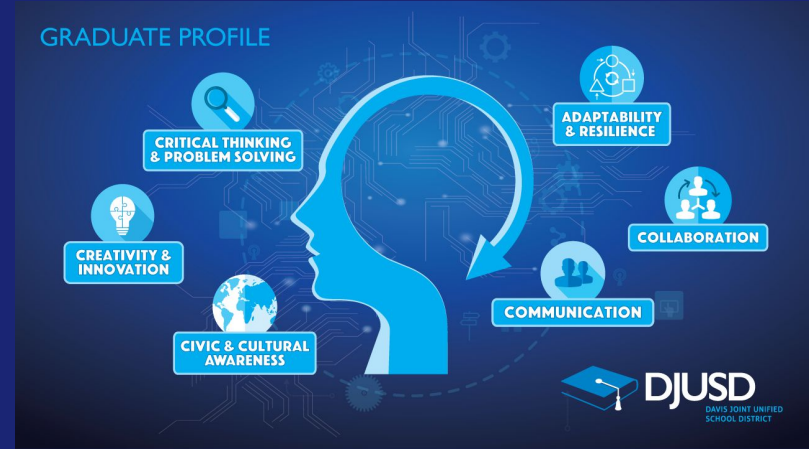


# Distance Learning: Attendance Tracking for Administrative Assistants



## **In this presentation:**

- 1. Review: Tracking Attendance and Class Engagement for Teachers**
- 2. Updates for Administrative Assistants**
- 3. Reporting**

# **1. Review of Tracking Attendance and Class Engagement (for Teachers)**

# Distance Learning Requires Teachers to Daily Attendance and Engagement

## *To comply with SB98:*

- Teachers will track both **Attendance** and **Engagement** in Q during each day of Distance Learning
  - **Attendance** as usual, but with codes specific to Distance Learning
  - **Engagement** on a new screen with a drop down list of engagement types

# Attendance vs. Engagement

## Attendance:

**IF** a student participated in Distance Learning on a school day. **ANY participation counts as positive attendance!**

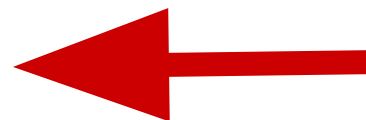
## Engagement:

**HOW** a student participated in DL. Students with ***DL Present/Work Submitted*** must have at least one Engagement record.

# Recording Attendance

Class Attendance screen in Q will look familiar, but with new Distance Learning codes.

- The Default code is still set to **“Present”**
- Use the Autofill arrow at the top to change all to **“DL Present/Work Submitted”**
- Update individual student records to **“DL Absent/No Work”** for students who have not participated (so far) for that day
- Do not use the **“Present”** code during Distance Learning!





















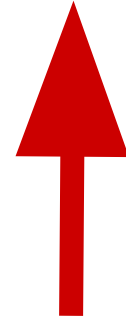
# Teachers can Toggle Button between Attendance and Class Engagement

✓ Attendance Taken

Print

Class Engagement

Attend (Present)		Exc	Unxc	Trdy	Note
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Absent/No Work ▾		0	2	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	
 DL Present/Work Sul ▾		0	0	0	



# Class Engagement

- Record one Class Engagement type for each student marked **“DL Present/Work Submitted”**
  - **Academic: Live Class Meeting**
  - **Academic: Work Submitted**
  - **Academic: Other Support or Engagement**
- Class Engagement field should be BLANK for any student with **“DL Absent/No Work”** for Attendance



# Class Engagement

- One Engagement record per day for students who participated.
- **With, Method, Outcome, Notes** are all optional fields (defaulted to “Unset”)

Type: Engagement	With	Method	Outcome	Notes
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="&lt;Unset&gt;"/>	<input type="text" value="&lt;Unset&gt;"/>	<input type="text" value=""/>
Academic: Live Class Meeting	Student	<Unset>	<Unset>	
Academic: Other Support/Engagement	Student	<Unset>	<Unset>	
Academic: Work Submitted	Student	<Unset>	<Unset>	

# Class Engagement

- Attendance will show on the left.
- Use autofill arrow to choose “Academic: Live Class Meeting”
- Change Engagement record to BLANK for any **DL Absent/No Work**

Curr Att	Type: Engagement
	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Absent/No Work	
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting
DL Present/Work Submitted	Academic: Live Class Meeting

# Class Engagement

- Minimum = record one (1) Engagement record per day for each student who participated
- Only required field is **Type: Engagement**
- **With, Method, Outcome, Notes** are all optional
- Additional Engagement records may be added if desired.

## **2. Updates for Administrative Assistants**

# Administrative Assistants Duties for DL

1. Complete usual duties, such as recording Excused Absences per parent/guardian phone calls.
  - a. Utilize 2 new attendance codes
    - i. **DL COVID Absent** (excused)
    - ii. **DL Tech Issue** (excused)

# Administrative Assistants Duties for DL

2. Update records as needed. Teachers cannot override office codes; they will contact you to change a record based on participation.

*Example: Parent calls student in ill (Excused), but student submits work that day. Teacher emails you ⇒ **DL Present/Work Submitted.***

## Administrative Assistants Duties for DL

3. Ensure that Teachers are **only** using codes for Distance Learning. Clean up records and train teachers as needed.
  - a. No “Present” and no “.”
  - b. Teachers should only input  
**“DL Present/Work Submitted”** or  
**“DL Absent/No Work”**

# Administrative Assistants Duties for DL

## 4. Weekly Excessive Absence Report

Review records each Friday to generate list of students with 3 or more days of “**DL Absent/No Work**” that week.

