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, five of the CASAS student/class/agency reports have been configured to allow for Distance Learning attendance to be included. Also, Student Records showing both types of attendance can be exported using "WIOA 3rd Party Export" as a .CSV file then read into Excel.

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 reporting 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" are synonymous with classes LESS than 50%.

COVID-19: Many agencies are adjusting their classes for COVID-19 to reflect on how teaching has moved to a remote learning model. The length of the classes (i.e., year-long, semester, or 12-week) and the use of a 3rd party student information system will affect your decision to follow the simple method or create new classes.

A) The simplest way is to merely shift attendance reporting to log instruction time as "Distance Learning Minutes". Instruction can be a live webinar session, a pre-recorded video, a conference call or any agency-approved format that teachers have chosen to deliver instructional material. At the end of the program year, if that total amount is over 50% of the entire class instructional hours, then that class instance should be labeled Special Programs=Distance Learning. This is referred to as "Pick Up Where You Left Off" (see "Considerations…" presentation by Jay Wright in References section of this document).

B) Some agencies will opt for stopping existing classes and creating new ones and adjusting class enrollment. This requires more effort within TOPSpro Enterprise. These new classes would all need to be labeled Special Programs=Distance Learning, based on the 50% rule.

The instructions below show the methods within TOPSpro Enterprise to define your classes and set up your agency for proper reporting.

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.
   a.

   Organization > Classes > Definitions
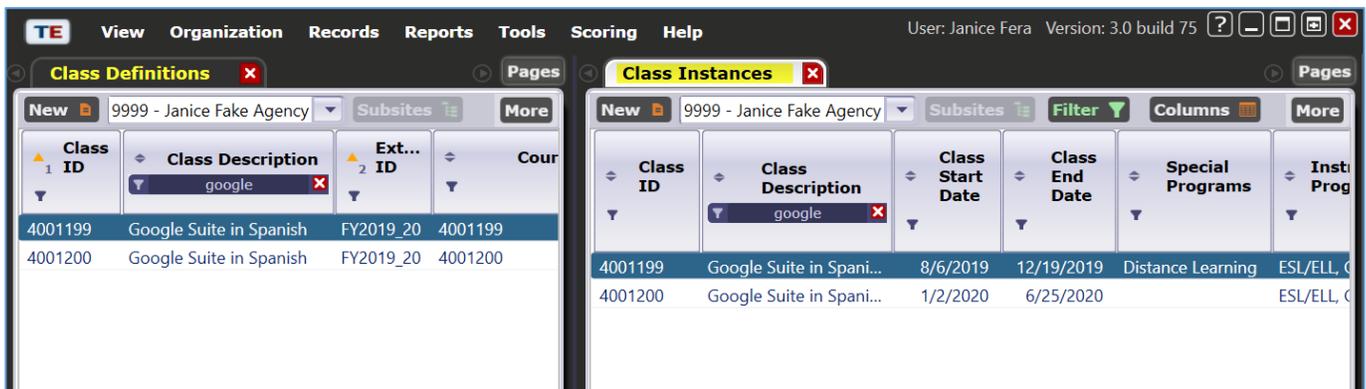
2) Create/edit a **Class Instance** (choosing a defined course from Step 1 above and specify the details including dates/time/place).
   a. For existing classes, go to the Navigator bar on the left, and click Class Instances. Then double-click on the correct one.
   b. Otherwise go to **Organization > Classes > Instances**
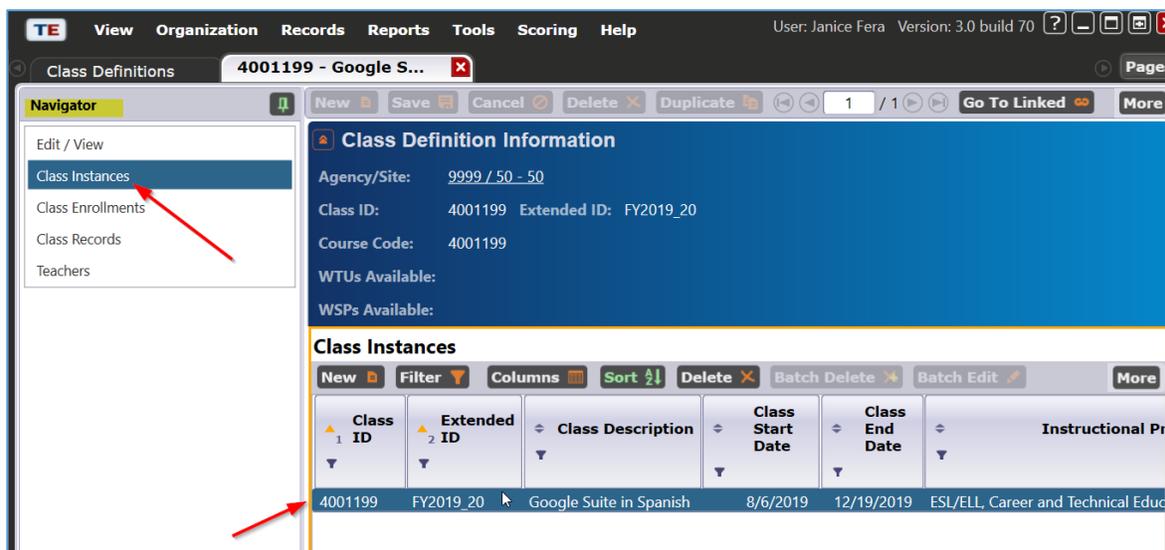
   c. Edit the Class Instance:
      i. If the total of distance learning hours > 50% of the TOTAL hours for this class,
         1. Check "Special Programs = Distance Learning" (see example below)
         2. Otherwise, "Distance Learning" stays unchecked.
      ii. Optional: Edit the Instructional Setting (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:

