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 3rd Party Export" as a .CSV file then read into Excel. (Additional CASAS reports showing DL statistics are in Development).

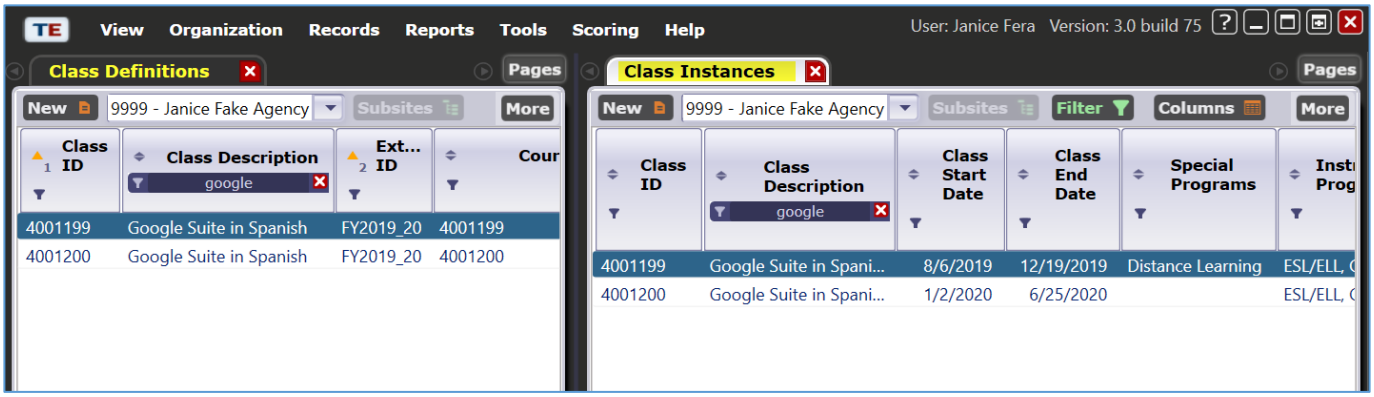
For purposes of this document, the term "distance learning" (DL) loosely applies to any class which includes learning hours outside a traditional classroom.

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:

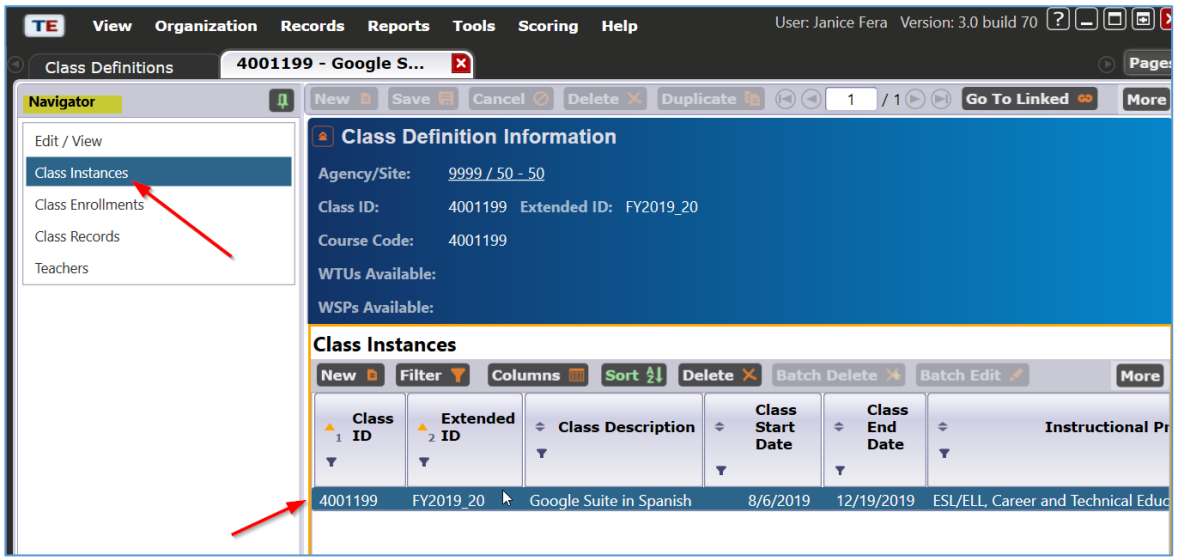
1) First, look at your list of Class Definitions. You can create a new one or edit an existing one.

