

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:

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

Organization > Classes > Definitions

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				400	01200	Google Suite in Spani	1/2/2020	6/25/2020		ESL/ELL, (

- 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 doubleclick 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)

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Ÿ.	Class Description: 40011	199 - FY2019 20 - Google Suite in Spanish Agency/Site: 9999 / 50 - 50	
	Program Year: 7/1/20	2019 - 6/30/2020 Class Notes:	
	Class Start Date: 8/6/20	2019 Class End Date: 2/19/2020	
	🔹 🖉 Class Instance	e	
	Class Start Date:	8/6/2019 Class End Date: 2/19/2020	
	Instructional Programs:	N/A High School Diploma Adults w/Disabilities Pre-Application Basic Skills (ABE) HSE Adults supporting K12 student success ✓ ESL/ELL ✓ Career and Technical Education (CTE) Other Program Citizenshin Workforce Prenarction RCCP	prenticeship
	Special Programs:	ELL Co-Enrollment State Corrections Distance Learning Carl Perkins None Homeless Program Special Needs Even Start EL Civics (IELCE) Family Interacy Alternative Ed. [K12] CBET Jail Workplace Ed. Non-traditional Training Integrated Education & Training Community Corrections Tutoring Older Adults Other	
	Transition Focuses:	 N/A Transitions to work Transitions to workforce training Transitions to postsecondary education This class does not focus on transitions 	-
	Focus Area:	N/A	
	Class Notes:		
	CBEDS Code:		

- 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		3		
Class Capacity:		Total Class Duration in Minutes:	180	
Minimum Enrollment in Class:		Waitlist Allowed:	◯ Yes	No
Class Schedule:	O N/A	Friday		
	Monday	Saturday		
	Tuesday	Sunday		
	Wednesday			
	Thursday			
Estimated Total Hours per Class/Term:	150	Collect Distance Learning Attendance (interface s	etting): Yes	
Distance Learning Duration in Minutes:	180			

- 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.

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Class Records Class Start D	ate: 8/6/2019		Class End Date: 2/19	9/2020			
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Class Enrollments	Program	Year: 7/1/2	2019	- 6/30/2020			Class Not	es:			
Class Records	Class Star	t Date: 8/6/2	2019				Class End	Date:	12/19/2019		
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	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:

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		¢ Class Name ▼	Record Date	 Combined Attendance 	 Instructional Attendance 	Distance ¢ Learning Attendance	Distance Learning Minutes Daily
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7178434	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00		Daily Attendance: 3:00	180
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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

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							Attendance Ty	pe: Dista	nce Lear	ning only						
Agency:	9999							0	ourse:	4001199						
Site:	50							T	eacher:	b@hoop.co	m					
Class:	4001199-FY2019_3	20														
																_
			-									HH:mm	HH:mm	HH:mm	HH:mm	HH:m
Student			8	Birthdate	Age	Start Date	End Date	Statu	attair	nable Goals		(Cumulated)	(Update)	(Test)	(Observation)	(Dally)
7178433			м			08/06/2019	12/20/2019	Active				0:00	0:00	0:00	0:00	6:00
7178434			м	02/01/1967	53	08/06/2019	12/20/2019	Active				0:00	0:00	0:00	0:00	6:00
Number	of Students:			Students	with	invalid Cumu	lated Minute	s: 0			Total Hours:	0:00	0:00	0:00	0:00	12:00

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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).

Edit Records - 3rd Party Atte	ndan	ce Data					
Use the data grid to select one or more records to edit.	t	ID	Extended ID	 Participation Date 	(Combined) Attendance Minutes	¢ Dista Learn Atter Minu	nce ning ndance tes
above the Edit		4001199	FY2019_20	11/26/2019			Daily Attendance
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Remove Records						=	
	2	records selected from a tota	l of 2.				
			Cancel	Save import sess	ion Create Data	Report	<< Back Next >>

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.



