Comprehensive Adult Student Assessment Systems

Recording Distance Learning Using TOPSpro Enterprise

April 2020

Presented by
Janice Fera, Program and Technology Specialist, CASAS
jfera@casas.org

www.casas.org
casas@casas.org
1-800-255-1036

© 2020 CASAS — Comprehensive Adult Student Assessment Systems.

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"

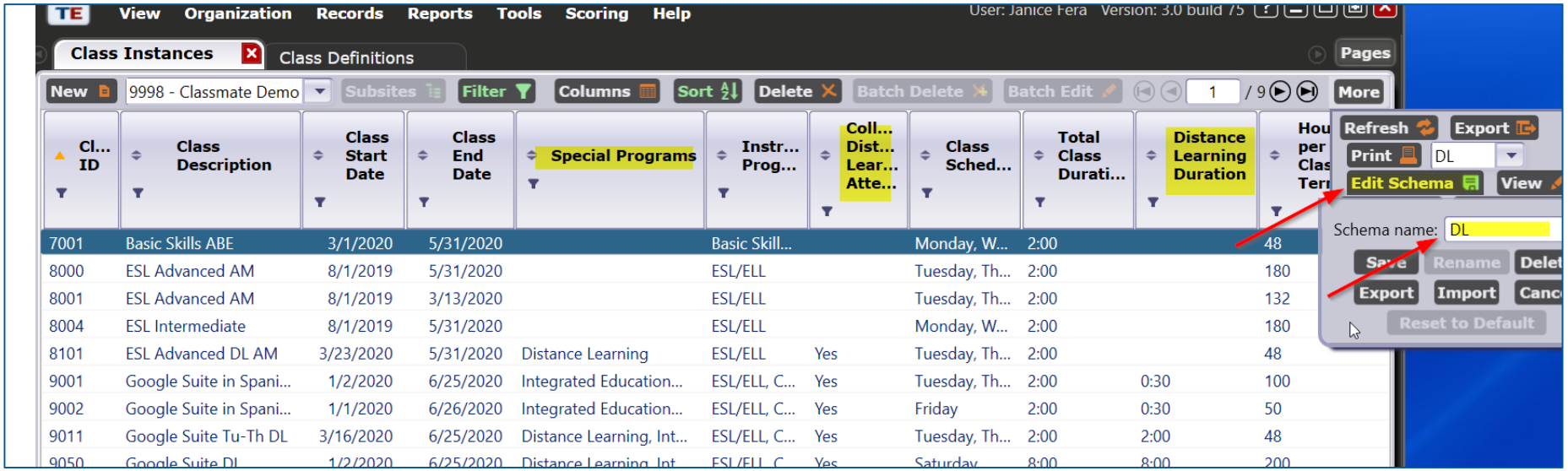
- ***Example 1:*** *An ESL class beginning 8/1/19 and running through 5/31/20. The class was held in a "regular classroom" through 3/13/20 … then switched to distance learning on 3/23/20.*

How do we mark it…?

"Pick up where you left off"

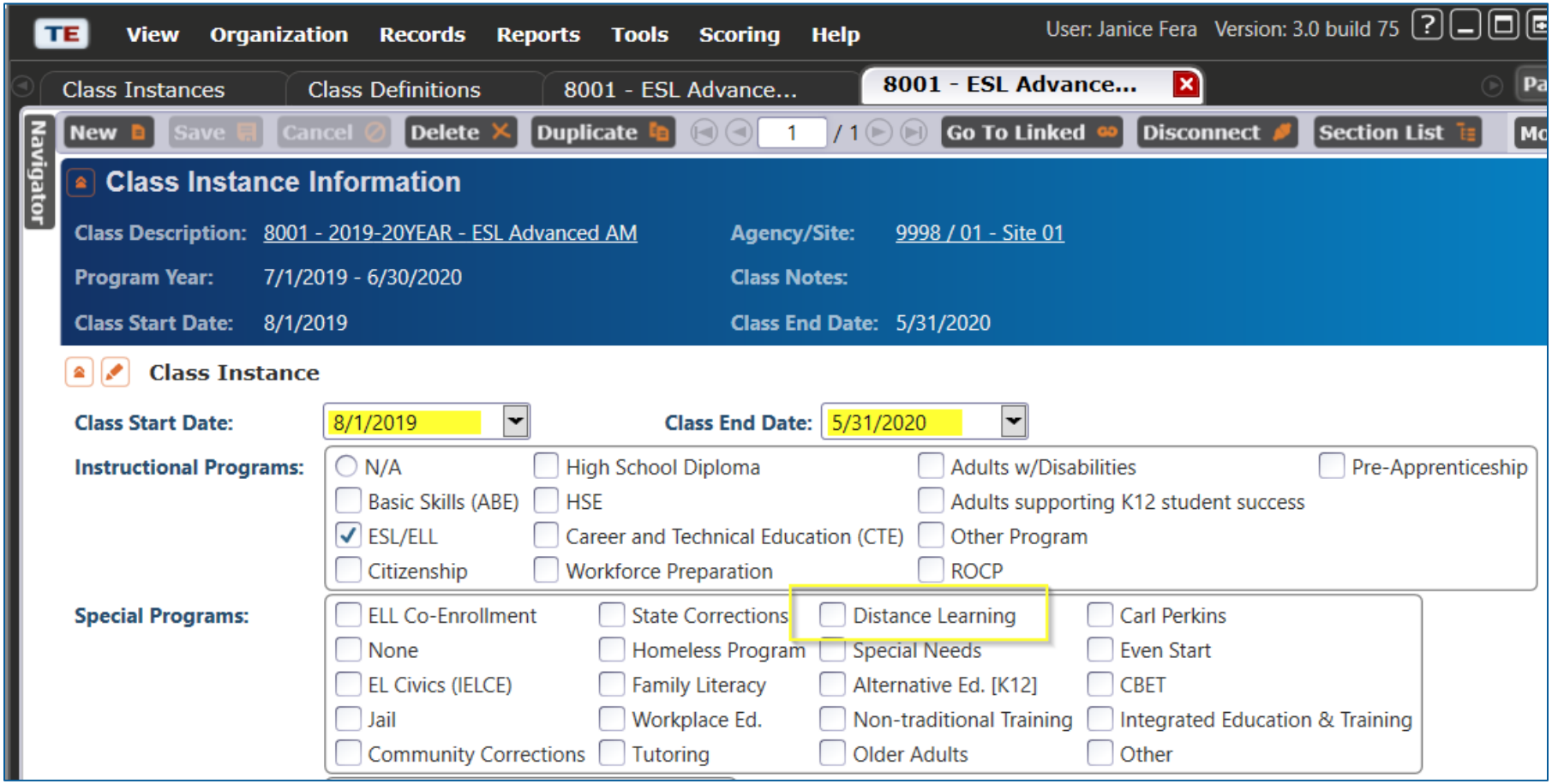
- ***Example 1:*** *An ESL class beginning 8/1/19 and running through 5/31/20. The class was held in a "regular classroom" through 3/13/20 … then switched to distance learning on 3/23/20.*
- In this example, the class runs a FULL YEAR.
- Do NOT mark "distance learning" because less than 50% of instruction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

Class Instances:

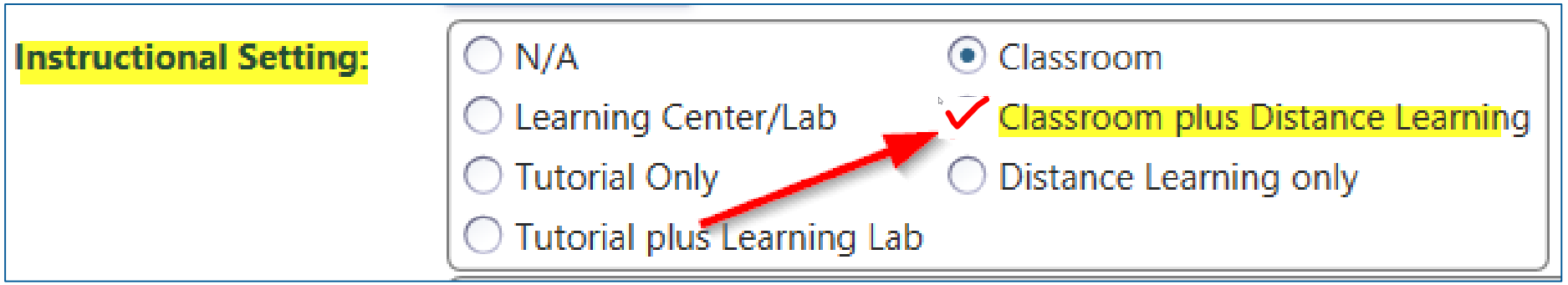


Hint #1: Create new "DL" schemas for your favorite listers. Include the new variables related to Distance Learning.

