
|----------|--------------------------|------------------|----------------|---------------------------|------------------|---------------------------------|----------------|-----------------------|----------------------------|------------------|
| 7001 | Basic Skills ABE | 3/1/2020 | 5/31/2020 | | Basic Skill... | | Monday, W... | 2:00 | | 48 |
| 8000 | ESL Advanced AM | 8/1/2019 | 5/31/2020 | | ESL/ELL | | Tuesday, Th... | 2:00 | | 180 |
| 8001 | ESL Advanced AM | 8/1/2019 | 3/13/2020 | | ESL/ELL | | Tuesday, Th... | 2:00 | | 132 |
| 8004 | ESL Intermediate | 8/1/2019 | 5/31/2020 | | ESL/ELL | | Monday, W... | 2:00 | | 180 |
| 8101 | ESL Advanced DL AM | 3/23/2020 | 5/31/2020 | Distance Learning | ESL/ELL | Yes | Tuesday, Th... | 2:00 | | 48 |
| 9001 | Google Suite in Spani... | 1/2/2020 | 6/25/2020 | Integrated Education... | ESL/ELL, C... | Yes | Tuesday, Th... | 2:00 | 0:30 | 100 |
| 9002 | Google Suite in Spani... | 1/1/2020 | 6/26/2020 | Integrated Education... | ESL/ELL, C... | Yes | Friday | 2:00 | 0:30 | 50 |
| 9011 | Google Suite Tu-Th DL | 3/16/2020 | 6/25/2020 | Distance Learning, Int... | ESL/ELL, C... | Yes | Tuesday, Th... | 2:00 | 2:00 | 48 |
| 9050 | Google Suite DL | 1/2/2020 | 6/25/2020 | Distance Learning, Int... | ESL/ELL, C... | Yes | Saturday | 8:00 | 8:00 | 200 |

Hint #1: Create new “DL” schemas for your favorite listers. Include the new variables related to Distance Learning.

Click <MORE>, <Edit Schema>, [name it] and <SAVE>

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

Class Instances Class Definitions 8001 - ESL Advance... 8001 - ESL Advance...

New Save Cancel Delete Duplicate 1 / 1 Go To Linked Disconnect Section List

Class Instance Information

Class Description: 8001 - 2019-20YEAR - ESL Advanced AM Agency/Site: 9998 / 01 - Site 01

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 8/1/2019 Class End Date: 5/31/2020

Class Instance

Class Start Date: 8/1/2019 Class End Date: 5/31/2020

Instructional Programs:

| | | | |
|---------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|
| <input type="radio"/> N/A | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Adults w/Disabilities | <input type="checkbox"/> Pre-Apprenticeship |
| <input type="checkbox"/> Basic Skills (ABE) | <input type="checkbox"/> HSE | <input type="checkbox"/> Adults supporting K12 student success | |
| <input checked="" type="checkbox"/> ESL/ELL | <input type="checkbox"/> Career and Technical Education (CTE) | <input type="checkbox"/> Other Program | |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Workforce Preparation | <input type="checkbox"/> ROCP | |

Special Programs:

| | | | |
|------------------------------------------------|--------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> ELL Co-Enrollment | <input type="checkbox"/> State Corrections | <input type="checkbox"/> Distance Learning | <input type="checkbox"/> Carl Perkins |
| <input type="checkbox"/> None | <input type="checkbox"/> Homeless Program | <input type="checkbox"/> Special Needs | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> EL Civics (IELCE) | <input type="checkbox"/> Family Literacy | <input type="checkbox"/> Alternative Ed. [K12] | <input type="checkbox"/> CBET |
| <input type="checkbox"/> Jail | <input type="checkbox"/> Workplace Ed. | <input type="checkbox"/> Non-traditional Training | <input type="checkbox"/> Integrated Education & Training |
| <input type="checkbox"/> Community Corrections | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Older Adults | <input type="checkbox"/> Other |

Optional: Mark Instructional Setting = “Classroom plus Distance Learning”

Instructional Setting:

- ☐ N/A
- ☐ Learning Center/Lab
- ☐ Tutorial Only
- ☐ Tutorial plus Learning Lab
- ☒ Classroom
- ☒ Classroom plus Distance Learning
- ☐ Distance Learning only

More “Pick up where you left off”

- **Example 2:** *An ABE class beginning 3/1/20 and running through 5/31/20. The class was held in a “regular classroom” through 3/13/20 and switched to distance learning on 3/23/20.*

How do we mark it...?

