



# Overview

## Distance Learning Attendance Tracking using TOPSpro Enterprise

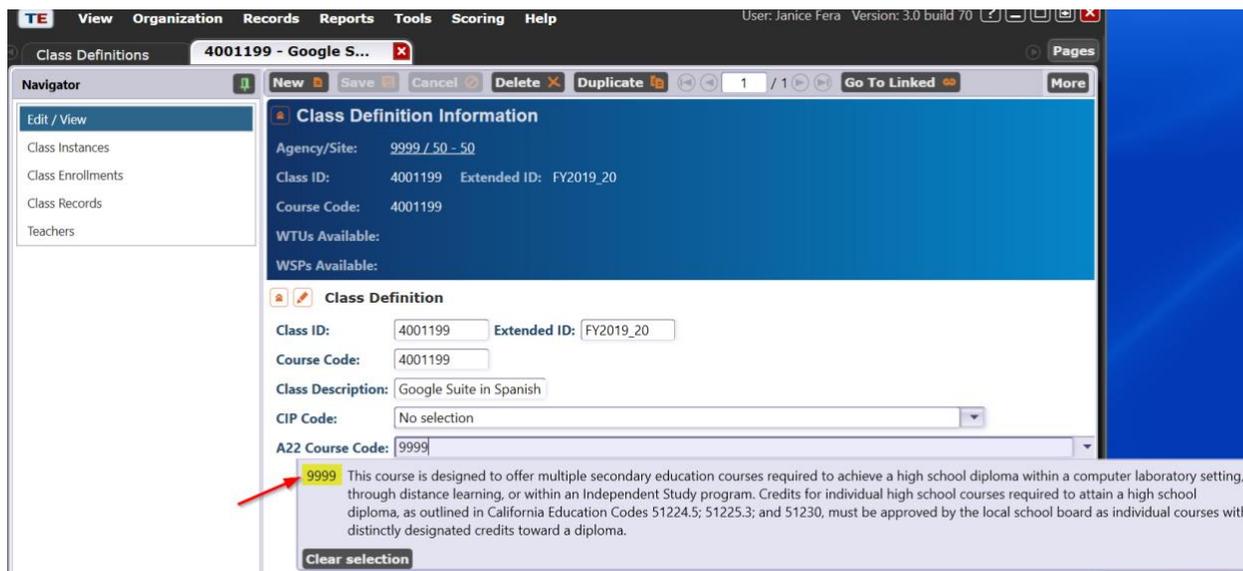
Distance Learning (DL) attendance can now be collected and analyzed alongside traditional classroom instructional attendance in TOPSpro Enterprise (TE). Class Instances can be configured to define in-class minutes and distance learning minutes with default values for each. Attendance input screens show 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 the traditional classroom. “Blended learning” or “hybrid classes” apply to classes with <=50%.

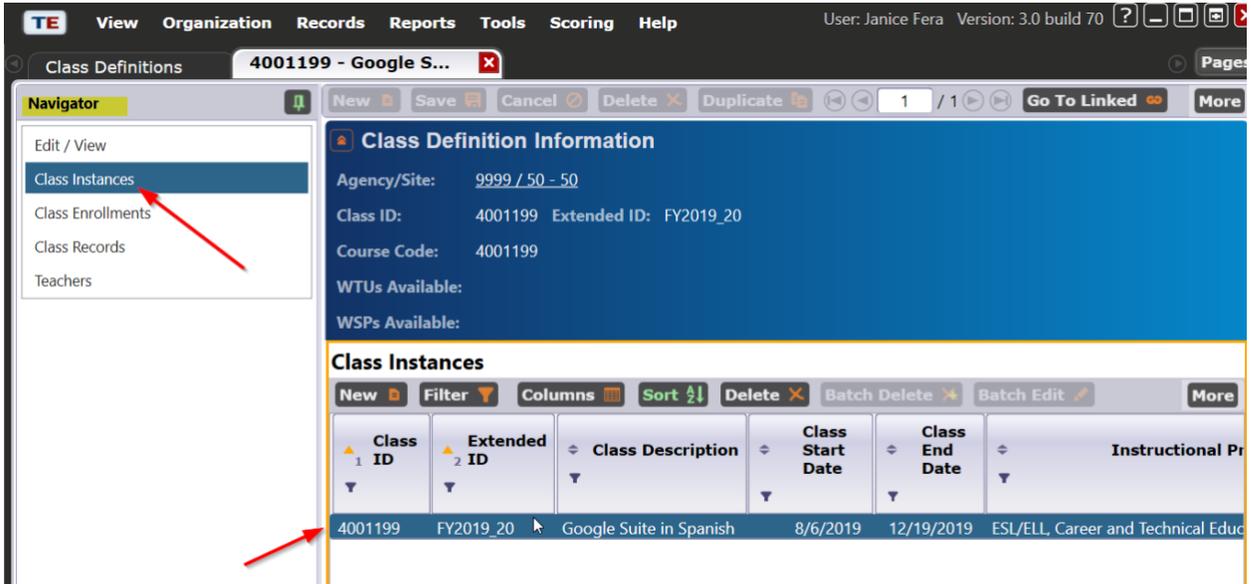
How to configure a DL class:

- 1) 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 double-click on the correct one.
  - b. Otherwise go to **Organization > Classes > Instances**



- c. Define the Intensity:
  - i. 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>

TE View Organization Records Reports Tools Scoring Help User: Janice Fera Version: 3.0 build 70

Class Definitions 4001199 - Google S... 4001199 - Google S...

Navigator: Edit / View, Attendance, Class Enrollments, Class Records, Tests

CBEDS Code: [ ]

Instructional Setting:
 

- N/A
- Learning Center/Lab
- Classroom
- Classroom plus Distance Learning
- Tutorial Only
- Distance Learning only
- Tutorial plus Learning Lab

Physical Setting:
 

- N/A
- Adult School
- Elementary School
- Middle/Junior High School
- High School
- Community College
- Correctional Facility
- Library
- Work Site
- Home
- Community Site
- Other
- CBO Center

Start Time:
 

- N/A
- Morning
- Afternoon
- Evening (after 5pm)

Computers used in class: Connected to Internet Computers used in lab: Connected to Internet

Intensity

Class Capacity: [ ] Class Duration in Minutes: 180

Minimum Enrollment in Class: [ ] Waitlist Allowed:  Yes  No

Class Schedule:
 

- N/A
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday
- Sunday

Estimated Total Hours per Class/Term: 120 Collect Distance Learning Attendance (interface setting): Yes

- 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: 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

### Attendance

Attendance Source: Daily Attendance

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

	Monday 12/02/2019	Tuesday 12/03/2019	Wednesday 12/04/2019	Thursday 12/05/2019
Instructional Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Distance Learning Attendance	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>
Sorted by Name	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7178412 / [REDACTED]	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>
7178421 / [REDACTED]	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>

**Class Record Information**

Site: 50 - 50 Program Year: 7/1/2019 - 6/30/2020

Class Description: 4001199 - FY2019\_20 - Google Suite in Spanish Class Start Date: 8/6/2019  
Class End Date: 12/19/2019

Student: 7178412 / [REDACTED] Date Entered Class: 8/15/2019

Class Status: Active Date Exited Class:

Record Date: 12/3/2019

**Activity in Class**

Record Date: 12/3/2019

Combined Attendance: Daily Attendance: 3:00

**Instructional Attendance:** Daily Attendance: 1:30

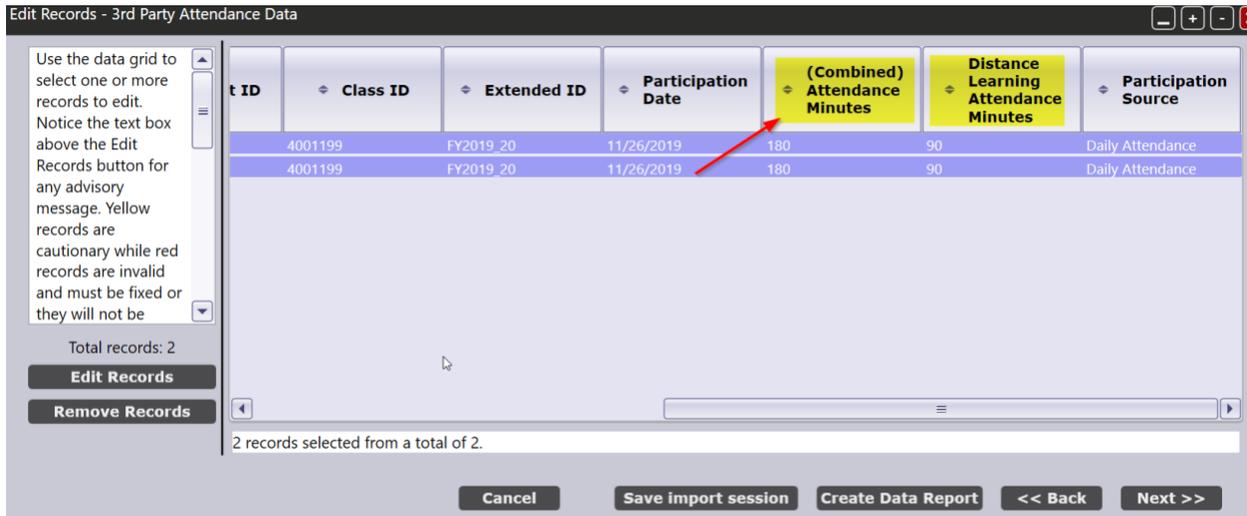
**Distance Learning Attendance:** Daily Attendance: 1:30

