



# PARTICIPATION-BASED ATTENDANCE: TEACHER INSTRUCTIONS

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## What is considered “Attendance” during 100% Distance Learning?

Daily participation may include but is not limited to the following criteria:

- Evidence of participation in online activities (Zoom, iReady, Google Classroom, Clever, etc.)
- Completion of regular assignments, surveys, check-ins
- Completion of assessments
- Contacts between SCUSD employees and the student or parent(s)/guardian(s)

## How is participation-based attendance recorded in Infinite Campus by teachers?

Teacher records the current day’s attendance and updates the previous day’s attendance daily in Infinite Campus by time determined based on the site schedule.

(Watch Video 1 Elementary [HERE](#) and Video 2 Secondary [HERE](#). Transcripts for each video can be found in the folder.)

Please see pictures on the following page with corresponding numbers for each step.

1. Choose “Attendance” from the IC menu on the left sidebar (DO NOT ENTER IN THE CONTROL CENTER)
2. Select date and period (if applicable)
3. Check the box in the “Participated” column next to each student’s name if the student met any of the criteria listed above (the top box fills all). If a student has not met any of the criteria, leave the check box empty. This will automatically mark the student absent.
4. In the “Participation Type” column, select one of the following options for measure of participation.
  - a. Synch: Live interaction
  - b. Asynch: Online Activities
  - c. Asynch: Assignments/Assessments
  - d. Asynch: Communication

Only one measure needs to be met to qualify for participation credit. If a student engages in multiple ways, please choose the highest form of engagement based on the order above. Synchronous will always be the highest level of engagement. Teachers must attempt to contact absent students to meet the “communication” criteria for the same date.

5. If an Asynchronous participation is chosen from the dropdown, completion of the “Participation Comment” section defining the asynchronous activity is required.
6. Click “Save” on top of screen.

The following day, a red absence will appear next to students who did not participate)

- **The window for teachers to enter attendance has been extended to 7 calendar days**
- After today’s attendance is entered, select the previous class dates on the top of the screen to review assignment submission, online work, log-in rosters, etc. Add a check to the box and appropriate measure of engagement from the dropdown next to any student who met participation criteria after initial attendance was entered.
- Always click “Save” on top of screen.

Infinite Campus 20-21 108 T El Baker

Instruction 2

Control Center 6

Grade Book

Discussions

Message Center

Attendance 1

Learning Tools

Date: 12/04/2020

Period: ATT

Save Seating Chart

Students: 30 Present: 30 Absent: 0 Tardy: 0  
 Physical: 0 Present: 0 Absent: 0 Tardy: 0  
 Virtual: 30 Present: 30 Absent: 0 Tardy: 0 Participated: 29

6000-1 HOMEROOM 6 Physical

Physical Students: 0 0 0 0 Excuse Comments

No Results

6000-1 HOMEROOM 6 Virtual

Virtual Students: 30 Participated 29 Excuse Participation Comment Participation Type

Virtual Students: 30	Participated 29	Excuse	Participation Comment	Participation Type
ejda	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
ilyn G	<input type="checkbox"/>			
entin I	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
Jejuan C	<input checked="" type="checkbox"/>		book report #3	AA: Asynch: Assignments/Assessments
ise S	<input checked="" type="checkbox"/>		i-ready 2 hours	AO: Asynch: Online Activities
alerie	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
intoya, Evelyn E	<input checked="" type="checkbox"/>		talked to mom via phone	AC: Asynch: Communication
Ca'shaun D	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
in M	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
quez, Elena I	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction
ylina J	<input checked="" type="checkbox"/>			SL: Synch: Live Instruction

**NOTE: The Red absence code will remain next to the student until the system processes overnight then the participation will override the absence and no absence will show the following day.**

\*43504. (a)(d) (1)(2) Daily participation can be verified through a variety of methods. Participation may be verified through evidence of participation in online activities, completion of regular assignments, completion of assessments, and contact between employees of the LEA and students or parents or guardians, or by another means determined by an LEA.