

# Blended Learning Groups

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Tool Search: 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 needs 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.

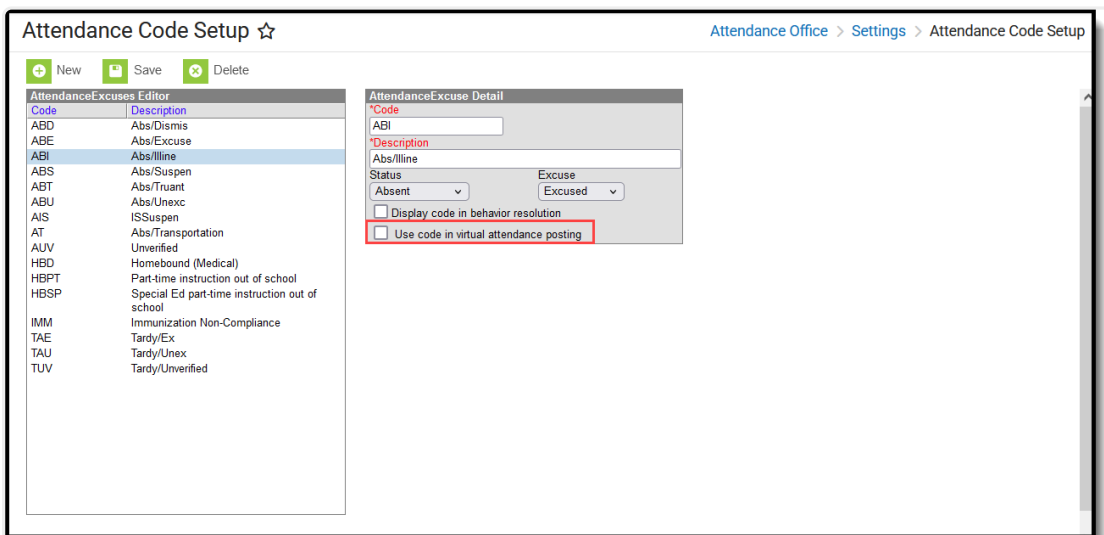
## Attendance Codes

Tool Search: Attendance Code Setup

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...](#)

An [Attendance Code](#) needs to be marked for virtual participation first. Then, Virtual Attendance Preferences can be set.



*Option for Using Code in Virtual Course Participation*

## Virtual Attendance Preferences

Tool Search: 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...](#)

These preferences apply only to the calendar selected in the Campus toolbar. Once selected and saved for that calendar, use the [Virtual Attendance Preferences Copier Wizard](#) to apply those same preferences to other calendars in the district.

The Preferences editor (1) allows for the enabling (or disabling) of Virtual Attendance and (2) determines whether virtual attendance data is posted and when, and if posted, what Attendance Posting Code is used (marked on the Attendance Codes editor).

## System Preference for Enrollment Behavior

Tool Search: System Preferences; 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...](#)

When the System Preference for **Cascade Enrollment End Date to Blended Learning Group Assignment End Date** is set to **Yes**, adding an End Date to the enrollment record, whether manually on a single student's enrollment record or when using the Enrollment End Batch, Blended Learning Group Assignments are also ended for the same date.

- When a student has overlapping enrollments, end dating one enrollment does not update the

Blended Learning Group Assignments. There is no way to determine to which enrollment the Blended Learning Group Assignment is associated.

- When an enrollment is marked as No Show, the student's Blended Learning Group Assignments are deleted.
- When an enrollment is deleted, the Blended Learning Group Assignments are deleted.

**System Preferences** ☆ System Settings > System Preferences > System Preferences

Save

User access to the new look of Campus (Try New Look) All Users

Display Fifth Year EL Monitoring No

Cascade Enrollment End Date to Blended Learning Group Assignment End Date Yes

Birth Date required for Student Locator No

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**General Enrollment Information**

Enrollment ID

\*Calendar 2024-25 Middle Sch \*Schedule Main \*Grade  Class Rank Exclude  External LMS Ex

\*Start Date 09/03/2024 No Show  End Date 12/31/2024 End Action  \*Service Type S: Partial

\*Local Start Status 00: Last year, public school, same district Local End Status Select a Value