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:
   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

Instructional Hours
by Class
Attendance Type: Distance Learning only

03/26/2020
00:10:59

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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

⁽ᵗ⁾ 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

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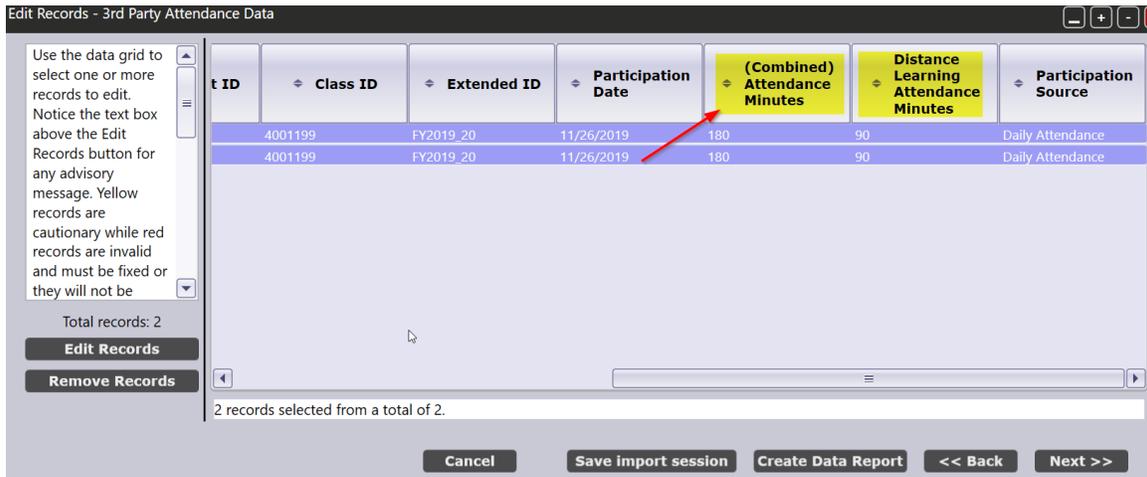
7) To generate statistics for your DL classes, export the Class Instance Student Records via **MORE > Export > Export WIOA 3rd Party Attendance Data**, creating a file called "WIOA 3rd Party Attendance Data.csv". Excel will read columns I and K as a numeric so you can sort/filter on the data.

