

Teacher Instructions

Participation Based Attendance

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
- completion of assessments
- contacts between SCUSD employees and the student or parents/guardians
- Other participation as determined by site administrator

How is participation attendance recorded in Infinite Campus by teachers?

Teacher records current day’s attendance and updates previous day’s attendance daily in

Infinite Campus by time determined based on site schedule (*Watch Instructional Video [Here](#)*)

1. Choose “Attendance” from the Infinite Campus menu
2. Select date and period (if multiple)
3. Click on the box in the “participation” column next to each student’s name if the student met any of the criteria listed above
4. Complete the comments section based on participation method as follows:
 - a. Live instruction/ verification of participation in online activities- leave blank
 - b. Assignment submission- “assignment”
 - c. Communication w/student/family- “communication”

**We have requested IC create check boxes for each method so this may change in the future*

5. If a student has not met any of the criteria the teacher leaves the check box empty
6. Teachers attempt to contact absent students to meet the “communication” criteria
7. Click “SAVE” on top of screen
8. Students may complete work until 11:59 pm on the day of “attendance”
9. The following day the teacher reviews to determine if any students met the participation criteria after initial attendance was entered on the previous day
- 10. The window for teachers to enter attendance has been extended to the following school day**
11. Select the previous date in the Attendance section of IC
12. Add a check to the box and appropriate comment next to any student who participated
13. Click save on top of screen. **NOTE: The Red DLUX box will remain next to the student until the system processes overnight then the participation will override the absence**
14. Repeat process for current day’s attendance

- **By entering Participation Based Attendance in IC this fulfills the participation portion of the required weekly engagement log**

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**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.*