

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 the traditional classroom. "Blended learning" or "hybrid classes" apply to classes with <=50%.

How to configure a DL class:

First, create a Class Definition (or edit an existing one). In this example, the A-22 code "9999" specifies a distance learning class for an HSD program.
 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 doubleclick on the correct one.
 - b. Otherwise go to **Organization > Classes > Instances**

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Edit / View	Class Definit	ion Information							
Class Instances	Agency/Site: 99	<u>99 / 50 - 50</u>							
Class Enrollments	Class ID: 40	01199 Extended ID: FY2019_2							
Class Records	Course Code: 40	Course Code: 4001199							
Teachers	WTUs Available:								
	WSPs Available:								
	Class Instances								
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	4001199 FY2019	20 🕏 Google Suite in Spanish	8/6/2019 12/19/201	9 ESL/ELL, Career and lechnical Educ					
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- c. Define the Intensity:
 - Edit the Instructional Setting as desired. Suggestion: click on the button 'Classroom plus Distance Learning'. Verify the Class Duration (total daily minutes), and set Collect Distance Learning" = YES to adjust the attendance input screen to collect distance learning minutes for this Class Instance.
 - ii. Click <SAVE>

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Edit / View	CBEDS Code:						
Attendance	Instructional Setting:	○ N/A		Classroom			
Class Enrollments		C Learning	Center/Lab	Classroom plus Dist	ance Learning		
Class Decords		Tutorial O	nly	 Distance Learning or 	nly		
Class Records		O Tutorial p	lus Learning Lab				
Tests	Physical Setting:	• N/A		Community College	e 🔘 Home		
		O Adult Sch	ool	 Correctional Facility 	Community Site		
		C Elementar	ry School	 Library 	 Other 		
		O Middle/Ju	inior High Schoo	I 🔘 Work Site			
		O High Scho	loc	CBO Center			
	Start Time:	O N/A					
		O Morning					
		Afternoor	n				
		• Evening (a	after 5pm)				
	Computers used in class:	Connected to	Internet 💌 C	omputers used in lab:	Connected to Internet	•	
	🔹 🖍 Intensity						
	Class Capacity:			Class Duratio	on in Minutes:	[1	80
	Minimum Enrollment in C	Class:		Waitlist Allowed:		\bigcirc	Yes 💿 No
	Class Schedule:		O N/A	Friday			
			Monday	Saturday			
			 Tuesday 	Sunday			
			Wednesday	r			
			Thursday				
	Estimated Total Hours pe	r Class/Term:	120	Collect Dista	nce Learning Attendan	ce (interface setting): Y	es 🔽

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

Class Instance Information									
Class Description:	<u>4001199 - FY2019_20 - Google Suite in Spanish</u>	Agency/Site:	<u>9999 / 50 - 50</u>						
Program Year:	7/1/2019 - 6/30/2020	Class Notes:							
Class Start Date:	8/6/2019	Class End Date:	12/19/2019						
🔺 🖉 Attendan	ce								
Attendance Source: Daily Attendance									
Waski	12/02/2010 12/08/2010								

Week: (3) 12/02/2019 -	12/08/2019 🕞			
	Monday	Tuesday	Wednesday	Thursday
	12/02/2019	12/03/2019	12/04/2019	12/05/2019
Instructional Attendance	180 × Fill	180 🗙 Fill	180 🗡 Fill	180 🔀 Fill
Distance Learning Attendance	MM × Fill	MM × Fill	MM × Fill	MM 🗙 Fill
Sorted by Name	Fill	Fill	Fill	Fill
7178412 / 💼 🚛 💭	MM	MM	MM	MM
	MM	MM	MM	MM
7178421 / 🖬 🔤 🖬	MM	MM	MM	MM
	MM	MM	MM	MM

TE	View	Organizat	ion Red	cords	Reports	Tools S	coring	User: Janice Fera	Version: 3.0 l	ouild 68 ?	_ 🗆 🖻 🖻
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				Site:		<u>50 - 50</u> P	rogram Ye	ar: <u>7/1/2019 - 6/3</u>	0/2020		
				Class	Description:	<u> 4001199 -</u>	<u>FY2019_20</u>	- Google Suite in S	panish Clas	s Start Date:	<u>8/6/2019</u>
									Clas	s End Date:	<u>12/19/2019</u>
				Stude	nt:	<u>7178412 /</u>	<u> </u>	⊥ Date Entered Cl	lass: 8/15/2	019	
				Class	Status:	Active		Date Exited Cla	ss:		
				Recor	d Date:	12/3/2019					
					Activity	in Class					
				Recor	d Date:		12/3/20)19			
				Comb	ined Attend	lance:	Daily At	ttendance: 3:00			
				Instructional Attendance:		Daily At	ttendance: 1:30				
				Distar	nce Learning	g Attendance	e: Daily At	ttendance: 1:30			

