

# 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).

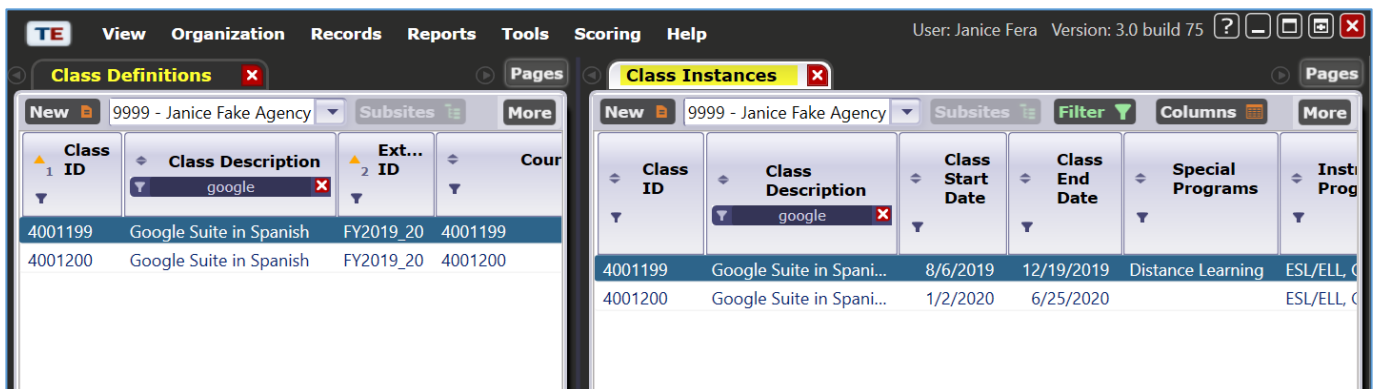
For purposes of this document, the term “distance learning” (DL) loosely applies to any class which includes learning hours outside a traditional classroom.

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.

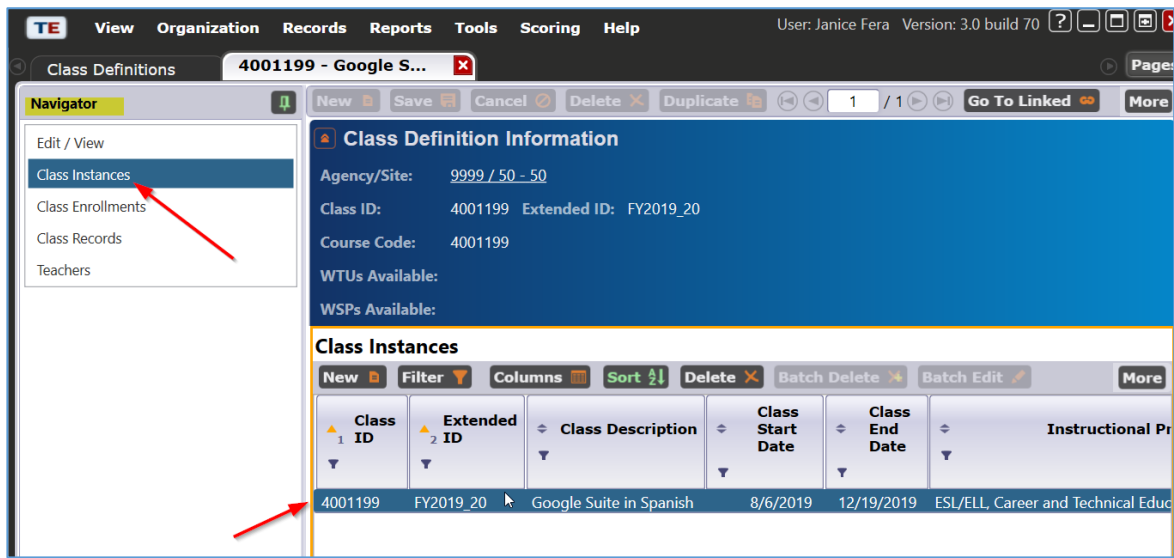
### Organization > Classes > Definitions



Class Definitions				Class Instances					
Class ID	Class Description	Ext... ID	Cour	Class ID	Class Description	Class Start Date	Class End Date	Special Programs	Insti Prog
4001199	Google Suite in Spanish	FY2019_20	4001199	4001199	Google Suite in Spani...	8/6/2019	12/19/2019	Distance Learning	ESL/ELL, C
4001200	Google Suite in Spanish	FY2019_20	4001200	4001200	Google Suite in Spani...	1/2/2020	6/25/2020		ESL/ELL, C

- 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>

**Intensity**

Class Capacity:

Minimum Enrollment in Class:

Class Schedule:

☐ N/A ☐ Friday

☐ Monday ☐ Saturday

☒ Tuesday ☐ Sunday

☐ Wednesday

☒ Thursday

Estimated Total Hours per Class/Term:

Distance Learning Duration in Minutes:

Total Class Duration in Minutes:

Waitlist Allowed: ☐ Yes ☒ No

Collect Distance Learning Attendance (interface setting):

- 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.*

**Class Instance Information**

Class Description: 4001199 - FY2019 20 - Google Suite in Spanish Agency/Site: 9999 / 50 - 50

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

Class Start Date: 8/6/2019 Class End Date: 2/19/2020

**Attendance**

Attendance Source:

Week: 12/02/2019 - 12/08/2019

	Monday 12/02/2019	Tuesday 12/03/2019	Wednesday 12/04/2019	Thursday 12/05/2019	Friday 12/06/2019	Saturday 12/07/2019	Sunday 12/08/2019
Instructional Attendance	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Distance Learning Attendance	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Sorted by Name	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7178434 / [redacted]	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7178433 / [redacted]	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	MM <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	180 <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Save

TE View Organization Records Reports Tools Scoring Help User: Janice

Class Definitions Class Instances 4001199 - Google S...