State Start Status 00: Last year, public school, same district

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**Blended Learning Group Assignments** ☆ Student Information > General > Blended Learning Group Assignments

Related Tools ^

GROUP	START DATE	END DATE
Every Other Day Virtual	11/18/2024	12/31/2024

*Ending an Enrollment Record with Cascade System Preference Turned On Ends the Blended Learning Group Assignment*

## 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?

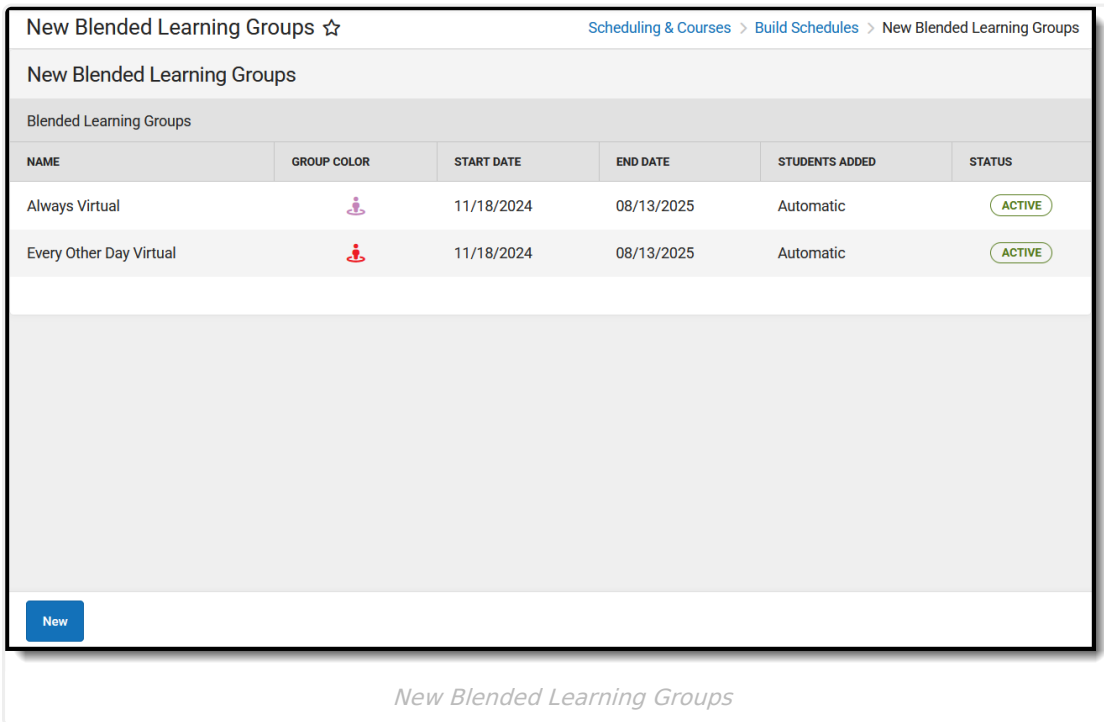
## Create Blended Learning Groups

Tool Search: New Blended Learning Groups

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...](#)



**New Blended Learning Groups** ☆ Scheduling & Courses > Build Schedules > New Blended Learning Groups

New Blended Learning Groups

Blended Learning Groups

NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
Always Virtual		11/18/2024	08/13/2025	Automatic	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">ACTIVE</span>
Every Other Day Virtual		11/18/2024	08/13/2025	Automatic	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">ACTIVE</span>

New

*New Blended Learning Groups*

When creating new groups, two options for student assignment are available - Manually add students to groups or Auto-assign students to groups.

- Use the [Add Students Manually](#) option to select specific students for the group. Groups that require students to be hand-picked (students receiving services or seniors enrolled in PSEO, for example) should be created first. This eliminates those students from the auto-assignment process when the remainder of the student body is assigned to groups. This option should also be used for groups who are always on-site or always virtual.
- Use the [Auto-Assign Students to Groups](#) to create groups and let the logic of the tool assign students to groups. This option provides a faster way to create the groups and make assignments, but may require more shuffling of students after groups are created.

All students who have an active enrollment in the selected calendars are assigned to groups.