   Organization > Classes > Definitions

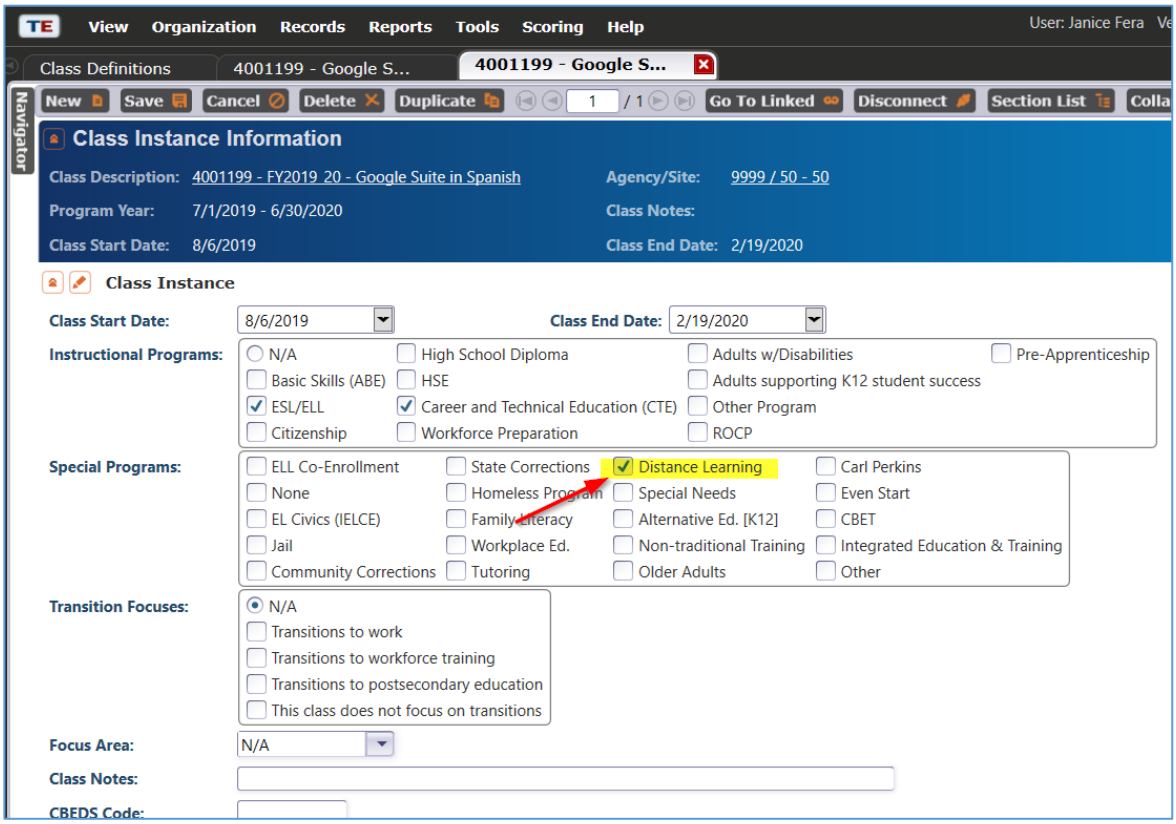


2) Create/edit a **Class Instance** (choosing a defined course from Step 1 above and specify the details including dates/time/place).

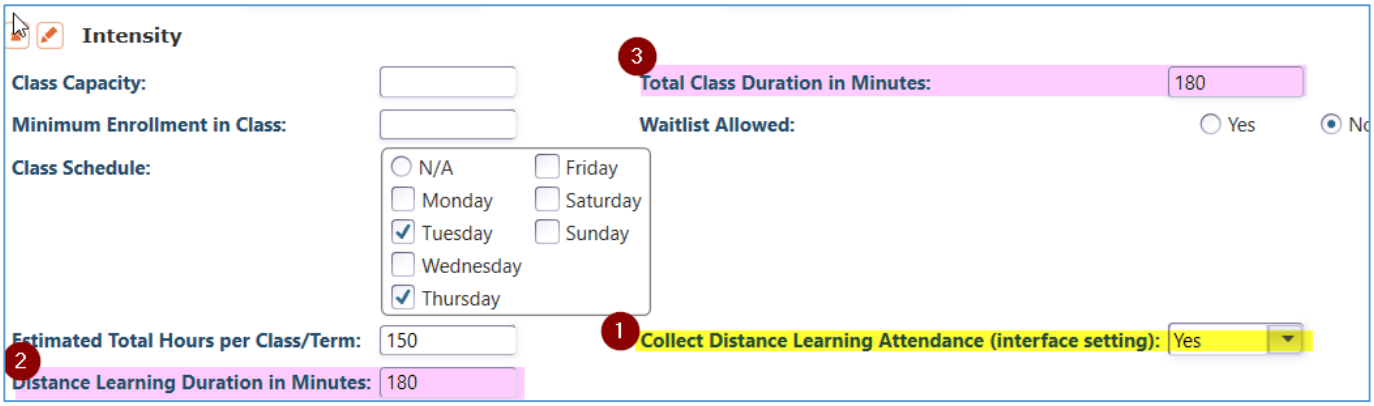
a. For existing classes, go to the Navigator bar on the left, and click Class Instances. Then double-click on the correct one.
b. Otherwise go to **Organization > Classes > Instances**



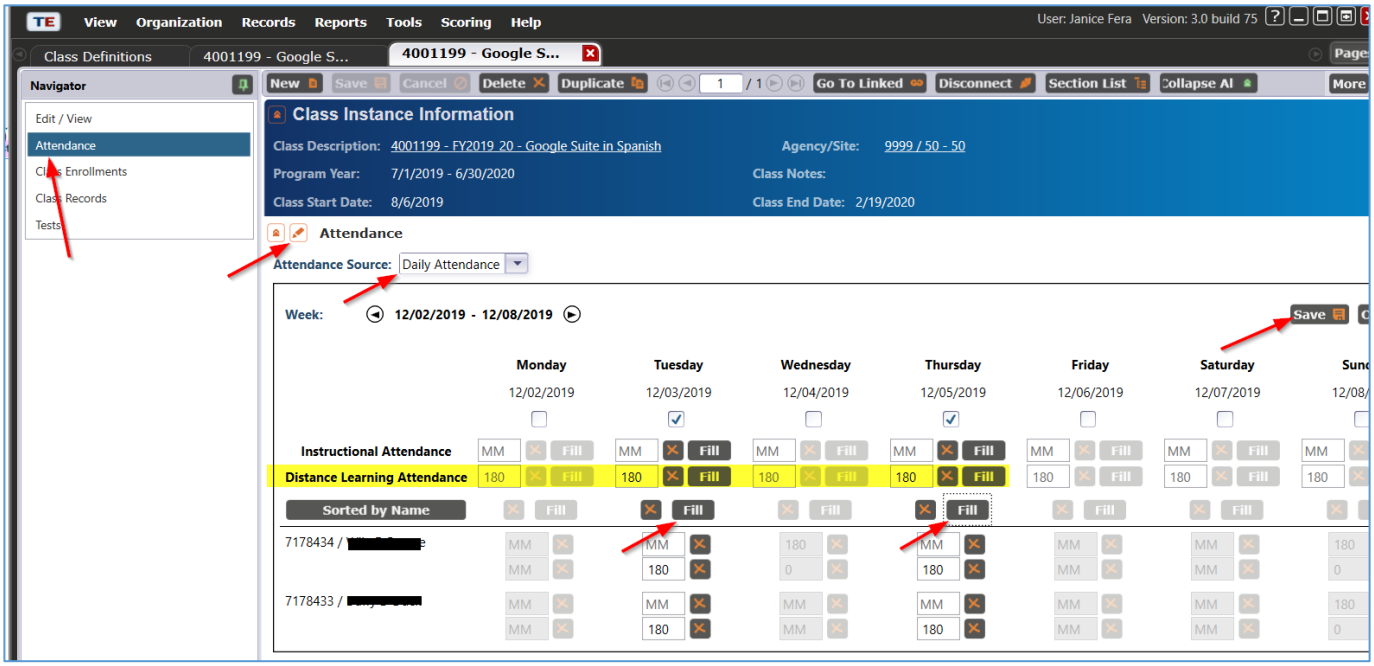
c. Edit the Class Instance:
   i. If the total of distance learning hours > 50% of the TOTAL hours for this class,
      1. Check "Special Programs = Distance Learning" (see example below)
      2. Otherwise, "Distance Learning" stays unchecked.
   ii. Optional: Edit the Instructional Setting (NOTE: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

