PARTICIPATION-BASED ATTENDANCE: TEACHER INSTRUCTIONS

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.

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.