Provider Uses:

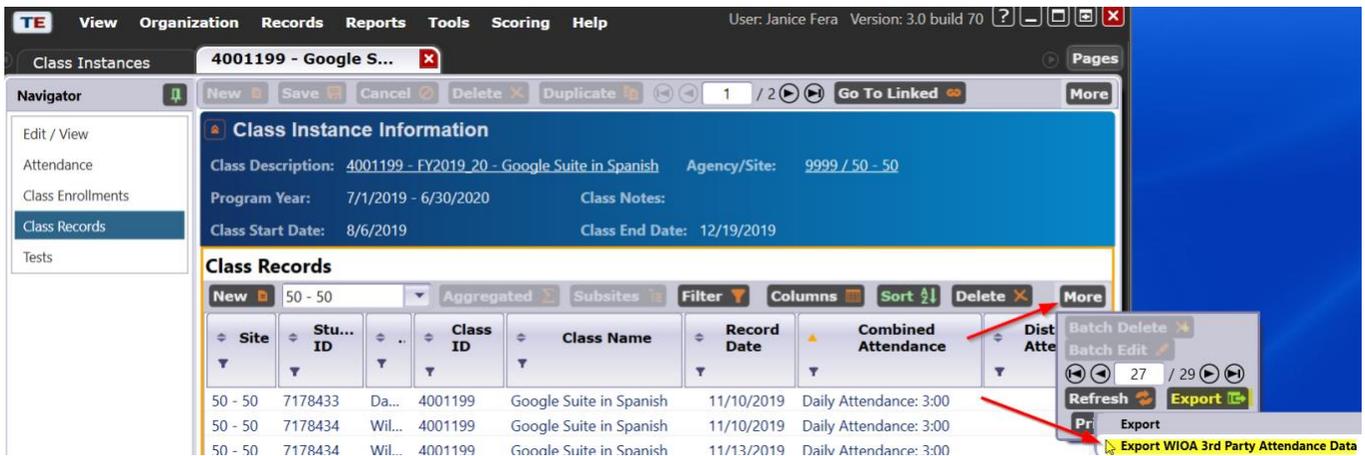
4) View the DL attendance from the Records > Classes lister:

Student ID	Class ID	Class Name	Record Date	Combined Attendance	Minutes Daily	Instructional Attendance	Distance Learning Attendance	Distance Learning Minutes Daily
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.



- 6) 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.



	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	

- 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) 3<sup>rd</sup> 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 <b>NN</b> - None <b>J</b> - Jail <b>CC</b> - Community Corrections <b>SC</b> - State Corrections <b>H</b> - Homeless Program <b>FL</b> - Family Literacy <b>WE</b> - Workplace Ed. <b>T</b> - Tutoring <b>DL</b> - Distance Learning <b>SN</b> - Special Needs <b>AE</b> - Alternative Ed. [K12] <b>ENTP</b> - Non-traditional Training <b>ELC</b> - EL Civics (IELCE) <b>CARLPK</b> - Carl Perkins <b>EVEN</b> - Even Start <b>CBET</b> - CBET <b>OT</b> - Other <b>OA</b> - Older Adults
17	CPEDS Code		15	The CPEDS Code	
22	Instructional Setting		3	The instructional setting code associated with the class – e.g. "LCL" Leave empty when not available.	<b>LCL</b> - Learning Center/Lab <b>TO</b> - Tutorial Only <b>TLL</b> - Tutorial plus Learning Lab <b>CR</b> - Classroom <b>CDL</b> - Classroom plus Distance Learning <b>DL</b> - 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.	<b>NN</b> - None <b>J</b> - Jail <b>CC</b> - Community Corrections <b>SC</b> - State Corrections <b>H</b> - Homeless Program <b>FL</b> - Family Literacy <b>WE</b> - Workplace Ed. <b>T</b> - Tutoring <b>DL</b> - Distance Learning <b>SN</b> - Special Needs <b>AE</b> - Alternative Ed. [K12] <b>ENTP</b> - Non-traditional Training <b>ELC</b> - EL Civics (IELCE) <b>CARLPK</b> - Carl Perkins <b>EVEN</b> - Even Start <b>CBET</b> - CBET <b>OT</b> - Other
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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	Ext...	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