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...
Navigator
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:
N/A
High School Diploma
Adults w/Disabilities
Pre-Apprenticeship
Basic Skills (ABE)
HSE
Adults supporting K12 student success
ESL/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 Literacy
Alternative Ed. [K12]
CBET
Jail
Workplace Ed.
Non-traditional Training
Integrated Education & Training
Community Corrections
Tutoring
Older Adults
Other

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



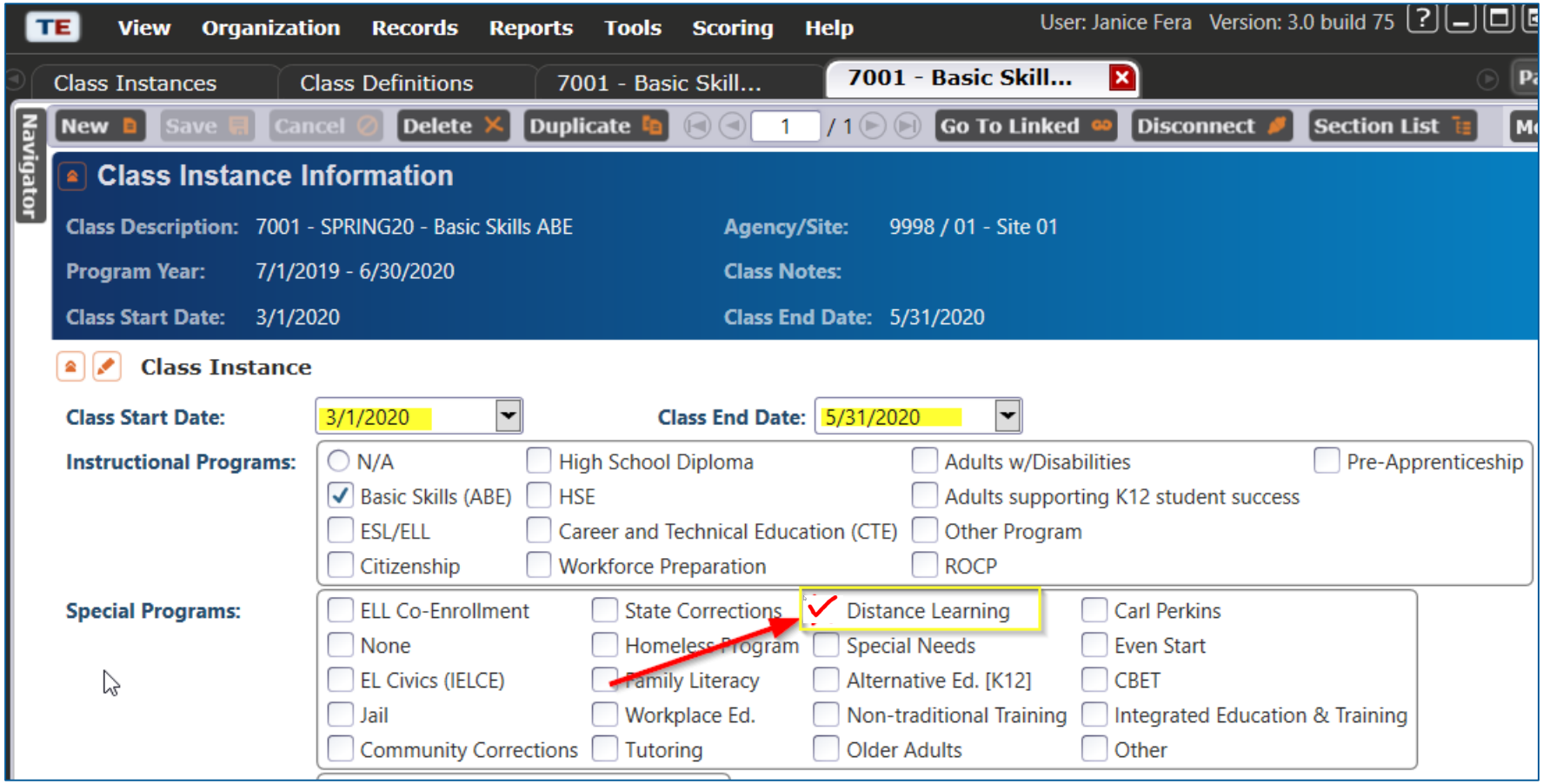
More "Pick up where you left off"

- ***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.*

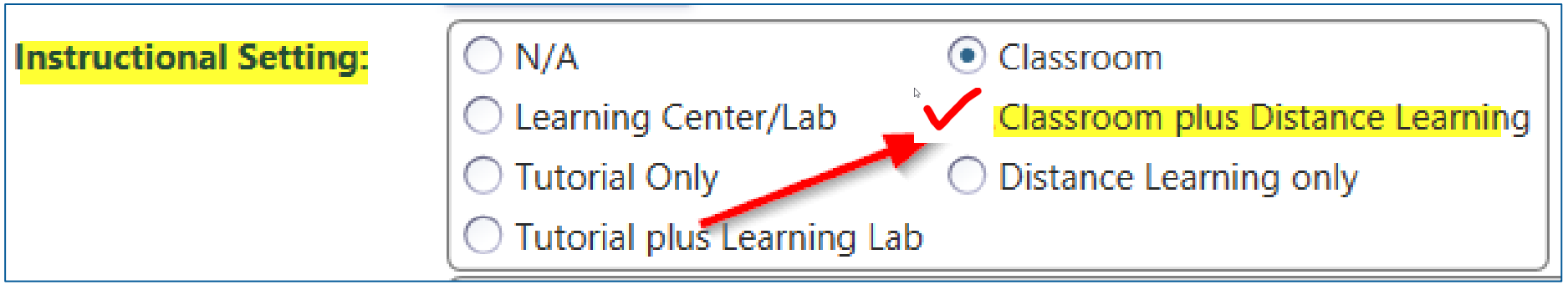
How do we mark it…?

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...
Navigator
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:
N/A
High School Diploma
Adults w/Disabilities
Pre-Apprenticeship
Basic Skills (ABE)
HSE
Adults supporting K12 student success
ESL/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 Literacy
Alternative Ed. [K12]
CBET
Jail
Workplace Ed.
Non-traditional Training
Integrated Education & Training
Community Corrections
Tutoring
Older Adults
Other

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



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.

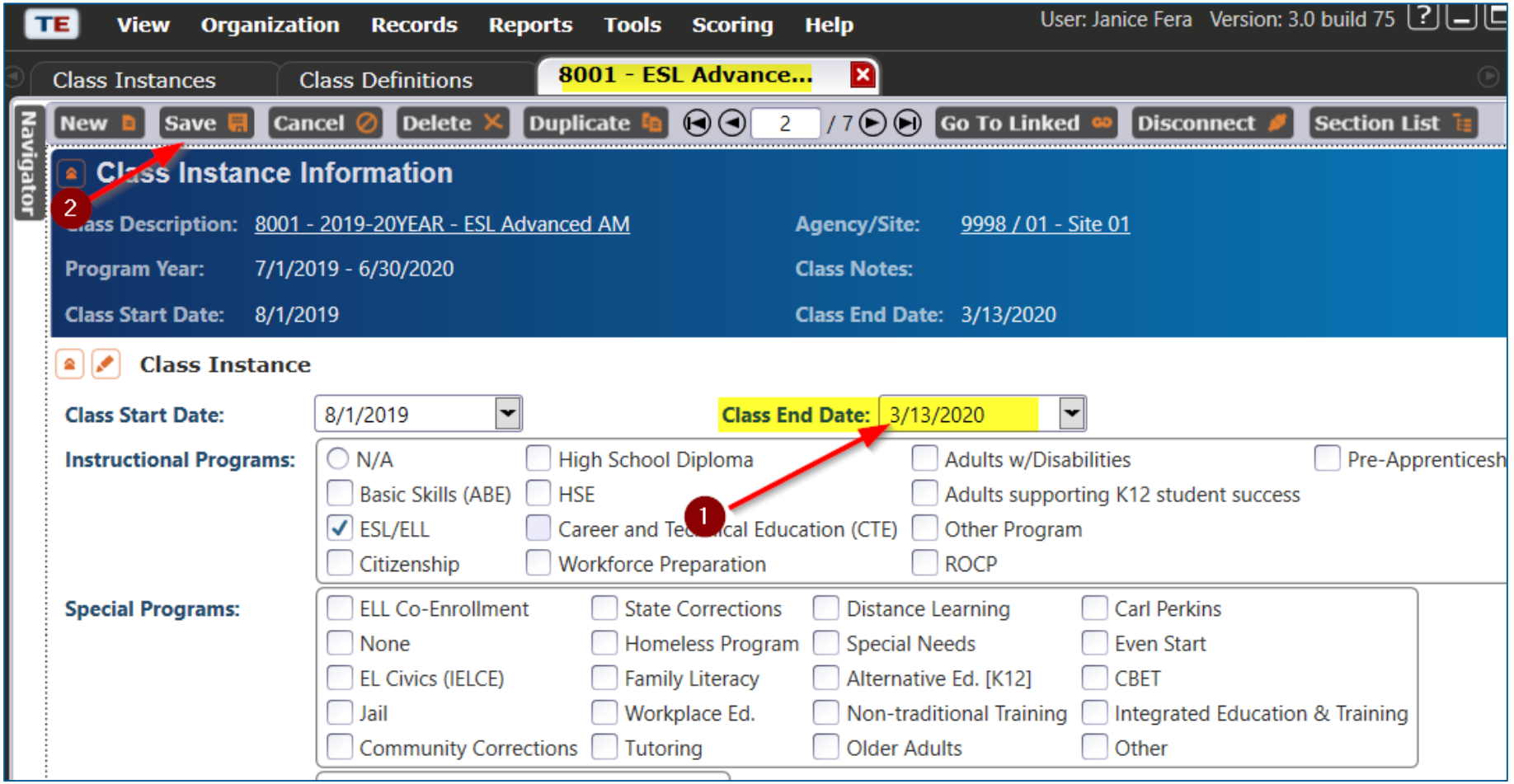
"Start new classes specific to DL"

- ***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.*

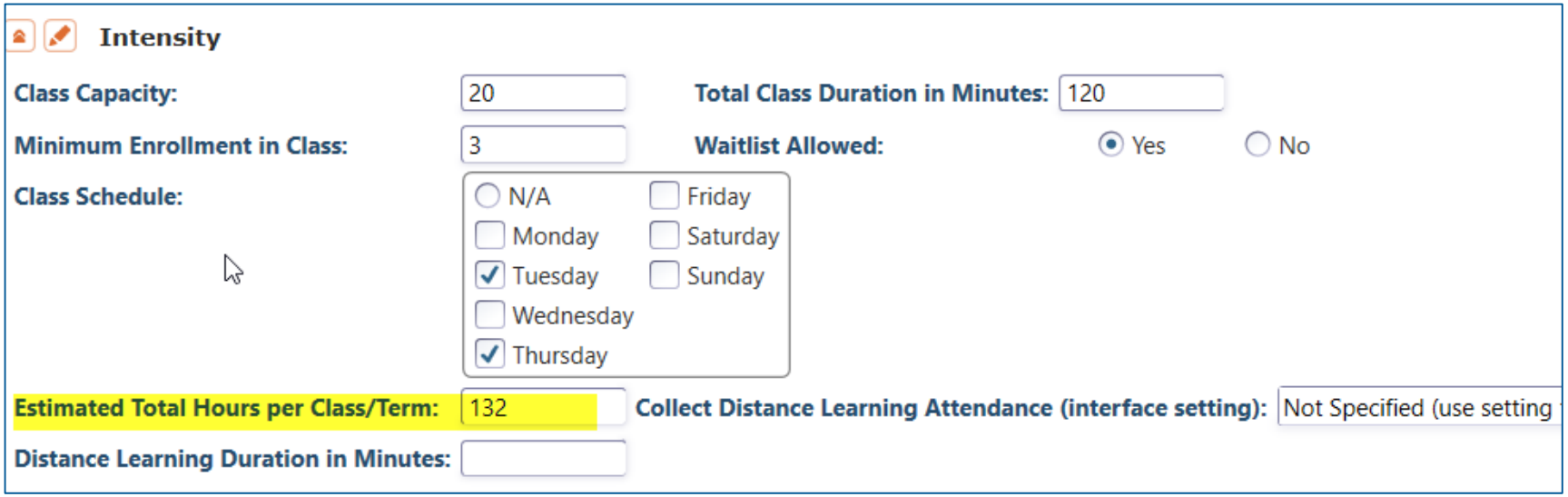
How do we mark it…?

