

# Blended Learning Groups

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**Classic View:** Scheduling > Blended Learning

**Search Terms:** Blended Learning

The Blended Learning tools provide a way to assign learning groups to students in an effort to limit the number of students in a building at any given time, to keep all staff and students safe, and still ensure that learning needs are being met. At its core, this functionality allows students to be on site at a building, virtual (learning from home or other location), or a hybrid learning set up. When situations change for students or the community, those groups can be easily modified to change the group setting for a safe environment.

Several reports throughout the product also include Blended Learning Group information for students.

The following information provides an overview and summary of the available tools. See the linked articles and videos for detailed guidance.

## What do you want to do?

- I need to [prepare my district](#) for virtual learning.
- I need to [change the attendance code](#) used for virtual learning.
- I need to [review and modify our current virtual attendance preferences](#).
- I need to [copy virtual attendance preferences](#) to other schools.
- I need to [create and assign students](#) to groups.
- I created groups, but need to [assign students](#) to those groups.
- I need to [set which calendar days](#) the groups are virtual.
- I need to [alter the names and icons](#) of the groups.
- I need to [reassign the days certain groups meet](#).
- I need to [modify which students are assigned to which groups](#).
- I need to [change the start date](#) of a group assignment.
- I need to [right-size the number of students assigned to the groups](#).
- I need to [modify one student's group assignment](#).
- I need to [create reports that include blended learning](#) information.
- I need to [record and view student attendance](#) for the attendance office.
- I need to [see the student groups](#) for my class sections.

## Blended Learning Setup

[Attendance Codes](#) | [Virtual Attendance Preferences](#) | [System Preference for Enrollment Behavior](#)

Prior to using the Blended Learning tools, a few areas of Campus need to be modified. Attendance

Codes need to be marked for virtual attendance and preferences for recording virtual attendance need to be set. Also, review the System Preferences for enrollment and group behavior.

See the [Blended Learning Attendance Setup and Group Management Videos](#) for additional information.

## Attendance Codes

**Classic View:** System Administration > Attendance > Attendance Codes

Attendance records for virtual learning are not tracked as absent or tardy; instead, a student is either participating in virtual learning or is not participating. This is a similar concept to positive attendance, where a student is "present" or "checked in" to a course for an amount of time.

▶ [Click here to expand...](#)

## Virtual Attendance Preferences

**Classic View:** System Administration > Attendance > Virtual Attendance Preferences

[Virtual Attendance Preferences](#) determine how and when teachers record attendance for virtual classes and how students and/or parents indicate they participated in virtual classes.

▶ [Click here to expand...](#)

## System Preference for Enrollment Behavior

**Classic View:** System Administration > Preferences > System Preferences; Student Information > General > Enrollments

A [System Preference](#), called **Cascade Enrollment End Date to Blended Learning Group Assignment End Date**, determines whether a student's Blended Learning Group Assignment is ended when the corresponding Enrollment record is ended.

▶ [Click here to expand...](#)

## Blended Learning Groups

[Create Blended Learning Groups](#) | [Edit Learning Groups](#) | [Blended Learning Groups and Calendars](#) | [Adjust Blended Learning Groups](#) | [Manage Blended Learning Groups](#)

Available tools for creating groups, adjusting groups and managing groups are available. Use the information following for a shorter description of the tools and the tasks that can be performed for each one.

Note that discussions with applicable staff (principals, teachers, attendance office, curriculum directors, etc.) should be had to determine how Blended Learning Groups are established. Think about:

- What is our purpose for using Blended Learning Groups (mandated virtual learning, general usage for easier management of students, etc.)?
- Will students remain in the same group for an extended period of time?
- Will assigned groups be changed for every student every month/week/term?

## Create Blended Learning Groups

**Classic View:** Scheduling > Blended Learning > New Blended Learning Group

After establishing Attendance Codes and Virtual Attendance Preferences, and determining whether Blended Learning Groups should end when an enrollment is ended, Blended Learning Groups for your schools/calendars can be created. This is done using the [New Blended Learning Groups](#) tool.

See the [New Blended Learning Groups video](#) for additional information.

▶ [Click here to expand...](#)

## Edit Learning Groups

**Classic View:** Scheduling > Blended Learning > New Blended Learning Group

Basic [modifications](#) can be made after Blended Learning Groups are created.

▶ [Click here to expand...](#)

## Blended Learning Groups and Calendars

**Classic View:** System Administration > Calendar > Calendar > Days

After creating Blended Learning Groups, the groups that meet on a particular day can be assigned to the Calendar Day. This is useful when a school does a hybrid instance of Blended Learning - where certain grade levels may be on-site for a couple of days during the week and virtual for the other days of week.