## Edit Learning Groups

Tool Search: New Blended Learning Group

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

▶ [Click here to expand...](#)

Users can:

- Change the group's name.
- Modify the color and icon assigned to a group.
- End a group as of a certain date. Students in that group, if any, need to be assigned to a new group.
- Change the status of the group from Active to Archived.

The screenshot shows the 'New Blended Learning Groups' interface. On the left, there is a table titled 'Blended Learning Groups' with columns for NAME, GROUP COLOR, and START DATE. The table contains two rows: 'Always Virtual' with a purple icon and 'Every Other Day Virtual' with a red icon, both starting on 11/18/2024. On the right, there is a form titled 'Edit Every Other Day Virtual'. The form includes fields for Name (set to 'Every Other Day Virtual'), Group Color (with a red color selection), Start Date (11/18/2024), End Date (08/13/2025), and Status (Active). At the bottom of the form are 'New', 'Save', and 'Cancel' buttons.

*Edit Blended Learning Groups*

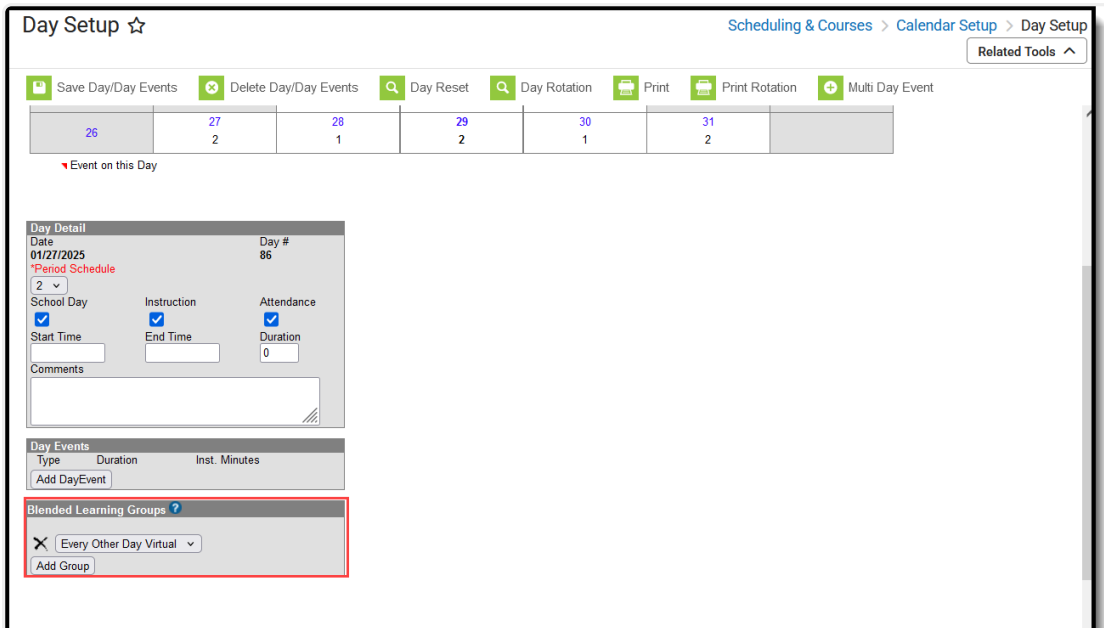
## Blended Learning Groups and Calendars

Tool Search: Day Setup

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...](#)

On the [Days](#) editor, assign which groups are **virtual** for a particular day. Indication of a school day being virtual also prints on the Calendar Days Rotation Report.



*Assign Virtual Groups to a School Day*

## Adjust Blended Learning Groups

Tool Search: [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...](#)

Adjust Blended Learning Groups ☆ Scheduling & Courses > Build Schedules > Adjust Blended Learning Groups

Adjust Blended Learning Groups

Blended Learning Groups

NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
Always Virtual		11/18/2024	08/13/2025	Automatic	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">ACTIVE</span>
Every Other Day Virtual		11/18/2024	08/13/2025	Automatic	<span style="border: 1px solid green; border-radius: 5px; padding: 2px;">ACTIVE</span>

*Adjust Blended Learning Groups*

- Use the [Student Group Assignment](#) option to adjust the group membership and the start date of the group. Selected students are assigned to the group as of the entered date through the entered end date.
- The [Group Day Assignment](#) option adjusts the selected group's designation of being virtual or on-site on a particular day.