"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...
Navigator
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:
N/A
High School Diploma
Adults w/Disabilities
Pre-Apprenticesh
Basic Skills (ABE)
HSE
Adults supporting K12 student success
ESL/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 Literacy
Alternative Ed. [K12]
CBET
Jail
Workplace Ed.
Non-traditional Training
Integrated Education & Training
Community Corrections
Tutoring
Older Adults
Other
1
2

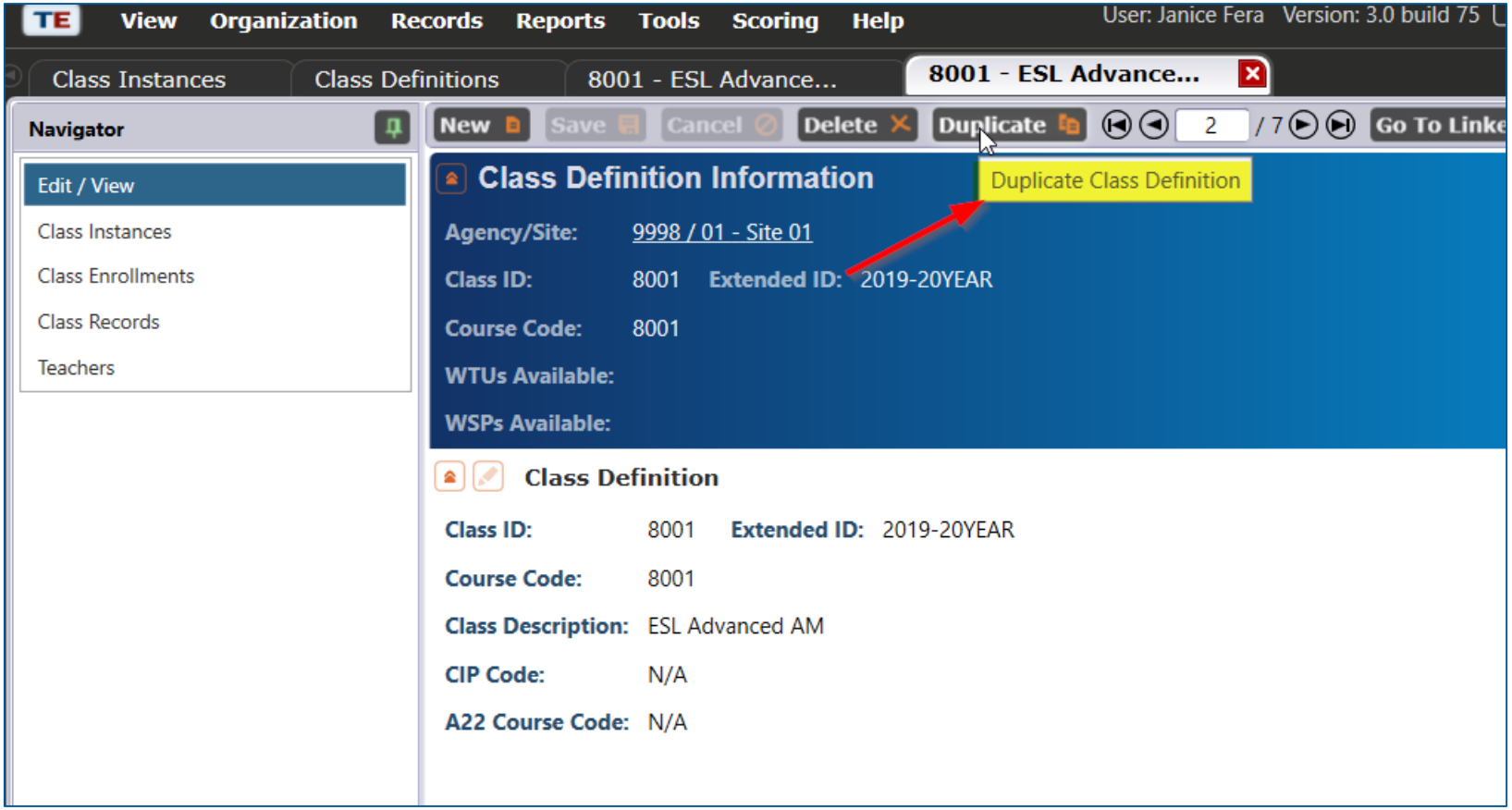
Class Instance > Intensity:

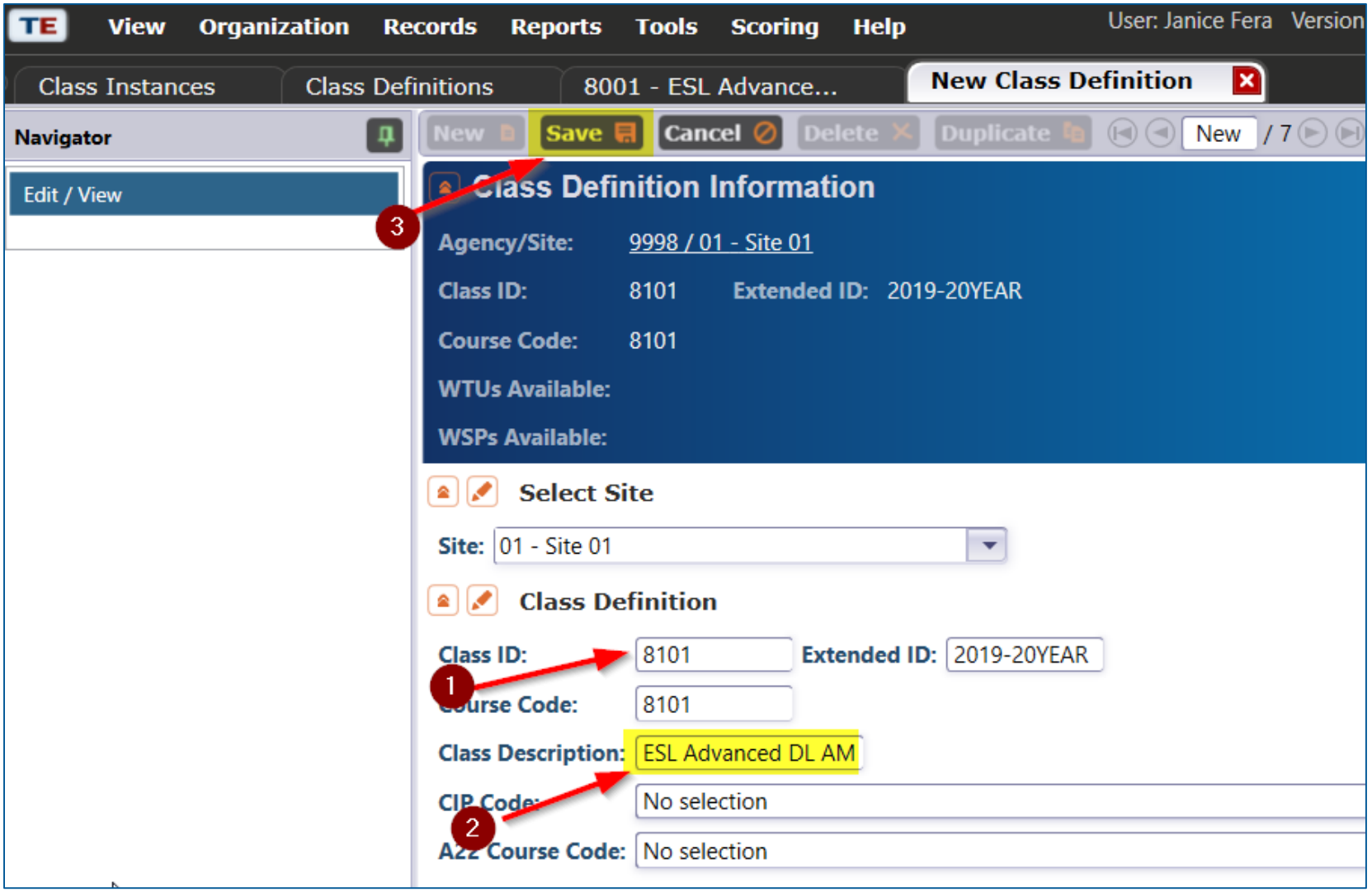


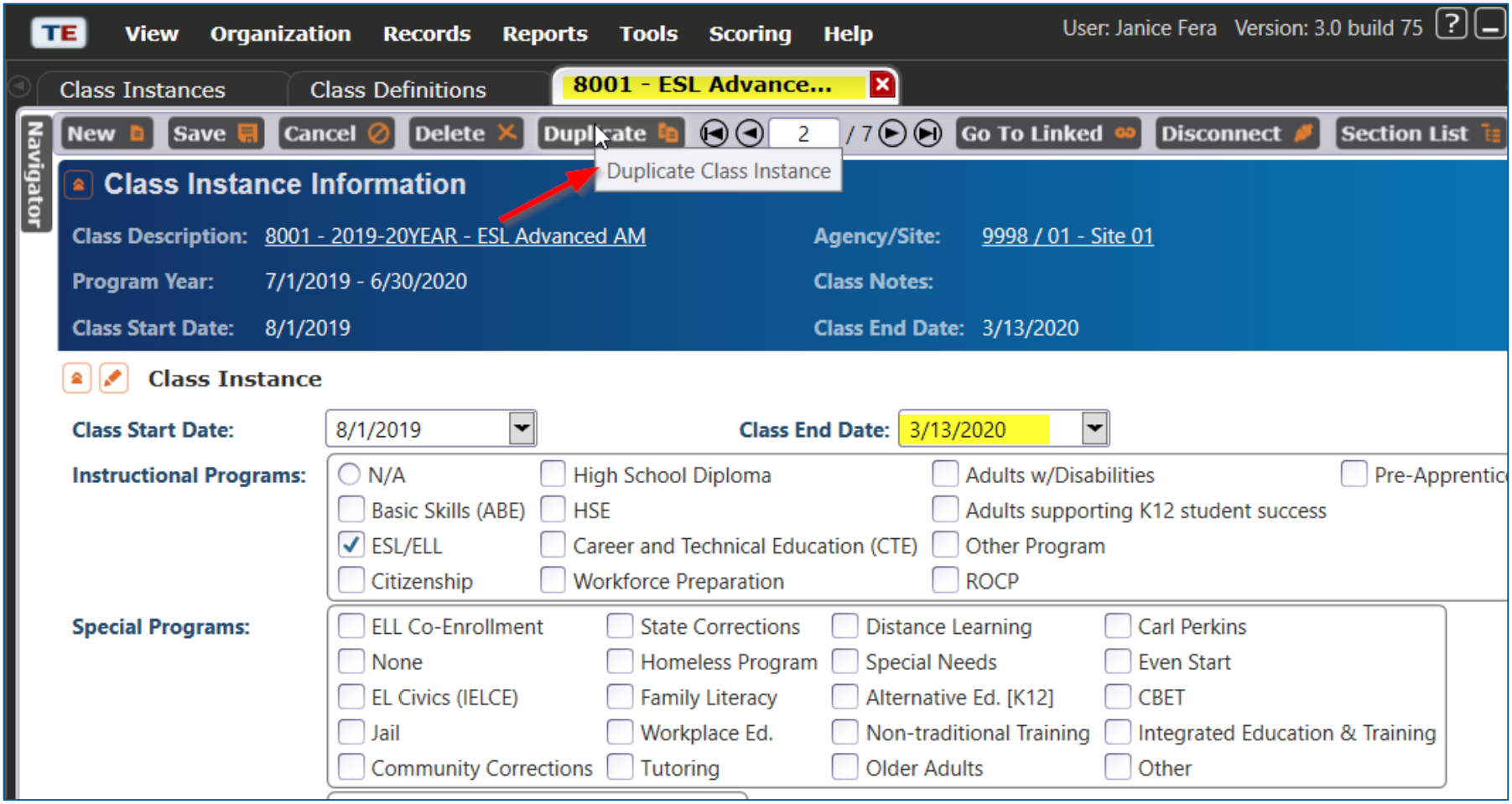
(1) Calculate reduced #hours:

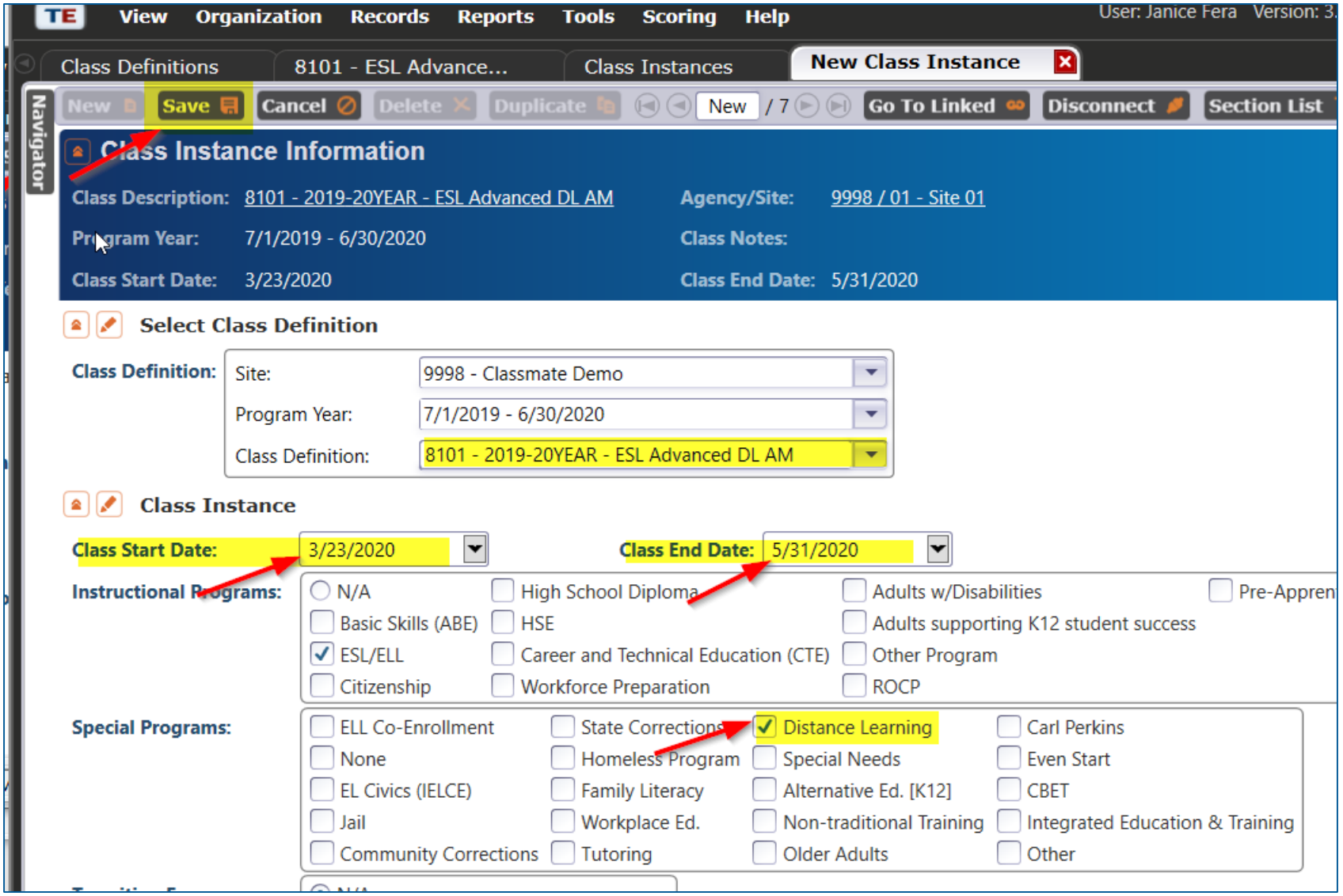
180 – 132 = 48 hours (new class)

(2) <SAVE>

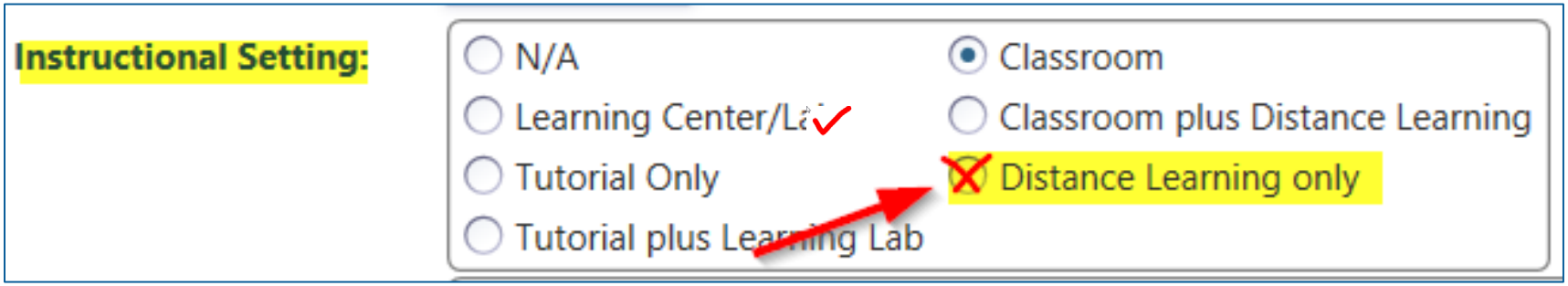

TE
View
Organization
Records
Reports
Tools
Scoring
Help
User: Janice Fera
Version: 3.0 build 75
Class Instances
Class Definitions
8001 - ESL Advance...
8001 - ESL Advance...
Navigator
New
Save
Cancel
Delete
Duplicate
2
/ 7
Go To Linke
Edit / View
Class Instances
Class Enrollments
Class Records
Teachers
Class Definition Information
Duplicate Class Definition
Agency/Site: 9998 / 01 - Site 01
Class ID: 8001 Extended ID: 2019-20YEAR
Course Code: 8001
WTUs Available:
WSPs Available:
Class Definition
Class ID: 8001 Extended ID: 2019-20YEAR
Course Code: 8001
Class Description: ESL Advanced AM
CIP Code: N/A
A22 Course Code: N/A