More “Pick up where you left off”

- **Example 2:** *An ABE class beginning 3/1/20 and running through 5/31/20. The class was held in a “regular classroom” through 3/13/20 and switched to distance learning on 3/23/20.*
- In this example, the class runs 12 WEEKS.
- Mark “Distance Learning” because more than 50% of instruction in this class was delivered outside the regular classroom.

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

Class Instances Class Definitions 7001 - Basic Skill... 7001 - Basic Skill...

New Save Cancel Delete Duplicate 1 / 1 Go To Linked Disconnect Section List

Class Instance Information

Class Description: 7001 - SPRING20 - Basic Skills ABE Agency/Site: 9998 / 01 - Site 01
Program Year: 7/1/2019 - 6/30/2020 Class Notes:
Class Start Date: 3/1/2020 Class End Date: 5/31/2020

Class Instance

Class Start Date: 3/1/2020 Class End Date: 5/31/2020

Instructional Programs:

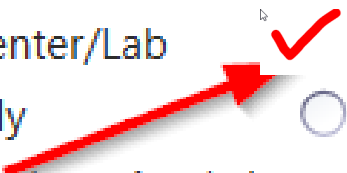
| | | | |
|--------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------|
| <input type="radio"/> N/A | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Adults w/Disabilities | <input type="checkbox"/> Pre-Apprenticeship |
| <input checked="" type="checkbox"/> Basic Skills (ABE) | <input type="checkbox"/> HSE | <input type="checkbox"/> Adults supporting K12 student success | |
| <input type="checkbox"/> ESL/ELL | <input type="checkbox"/> Career and Technical Education (CTE) | <input type="checkbox"/> Other Program | |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Workforce Preparation | <input type="checkbox"/> ROCP | |

Special Programs:

| | | | |
|------------------------------------------------|--------------------------------------------|-------------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> ELL Co-Enrollment | <input type="checkbox"/> State Corrections | <input checked="" type="checkbox"/> Distance Learning | <input type="checkbox"/> Carl Perkins |
| <input type="checkbox"/> None | <input type="checkbox"/> Homeless Program | <input type="checkbox"/> Special Needs | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> EL Civics (IELCE) | <input type="checkbox"/> Family Literacy | <input type="checkbox"/> Alternative Ed. [K12] | <input type="checkbox"/> CBET |
| <input type="checkbox"/> Jail | <input type="checkbox"/> Workplace Ed. | <input type="checkbox"/> Non-traditional Training | <input type="checkbox"/> Integrated Education & Training |
| <input type="checkbox"/> Community Corrections | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Older Adults | <input type="checkbox"/> Other |

Optional: Mark Instructional Setting = “Classroom plus Distance Learning”

Instructional Setting:

- ☐ N/A
 - ☐ Learning Center/Lab
 - ☐ Tutorial Only
 - ☐ Tutorial plus Learning Lab
 - ☒ Classroom
 - ☐ Classroom plus Distance Learning
 - ☐ Distance Learning only
- 

B. “Start new classes specific to DL”

- If you are now offering distance learning, and starting this activity as new classes, with a new group of students – then create the new class(es) in TE with the new Start Date.
- You may want to optionally label these with a specific title to distinguish them from other classes (“DL”)
- For these newly created classes, mark Special Programs = Distance Learning.
- For the classes that existed prior to COVID-19, leave them as “regular” (**not** Distance Learning) classes.

“Start new classes specific to DL”

- **Example 1:** *An ESL class beginning 8/1/19 was scheduled to run through 5/31/20, but ended due to COVID-19. The last day of the “regular” class was 3/13/20. A brand new class resumed via distance learning on 3/23/20.*

How do we mark it...?

“Start new classes specific to DL”

- ***Example 1:** An ESL class beginning 8/1/19 was scheduled to run through 5/31/20, but ended due to COVID-19. The last day of the “regular” class was 3/13/20. A brand new class resumed via distance learning on 3/23/20.*
- In this example, the new class runs 12 WEEKS.
- **Edit Class End Date** for the regular ESL class from 5/31/20 to **3/13/20**
- **And create a second class, marked for DL, starting 3/23/20 through 5/31/20.**

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

Class Instances Class Definitions 8001 - ESL Advance...