## Manage Blended Learning Groups

Tool Search: 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...](#)



Manage Blended Learning Groups ☆ [Scheduling & Courses](#) > [Build Schedules](#) > Manage Blended Learning Groups

Manage Blended Learning Groups

Blended Learning Groups

NAME	GROUP COLOR	START DATE	END DATE	STUDENTS ADDED	STATUS
Always Virtual		11/18/2024	08/13/2025	Automatic	<span>ACTIVE</span>
Every Other Day Virtual		11/18/2024	08/13/2025	Automatic	<span>ACTIVE</span>

[Manage](#)

*Manage Blended Learning Groups*

- [Backdating groups](#) changes the start date of the group and updates all student group assignments in that group. There's a few important pieces of logic that pertains to student attendance records and calendar that should be reviewed prior to performing this action (detailed on the article above)
- [Redistribute Groups](#) moves students currently assigned to one group to another group on the entered start date. Groups can also be redistributed into other groups.

When moving students to other groups and modifying group start/end date, there's a potential for gaps in student group assigned to be created. The [Blended Learning Groups Gap and Overlap Report](#) identifies a gap or an overlap in a student's assignment to a Blended Learning Group.

## 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

Tool Search: 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...](#)

GROUP	START DATE	END DATE
Virtual Attendance	07/01/2020	10/07/2020
Group 1	10/08/2020	10/12/2020
Group 211	10/13/2020	11/11/2020
Group 1234 S	11/12/2020	06/30/2021

*Blended Learning Group Assignments*

- The [Cascade Enrollment End Date System Preference](#) comes into play for this tool. Review that information and determine the best option for your district.
- A student can only be in one group at a time.
- The currently assigned group icon and color displays on every Student Information tool where other student flags display.

## Student Attendance

Tool Search: 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...](#)

This icon displays ONLY when the student has an attendance entry for a date where their Blended Learning Group is assigned to the Calendar Day so the student is attending classes virtually.

**Attendance** ☆ Student Info

Student, Bristol Grade: 12 #123456 DOB: 12/11/03

Medical Condition(s) Immersion 504 Plan AA

New Period Detail Daily Detail Additional Enrollments... Documents

Term Q1 09/08/2021 - 11/05/2021  
Instructional Days: 39 Present Days: 36.92

Period	00	01	02	03	04	05	06	07	08	09	10	T
Absent	1	4	3	2	2	0	3	2	0	0	0	17
Early Release	0	0	0	0	0	0	0	0	0	0	0	0
Tardy	0	0	0	0	0	0	0	0	0	0	0	0

Term Q2 11/08/2021 - 01/21/2022  
Instructional Days: 42 Present Days: 42

Period	00	01	02	03	04	05	06	07	08	09	10	T
Absent	1	0	0	0	0	0	0	0	0	0	0	1
Early	0	0	0	0	0	0	0	0	0	0	0	0

Unknown Excused Unexcused Exempt

Date	00	01	02	03	04	05	06	07	08	09	10
12/09/2021 Thu	AUV										
09/23/2021 Thu								A			
09/22/2021 Wed	A	A			ABE						
09/21/2021 Tue			A					A			
09/20/2021 Mon		A	A								

*Student Attendance - Blended Learning/Virtual Display*

## Student Schedule

Tool Search: Schedule

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...](#)

**Schedule** ☆ Student Information > General > Schedule

Today Wednesday, January 29, 2025 Day Week Agenda

Q3 - Wed 1/29 - 2 **Virtual**

10:00 AM Period A1

Skills and Strategies B 6  
Period A2

11:00 AM

*Student Schedule - Day View*

Also, the **Walk-In Scheduler** displays the Blended Learning Group name when hovering over a placed section after adding a requested course.