▶ [Click here to expand...](#)

## Adjust Blended Learning Groups

**Classic View:** Scheduling > Blended Learning > Adjust Blended Learning Groups

The [Adjust Blended Learning Groups](#) tool allows users to change the rotation for group day

assignments, and modify the name of existing groups and the start and dates of the groups. Group membership can also be modified from this tool.

This tool can be used to modify entire grade levels or a subset of students assigned to a particular group. Use the Blended Learning Group Assignment tool to modify a single student's group assignment.

See the [Adjust Blended Learning Groups video](#) for additional information.

▶ [Click here to expand...](#)

## Manage Blended Learning Groups

**Classic View:** Scheduling > Blended Learning > Manage Blended Learning Groups

The [Manage Blended Learning Groups](#) tool provides the ability to backdate blended learning groups and to redistribute students to other groups.

See the [Manage Blended Learning Groups video](#) for additional information.

▶ [Click here to expand...](#)

## Student Information and Blended Learning

[Student Blended Learning Group Assignments](#) | [Student Attendance](#) | [Student Schedule](#) | [Student Profile](#) | [RTI Batch Setup](#)

Several Student Information tools include reference to the student's assigned Blended Learning Group. The group itself can be managed on the Blended Learning Group Assignment tool, where modification of the group only affects the selected student.

To update the group assignment for multiple students, use one of the Blended Learning Group tools mentioned previously.

## Student Blended Learning Group Assignments

**Classic View:** Student Information > General > Blended Learning Group Assignments

A current and historical list of the student's Blended Learning Groups displays on the [Blended Learning Groups Assignments](#) tool. This tool provides an easy way to find which group the student is currently assigned to, edit the group assignment, and assign the student to a new group.

See the following videos for more information:

- [Blended Learning Group Assignments video](#)
- [Blended Group Information for Individual Students](#)

▶ [Click here to expand...](#)

## Student Attendance

**Classic View:** Student Information > General > Attendance

When a student has an [attendance entry](#) for a day when their assigned Blended Learning Group that is virtual on that day (the Blended Learning Group is assigned to the [Calendar Day](#)), a Blended Learning Group icon displays next to the date for that attendance entry.

▶ [Click here to expand...](#)

## Student Schedule

**Classic View:** Student Information > General > Schedule; Student Information > General > Schedule > Walk-In Scheduler

When a student is assigned to a [Blended Learning Group](#) that meets on the day that is being viewed (Blended Learning Groups are assigned to Calendar Days), a label of **Virtual** displays in the Day, Week and Agenda views of the [Student Schedule](#).

▶ [Click here to expand...](#)

## Student Profile

**Classic View:** Student Information > General > Profile

A **Virtual** indicator displays in the [Attendance Details](#) when the selected date is a virtual article." data-original-title="" data-toggle="popover" title="">attendance day for the student.

▶ [Click here to expand...](#)

## RTI Batch Setup

**Classic View:** Student Information > Response to Intervention > RTI Batch Setup

The [RTI Batch Setup](#) tool is used to assign intervention plans to a group of students. A list of historical RTI batches display on the list screen. Students can be added to a batch by their assigned Blended Learning Group.

▶ [Click here to expand...](#)

# Attendance Tools

[Classroom Monitor](#) | [Daily Attendance](#)

The process for recording attendance is the same with Blended Learning Groups as it is without Blended Learning Groups. Teachers record attendance as present (participating) or absent (not participating), or students can mark themselves as present (participating) in a class that's virtual. Then the attendance office assigns excuses to attendance entries.

## Classroom Monitor

**Classic View:** Attendance > Classroom Monitor

Staff can record attendance for virtual students using the Classroom Monitor. There's a little bit of setup required to allow student (and guardian) check in for a class. Review the [Classroom Monitor](#) for complete details.

▶ [Click here to expand...](#)

## Daily Attendance

**Classic View:** Attendance > Daily Attendance

When recording attendance for a course section using the [Daily Attendance](#) tool, the student's active Blended Learning Group icon displays next to their name when the student is participating in virtual classes for the selected date. Hovering over the icon displays the name of the Blended Learning Group.

▶ [Click here to expand...](#)

# Instruction Tools

[Taking Attendance](#)

Teachers can see which students are virtual for a day by noting the virtual icon that displays next to the student's name on the [Roster](#) and on [Student Groups](#). The Blended Learning Group icon/flag also displays next to the student's name on several [Instruction reports](#).