New Save Cancel Delete Duplicate 2 / 7 Go To Linked Disconnect Section List

Class Instance Information

Class Description: 8001 - 2019-20YEAR - ESL Advanced AM Agency/Site: 9998 / 01 - Site 01

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 8/1/2019 Class End Date: 3/13/2020

Class Instance

Class Start Date: 8/1/2019 Class End Date: 3/13/2020



Instructional Programs:

| | | | |
|---------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------|
| <input type="radio"/> N/A | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Adults w/Disabilities | <input type="checkbox"/> Pre-Apprenticesh |
| <input type="checkbox"/> Basic Skills (ABE) | <input type="checkbox"/> HSE | <input type="checkbox"/> Adults supporting K12 student success | |
| <input checked="" type="checkbox"/> ESL/ELL | <input type="checkbox"/> Career and Technical Education (CTE) | <input type="checkbox"/> Other Program | |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Workforce Preparation | <input type="checkbox"/> ROCP | |

Special Programs:

| | | | |
|------------------------------------------------|--------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> ELL Co-Enrollment | <input type="checkbox"/> State Corrections | <input type="checkbox"/> Distance Learning | <input type="checkbox"/> Carl Perkins |
| <input type="checkbox"/> None | <input type="checkbox"/> Homeless Program | <input type="checkbox"/> Special Needs | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> EL Civics (IELCE) | <input type="checkbox"/> Family Literacy | <input type="checkbox"/> Alternative Ed. [K12] | <input type="checkbox"/> CBET |
| <input type="checkbox"/> Jail | <input type="checkbox"/> Workplace Ed. | <input type="checkbox"/> Non-traditional Training | <input type="checkbox"/> Integrated Education & Training |
| <input type="checkbox"/> Community Corrections | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Older Adults | <input type="checkbox"/> Other |

Class Instance > Intensity:

  **Intensity**

Class Capacity:

Total Class Duration in Minutes:

Minimum Enrollment in Class:

Waitlist Allowed: ☒ Yes ☐ No

Class Schedule:

☐ N/A

☐ Friday

☐ Monday

☐ Saturday

☒ Tuesday

☐ Sunday

☐ Wednesday

☒ Thursday

Estimated Total Hours per Class/Term:

Collect Distance Learning Attendance (interface setting):

Distance Learning Duration in Minutes:

(1) Calculate reduced #hours:

$$180 - 132 = 48 \text{ hours (new class)}$$

(2) <SAVE>

The screenshot displays the TOPSpro Enterprise application window. The top menu bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', 'Scoring', and 'Help'. The user is identified as 'Janice Fera' and the version is '3.0 build 75'. The main window has tabs for 'Class Instances', 'Class Definitions', and '8001 - ESL Advance...'. The 'Class Definitions' tab is active, showing a list of class definitions. A red arrow points to the 'Duplicate' button in the top toolbar, which has a yellow tooltip that says 'Duplicate Class Definition'. The 'Class Definition Information' section shows the following details:

- Agency/Site: 9998 / 01 - Site 01
- Class ID: 8001 Extended ID: 2019-20YEAR
- Course Code: 8001
- WTUs Available:
- WSPs Available:

The 'Class Definition' section shows the following details:

- Class ID: 8001 Extended ID: 2019-20YEAR
- Course Code: 8001
- Class Description: ESL Advanced AM
- CIP Code: N/A
- A22 Course Code: N/A

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version

Class Instances Class Definitions 8001 - ESL Advance... New Class Definition X

Navigator Edit / View

New Save Cancel Delete Duplicate New / 7

Class Definition Information

Agency/Site: 9998 / 01 - Site 01

Class ID: 8101 Extended ID: 2019-20YEAR

Course Code: 8101

WTUs Available:

WSPs Available:

Select Site

Site: 01 - Site 01

Class Definition

Class ID: 8101 Extended ID: 2019-20YEAR

Course Code: 8101

Class Description: ESL Advanced DL AM

CIP Code: No selection

A22 Course Code: No selection

1

2

3

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

Class Instances Class Definitions **8001 - ESL Advance...**

New Save Cancel Delete Duplicate 2 / 7 Go To Linked Disconnect Section List

Class Instance Information

Class Description: 8001 - 2019-20YEAR - ESL Advanced AM Agency/Site: 9998 / 01 - Site 01