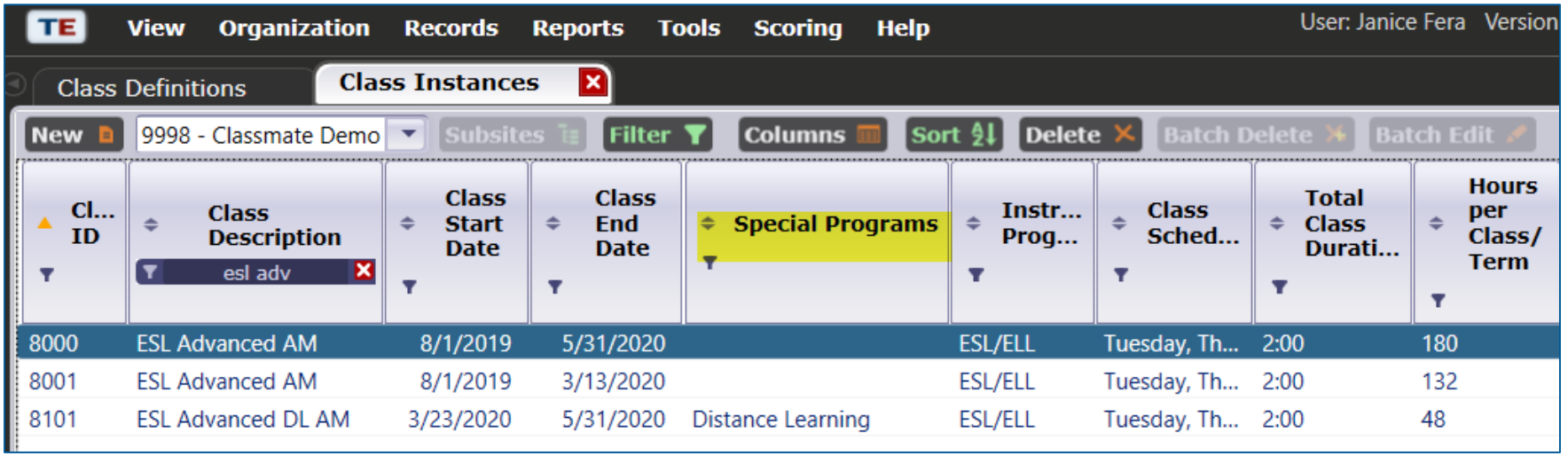

TE
View
Organization
Records
Reports
Tools
Scoring
Help
User: Janice Fera
Version
Class Instances
Class Definitions
8001 - ESL Advance...
New Class Definition
Navigator
Edit / View
New
Save
Cancel
Delete
Duplicate
New / 7
Class Definition Information
Agency/Site: 9998 / 01 - Site 01
Class ID: 8101
Extended 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...
Navigator
New
Save
Cancel
Delete
Duplicate
2
/ 7
Go To Linked
Disconnect
Section List
Duplicate Class Instance
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:
N/A
High School Diploma
Adults w/Disabilities
Pre-Apprentic
Basic Skills (ABE)
HSE
Adults supporting K12 student success
ESL/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 Literacy
Alternative Ed. [K12]
CBET
Jail
Workplace Ed.
Non-traditional Training
Integrated Education & Training
Community Corrections
Tutoring
Older Adults
Other


TE
View
Organization
Records
Reports
Tools
Scoring
Help
User: Janice Fera
Version: 3.
Class Definitions
8101 - ESL Advance...
Class Instances
New Class Instance
Navigator
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
High School Diploma
Adults w/Disabilities
Pre-Appren
Basic Skills (ABE)
HSE
Adults supporting K12 student success
ESL/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 Literacy
Alternative Ed. [K12]
CBET
Jail
Workplace Ed.
Non-traditional Training
Integrated Education & Training
Community Corrections
Tutoring
Older Adults
Other

Optional: Mark Instructional Setting = “Distance Learning only”





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

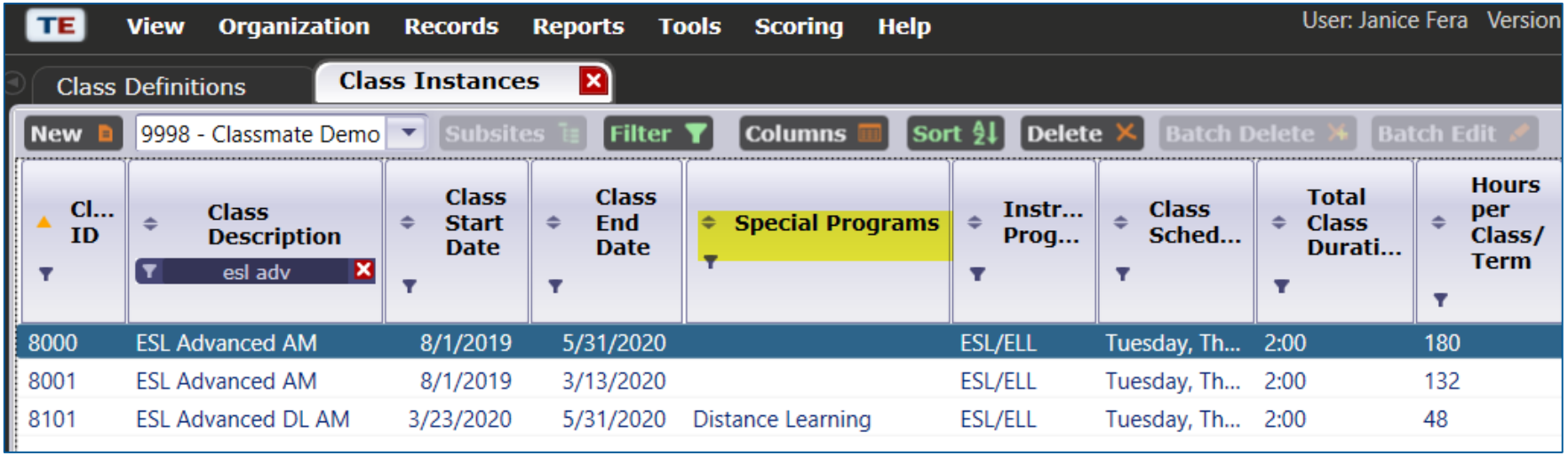
Three models of measuring distance learning instruction (NRS):

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.