The screenshot shows the 'Walk-In Scheduler' interface. On the left is a grid for two quarters: Q2 (11/9/2020 - 1/22/2021) and Q3 (1/25/2021 - 3/26/2021). The grid has columns for 'Wednesday', 'A', and 'B'. A red box highlights a course entry in the Q3 grid: '9642-3 Digital Photography (28/32) Staff, Adam'. A red arrow points from this entry to the 'Requests' sidebar on the right. The sidebar shows 'Scheduling Units: 42/96' and a list of courses under 'UNDESIGNED' and 'SCHEDULED' sections. The 'UNDESIGNED' section includes 'Core English I 0011', 'Core Math I 0013', and 'Digital Photography 9642'. The 'SCHEDULED' section includes 'Foods II - International Foods 9750 - 2', 'Algebra 2 II 4011 - 2', 'World History II 2705 - 11', 'World History I 2704 - 8', and 'Money Matters 9010 - 7'.

Walk-In Scheduler

## Student Profile

Tool Search: 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...](#)

The screenshot shows the 'Attendance Details' window for a student. At the top, it says 'Sep 15, 2020 -Term: Q1' with a 'Virtual' indicator in a red box. Below this is a table with columns 'COURSE', 'TEACHER', and 'CODE'. The table lists three courses: '00 Advisory' (Staff, Beth, AVP), '01 English 10 I' (Staff, Andrew, AVP), and '02 Principles of Chemistry' (Staff, Joanna, AVP). Each course entry has a 'Comments' section that says 'Virtual participation not verified'. A 'Close' button is at the bottom left.

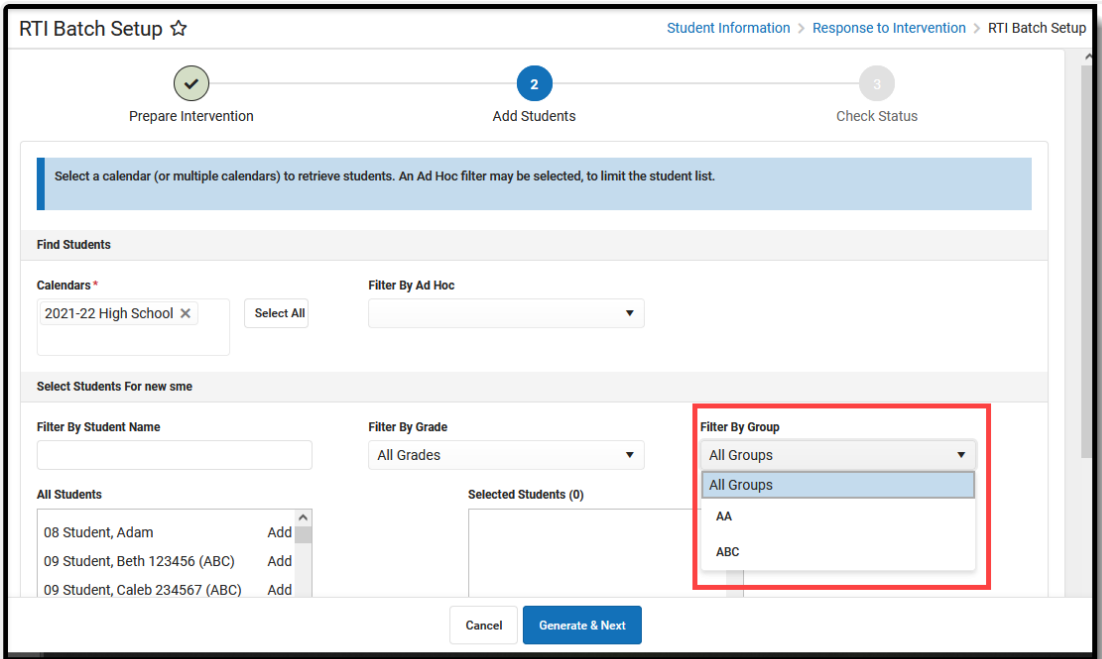
Student Profile - Blended Learning Group Display

# RTI Batch Setup

Tool Search: 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...](#)



RTI Batch Setup - Group Selection

# 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

Tool Search: 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...](#)

When there are no virtual attendance preferences set, virtual students display at the end of the section roster and can be marked as Present, Absent or Tardy, just like physical students.