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 8/1/2019 Class End Date: 3/13/2020

Class Instance

Class Start Date: 8/1/2019 Class End Date: 3/13/2020

Instructional Programs:

| | | | |
|---------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------|-----------------------------------------|
| <input type="radio"/> N/A | <input type="checkbox"/> High School Diploma | <input type="checkbox"/> Adults w/Disabilities | <input type="checkbox"/> Pre-Apprentice |
| <input type="checkbox"/> Basic Skills (ABE) | <input type="checkbox"/> HSE | <input type="checkbox"/> Adults supporting K12 student success | |
| <input checked="" type="checkbox"/> ESL/ELL | <input type="checkbox"/> Career and Technical Education (CTE) | <input type="checkbox"/> Other Program | |
| <input type="checkbox"/> Citizenship | <input type="checkbox"/> Workforce Preparation | <input type="checkbox"/> ROCP | |

Special Programs:

| | | | |
|------------------------------------------------|--------------------------------------------|---------------------------------------------------|----------------------------------------------------------|
| <input type="checkbox"/> ELL Co-Enrollment | <input type="checkbox"/> State Corrections | <input type="checkbox"/> Distance Learning | <input type="checkbox"/> Carl Perkins |
| <input type="checkbox"/> None | <input type="checkbox"/> Homeless Program | <input type="checkbox"/> Special Needs | <input type="checkbox"/> Even Start |
| <input type="checkbox"/> EL Civics (IELCE) | <input type="checkbox"/> Family Literacy | <input type="checkbox"/> Alternative Ed. [K12] | <input type="checkbox"/> CBET |
| <input type="checkbox"/> Jail | <input type="checkbox"/> Workplace Ed. | <input type="checkbox"/> Non-traditional Training | <input type="checkbox"/> Integrated Education & Training |
| <input type="checkbox"/> Community Corrections | <input type="checkbox"/> Tutoring | <input type="checkbox"/> Older Adults | <input type="checkbox"/> Other |

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0

Class Definitions 8101 - ESL Advance... Class Instances **New Class Instance**

New Save Cancel Delete Duplicate New / 7 Go To Linked Disconnect Section List

Class Instance Information

Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM Agency/Site: 9998 / 01 - Site 01

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 3/23/2020 Class End Date: 5/31/2020

Select Class Definition

Class Definition: Site: 9998 - Classmate Demo

Program Year: 7/1/2019 - 6/30/2020

Class Definition: 8101 - 2019-20YEAR - ESL Advanced DL AM

Class Instance

Class Start Date: 3/23/2020 Class End Date: 5/31/2020

Instructional Programs:

- ☐ N/A
- ☐ Basic Skills (ABE)
- ☒ ESL/ELL
- ☐ Citizenship
- ☐ High School Diploma
- ☐ HSE
- ☐ Career and Technical Education (CTE)
- ☐ Workforce Preparation
- ☐ Adults w/Disabilities
- ☐ Adults supporting K12 student success
- ☐ Other Program
- ☐ ROCP
- ☐ Pre-Appren

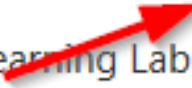
Special Programs:

- ☐ ELL Co-Enrollment
- ☐ None
- ☐ EL Civics (IELCE)
- ☐ Jail
- ☐ Community Corrections
- ☐ State Corrections
- ☐ Homeless Program
- ☐ Family Literacy
- ☐ Workplace Ed.
- ☐ Tutoring
- ☒ Distance Learning
- ☐ Special Needs
- ☐ Alternative Ed. [K12]
- ☐ Non-traditional Training
- ☐ Older Adults
- ☐ Carl Perkins
- ☐ Even Start
- ☐ CBET
- ☐ Integrated Education & Training
- ☐ Other

Optional: Mark Instructional Setting = “Distance Learning only”

Instructional Setting:

| | |
|--------------------------------------------------|---------------------------------------------------------|
| <input type="radio"/> N/A | <input checked="" type="radio"/> Classroom |
| <input type="radio"/> Learning Center/Lab ✓ | <input type="radio"/> Classroom plus Distance Learning |
| <input type="radio"/> Tutorial Only | <input checked="" type="radio"/> Distance Learning only |
| <input type="radio"/> Tutorial plus Learning Lab | |



| TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version | | | | | | | | |
|-----------------------------------------------------------------------------------|--------------------------------------|--------------------------------|-----------------------|------------------------|---------------------|-----------------------|-----------------------------|---------------------------|
| Class Definitions | | Class Instances ✕ | | | | | | |
| New + | 9998 - Classmate Demo ▼ | Subsites ⌵ | Filter ⌵ | Columns ⌵ | Sort ⌵ | Delete ✕ | Batch Delete ✕ | Batch Edit ✎ |
| Cl... ID | Class Description | Class Start Date | Class End Date | Special Programs | Instr... Prog... | Class Sched... | Total Class Durati... | Hours per Class/Term |
| 8000 | ESL Advanced AM | 8/1/2019 | 5/31/2020 | | ESL/ELL | Tuesday, Th... | 2:00 | 180 |
| 8001 | ESL Advanced AM | 8/1/2019 | 3/13/2020 | | ESL/ELL | Tuesday, Th... | 2:00 | 132 |
| 8101 | ESL Advanced DL AM | 3/23/2020 | 5/31/2020 | Distance Learning | ESL/ELL | Tuesday, Th... | 2:00 | 48 |

Done!

8001 is shortened...

and 8101 is DL and just for March-May.

Summary of Options:

- Leave your current classes as-is and merely start collecting DL minutes without changing the Class End Date.
- Or, shorten an existing class and create a new one for the duration of the program year.
 - For the shortened classes that existed prior to COVID-19, leave them as “regular” (**not** Distance Learning) classes.
- Evaluate each current class using the 50% Rule
 - If distance learning hours > 50% DL then mark Special Programs=DL

Attendance with DL

Instructional Hours vs. Distance Learning Hours

Distance Learning - NRS

Three models of measuring distance learning instruction (NRS):

- 1. Clock Time.** Assigns contact hours based on the elapsed time that a participant is connected to, or engaged in, an online or stand-alone software program that tracks time.
- 2. Teacher Verification.** Assigns a fixed number of hours for each assignment based on teacher determination of the extent to which a participant engaged in the assignment.
- 3. Learner Mastery.** Assigns a fixed number of hours of credit based on the participant completing content of each lesson.

Distance Learning – in TE

- TOPSpro Enterprise (TE) has the capability to record exactly number of hours received via distance learning versus number of hours received in a “regular classroom.”
- **Edit: Class instance → Intensity**
 - 1. “DL Interface Setting”
 - 2. “Distance Learning Duration (Minutes)”
- **Defines the default number of minutes/day for DL instruction... and pre-loads the attendance input screen.**

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version

Class Definitions Class Instances

New 9998 - Classmate Demo Subsites Filter Columns Sort Delete Batch Delete Batch Edit

| Cl... ID | Class Description | Class Start Date | Class End Date | Special Programs | Instr... Prog... | Class Sched... | Total Class Durati... | Hours per Class/ Term |
|----------|--------------------|------------------|----------------|-------------------|------------------|----------------|-----------------------|-----------------------|
| 8000 | ESL Advanced AM | 8/1/2019 | 5/31/2020 | | ESL/ELL | Tuesday, Th... | 2:00 | 180 |
| 8001 | ESL Advanced AM | 8/1/2019 | 3/13/2020 | | ESL/ELL | Tuesday, Th... | 2:00 | 132 |
| 8101 | ESL Advanced DL AM | 3/23/2020 | 5/31/2020 | Distance Learning | ESL/ELL | Tuesday, Th... | 2:00 | 48 |

Let's setup 8101 for easier data entry of attendance...

Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

ESL Advance... 8101 - ESL Advance... 8101 - ESL Advance...

New Save Cancel Delete Duplicate 1 / 1 Go To Linked More

Intensity

Class Capacity: 20 Total Class Duration in Minutes: 120

Minimum Enrollment in Class: 3 Waitlist Allowed: ☒ Yes

Class Schedule:

☐ N/A ☐ Friday
☐ Monday ☐ Saturday
☒ Tuesday ☐ Sunday
☐ Wednesday
☒ Thursday

Estimated Total Hours per Class/Term: 48 Collect Distance Learning Attendance (interface setting): Yes

Distance Learning Duration in Minutes: 120

Specify the default #minutes of DL instruction
and set the DL Attendance flag = YES

TE

ViewOrganizationRecordsReportsToolsScoringHelp

User: Janice Fera

Class InstancesClass Definitions8101 - ESL Advance...