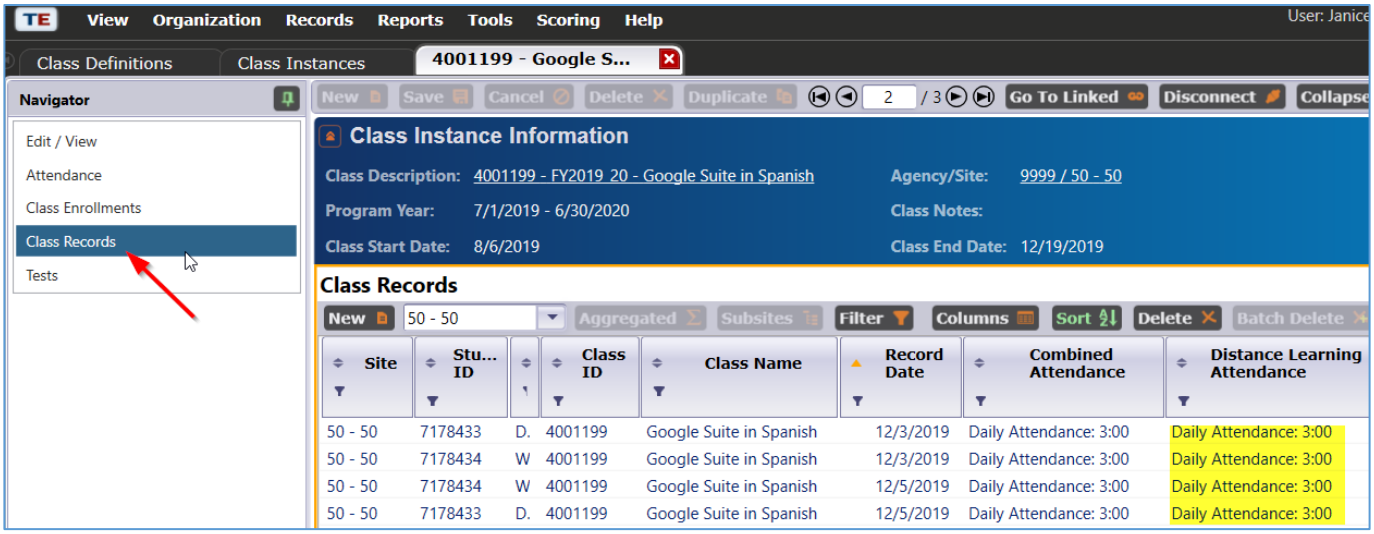


d. Define the Intensity:
   i. Change “Collect DL Attendance” to YES (expands the attendance input screen to also collect distance learning minutes for this Class Instance) [yellow highlight]
   ii. If using DAILY attendance method:
      1. Define the *default* number of minutes per day in the attendance 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>