## Taking Attendance

**Classic View:** Campus Instruction > Attendance > Attendance List Campus Instruction > Attendance > Seating Chart

The teacher's attendance view divides students into **Physical** and **Virtual** sections. The options for recording virtual attendance vary depending on these settings.

See the [Campus Instruction Attendance](#) articles for more information.

▶ [Click here to expand...](#)

# Scheduling and Courses

[Section Roster](#) | [Attendance \(Section\)](#)

Tools in Scheduling and Courses include summaries and visual differences when locating Blended Learning information.

## Section Roster

**Classic View:** Scheduling > Courses > Course > Section > Roster

A Blended Learning Group Summary displays at the top of the [Section Roster](#), and lists the names of the different groups to which the students are assigned, broken down by gender.

▶ [Click here to expand...](#)

## Attendance (Section)

**Classic View:** Scheduling > Courses > Course > Section > Attendance

The Section Attendance tool separates students who are Physical Students and Virtual Students. Virtual students are assigned to a [Blended Learning Group](#) that meets virtually. See the [Add Section Attendance Records for Virtual Students](#) for guidance.

▶ [Click here to expand...](#)

## Portal

**Classic View:** System Administration > Portal > Preferences > Display Options

To show Blended Learning Groups in Campus Student/Campus Parent, the **Display Blended Learning Group Name** option must be marked on the [Display Options](#).

▶ [Click here to expand...](#)

## Other Blended Learning Information

[Tool Rights for Blended Learning Groups](#) | [Blended Learning Ad hoc Reporting Information](#)

Make sure the appropriate staff are assigned the appropriate tool rights to Blended Learning tools. And, for those staff who are responsible for building reports, note the available options for Blended Learning information available in Ad hoc Reporting.

## Tool Rights for Blended Learning Groups

**Classic View:** System Administration > User Security > Users/User Groups > Tool Rights

The following tool rights related to Blended Learning.

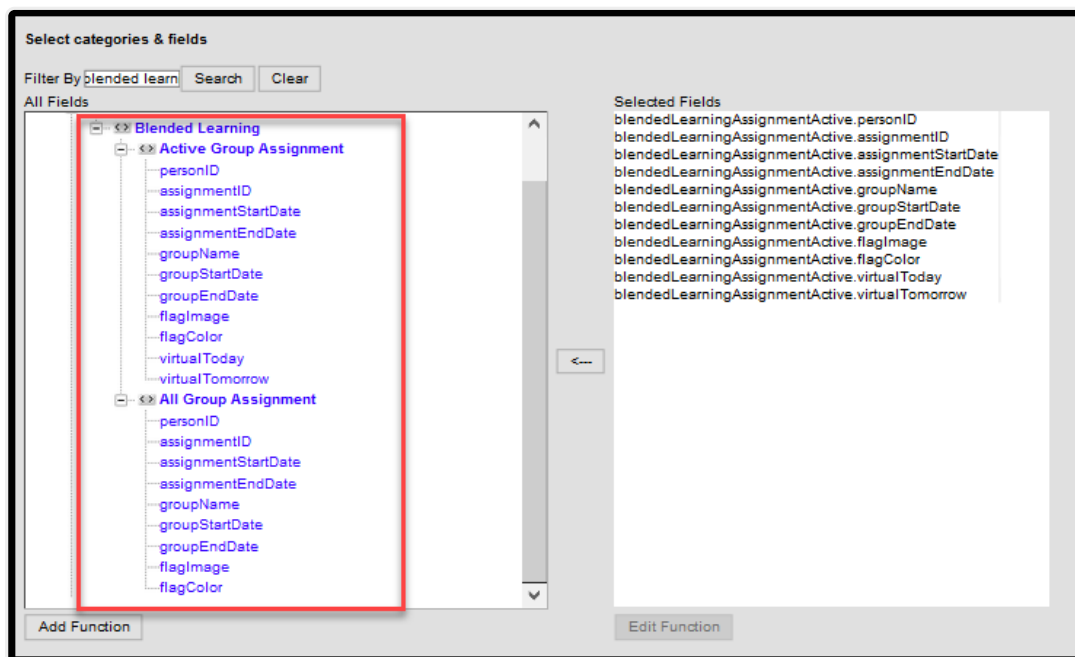
## Virtual Attendance Preferences Tool Rights

► [Click here to expand...](#)

## Blended Learning Ad hoc Reporting Information

**Classic View:** Ad hoc Reporting > Filter Designer

Blended learning information is available in the Query Wizard for **Student Data Type**. Fields are available in the **Learner > Blended Learning** folder. Fields exist for the student's **Active Group Assignment** and **All Group Assignment**.



*Blended Learning Ad hoc Fields*

► [Click here to expand...](#)