



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.

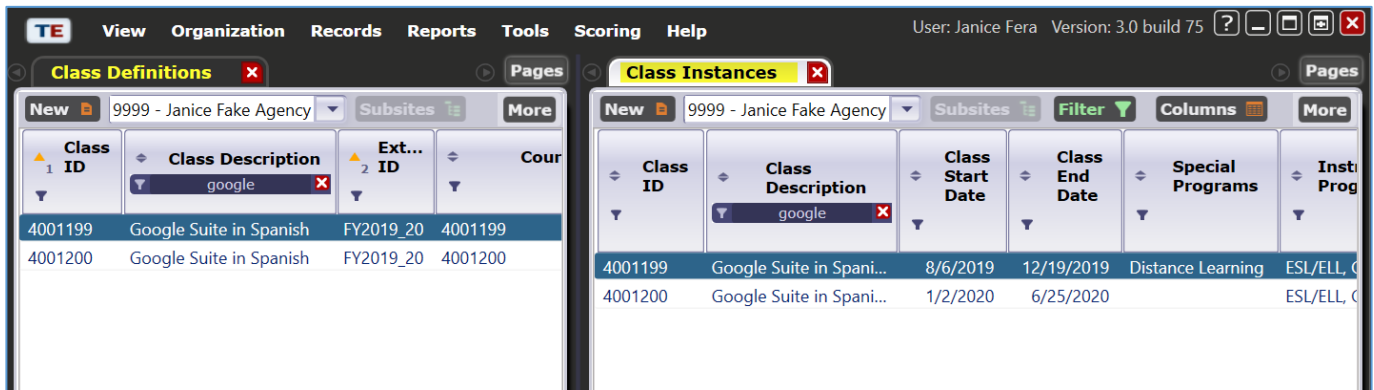
- A) The simplest way is to merely shift attendance reporting to log instruction time as “Distance Learning Minutes”. Instruction can be a live webinar session, a pre-recorded video, a conference call or any agency-approved format that teachers have chosen to deliver instructional material. At the end 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.

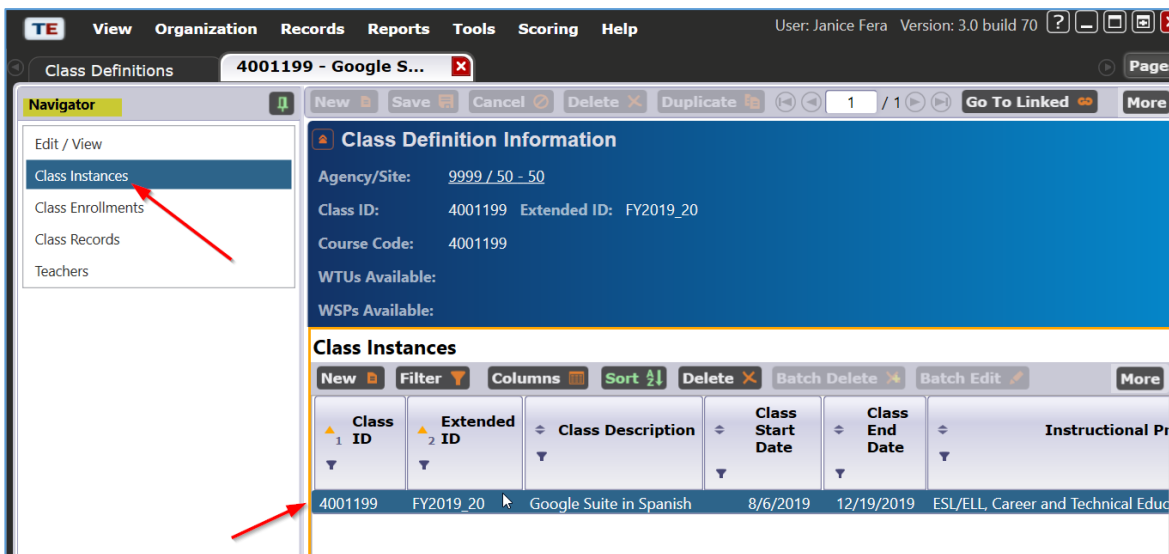
How to configure a DL class:

- 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)

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

Class Instance

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

Instructional Programs:

N/A High School Diploma Adults w/Disabilities Pre-Apprenticeship
 Basic Skills (ABE) HSE Adults supporting K12 student success
 ESL/ELL Career and Technical Education (CTE) Other Program
 Citizenship Workforce Preparation ROCP

Special Programs:

ELL Co-Enrollment State Corrections Distance Learning Carl Perkins
 None Homeless Program Special Needs Even Start
 EL Civics (IELCE) Family Literacy 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

Class Capacity: Total Class Duration in Minutes: 180 (3)

Minimum Enrollment in Class: Waitlist Allowed: Yes No

Class Schedule:

N/A Friday
 Monday Saturday
 Tuesday Sunday
 Wednesday
 Thursday

Estimated Total Hours per Class/Term: 150 (2) Collect Distance Learning Attendance (interface setting): Yes (1)

Distance Learning Duration in Minutes: 180 (2)