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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) Special cases: Student is primarily "Distance Learning"
 - 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

Class In	stance Infor	mation				
Class Descripti	on: 8001 - 2019	-20YEAR - ESL Ad	Agency/Site:	9998 / 01 - S	ite 01	
Program Year:	7/1/2019 - 6	5/30/2020	Class Notes:			
Class Start Dat	e: 8/1/2019		Class End Date	: 5/31/2020		
Class Enrol	ments		-			
New 🗎 01 -	Site 01	Aggregated Σ	Subsites 📜	Filter 🍸	Columns 🔲 S	ort 🛃
≎ Site ▼	⇒ Student ID▼	◆ Name		Class Name ▼	 Class status 	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

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

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9	Student Records	200204 - Student4	🛛				
Na	New 🖹 Save 🗐 Can	cel 🧭 Delete 🗙	Duplicate 陶	№ ● 2	/ 6 🕑 🕑 Go To Linke	d 🥯 Disconnect 💋	Section L
/igato	🔺 🖍 Status						
٦	Labor Force Status:	• N/A					
L		 Unemployed 					
		Employed					
		C Employed, with not	tice				
L		○ Not in labor force					
L	Special Program Entries:	○ N/A	Community	Corrections	Tutoring	Older Adults	
L		ELL Co-Enrollment	State Correc	ctions	Distance Learning	Carl Perkins	
L		None	Homeless P	rogram	Special Needs	Even Start	
		EL Civics (IELCE)	Family Litera	асу	Alternative Ed. [K12]	CBET	
		Jail	Workplace I	Ed.	Non-traditional Training	Integrated Education	& Training

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.

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Class Instances 8101 - ESL Advance 🛛							
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Edit / View	Class Instance Information						
Attendance	Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM Age	ncy/Site:					
Class Enrollments	Program Year: 7/1/2019 - 6/30/2020 Class Notes:						
Class Records	Class Start Date: 3/23/2020 Class End Date: 5/31/202	0					
Tests	Attendance						
	Attendance Source: Student Update (Cumulated)						
	×	Add					
	01/2						
	Sorted by Name						
	Instructional Distance Learning Combined	1					
	200200 / Student1 Test HH : MM HH : MM :]					
	200201 / Student2 Test HH : MM HH : MM :]					

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. NN - None 17 Jail C - Community Corrections 18 100 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 19 Leave empty when not available. I - Jail C - Community Corrections 10 List of special program of the class, separated by comma (e.g. "J,SN,ENTP" or "DL"). Leave empty when not available. NN - None 11 Leave empty when not available. I - Homeless Program FL - Family Literacy 11 C - Community Corrections S - State Corrections 12 D - Distance Learning SN - Special Needs 13 C - EL Corrections EVEN - Even Start 14 C - EL Corrections C - EL Corrections 13 The instructional setting code associated with the class - e.g. "LCL" LCL - Learning Center/Lab 13 The instructional setting code associated with the class - e.g. "LCL" LCL - Learning Center/Lab 13 The instructional setting code associated with the class - e.g. "LCL" LCL - Learning Center/Lab 13 <t< th=""><th></th><th></th><th>1</th><th></th><th>Apprenticeship</th></t<>			1		Apprenticeship			
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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 plus Distance Learning DL - Distance Learning DL - Distance Learning SN - Special Needs AE - Alternative Ed. [K12] 13 CECCE Code AE - Alternative Ed. [K12] 23 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 plus Distance Learning DL - Distance Learning DL - Distance Learning DL - Distance Learning DL - Distance Learning only				"J,SN,ENTP" or "DL").	CC - Community Corrections			
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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					FL - Family Literacy			
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Learning DL - Distance Learning only					CDL - Classroom plus Distance			
DL - Distance Learning only					Learning			
					DL - Distance Learning only			

b. ENTR file:

			Leave empty memor 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]



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 preand 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