8) Special cases: Student is primarily "Distance Learning"
   a. Example: New student joins a year-long class in March. The class is not "DL", but due to COVID-19, that one student's hours will be primarily "DL". So mark the STUDENT RECORD

i. Identify students who meet this criteria

ii. Find the individual student in TE
1. Records > Students > Records
2. Or, Records > Students > In Program Years

iii. Mark the record

9) 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. Max hours / day with DAILY: 14 hours. Can break large chunks of completion hours into two adjacent days.

c. NRS reports: both instructional (classroom) & distance-learning minutes are summed up for NRS.
d. When creating a Class Definition (or edit an existing one), the A-22 code "9999" specifies a distance learning class for an HSD program.
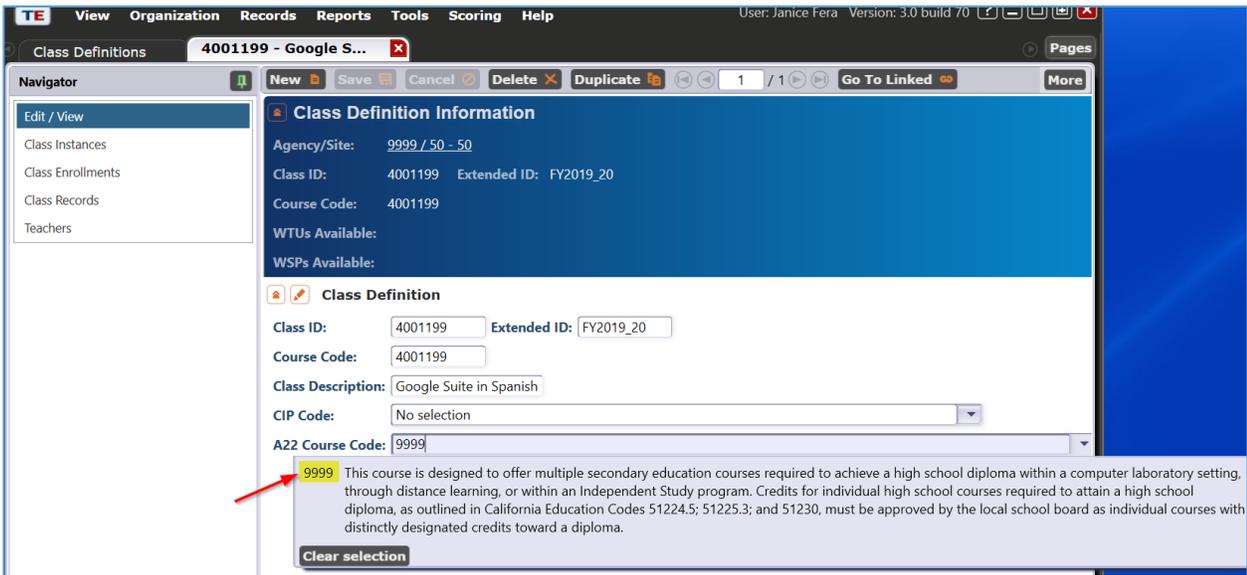
10) 3rd Party Import (Exchanging Data document):

    a. **CLS** file:

| 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. | Apprenticeship
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**:**

| 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]

Edit Records - 3rd Party Attendance Data

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

To edit an individual record click

Site ID	Student ID	Class ID	Exte... ID	Particip... Date	(Combined) Attendance Minutes	Distance Learning Attendance Minutes	Participation Source
01	7178412	9001	SPRING20	11/26/2019	180	30	Daily Attendance
01	7178421	9001	SPRING20	11/26/2019	180	30	Daily Attendance

References:

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

Title: **Recording Distance Learning in TOPSpro Enterprise**

Description: Capture the attendance hours properly in TOPSpro Enterprise (TE). This session builds on Jay Wright's (CASAS) recent presentation about Distance Learning Implementation reporting requirements and demonstrates how and when to mark a class as "distance learning" and the TE reports which show this data. For some agencies, the changes will be minimal -- simply setting a flag in the class instance and recording "distance learning" minutes via an enhanced input screen. Others will need to take a few extra steps.

Title: **Considerations when Implementing Distance Learning** (repeat webinar)

Description: With most schools and colleges closed in response to COVID-19, many are taking a "crash course " in distance learning implementation. This session looks at some of the key issues- such as pre- and post-test assessment, determining how to count instructional hours, and recording this activity in TOPSPro Enterprise- that have presented challenges

Date: **Tuesday, March 31, 2020**