NewSaveCancelDeleteDuplicate5 / 9Go To LinkedDisconnect

Navigator

Edit / View

Attendance

Class Enrollments

Class Records

Tests

Class Instance Information

Class Description:8101 - 2019-20YEAR - ESL Advanced DL AMAgency/Site:9998 /

Program Year:7/1/2019 - 6/30/2020Class Notes:

Class Start Date:3/23/2020Class End Date:5/31/2020

Class Enrollments

New01 - Site 01AggregatedSubsitesFilterColumnsSortDelete

| Site | Stu... ID | Name | Cl... ID | Class Name | Cl... sta... | Date Entered Class | Date Exit... Class |
|--------------|-----------|---------------|----------|--------------------|--------------|--------------------|--------------------|
| 01 - Site 01 | 200200 | Student1 T... | 8101 | ESL Advanced DL AM | Active | 3/23/2020 | |
| 01 - Site 01 | 200201 | Student2 T... | 8101 | ESL Advanced DL AM | Active | 3/23/2020 | |

Class Instance Information

Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM

Agency/Site: 999

Program Year: 7/1/2019 - 6/30/2020

Class Notes:

Class Start Date: 3/23/2020

Class End Date: 5/31/2020

Attendance

Attendance Source: Daily Attendance

Week: 03/30/2020 - 04/05/2020

Save Cancel

| | Monday 03/30/2020 | Tuesday 03/31/2020 | Wednesday 04/01/2020 | Thursday 04/02/2020 |
|------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Instructional Attendance | MM <input type="button" value="X"/> <input type="button" value="Fill"/> | MM <input type="button" value="X"/> <input type="button" value="Fill"/> | MM <input type="button" value="X"/> <input type="button" value="Fill"/> | MM <input type="button" value="X"/> <input type="button" value="Fill"/> |
| Distance Learning Attendance | 120 <input type="button" value="X"/> <input type="button" value="Fill"/> | 120 <input type="button" value="X"/> <input type="button" value="Fill"/> | 120 <input type="button" value="X"/> <input type="button" value="Fill"/> | 120 <input type="button" value="X"/> <input type="button" value="Fill"/> |
| Sorted by Name | <input type="button" value="X"/> <input type="button" value="Fill"/> | <input type="button" value="X"/> <input type="button" value="Fill"/> | <input type="button" value="X"/> <input type="button" value="Fill"/> | <input type="button" value="X"/> <input type="button" value="Fill"/> |
| 200200 / Student1 Test | MM <input type="button" value="X"/> MM <input type="button" value="X"/> | MM <input type="button" value="X"/> 120 <input type="button" value="X"/> | MM <input type="button" value="X"/> MM <input type="button" value="X"/> | MM <input type="button" value="X"/> 120 <input type="button" value="X"/> |
| 200201 / Student2 Test | MM <input type="button" value="X"/> MM <input type="button" value="X"/> | MM <input type="button" value="X"/> 120 <input type="button" value="X"/> | MM <input type="button" value="X"/> MM <input type="button" value="X"/> | MM <input type="button" value="X"/> 120 <input type="button" value="X"/> |

Attendance: Cumulated/Update

TE View Organization Records Reports Tools Scoring Help Version: 3.0

Class Instances 8101 - ESL Advance... X

Navigator

- Edit / View
- Attendance
- Class Enrollments
- Class Records
- Tests

New Save Cancel Delete Duplicate 4

Class Instance Information

Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM Agency/Site:

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 3/23/2020 Class End Date: 5/31/2020

Attendance

Attendance Source: Student Update (Cumulated) ▼

Sorted by Name

4 / 01 / 2020

| | Instructional | Distance Learning | Combined |
|------------------------|---------------|-------------------|----------|
| 200200 / Student1 Test | HH : MM | HH : MM | : |
| 200201 / Student2 Test | HH : MM | HH : MM | : |