**Virtual Attendance Preferences**

When "Enable Virtual Attendance" is selected, options for indicating participation and posting non-participation to the attendance table can be entered. The student participation section is indicated by teachers and/or students and parents and defines the date and time parameters during which participation can be recorded. The "Posting Virtual Attendance" section with which non-participation is posted to the attendance table and the attendance code that will be used for non-participation. Attendance codes need to be defined in System Administration Codes before setting up attendance posting. If Virtual Attendance is not enabled, regular Present/Absent/Tardy attendance will be available for the teacher. These preferences are selected in the toolbar.

Enable Virtual Attendance

Disable Classroom Attendance

Participation-Based Entry

Allow student attendance check in

Check in once per day

12 : 00 AM Start Time

**0033-2 Mastery**  
Teacher: Staff, Anna

Close Save

Date Selector: 10/13/2020 Change Date

Student Name	P	A	T	Excuse	Comments
<b>Physical Students (4)</b>					
Totals:	6	0	0		
07 Student, James	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Student, Nellie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Student, Oliver	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
06 Student, Quincy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
<b>Virtual Students (2)</b>					
06 Student, Abigail	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Student, Cameron	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		

*Classroom Monitor - No Virtual Attendance Preferences*

When virtual attendance preferences are set, virtual students display in the section roster with a Participation checkbox that indicates the student did participate (checked) or did not participate (not checked) in the class.

**Virtual Attendance Preferences**

When "Enable Virtual Attendance" is selected, options for indicating participation and posting non-participation to the attendance table can be entered. The student participation section is indicated by teachers and/or students and parents and defines the date and time parameters during which participation can be recorded. The "Posting Virtual Attendance" section with which non-participation is posted to the attendance table and the attendance code that will be used for non-participation. Attendance codes need to be defined in System Administration Codes before setting up attendance posting. If Virtual Attendance is not enabled, regular Present/Absent/Tardy attendance will be available for the teacher. These preferences are selected in the toolbar.

Enable Virtual Attendance

Disable Classroom Attendance

Participation-Based Entry

Allow student attendance check in

Allow Parent to enter student attendance check in

Check in once per day

12 : 00 AM Start Time 11 : 59

Check in once per course/section

Between the Period Start and End Times

Set Time

12 : 00 AM Start Time 11

Allow teacher to mark student participation for previous

**0033-2 Mastery**  
Teacher: Staff, Anna

Close Save

Date Selector: 10/13/2020 Change Date

Student Name	P	A	T	Excuse	Comments
<b>Physical Students (4)</b>					
Totals:	4	0	0		
07 Student, James	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Student, Nellie	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
07 Student, Oliver	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
06 Student, Quincy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		
<b>Virtual Students (2)</b>					
Totals:	0		2		
06 Student, Abigail			<input checked="" type="checkbox"/>		
07 Student, Cameron			<input checked="" type="checkbox"/>		checked in

*Classroom Monitor - Virtual Attendance Preferences On*

## Daily Attendance

## Tool Search: Daily Attendance Processing

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...](#)

**Daily Attendance** ☆

Summary Report | Caller Report

Daily Attendance  
 Date: 07/17/2020 [Calendar Icon] Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.  
 Day: Friday - Period Schedule: 1  
 Ad Hoc Filter: [Dropdown]

Student	Number	Grade	01	02	03	04	05
<a href="#">Details</a> Student, Anthony	815122	10	A				
<a href="#">Details</a> Student, Brittany	843160	12	A				
<a href="#">Details</a> Student, Caleb	841548	07	A				
<a href="#">Details</a> Student, Daphne	833450	07	A				
<a href="#">Details</a> Student, Everett	833519	11	A				
<a href="#">Details</a> Student, Francie	836155	07	A				
<a href="#">Details</a> Student, Granger	854097	11	A				
<a href="#">Details</a> Student, Heather	819449	10	A				
<a href="#">Details</a> Student, Isaac	815304	11	A				
<a href="#">Details</a> Student, Jenna	836384	09	A				

*Daily Attendance Virtual Icons*

# 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

### Tool Search: Teacher Attendance

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...](#)