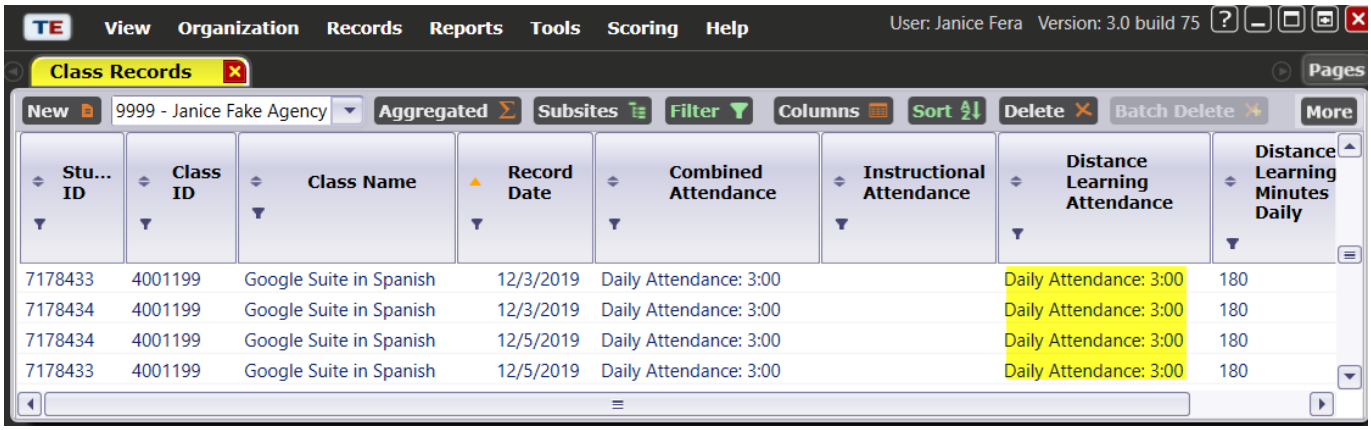


3) To manually enter attendance for this course using “DAILY” attendance:
   a. There are check boxes for the assigned days of the week for this instance (Tues/Thurs).
   b. Enter the minutes for both the classroom and the distance learning using the “Fill” and “X” buttons.
   c. Click <SAVE> on the 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.





4) Another view of the DL attendance is from the Records > Classes > Records lister:



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

CASAS

03/26/2020
00:10:59

Instructional Hours

by Class

Attendance Type: Distance Learning only

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CA4

Agency: 9999
Site: 50
Class: 4001199-FY2019_20

Course: 4001199
Teacher: b@hoop.com

Student	Gender	Birthdate	Age	Start Date	End Date	Status	Attainable Goals	HH:mm (Cumulated)	HH:mm (Update)	HH:mm (Test)	HH:mm (Observation)	HH:mm (Daily)
7178433	M			08/06/2019	12/20/2019	Active		0:00	0:00	0:00	0:00	6:00
7178434	M	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 Cumulated Minutes:		0	Total Hours:	0:00	0:00	0:00	0:00	12:00

** Cumulated Hours marked with this are not recorded properly because they are first increasing then decreasing. Last value is displayed here but most likely there's a mistake in recording this data.