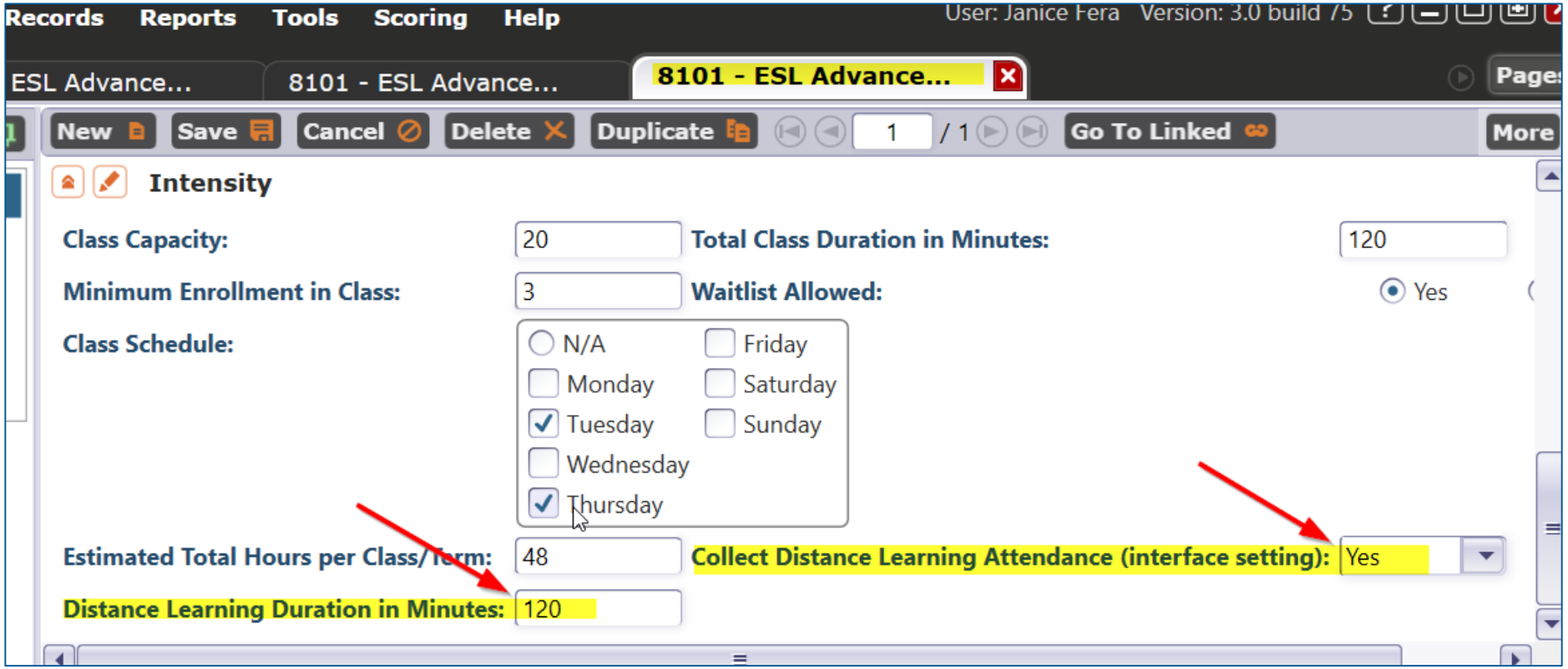
Distance Learning – in TE

- 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)"**

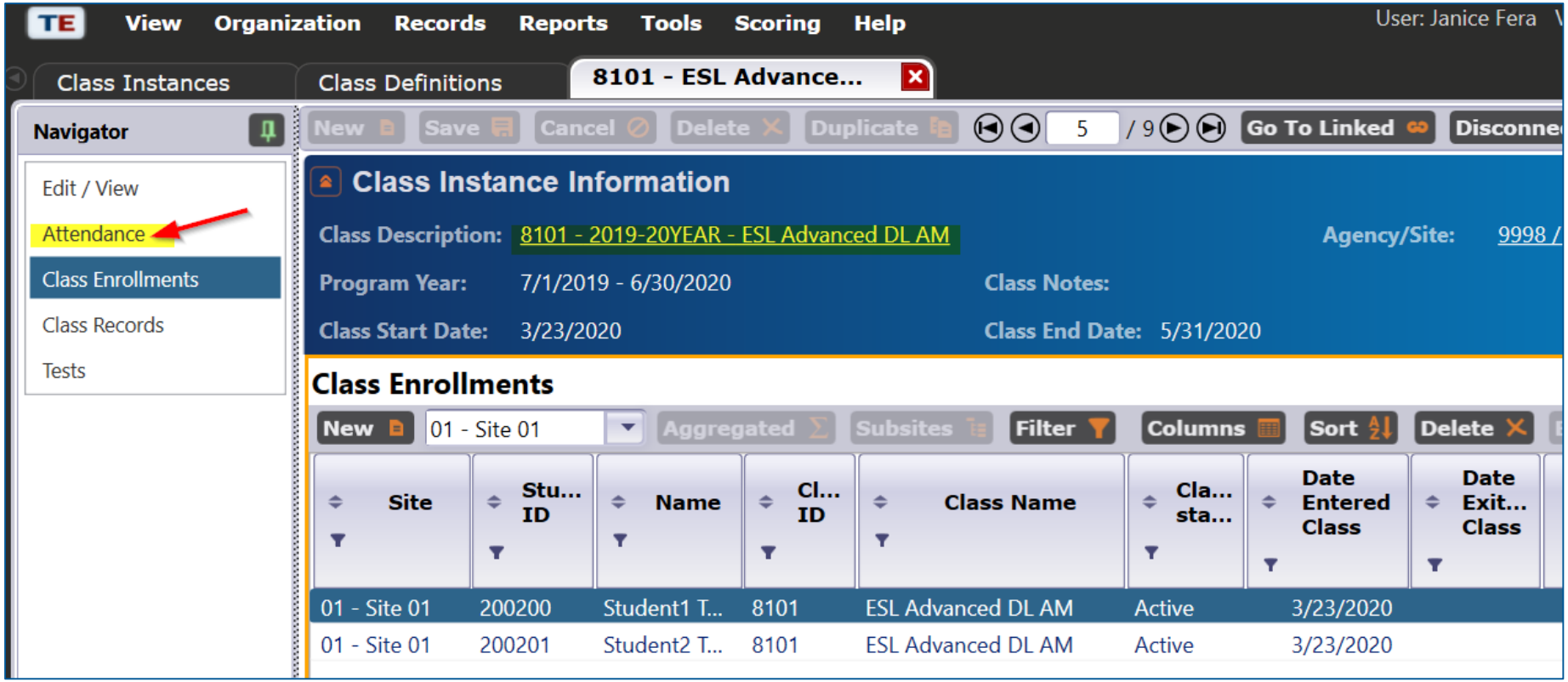
- **Defines the default number of minutes/day for DL instruction… and pre-loads the attendance input screen.**

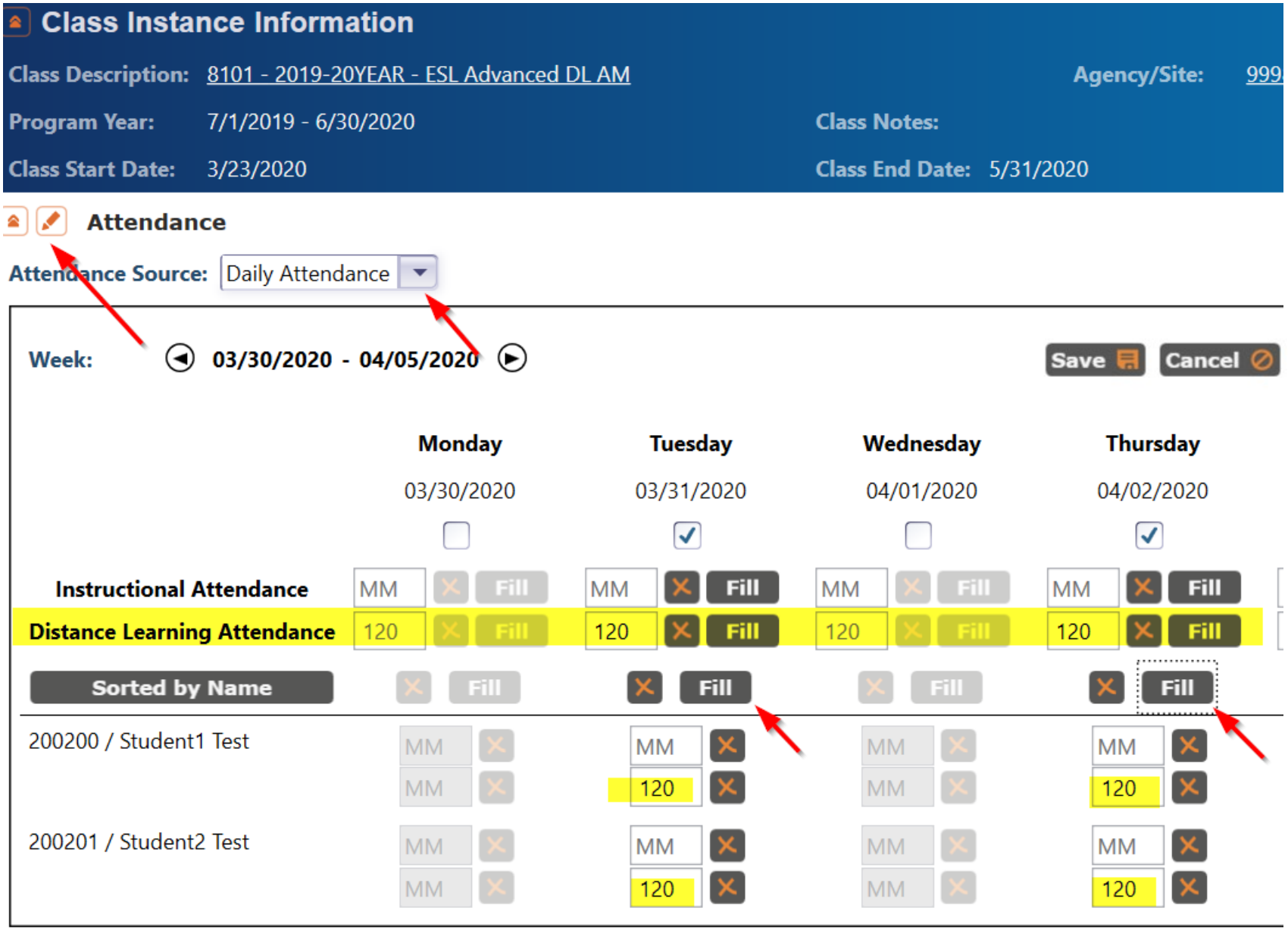


Let’s setup 8101 for easier data entry of attendance…

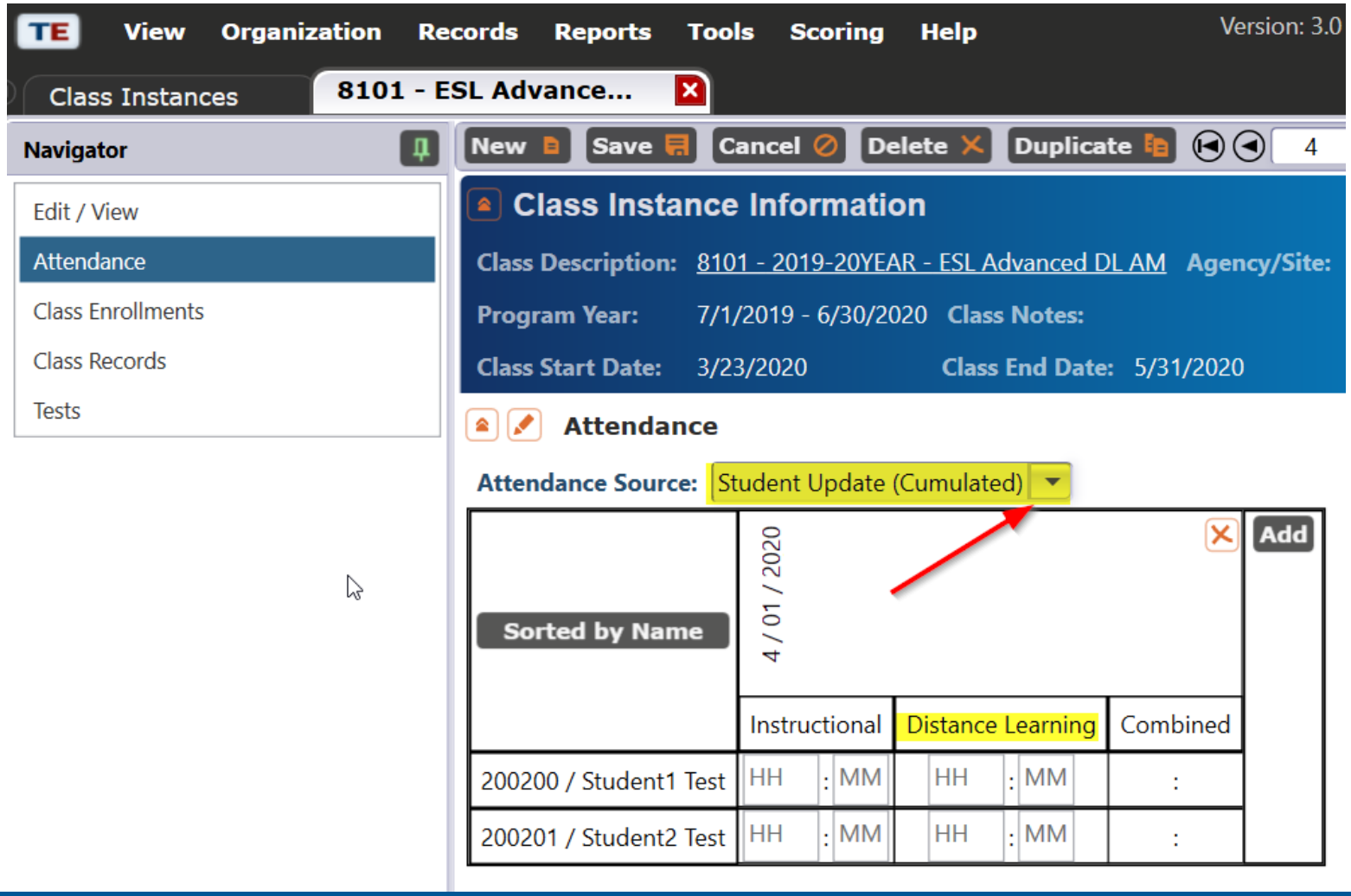


Specify the default #minutes of DL instruction and set the DL Attendance flag = YES