Date: 07/28/2020  
 Period 05  
 Save Seating Chart

Students: 8 Present: 8 Absent: 0 Tardy: 0  
 Physical: 4 Present: 4 Absent: 0 Tardy: 0  
 Virtual: 4 Present: 4 Absent: 0 Tardy: 0 Check-In: 2 Participated: 2

205-4 American Literature (A)				Physical
Students: 4	4	0	0	Excuse Comments
12 Student, Lindsey				
12 Student, Natalie				
11 Student, Olivia				
11 Student, Roger				

205-4 American Literature (A)				Virtual
Students: 4	Check-In 2	Participated 2	Excuse	Participation Comments
12 Student, Benjamin B		<input checked="" type="checkbox"/>		
09 Student, Isabel P		<input type="checkbox"/>		
11 Student, Ryan R		<input type="checkbox"/>		
11 Student, Samantha		<input checked="" type="checkbox"/>		

Teacher Attendance with Blended Learning Groups

# Scheduling and Courses

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

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

## Section Roster

Tool Search: 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...](#)



**Section Roster** ☆

Print Options

Active Students										
Active Students: 30		Males:14		Grade 12: 30						
		Females:16								
<b>Blended Learning Group Summary:</b>										
A: 8 (M:5 F:3)			B: 9 (M:3 F:6)			C: 7 (M:4 F:3)				
D: 6 (M:2 F:4)										
Name	Gender	DOB	Start Date	End Date	Home Phone, Address and Guardian(s)		Flags	Health	IEP	PLP Documents
12 Student, Andrea #123456	F	11/07/2002			(612) 555-0123 Colin Parent 1067 63th Ave S New Hope, MN 55427-2015 C:(612) 555-9878					

Section Roster Blended Learning Summary

This summary can also be included when using the [Print Options](#) to generate a report of the section roster by marking the Show Blended Learning Group Summary Display Option and the Blended Learning Group Student Options.

## Attendance (Section)

Tool Search: 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...](#)

## Section Attendance ☆

Save

Date Selector

01/12/2021

Lunch Count:  Milk Count:  Adult Count:

Student Name	P	A	T	Excuse	Comments	Override
<b>Physical Students (12)</b>	<b>Totals:</b>	<b>12</b>	<b>0</b>	<b>0</b>		
KD Student, Aaron	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
KD Student, Kendall G	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student Jr., Benjamin E	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student Jr., Lily E	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student, Marlee S	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student, Harris Y	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student, Eleanor	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			
KD Student, Melvin G	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
HK Student, Nolan G	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student, Alexander T	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
KD Student, Martha B	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
HK Student, Amber A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input type="checkbox"/>
Student Name	Check-In	Participated	Excuse	Participation	Comments	Participation Type
<b>Virtual Students (9)</b>	<b>Totals:</b>	<b>1</b>	<b>4</b>			
HK Student, Maxine R		<input checked="" type="checkbox"/>			checked in	sync: Synchronous ▾
KD Student, John F		<input checked="" type="checkbox"/>			checked in	sync: Synchronous ▾
KD Student, Kylie R		<input checked="" type="checkbox"/>				▾
KD Student, Edgar D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				▾

*Section Attendance - Recording Virtual Students*


## Portal

Tool Search: 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...](#)

Today Wednesday, September 30, 2020



**Andy Student**  
**Student Number**  
 123456  
**Blended Learning Group**  
 Group 4  
**2020-21 Harrison High**  
 Grade 10

*Campus Student/Parent Display of Blended Learning Group*

## 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

Tool Rights: User Management

The following tool rights related to Blended Learning.

### Virtual Attendance Preferences Tool Rights

[Click here to expand...](#)

Read	Write	Add	Delete
<b>Attendance Office &gt; Settings &gt; Virtual Attendance Preferences</b>			
Users can view the selected Virtual Attendance Preferences.	Users can enter new preferences and modify selected options.	N/A	N/A
<b>Attendance Office &gt; Settings &gt; Virtual Attendance Copier Wizard</b>			

Read	Write	Add	Delete
Users can view the Copier Wizard and copy preferences from one calendar to another.	N/A	N/A	N/A