Criteria

CASAS

03/26/2020
00:19:30

Monthly Attendance

Using Daily Participation Source

Attendance Type: Distance Learning only

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MAR

Agency: 9999
Site: 50
Class: 4001199-FY2019_20

Teacher: b@hoop.com
From: 12/01/2019 To: 12/31/2019

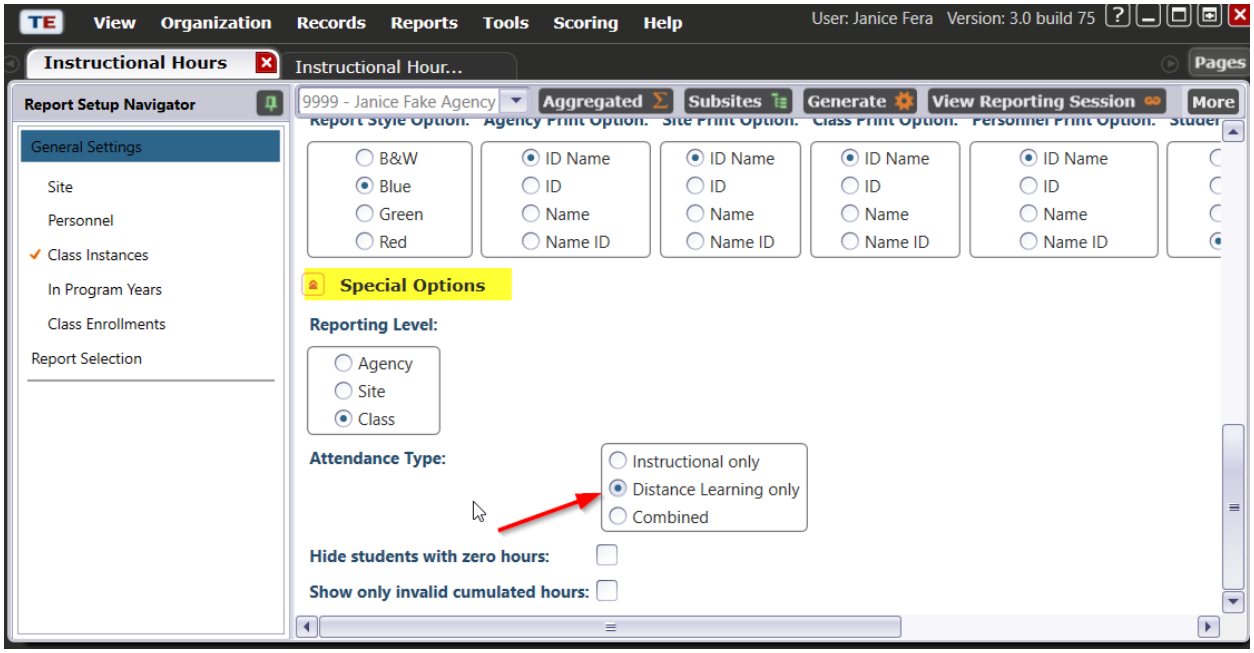
Student	12/01/2019	12/02/2019	12/03/2019	12/04/2019	12/05/2019	12/06/2019	12/07/2019	12/08/2019	12/09/2019	12/10/2019	12/11/2019	12/12/2019	12/13/2019	12/14/2019	12/15/2019	12/16/2019	12/17/2019	12/18/2019	12/19/2019	12/20/2019	12/21/2019	12/22/2019	12/23/2019	12/24/2019	12/25/2019	12/26/2019	12/27/2019	12/28/2019	12/29/2019	12/30/2019	12/31/2019	Total Hours
7178433			3:00		3:00																											6:00
7178434			3:00		3:00																											6:00

Number of Students: 2
Number of Hours: 12:00

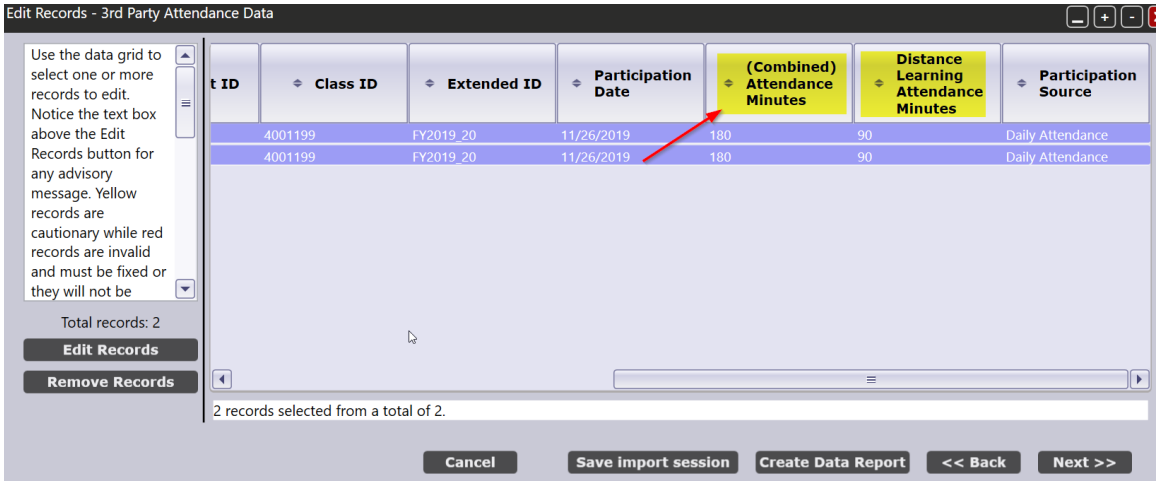
I affirm that attendance hours are accurate

