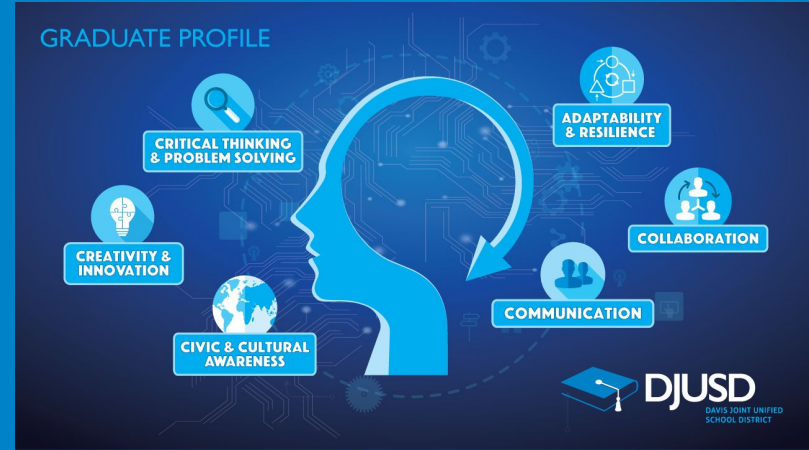


# Phase IV Instruction: Attendance & Engagement



# Phase IV Instruction

Teachers will still track both **Attendance** and **Engagement** daily for each student during Phase IV Instruction.

- **Attendance** drop-down options will remain the same, but teachers will use **“Present”** to record in-person attendance on campus.
  - **We will NOT track Tardies for any students,** including In-person.
- **Engagement** drop-down options will include one additional code for **“On Campus: In Person”** to be used for the students who are physically **“Present.”**

## Phase IV Attendance Summary

1. **Present:** Student is on campus for in-person classroom instruction.
2. **DL Present/Work Submitted:** Student is NOT on campus for in-person classroom instruction, but participates remotely. **Office staff or teachers may include notes about students who are expected In-person but only participate remotely.**
3. **DL Absent/No Work:** Student is NOT on campus for in-person classroom instruction, **and** does not participate remotely in any way.

We are NOT tracking Tardies in Phase IV.

Att Grp (Show All)	Attend (Present)	Exc Unxc Trdy Note
DVCA-C (DL Only)	DL Present/Work Sul	0 2 0
	Present	0 4 0
	Present	1 3 0
	Present	1 2 0
DVCA-C (DL Only)	DL Absent/No Work	0 2 0
DVCA-C (DL Only)	DL Present/Work Sul	0 1 0
DVCA-C (DL Only)	DL Present/Work Sul	0 9 0
	Present	0 0 0
	DL Absent/No Work	2 4 0
	Present	0 0 0
	DL Present/Work Sul	0 1 0
	Present	0 12 0
	Present	0 1 0
	Present	0 0 0
DVCA-C (DL Only)	DL Present/Work Sul	0 0 0
	Present	0 2 0
	Present	0 0 0
	DL Present/Work Sul	1 1 0

stayed home; did Canvas work

stayed home; Zoomed in

Option to use “Att Group” filter to see only Group C (DL Only). This group will be highlighted in green for easy viewing.

Att Grp (DVCA-C (DL Only))	Attend (Present)
DVCA-C (DL Only)	DL Present/Work Sul ▾
DVCA-C (DL Only)	DL Absent/No Work ▾
DVCA-C (DL Only)	DL Present/Work Sul ▾
DVCA-C (DL Only)	DL Present/Work Sul ▾
DVCA-C (DL Only)	DL Present/Work Sul ▾

Double check that you are not using “Present” for Distance Learners!

# Engagement

- Student with a positive attendance record (**Present** or **DL Present/Work Submitted**) still must have at least one Engagement record for that day.
- Absent students (**DL Absent/No Work**) will not have an Engagement record that day.
- New Engagement option to reflect when students are on campus for in-person classroom instruction (**Present**):
  - **On Campus: In Person**

Continue recording Engagement for each student, each day.

# Engagement Summary

- **DL Absent/No Work:** no Engagement record.
- **DL Present/Work Submitted:** at least one Engagement record
  - **Academic: Live Class Meeting**
  - **Academic: Other Support/Engagement**
  - **Academic: Work Submitted**
- **Present:** at least one Engagement record
  - Any of the codes above, and/or,
  - **On Campus: In Person**
- Use Notes field to add details as needed.
- **Office staff or teachers may include notes about students who are expected In-person but only participate remotely.**

Att Group	Curr Att	Type: Engagement	With	Method	Outcome	Notes
Show All		On Campus: In Person		<Unset>	<Unset>	
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
DVCA-C (DL Only)	DL Absent/No Work		Student	<Unset>	<Unset>	
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting	Student	<Unset>	<Unset>	
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	DL Absent/No Work		Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	DL Present/Work Submitted	Academic: Work Submitted	Student	<Unset>	<Unset>	stayed home; did Canvas work
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	Present	On Campus: In Person	Student	<Unset>	<Unset>	
	DL Present/Work Submitted	Academic: Live Class Meeting	Student	<Unset>	<Unset>	stayed home; Zoomed in



# Option to use “Att Group” filter to see only Group C (DL Only)

Att Group	Curr Att	Type: Engagement
DVCA-C (DL Only) ▼		Academic: Live Class Meeting ▼
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting ▼
DVCA-C (DL Only)	DL Absent/No Work	
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting ▼
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting ▼
DVCA-C (DL Only)	DL Present/Work Submitted	Academic: Live Class Meeting ▼

# Updating Records

- Teachers still have a 10 day window to retroactively update a student's Attendance and Engagement records.
- If a student turns in work assigned for a previous date of Distance Learning, the records must be updated to reflect this.
- Please respond promptly to administrative assistants' requests to clean up records--they are here to help you!