⇒ Menu ⇒ Attendance ⇒ Reports ⇒

**Excessive Absence**

Print records of students with 3+ absences for that week’s date range.



Report Writer

- Attendance
  - ADA/ADM Aggregate Summary
  - ADA/ADM Audit
  - Attend Roster 1 Week
  - Attend Roster 2 Week
  - Class Attendance Analysis
  - Class Attendance Counts
  - Class Attendance History
  - Class Attendance Spreadsheet
  - Daily Class Attendance Listing
  - Excessive Absence**
  - Master Absence List
  - Perfect Attendance
  - Student Attendance History
  - Student Attendance Summary
  - Student Class Attendance Summary
- Behavior
- Enrollment
- Marks
- Programs
- Schedule

Create Report

Export Report

Report Sets

Reset

**- Report Options**

Title: Excessive Absence Report

Report Number of Absences

Greater Than or Equal To: 3 and Less Than or Equal To:

Count Absences

From: 08/26/2020 To: 08/28/2020

Qualifying Range: Only Print If Any Absences in This Range

From: 08/26/2020 To: 08/28/2020

Select Attendance Codes

Codes: DL Absent/No Work  
DL Present/Work Submitted  
Excused  
DL COVID Absent  
DL Tech Issue  
Unexcused  
Class Suspension  
ISP-Credit  
Religious

# Administrative Assistants Duties for DL

For each student on the Excessive  
Absence list:

- a. Attempt contacting home, and note outcome on the hard copy Excessive Absence Report
- b. Give notated report to Administrator to initiate follow-up.

# **3. Reporting**

# Reports for Attendance & Engagement

1. Follow the [Calendar for Weekly Attendance Reporting](#) to print **Weekly Attendance Reports** and **Engagement Reports** to be signed by classroom teachers (process to be determined by site)

**\*Print dates are delayed by 2 weeks to account for possible teacher updates.**

# Reports for Attendance & Engagement

**Weekly Attendance Reports** will be printed as usual for teacher signatures.

- a. ⇒ Menu ⇒ Attendance ⇒ Reports  
⇒ **Attendance Roster 2 Weeks**

Change Effective Date to the end of the 2-week period for this report.

Report Writer

- Attendance
  - Attend Roster 1 Week
  - Attend Roster 2 Week
  - Class Attendance Analysis
  - Class Attendance History
  - Class Attendance Spreadsheet
  - Collection Status Report
  - Daily Call Report
  - Daily Class Attendance Listing
  - Excessive Absence
  - Master Absence List
  - Perfect Attendance
  - Student Attendance History
  - Student Attendance Summary
  - Student Class Attendance Summary
- + ZAttendance Custom Reports
- + Behavior
- + Enrollment
- + Health
- + Marks
- + Programs
- + Schedule
- + Testing

Create Report

Report Sets

Reset

Attend Roster 2 Week - Set Selection: No

**- Report Options**

Title: Attendance Roster 2 Weeks

Effective Date: 08/28/2020

## Options

- Include Gender Code
- Include Ethnic Code
- Include Special Program Enrollment Indicators
- Include Nickname
- Include Teacher Signature
- Include Attendance Code Legend
- Include Existing Attendance Data
- Alternate Row Shading

Extra Roster Lines: 0

Sort Students By: By TA, Student Name

**+ Class Selection****+ Sort**

# Reports for Attendance & Engagement

**Class Engagement Reports** to be signed by classroom teachers

- a. Site to determine procedures for obtaining teacher signatures.

⇒ Menu ⇒ Enrollment ⇒ Reports ⇒

**Class Engagement Report**

Report Writer

- Attendance
- Behavior
- Enrollment
  - Activities
  - Birthday List
  - Class Engagement
  - Counselor List
  - Data Labels
  - Emergency Card
  - Enroll/Grade/Category Changes
  - Enrollment Analysis
  - Enrollment Status Changes
  - Gain/Loss
  - Household Mailing Labels
  - Locker Assignments
  - Re-Enrollment Detail
  - Re-Enrollment Listing
  - Student Directory
  - Student Engagement
  - Student Mailing Labels
  - Student Profile
  - Visits

Create Report

Export Report

Report Sets

Reset

Class Engagement - Set Selection

**- Report Options**

Title: Class Engagement Report

From Date: 08/26/2020

To Date: 08/28/2020

Engagement Type: All

Engagement: All

- Include All Classes With No Engagements Of Selected Type
- Include Engagement Details
- Include Notes
- Include Teacher Signature Line
- Shading

Sort Students By: By TA, Student Name

**- Class Selection**

Teacher: All

Class: All

Term: All



# Reports for Attendance & Engagement

2. Attendance clerks will compare Weekly Attendance and Weekly Class Engagement Records.
  - If a student has ANY Class Engagement listed for a day, then they must be marked **“DL Present/Work Submitted”** for that day.
  - Work with Teachers to update Class Attendance and Class Engagement records as needed.

# Reports for Attendance & Engagement

3. Each school site needs to develop systems for getting the hard copies of Attendance and Engagement Reports to teachers for wet ink signatures.
4. Latest is that we do not need to run ADA/ADM Audit Reports to have on file this year -- stay tuned.