Hoop, Hula *Teacher Signature* *Date*

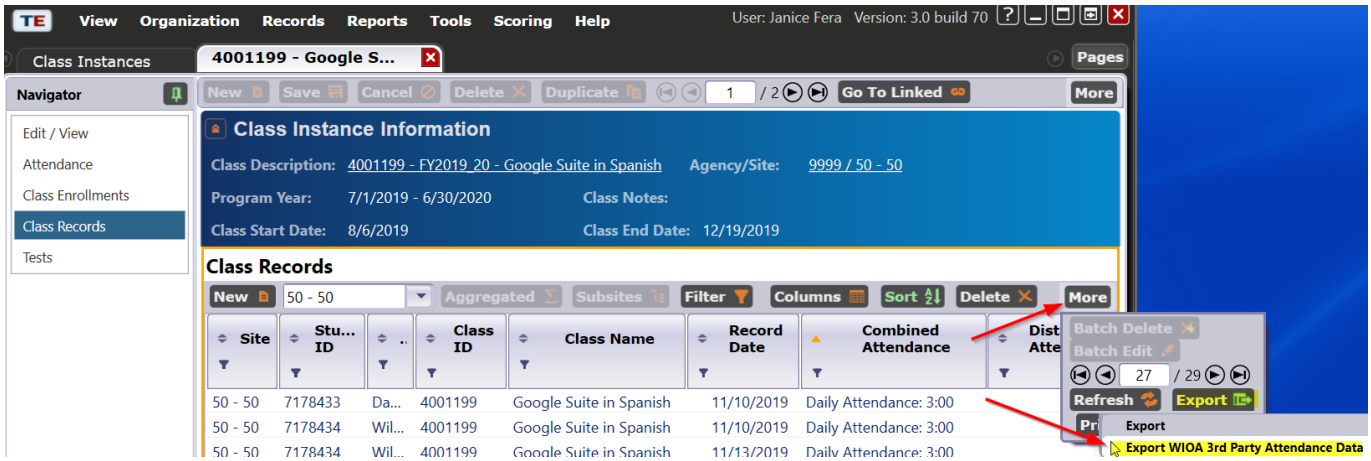
Footnote: When using participation source other than daily you may have more than 100 hours on a particular date.
To make such values fit, TE would disregard the minutes part of hours greater than 100.



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).



7) To generate statistics for your DL classes, export the Class Instance Student Records via **MORE > Export > Export WIOA 3rd Party Attendance Data**, creating a file called "WIOA 3rd Party Attendance Data.csv". Excel will read columns I and K as a numeric so you can sort/filter on the data.