4) View the DL attendance from the Records > Classes lister:

TE View	v Organiz	ation Records Rep	orts Tools S	Scoring Help		Us	er: Janice Fera Version: 3	3.0 build 70 [20			
Class Insta	Class Instances Class Records X										
New a 999	9 - Janice Tes	t Agency 💌 Aggregate	Subsites	Filter Y Columns	Sort 24	Delete 🗡 Batch I	Delete > Batch Edit				
		Class Name	- Record Date	Combined Attendance	 Minutes Daily 	Instructional Attendance	 Distance Learning Attendance 	 Distance Learning Minutes 			
Ŧ	•	Ŧ	•	Ŧ	Ŧ	Ŧ	T	Daily T			
7178412	4001199	Google Suite in Spanish	12/10/2019	Daily Attendance: 4:30	270	Daily Attendance: 3:00	Daily Attendance: 1:30	90			
7178421	4001199	Google Suite in Spanish	12/10/2019	Daily Attendance: 4:30	270	Daily Attendance: 3:00	Daily Attendance: 1:30	90			
7178421	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00	180	Daily Attendance: 1:30	Daily Attendance: 1:30	90			
7178412	4001199	Google Suite in Spanish	12/3/2019	Daily Attendance: 3:00	180	Daily Attendance: 1:30	Daily Attendance: 1:30	90			
7178412	4001199	Google Suite in Spanish	8/15/2019	Update (Cumulated): 3:00		Update (Cumulated):					
7178421	4001199	Google Suite in Spanish	8/15/2019	Update (Cumulated): 3:00		Update (Cumulated):					

5) 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.

Edit Records - 3rd Party Attend	dance Da	ita					
Use the data grid to select one or more records to edit. Notice the text box	t ID	Class ID	Extended ID	 Participation Date 	(Combined)	Distance Learning Attendance Minutes	 Participation Source
above the Edit		4001199	FY2019_20	11/26/2019	180	90	Daily Attendance
Records button for		4001199	FY2019_20	11/26/2019	180	90	Daily Attendance
any scanse. Yellow records are cautionary while red records are invalid and must be fixed or they will not be							
Total records: 2			N				
Edit Records			13				
Remove Records	•					Ξ	
	2 recor	ds selected from a tot	al of 2.				
	•		Cancel	Save import sess	sion Create Data	Report << Ba	ick Next >>

6) 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.

TE View Organiz	ation Re	ecords R	eports	Tools	Scoring	Help	User: Jani	ce Fera Version: 3.0 bu	ild 70 🕐 🗖 🗖 🗖	
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Class Enrollments										
Class Records	Class Star	t Date: 8/	6/2019			Class End Date	e: 12/19/2019			
Tests	Class Re	ecords								
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	¢ Site		¢	Class ID	\$	Class Name	Record Date	Combined	≎ Dist Bat	tch Delete 💥
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	50 - 50	7178433	Da	4001199	Google	Suite in Spanish	11/10/2019	Daily Attendance: 3:00	Ref	fresh 🍫 Export 🕞
	50 - 50	7178434	Wil	4001199	Google	Suite in Spanish	11/10/2019	Daily Attendance: 3:00	Pr	Export
	50 - 50	7178434	Wil	4001199	Google	Suite in Spanish	11/13/2019	Daily Attendance: 3:00		Export WIOA 3rd Party Attendance Data

		Get & Tra	Co	nnections		Sort & Filter				Data Tools		
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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	

7) Other minor notes:

- a. DL is not restricted to Daily Attendance, it can be collected for other participation sources as well, like Update or Cumulated Update.
- 8) 3rd Party Import (Exchanging Data document):
 - a. CLS file:

	I I			Apprenticeship
16	Special Programs	100	List of special program codes associated	NN - None
			with the class, separated by comma (e.g.	J - Jail
			"J,SN,ENTP" or "DL").	CC - Community Corrections
			Leave empty when not available.	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	corps c-d-	4.5	The COEDC and	
22	Instructional Setting	3	The instructional setting code associated	LCL - Learning Center/Lab
			with the class – e.g. "LCL"	TO - Tutorial Only
ŢĒ –			Leave empty when not available.	TLL - Tutorial plus Learning Lab
				CR - Classroom
				CDL - Classroom plus Distance
				Learning
				DL - Distance Learning only
	instructional setting	3	with the class – e.g. "LCL" Leave empty when not available.	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	NN - None
			with the student, separated by comma	J - Jail
			(e.g. "J,SN,ENTP" or "DL").	CC - Community Corrections
			Leave empty when not available.	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]

