

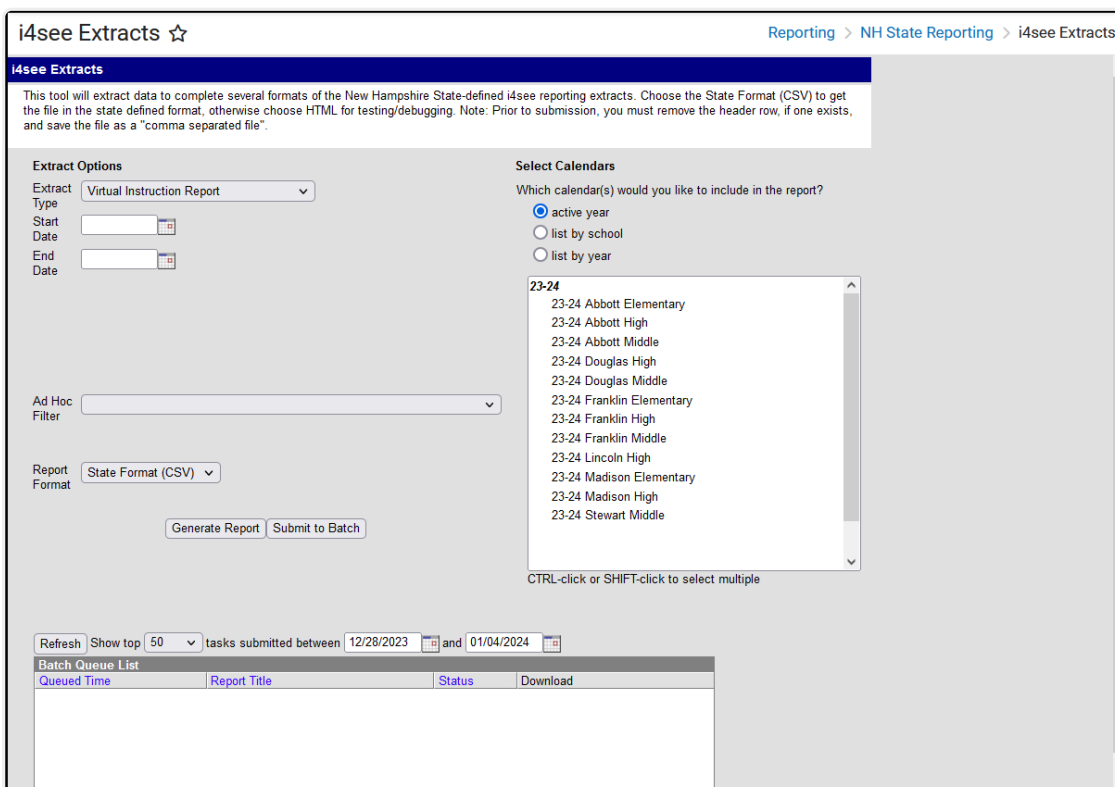
# Virtual Instruction Report (New Hampshire)

Last Modified on 10/21/2024 8:22 am CDT

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The Virtual Instruction Report includes information on the percentage of time students spend in virtual instruction and in-classroom instruction. This report can be submitted at any time during the year, but is required to be submitted at the end of the year, and every student included in the [E-O-Y Enrollment Report](#) also needs to be included in this report.



The screenshot shows the 'i4see Extracts' interface for generating a Virtual Instruction Report. The page title is 'i4see Extracts ☆' and the breadcrumb trail is 'Reporting > NH State Reporting > i4see Extracts'. Below the title is a blue header bar with 'i4see Extracts' and a help icon. A message box states: 'This tool will extract data to complete several formats of the New Hampshire State-defined i4see reporting extracts. Choose the State Format (CSV) to get the file in the state defined format, otherwise choose HTML for testing/debugging. Note: Prior to submission, you must remove the header row, if one exists, and save the file as a "comma separated file".'

The main interface is divided into two columns. The left column, 'Extract Options', includes:
 

- 'Extract Type' dropdown set to 'Virtual Instruction Report'.
- 'Start Date' and 'End Date' input fields with calendar icons.
- 'Ad Hoc Filter' dropdown.
- 'Report Format' dropdown set to 'State Format (CSV)'.
- 'Generate Report' and 'Submit to Batch' buttons.

 The right column, 'Select Calendars', includes:
 

- 'Which calendar(s) would you like to include in the report?' with radio buttons for 'active year' (selected), 'list by school', and 'list by year'.
- A scrollable list of school calendars for '23-24': 23-24 Abbott Elementary, 23-24 Abbott High, 23-24 Abbott Middle, 23-24 Douglas High, 23-24 Douglas Middle, 23-24 Franklin Elementary, 23-24 Franklin High, 23-24 Franklin Middle, 23-24 Lincoln High, 23-24 Madison Elementary, 23-24 Madison High, and 23-24 Stewart Middle.
- A note: 'CTRL-click or SHIFT-click to select multiple'.

At the bottom, there is a 'Batch Queue List' table with columns: 'Queued Time', 'Report Title', 'Status', and 'Download'. Above the table is a filter: 'Refresh Show top 50 tasks submitted between 12/28/2023 and 01/04/2024'.

*Virtual Instruction Report Editor*

## Report Logic

All students who have any enrollment record between the entered Start and End Dates are included on the report.

Students are not included when:

- The Enrollment record is marked as State Exclude or No Show.
- The Grade Level of Enrollment is marked as State Exclude.
- The Calendar of Enrollment is marked as State Exclude.