Add

Attendance via 3rd Party Import

| | A | B | C | D | E | F | G | H | I | J | K | L | M |
|---|------------|-----------|-----------|---------|------------|----------|-----------|-----------|-----------|-----------|---------------------------|---|---|
| 1 | VendorCode | StateCode | AgencyID3 | SiteID4 | StudentID5 | ClassID6 | ExtendedC | RecordDat | MinutesOf | Attendanc | DistanceLearningMinutes11 | | |
| 2 | xxxx | CA | 1234 | 1 | 7178412 | 4001199 | FY2019_20 | 11262019 | 289 | CUMULAT | 109 | | |
| 3 | xxxx | CA | 1234 | 1 | 7178421 | 4001199 | FY2019_20 | 11262019 | 289 | CUMULAT | 109 | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |

Students in DL

Special Cases: Students Who Are Predominately DL

Special Cases: STUDENT = DL

- *Example 1: A student just joined a year-long class that has recently switched to DL*
- Mark this particular **student record** as “Special Program Entries = DL”

Example: Student = DL

Class Instance Information

Class Description: 8001 - 2019-20YEAR - ESL Ad... Agency/Site: 9998 / 01 - Site 01

Program Year: 7/1/2019 - 6/30/2020 Class Notes:

Class Start Date: 8/1/2019 Class End Date: 5/31/2020

Class Enrollments

New 01 - Site 01 Aggregated Subsites Filter Columns Sort

| Site | Student ID | Name | Class ID | Class Name | Class status | Date Entered Class |
|--------------|------------|----------------|----------|---------------|--------------|--------------------|
| 01 - Site 01 | 200200 | Student1 Test | 8001 | ESL Advanc... | Active | 8/1/2019 |
| 01 - Site 01 | 200201 | Student2 Test | 8001 | ESL Advanc... | Active | 8/1/2019 |
| 01 - Site 01 | 200204 | Student4 Test4 | 8001 | ESL Advanc... | Active | 3/1/2020 |

Example: Student = DL

The screenshot shows the TOPSpro Enterprise software interface. The top navigation bar includes 'View', 'Organization', 'Records', 'Reports', 'Tools', 'Scoring', and 'Help'. The user is identified as 'User: Janice Fera'. The main window displays 'Student Records' for '200204 - Student4 ...'. The 'Status' section is active, showing 'Labor Force Status' with options: N/A (selected), Unemployed, Employed, Employed, with notice, and Not in labor force. The 'Special Program Entries' section is expanded, showing a grid of checkboxes. The 'Distance Learning' checkbox is checked and highlighted in yellow, with a red arrow pointing to it. Other checkboxes include N/A, ELL Co-Enrollment, None, EL Civics (IELCE), Jail, Community Corrections, State Corrections, Homeless Program, Family Literacy, Workplace Ed., Tutoring, Special Needs, Alternative Ed. [K12], Non-traditional Training, Older Adults, Carl Perkins, Even Start, CBET, and Integrated Education & Training.

Records → Students → In Program Years ... *Find the student.*

Edit: Student Record → Status → “Special Program Entries” ... check “Distance Learning”

Example: Student = DL

The screenshot displays the TOPSpro Enterprise interface. At the top, the navigation bar includes 'Records', 'Reports', 'Tools', 'Scoring', and 'Help'. The user is identified as 'Janice Fera' and the version is '3.0 build 75'. The main window shows 'Student in Program Year Information' for '200204 - Student4 ...'. The site is '01 - Site 01' and the program year is '7/1/2019 - 6/30/2020'. The student is '200204 / Student4 Test4', a female, born on '4/4/1990'. Below this is the 'Student Records' section, which includes a table with columns: Site, Student ID, Name, Record Date, Labor Force Status, Instructi... Levels, and Special Program Entries. The table contains two rows of data. A modal window is open over the 'Special Program Entries' column, allowing the user to edit the schema. The modal has buttons for 'Disconnect', 'Collapse All', 'Edit Schema', 'Save', 'Rename', 'Delete', 'Export', 'Import', 'Cancel', and 'Reset to Default'. The 'Schema name' is set to 'DL'. Red arrows point to the 'Edit Schema' button and the 'Special Program Entries' column header.