TE
View
Organization
Records
Reports
Tools
Scoring
Help
User: Janice Fera
Class Instances
Class Definitions
8101 - ESL Advance...
Navigator
Edit / View
Attendance
Class Enrollments
Class Records
Tests
New
Save
Cancel
Delete
Duplicate
5
/ 9
Go To Linked
Class Instance Information
Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM
Agency/Site: 9998 /
Program Year: 7/1/2019 - 6/30/2020
Class Notes:
Class Start Date: 3/23/2020
Class End Date: 5/31/2020
Class Enrollments
New
01 - Site 01
Aggregated
Subsites
Filter
Columns
Sort
Delete
Site
Stu... ID
Name
Cl... ID
Class Name
Cla... 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
Tuesday
Wednesday
Thursday
03/30/2020
03/31/2020
04/01/2020
04/02/2020
Instructional Attendance
Distance Learning Attendance
Fill
Sorted by Name
200200 / Student1 Test
200201 / Student2 Test
MM
120

Attendance: Cumulated/Update



Attendance via 3rd Party Import

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	VendorCo	StateCode	AgencyID3	SiteID4	StudentID5	ClassID6	ExtendedC	RecordDat	MinutesOf	Attendanc	DistanceLearningMinutes11		
2	xxxx	CA	1234	1	7178412	4001199	FY2019_2(	11262019	289	CUMULAT	109		
3	xxxx	CA	1234	1	7178421	4001199	FY2019_2(	11262019	289	CUMULAT	109		
4													
5													
6													

Students in DL

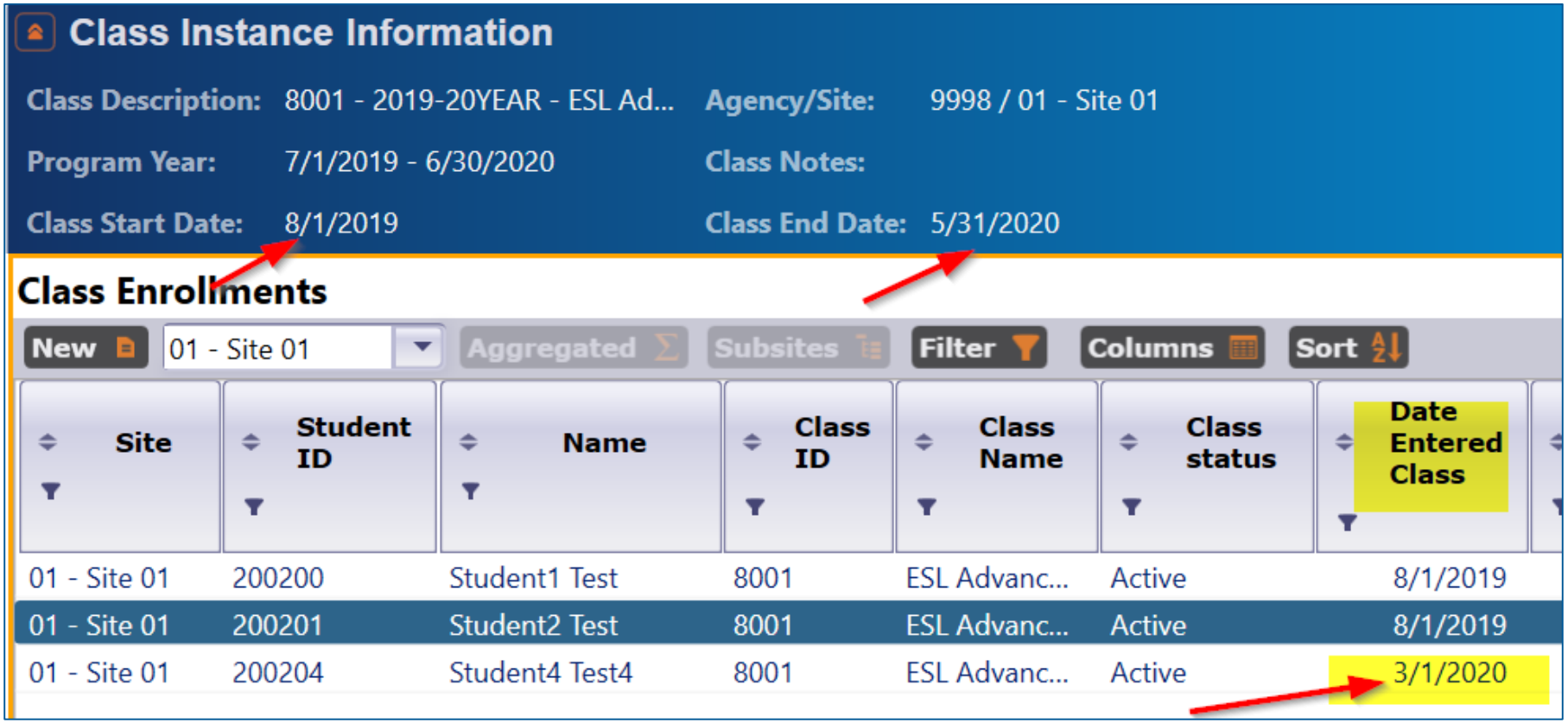
Special Cases: Students Who Are Predominately DL

Special Cases: STUDENT = DL

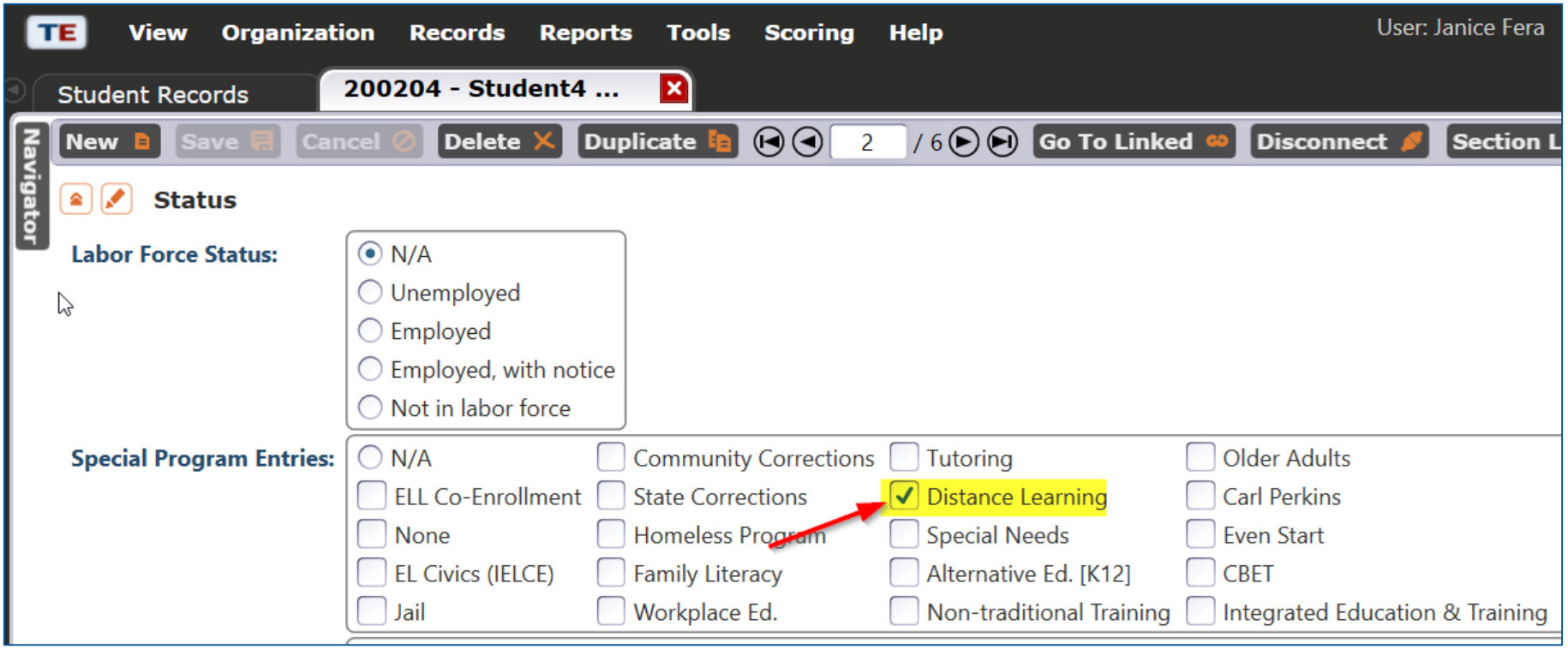
- *Example 1: A student just joined a year-long class that has recently switched to DL*

- Mark this particular **student record** as “Special Program Entries = DL”