# Report Editor

| Data Element             | Description   |
|--------------------------|---|
| <b>Extract Type</b>      | Indicates the type of extract selected. Different options may appear depending on the selection. For this instance, choose <b>Virtual Instruction Report</b> .  |
| <b>Start Date</b>        | Entered date is used to return students who have an enrollment in the selected calendar(s) that begins on or after this date. Dates are entered in <i>mmdyy</i> format or can be selected by using the calendar icon.   |
| <b>End Date</b>          | Entered date is used to return students who have an enrollment that end on or before this date. Dates are entered in <i>mmdyy</i> format or can be selected by using the calendar icon.                                 |
| <b>Ad hoc Filter</b>     | Selection of previously made filter that contains specific students to include in the label request.  |
| <b>Report Format</b>     | Determines how the request is generated - in the State Format (CSV) or HTML. Use the HTML format when reviewing data. Use the State Format when submitting the list to the state.                                       |
| <b>Select Calendars</b>  | At least one calendar must be selected in order for the extract to generate. Students in the chosen calendars are included in the extract.<br><br>Calendars can be selected by the active year, the school or the year. |
| <b>Report Generation</b> | Use the <b>Generate Report</b> to immediately display the results. For larger selections of data (multiple calendars, multiple years), use the <b>Submit to Batch</b> option to choose when the report generates.       |

## Generate the Virtual Instruction Report

1. Select the **Virtual Instruction Report** options from the **Extract Type** dropdown list.
2. Enter the **Start Date** and **End Date** of the program records to include.
3. Select an **Ad hoc filter** from the dropdown list to reduce the amount of students included in the extract.
4. Select the desired **Report Format**.
5. Select the desired **Calendars** from which to report students.
6. Click the **Generate Extract** or the **Submit to Batch** button. The report displays in the selected format.

**Virtual Instruction Report Records:1346**

| SASID      | DateOfBirth | SauNbr | DistNbr | SchoolNbr | VirtualInstPct |
|------------|-------------|--------|---------|-----------|----------------|
| 1234567890 | 10/18/2003  | 54     | 461     | 22700     | 0              |
| 2345678901 | 05/22/2003  | 54     | 461     | 22700     | 0              |
| 3456789012 | 03/10/2003  | 54     | 461     | 22700     | 0              |
| 4567890123 | 10/11/2004  | 54     | 461     | 22700     | 0              |
| 5678901234 | 10/19/2005  | 54     | 461     | 22700     | 0              |
| 6789012345 | 03/10/2003  | 54     | 461     | 22700     | 0              |
| 7890123456 | 02/07/2000  | 54     | 461     | 22700     | 0              |
| 8901234567 | 11/14/2000  | 54     | 461     | 22700     | 0              |
| 9012345678 | 09/02/2000  | 54     | 461     | 22700     | 80             |
| 0123456789 | 08/27/2000  | 54     | 461     | 22700     | 0              |

*Virtual Instruction Report - HTML Format*

|    | A          | B          | C  | D   | E     | F  | G |
|----|------------|------------|----|-----|-------|----|---|
| 1  | 1234567890 | 10/18/2003 | 54 | 461 | 22700 | 0  |   |
| 2  | 2345678901 | 5/22/2003  | 54 | 461 | 22700 | 0  |   |
| 3  | 3456789012 | 3/10/2003  | 54 | 461 | 22700 | 0  |   |
| 4  | 4567890123 | 10/11/2004 | 54 | 461 | 22700 | 0  |   |
| 5  | 5678901234 | 10/19/2005 | 54 | 461 | 22700 | 0  |   |
| 6  | 6789012345 | 3/10/2003  | 54 | 461 | 22700 | 0  |   |
| 7  | 7890123456 | 2/7/2000   | 54 | 461 | 22700 | 0  |   |
| 8  | 8901234567 | 11/14/2000 | 54 | 461 | 22700 | 0  |   |
| 9  | 9012345678 | 9/2/2000   | 54 | 461 | 22700 | 80 |   |
| 10 | 0123456789 | 8/27/2000  | 54 | 461 | 22700 | 0  |   |
| 11 |            |            |    |     |       |    |   |
| 12 |            |            |    |     |       |    |   |

*Virtual Instruction Report - CSV Format*

## Report Layout

| Data Element | Description | Location |
|--------------|-------------|----------|
|--------------|-------------|----------|

| Data Element                          | Description   | Location   |
|---------------------------------------|---|--|
| <b>SASID</b>                          | State-assigned student identification number.<br><br><i>Numeric, 10 digits</i>  | Census > People > Demographics > Person Identifiers > State ID<br><br>Person.stateID   |
| <b>Date of Birth</b>                  | Student's date of birth.<br><br><i>Date field, 10 characters (MM/DD/YYYY)</i>   | Census > People > Demographics > Person Information > Birth Date<br><br>Identity.birthdate   |
| <b>SAU Number</b>                     | Indicates the School Administrative Unit Number.<br><br><i>Numeric, 3 digits</i>  | School & District Settings > District > District Information > SAU Number<br><br>School.SAUnumber  |
| <b>District Number</b>                | Indicates the district number.<br><br><i>Numeric, 3 digits</i>  | School & District Settings > District > District Information > State District Number<br><br>District.number  |
| <b>School Number</b>                  | Indicates the school number.<br><br><i>Numeric, 5 digits</i>  | School & District Settings > Schools > School Information > State School Number<br><br>School.number   |
| <b>Virtual Instruction Percentage</b> | Reports the percentage of virtual minutes for which the student was scheduled in the selected calendar.<br><br>This is a calculation of the Minutes Virtual divided by the Total Minutes Scheduled.<br><br>This is an override field. If there is no value entered on the Enrollment Record, the value reports from Blended Learning.<br><br><i>Numeric, 3 digits</i> | Student Information > General > Enrollments > State Reporting Fields > Virtual Instruction Percentage<br><br>Enrollment.virtualInstructionPercentage |