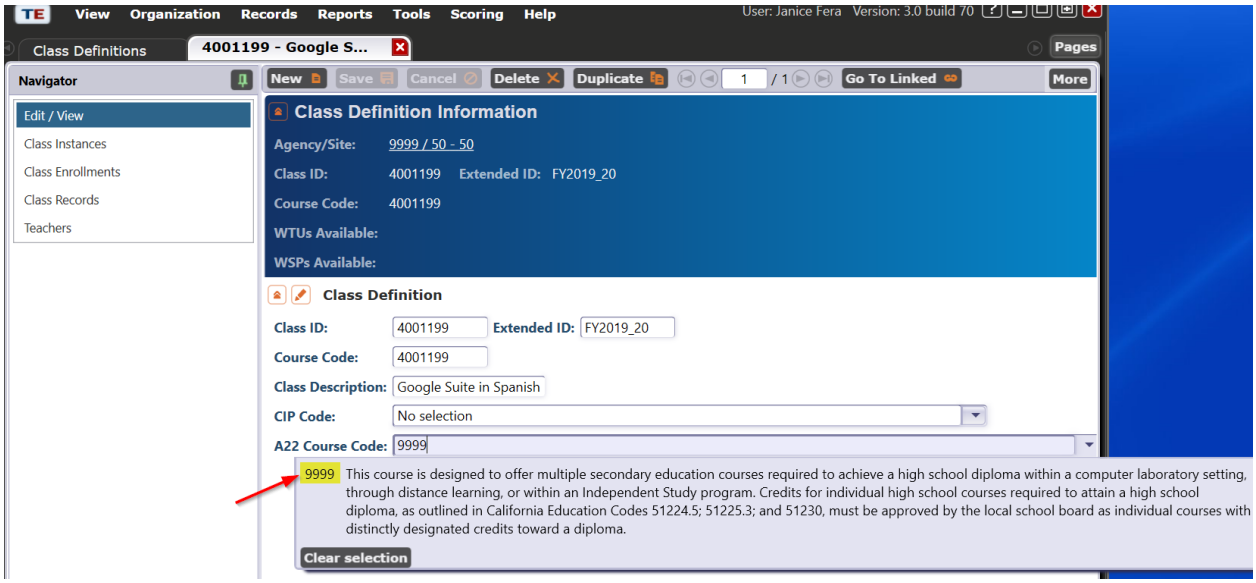


Get & Transform | Connections | Sort & Filter | Data Tools

F7 | 4001199

	A	B	C	D	E	F	G	H	I	J	K	L
1	vendor_cd	state_cd	agency_cd	site_cd	student_c	class_cd	eclass_cd	attendanc	minutes	source	minutes_distance	learni
2	UVCD	CA	9999	50	7178433	4001199	FY2019_2(	11092019	150	DAILY	0	
3	UVCD	CA	9999	50	7178434	4001199	FY2019_2(	11092019	150	DAILY	0	
4	UVCD	CA	9999	50	7178434	4001199	FY2019_2(	11122019	165	DAILY	0	
5	UVCD	CA	9999	50	7178434	4001199	FY2019_2(	12092019	170	DAILY	0	
6	UVCD	CA	9999	50	7178433	4001199	FY2019_2(	12092019	180	DAILY	0	
7	UVCD	CA	9999	50	7178433	4001199	FY2019_2(	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.

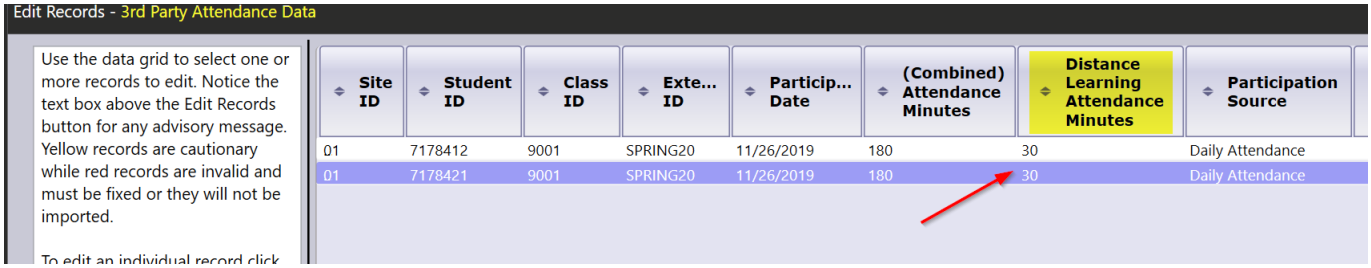


9) 3rd Party Import (Exchanging Data document):
   a. **CLS** file:

					Apprenticeship
16	Special Programs		100	List of special program codes associated with the class, separated by comma (e.g. "J,SN,ENTP" or "DL"). Leave empty when not available.	**NN** - None **J** - Jail **CC** - Community Corrections **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	CREDS Code		15	The CREDS code	

22	Instructional Setting		3	The instructional setting code associated with the class – e.g. "LCL" Leave empty when not available.	**LCL** - Learning Center/Lab **TO** - Tutorial Only **TLL** - Tutorial plus Learning Lab **CR** - Classroom **CDL** - Classroom plus Distance Learning **DL** - Distance Learning only

b. **ENTR** file:

				Leave empty when not available.	
9	Special Programs		65	List of special program codes associated with the student, separated by comma (e.g. "J,SN,ENTP" or "DL"). Leave empty when not available.	**NN** - None **J** - Jail **CC** - Community Corrections **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]