Example: Student = DL

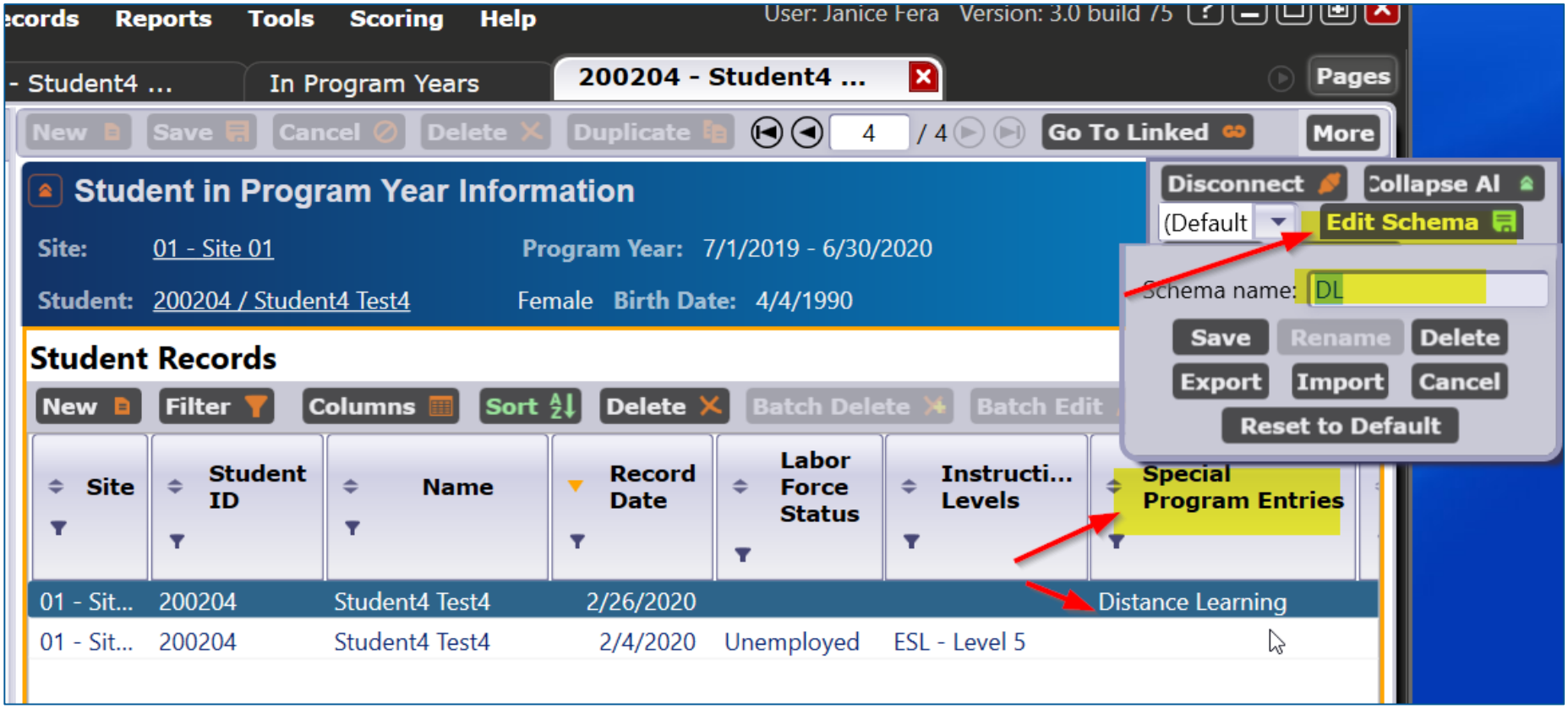


Example: Student = DL



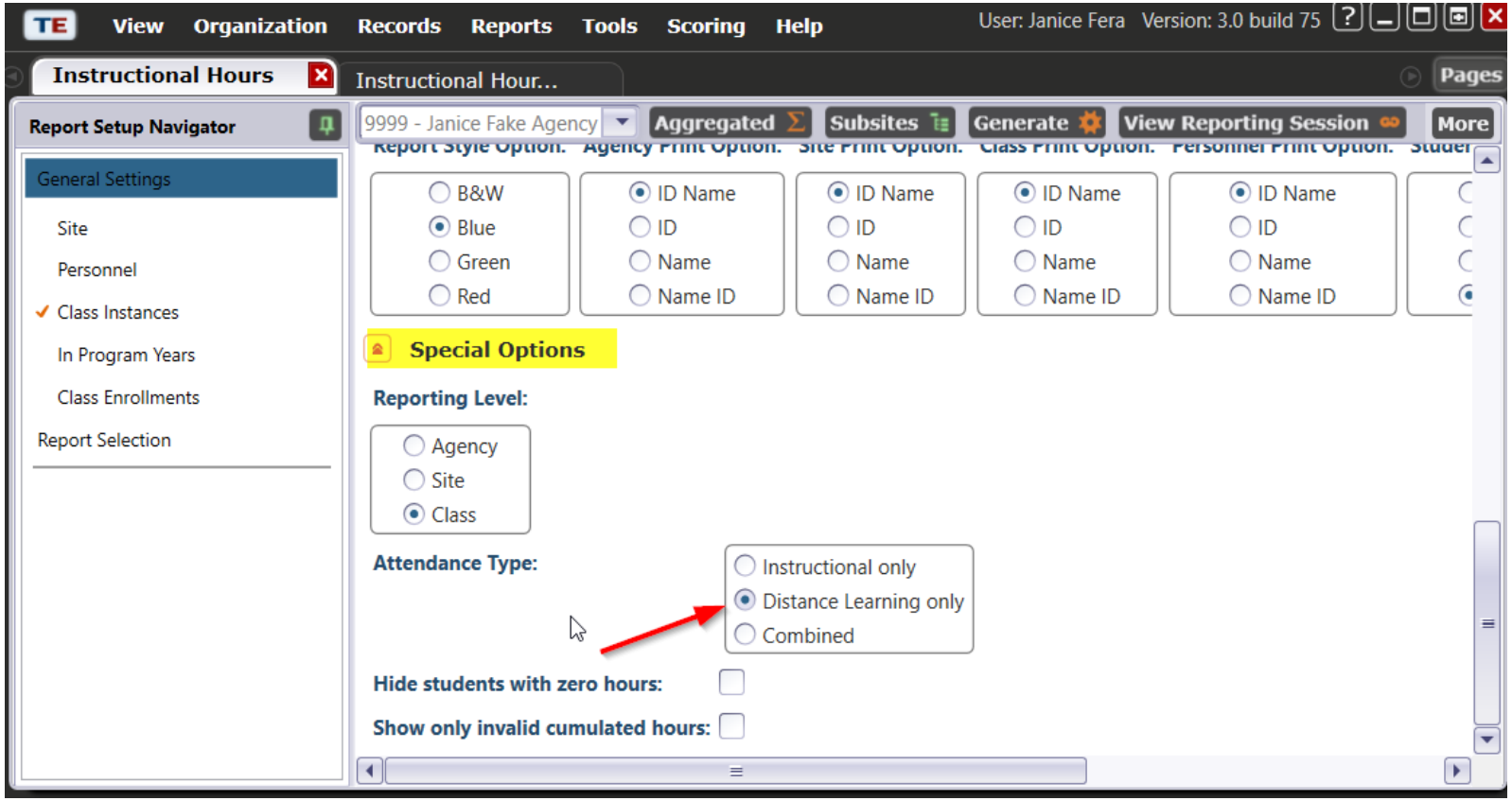
Records → Students → In Program Years … *Find the student*.
Edit: Student Record → Status → "Special Program Entries" … check "Distance Learning"

Example: Student = DL



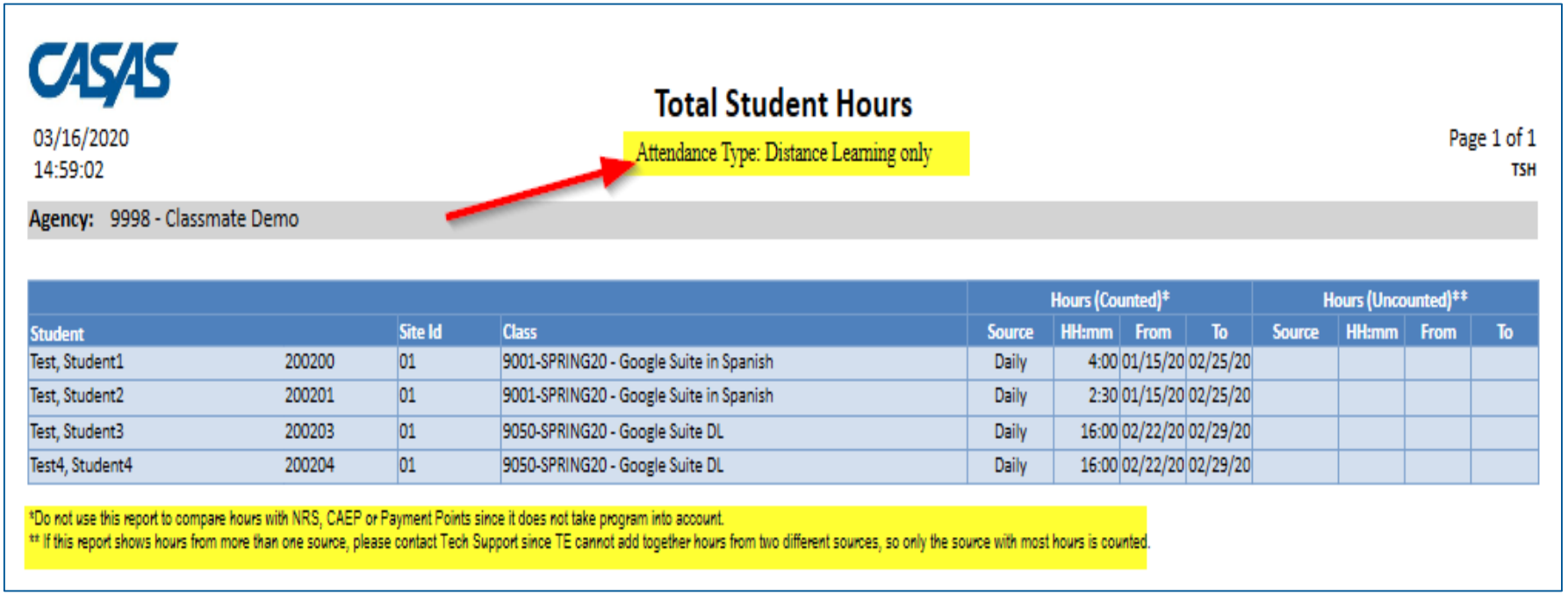
Hint #2: Create a DL schema for Student Records lister after you add the "Special Program Entries" column

NEW: Reports with DL



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

Reports with DL



CASAS

Total Student Hours

03/16/2020
14:59:02

Attendance Type: Distance Learning only

Page 1 of 1
TSH

Agency: 9998 - Classmate Demo

				Hours (Counted)*				Hours (Uncounted)**			
Student		Site Id	Class	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
Janice Fera, Program & Technology Specialist, CASAS
jfera@casas.org
(858) 292-2900 x189

Be CASAS Connected
Use #AdultEdu and #CASAScommunity to connect.

Facebook.com/CASASsystem
@CASASsystem
CASASAssessment

www.casas.org
casas@casas.org
1-800-255-1036