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: 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	Friday 12/06/2019	Saturday 12/07/2019	Sunday 12/08/2019
Instructional Attendance	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input type="checkbox"/>	MM <input type="checkbox"/>
Distance Learning Attendance	180 <input type="checkbox"/>	180 <input checked="" type="checkbox"/>	180 <input type="checkbox"/>	180 <input checked="" type="checkbox"/>	180 <input type="checkbox"/>	180 <input type="checkbox"/>	180 <input type="checkbox"/>
7178434 / [redacted]	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	180 <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input type="checkbox"/>	180 <input type="checkbox"/>
7178433 / [redacted]	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input checked="" type="checkbox"/>	MM <input type="checkbox"/>	MM <input type="checkbox"/>	180 <input type="checkbox"/>

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	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:

- 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

CASAS

03/26/2020 00:10:59

Instructional Hours by Class

Attendance Type: Distance Learning only

Page 1 of 1 CA4

Agency: 9999 Course: 4001199
 Site: 50 Teacher: b@hoop.com
 Class: 4001199-FV2019_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	08/05/2019	53	08/05/2019	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		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

CASAS
 03/26/2020 00:19:30
Monthly Attendance
 Using Daily Participation Source
 Attendance Type: **Distance Learning only**
 Page 1 of 2 MAR

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

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

B&W
 Blue
 Green
 Red

ID Name
 ID
 Name
 Name ID

ID Name
 ID
 Name
 Name ID

ID Name
 ID
 Name
 Name ID

Special Options

Reporting Level:

Agency
 Site
 Class

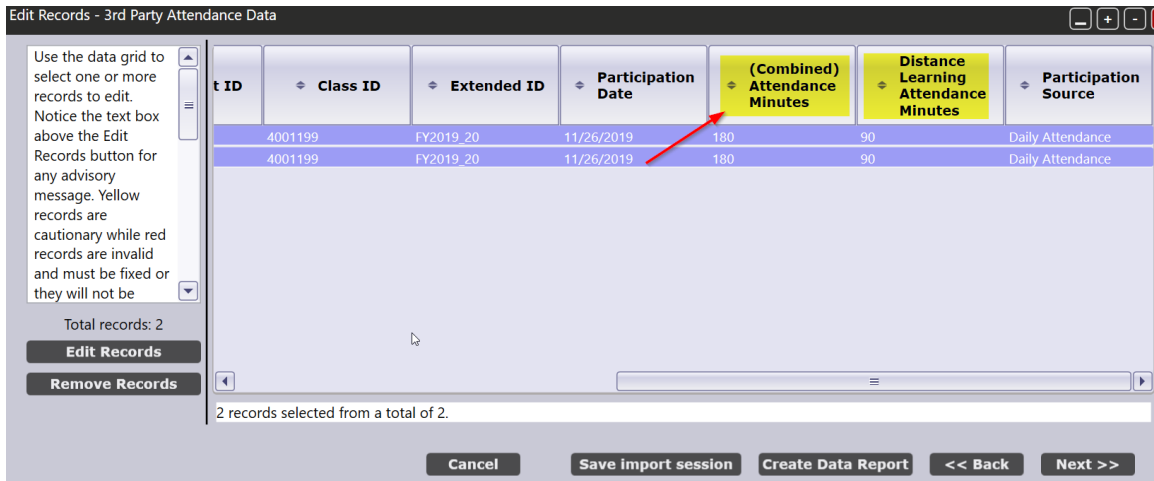
Attendance Type:

Instructional only
 Distance Learning only
 Combined

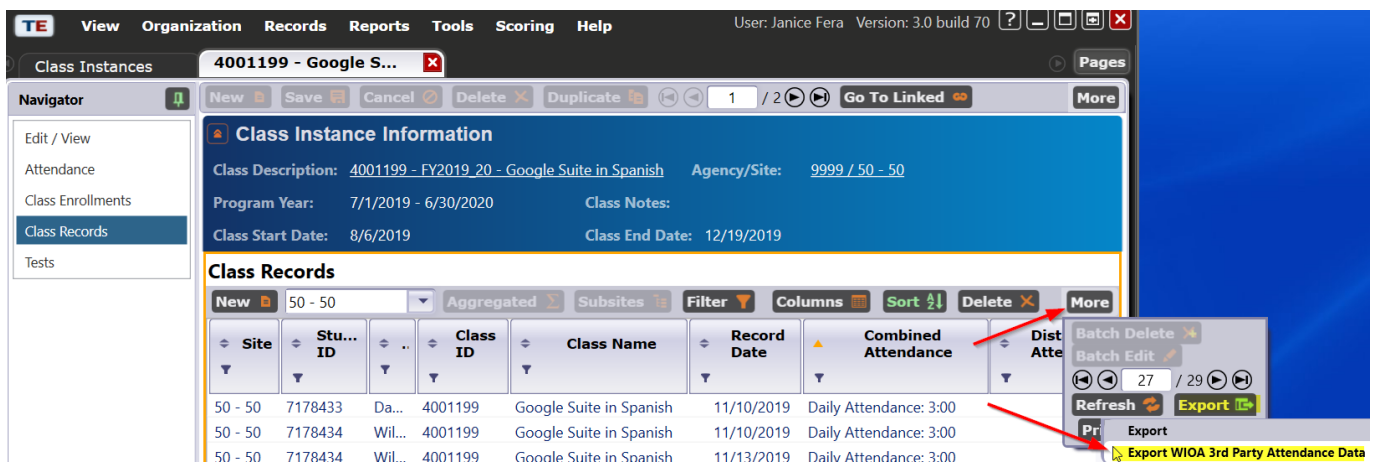
Hide students with zero hours:

Show only invalid cumulated hours:

- 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.