Student in Program Year Information

Site: 01 - Site 01 Program Year: 7/1/2019 - 6/30/2020

Student: 200204 / Student4 Test4 Female Birth Date: 4/4/1990

Student Records

| Site | Student ID | Name | Record Date | Labor Force Status | Instructi... Levels | Special Program Entries |
|-------------|------------|----------------|-------------|--------------------|---------------------|-------------------------|
| 01 - Sit... | 200204 | Student4 Test4 | 2/26/2020 | | | Distance Learning |
| 01 - Sit... | 200204 | Student4 Test4 | 2/4/2020 | Unemployed | ESL - Level 5 | |

Hint #2: Create a DL schema for Student Records lister after you add the “Special Program Entries” column

NEW: Reports with DL

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 75

Instructional Hours Instructional Hour...

Report Setup Navigator

- General Settings
- Site
- Personnel
- ✓ Class Instances
- In Program Years
- Class Enrollments
- Report Selection

9999 - Janice Fake Agency Aggregated Subsites Generate View Reporting Session More

Report Style Option: Agency Print Option: Site Print Option: Class Print Option: Personnel Print Option: Student Print Option:

☐ B&W ☒ Blue ☐ Green ☐ Red

☒ ID Name ☐ ID ☐ Name ☐ Name ID

☒ ID Name ☐ ID ☐ Name ☐ Name ID

☒ ID Name ☐ ID ☐ Name ☐ Name ID

☒ ID Name ☐ ID ☐ Name ☐ Name ID

☒ ID Name ☐ ID ☐ Name ☐ Name ID

Special Options

Reporting Level:

☐ Agency ☐ Site ☒ Class

Attendance Type:


☐ Instructional only ☒ Distance Learning only ☐ Combined

Hide students with zero hours: ☐

Show only invalid cumulated hours: ☐

Includes: Instructional Hours, Total Student Hours, Learning Gains, Monthly Attendance and Student Test Summary reports

Reports with DL



03/16/2020
14:59:02

Agency: 9998 - Classmate Demo

Total Student Hours

Attendance Type: Distance Learning only

Page 1 of 1
TSH

| Student | Site Id | Class | Hours (Counted)* | | | | Hours (Uncounted)** | | | | |
|-----------------|---------|-------|-----------------------------------------|-------|-------|----------|---------------------|-------|------|----|--|
| | | | Source | HH:mm | From | To | Source | HH:mm | From | To | |
| Test, Student1 | 200200 | 01 | 9001-SPRING20 - Google Suite in Spanish | Daily | 4:00 | 01/15/20 | 02/25/20 | | | | |
| Test, Student2 | 200201 | 01 | 9001-SPRING20 - Google Suite in Spanish | Daily | 2:30 | 01/15/20 | 02/25/20 | | | | |
| Test, Student3 | 200203 | 01 | 9050-SPRING20 - Google Suite DL | Daily | 16:00 | 02/22/20 | 02/29/20 | | | | |
| Test4, Student4 | 200204 | 01 | 9050-SPRING20 - Google Suite DL | Daily | 16:00 | 02/22/20 | 02/29/20 | | | | |

*Do not use this report to compare hours with NRS, CAEP or Payment Points since it does not take program into account.
** If this report shows hours from more than one source, please contact Tech Support since TE cannot add together hours from two different sources, so only the source with most hours is counted.

Hint #3: Use this report to verify 3rd party attendance import is clean.

TE Homework Assignment:

- Using the Rolling Hills Adult School (RHAS) simulation database: **
- 1. Edit a class instance to configure DL attendance **by default**
 - Hint: Class Instance > Intensity (slide 38)
- 2. Input some DL minutes
- 3. Run a DL-enabled report
 - Select with/without DL minutes
 - Modify the Date Ranges

** <https://www.casas.org/docs/default-source/training-materials/steps-to-access-the-casas-online-system.pdf>

Summary

- Several suggestions for adjusting Classes
- Tips for speedy data entry using DL Interface
- Resources for more information on subject:
 - <https://otan.us/resources/covid-19-field-support/>
 - <https://www.casas.org/social-media-newsroom/2020/03/27/casas-testing-during-the-covid-19-pandemic>
- CASAS Online Training: <http://training.casas.org/>
 - Other webinars? Suggestions in the chat box please.

Thank you for attending!

Presented by

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(858) 292-2900 x189

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