Navigator

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

Class Instance Information

Class Description: 4001199 - FY2019 20 - Google Suite in Spanish Agency/Site: 9999 / 50 - 50

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

Class Start Date: 8/6/2019 Class End Date: 12/19/2019

Class Records

New 50 - 50 Aggregated Subsites Filter Columns Sort Delete Batch Delete

Site	Stu... ID	Class ID	Class Name	Record Date	Combined Attendance	Distance Learning Attendance
50 - 50	7178433	D. 4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00	Daily Attendance: 3:00
50 - 50	7178434	W 4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00	Daily Attendance: 3:00
50 - 50	7178434	W 4001199	Google Suite in Spanish	12/5/2019	Daily Attendance: 3:00	Daily Attendance: 3:00
50 - 50	7178433	D. 4001199	Google Suite in Spanish	12/5/2019	Daily Attendance: 3:00	Daily Attendance: 3:00

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

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

Class Records

New 9999 - Janice Fake Agency Aggregated Subsites Filter Columns Sort Delete Batch Delete More

Stu... ID	Class ID	Class Name	Record Date	Combined Attendance	Instructional Attendance	Distance Learning Attendance	Distance Learning Minutes Daily
7178433	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00		Daily Attendance: 3:00	180
7178434	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00		Daily Attendance: 3:00	180
7178434	4001199	Google Suite in Spanish	12/5/2019	Daily Attendance: 3:00		Daily Attendance: 3:00	180
7178433	4001199	Google Suite in Spanish	12/5/2019	Daily Attendance: 3:00		Daily Attendance: 3:00	180

5) Reports:

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



03/26/2020  
00:10:59

## Instructional Hours

by Class

Page 1 of 1  
CA4

Attendance Type: Distance Learning only

Agency: 9999

Course: 4001199

Site: 50

Teacher: b@hoop.com

Class: 4001199-FY2019\_20

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



03/26/2020  
00:19:30

## Monthly Attendance

Using Daily Participation Source

Page 1 of 2  
MAR

Attendance Type: Distance Learning only

Agency: 9999

Teacher: b@hoop.com

Site: 50

From: 12/01/2019 To: 12/31/2019

Class: 4001199-FY2019\_20

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.

TE

View Organization Records Reports Tools Scoring Help

User: Janice Fera Version: 3.0 build 75

Instructional Hours

Instructional Hour...

Pages

Report Setup Navigator

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

General Settings

Site

Personnel

Class Instances

In Program Years

Class Enrollments

Report Selection

☐ B&W

☒ Blue

☐ Green

☐ Red

☒ ID Name

☐ ID

☐ Name

☐ Name ID

☒ ID Name

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☒ ID Name

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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:☐

Revised: 26-March-2020 (CASAS)

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- 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).

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

Total records: 2

Edit Records

Remove Records

ID	Class ID	Extended ID	Participation Date	(Combined) Attendance Minutes	Distance Learning Attendance Minutes	Participation Source
4001199	FY2019_20		11/26/2019	180	90	Daily Attendance
4001199	FY2019_20		11/26/2019	180	90	Daily Attendance

2 records selected from a total of 2.

Cancel Save import session Create Data Report << Back Next >>

- 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.

Class Instance Information

Class Description: 4001199 - FY2019\_20 - Google Suite in Spanish Agency/Site: 9999 / 50 - 50

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

Class Start Date: 8/6/2019 Class End Date: 12/19/2019

Class Records

Site	Stu... ID	Class ID	Class Name	Record Date	Combined Attendance	Dist Atte
50 - 50	7178433	4001199	Google Suite in Spanish	11/10/2019	Daily Attendance: 3:00	
50 - 50	7178434	4001199	Google Suite in Spanish	11/10/2019	Daily Attendance: 3:00	
50 - 50	7178434	4001199	Google Suite in Spanish	11/13/2019	Daily Attendance: 3:00	

More

Batch Delete

Batch Edit

Refresh

Export

Export WIOA 3rd Party Attendance 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_cd	class_cd	eclass_cd	attendance	minutes	source	minutes_distancelearn	
2	UVCD	CA	9999	50	7178433	4001199	FY2019_20	11092019	150	DAILY	0	
3	UVCD	CA	9999	50	7178434	4001199	FY2019_20	11092019	150	DAILY	0	
4	UVCD	CA	9999	50	7178434	4001199	FY2019_20	11122019	165	DAILY	0	
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:

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

**Class Definition Information**

Agency/Site: 9999 / 50 - 50  
 Class ID: 4001199 Extended ID: FY2019\_20  
 Course Code: 4001199  
 WTUs Available:  
 WSPs Available:

**Class Definition**

Class ID: 4001199 Extended ID: FY2019\_20  
 Course Code: 4001199  
 Class Description: Google Suite in Spanish  
 CIP 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 computer laboratory setting, through distance learning, or within an Independent Study program. Credits for individual high school courses required to attain a high school diploma, as outlined in California Education Codes 51224.5; 51225.3; and 51230, must be approved by the local school board as individual courses with distinctly designated credits toward a diploma.

Clear selection

9) 3<sup>rd</sup> Party Import (Exchanging Data document):

- CLS file:

