Remote Learning and Blended Attendance Procedures
Date: August 24, 2020

CCS has started the 2020/2021 school year with remote learning. Our District has the tools needed to allow attendance for a virtual student to be taken via a student/parent check-in or indication of participation completed by their teacher without intervention from the office during both full remote and blended learning.

Below are the steps that teachers will take to complete the daily attendance process:

> *Note: The steps differ for an elementary student versus a middle or high school student.*

Step 1: Log in to your Infinite Campus Account

Infinite Campus should open in Campus Instruction, if it does not click on the app switcher (looks like nine small boxes) in the upper right of your screen and select Instruction. If you are already in Campus Instruction, your screen should open and land on the Control Center page as shown below.

Step 2: Open Your Roster of Students to view student and parent check-ins.

NOTE: You can only take attendance using the traditional attendance entry for the current attendance day (Physical Attendance). However, you MAY adjust the participation record to indicate participation or lack thereof for the last 7 calendar days. Adjusting this participation record will adjust the student's attendance indicating a student as absent or present (Virtual Attendance).

This step will look different to teachers based on whether they are an Elementary or Secondary (Middle and High School) instructor.

Elementary School Teachers
Notice that the periods all show "Take" indicating attendance needs to be recorded. Click on the H1 – Elementary Attendance box to open your roster of students. It is important that you remember to click in H1, as this stands for the start of the school day. In our example, it shows there are 24 students on this roster.
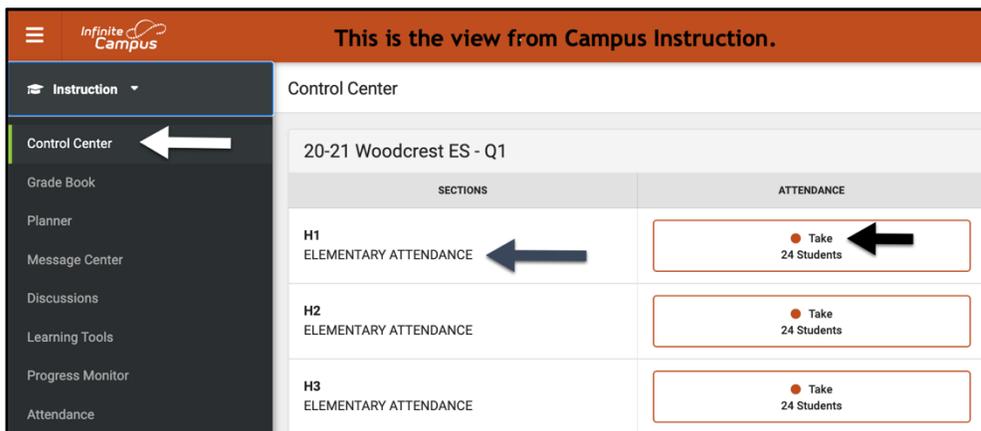
Secondary School Teachers

Secondary teachers will see all of the courses that they have been assigned. However, only those that require attendance will have the word "Take" showing. Select the course you wish to take attendance for.
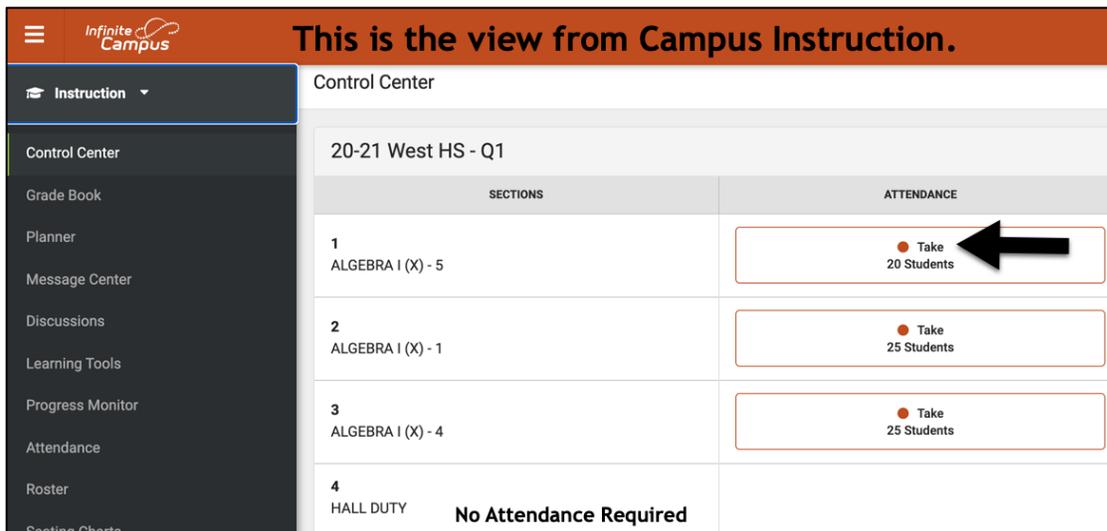

Step 3: Take Attendance (all teachers)

A list of the students on your roster will display. The roster is divided into 2 sections. The Physical section will be for students physically in attendance during blended learning. The Virtual section will be used for students during full remote and blended learning for days they are not expected to be in attendance.

 In this roster:

1. If a student or parent has already checked in, it will be indicated in the Check-In column.
2. The Participated column will be checked by default for any student who has checked in.
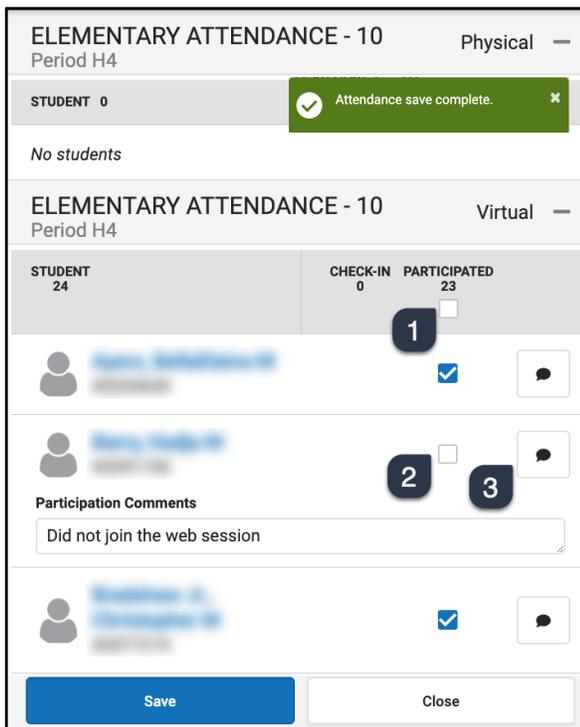
3. You **MAY** click on the individual student's "Participated" check boxes to add or remove their participation. This action will adjust the student's attendance. If the "Participated" column is unchecked the student will be marked absent for that respective class/day. If checking or unchecking the "Participated" column, click the comment box and add a comment about their participation.

The roster looks the same for all levels, the only difference would be the course name listed at the top. When you have finished click Save. A message will appear that it is saved. If the roster does not close automatically, hit Close.

Teacher Expectations:

1. Teachers are expected to review attendance on an ongoing basis. If the teacher observes a trend of non-participation or non-attendance the teacher contacts the student/parent or guardian to determine what factors may be preventing the student from participating. This shall be recorded in the Personal Learning Plan/Contact Log (PLP) daily as to whether they were successful or unsuccessful in their attempt to contact the student/parent or guardian. Student and/or parents log in the student's attendance on a daily basis within their student or parent portal.
2. Teachers shall review student participation/attendance records via Infinite Campus Instruction and document any participation/attendance discrepancies in the PLP log. The teacher will email the principal when a discrepancy is documented. (The attendance secretary will continue to process any excused absences per Board policy.)

Elementary Teachers

Your process is complete. You will complete attendance once daily. After you save, notice all of the courses that show after the Lunch period will still indicate that attendance needs to be taken. This is a natural function of Infinite Campus. You do **NOT** need to take attendance in any period other than H1. The indicator that shows the number of students who you have taken attendance for does not indicate how many students participated, so removing a student's participation does not lower this number.

Step 4: Complete Attendance Procedures (Secondary Teachers)
Back on the 'Control Center' page, you can see that one course has had attendance taken, but the remaining courses still need to be completed.

Repeat the previous steps until all of the courses that require attendance show a green check mark indicating complete. The indicator that shows the number of students who you have taken attendance for does not indicate how many students participated, so removing a student's participation does not lower this number.