	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) 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 Instance Information

Class Description: 8001 - 2019-20YEAR - ESL Ad... Agency/Site: 9998 / 01 - Site 01
Program Year: 7/1/2019 - 6/30/2020 Class Notes:
Class Start Date: 8/1/2019 Class End Date: 5/31/2020

Class Enrollments

New 01 - Site 01 Aggregated Subsites Filter Columns Sort

Site	Student ID	Name	Class ID	Class Name	Class status	Date Entered 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

TE View Organization Records Reports Tools Scoring Help User: Janice Fera

Student Records 200204 - Student4 ...

New Save Cancel Delete Duplicate 2 / 6 Go To Linked Disconnect Section L

Status

Labor Force Status:

- N/A
- Unemployed
- Employed
- Employed, with notice
- Not in labor force

Special Program Entries:

- N/A
- ELL Co-enrollment
- None
- EL Civics (IELCE)
- Jail
- Community Corrections
- State Corrections
- Homeless Program
- Family Literacy
- Workplace Ed.
- Tutoring
- Distance Learning
- Special Needs
- Alternative Ed. [K12]
- Non-traditional Training
- Older Adults
- Carl Perkins
- Even Start
- CBET
- 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.

TE View Organization Records Reports Tools Scoring Help Version: 3.0

Class Instances 8101 - ESL Advance...

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

Class Instance Information
 Class Description: 8101 - 2019-20YEAR - ESL Advanced DL AM Agency/Site:
 Program Year: 7/1/2019 - 6/30/2020 Class Notes:
 Class Start Date: 3/23/2020 Class End Date: 5/31/2020

Attendance
 Attendance Source: Student Update (Cumulated)

Sorted by Name

	Instructional	Distance Learning	Combined
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.

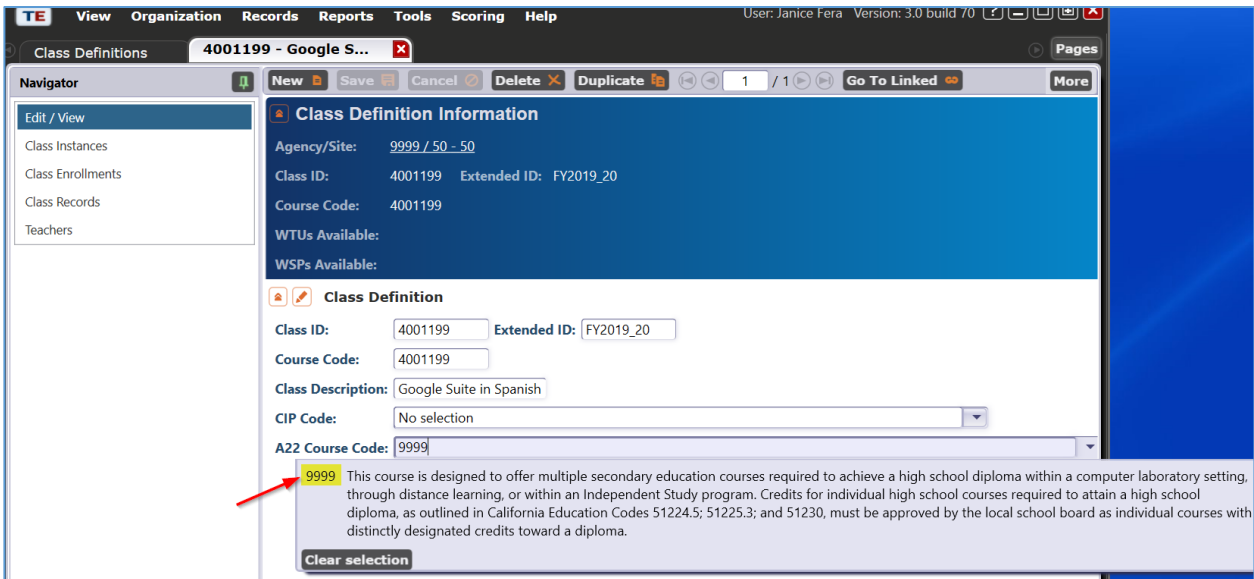
Activity in Class
 Daily Attendance must be between 0 and 14 hours.
 Record Date: 4/3/2020

Attendance:

- Student Update (Cumulated)
- Daily Attendance Hours: 20 Minutes: 0
- Student Observation
- Student Test
- Student Update

TOPSpro Enterprise
 Daily Attendance must be between 0 and 14 hours.
 OK

- 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
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]

Site ID	Student ID	Class ID	Ext...	Particip...	(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**