**Tool Rights** ☆  
 User Management > User Accounts > Tool Rights

▶ Student Information	None	Read	Write	Add	Delete
▼ Attendance Office	None	Read	Write	Add	Delete
▶ Attendance Management	None	Read	Write	Add	Delete
▶ Attendance Communication	None	Read	Write	Add	Delete
▶ Student Attendance	None	Read	Write	Add	Delete
▶ Teacher Attendance					<input type="checkbox"/> Off
▶ Reports	None	Read	Write	Add	Delete
▼ Settings	None	Read	Write	Add	Delete
Attendance Aggregation Preferences	None	Read	Write	Add	Delete
Attendance Aggregation Refresh Wizard	None	Read	Write	Add	Delete
Attendance Code Setup	None	Read	Write	Add	Delete
Excuse Code Copier Wizard	None	Read	Write	Add	Delete
Positive Attendance Preferences	None	Read	Write	Add	Delete
Virtual Attendance Preferences	None	Read	Write	Add	Delete
Virtual Attendance Preferences Copier Wizard	None	Read	Write	Add	Delete
Scanner Settings	None	Read	Write	Add	Delete

Virtual Attendance Tool Rights

## Blended Learning Group Tools

Read	Write	Add	Delete
Scheduling & Courses > Build Schedules > New Blended Learning Groups			

Read	Write	Add	Delete
<p>Users can view the New Blended Learning Groups tool and any groups that may be available, but cannot make any changes to the groups or create new groups.</p>	<p>Users can view the New Blended Learning Groups tool and any groups that may be available.</p> <p>Users can edit any groups that already exist in the New Blended Learning Groups tool.</p>	<p>Users can view the New Blended Learning Groups tool and any groups that may be available.</p> <p>Users can edit any groups that already exist in the New Blended Learning Groups tool.</p> <p>Users can add new groups to the New Blended Learning Groups tool.</p>	<p>N/A</p>
<b>Scheduling &amp; Courses &gt; Build Schedules &gt; Adjust Blended Learning Groups</b>			
<p>Users can view the Adjust Blended Learning Groups tool and any groups that may be available, but cannot make any changes to the groups or create new groups.</p>	<p>Users can view the Adjust Blended Learning Groups tool and any groups that may be available.</p> <p>User can edit any groups that already exist in the Adjust Blended Learning Groups tool.</p>	<p>Users can view the Adjust Blended Learning Groups tool and any groups that may be available.</p> <p>Users can edit any groups that already exist in the Adjust Blended Learning Groups tool.</p> <p>Users can add new groups to the Adjust Blended Learning Groups tool.</p>	<p>N/A</p>
<b>Scheduling &amp; Courses &gt; Build Schedules &gt; Manage Blended Learning Groups</b>			
<p>Users can view the Manage Blended Learning Groups tool and any groups that may be available, but cannot make any changes to the groups or create new groups.</p>	<p>Users can view the Manage Blended Learning Groups tool and any groups that may be available.</p> <p>User can edit any groups that already exist in the Manage Blended Learning Groups tool.</p>	<p>Users can view the Manage Blended Learning Groups tool and any groups that may be available.</p> <p>Users can edit any groups that already exist in the Manage Blended Learning Groups tool.</p> <p>Users can add new groups to the Manage Blended Learning Groups tool.</p>	<p>N/A</p>

**Tool Rights** ☆

User Management > User Accounts > Tool Rights

▸ Grading & Standards	None	Read	Write	Add	Delete
▸ Health Office	None	Read	Write	Add	Delete
▸ My Account	None	Read	Write	Add	Delete
▸ Reporting	None	Read	Write	Add	Delete
▼ Scheduling & Courses	None	Read	Write	Add	Delete
▸ Courses	None	Read	Write	Add	Delete
▼ Build Schedules	None	Read	Write	Add	Delete
Adjust Blended Learning Groups	None	Read	Write	Add	Delete
Lunch Setup	None	Read	Write	Add	Delete
Manage Blended Learning Groups	None	Read	Write	Add	Delete
New Blended Learning Groups	None	Read	Write	Add	Delete
Request Wizard	None	Read	Write	Add	Delete
Scheduling Build Constraints Wizard	None	Read	Write	Add	Delete
Student Constraints Setup	None	Read	Write	Add	Delete
Team (Scheduling Group) Setup	None	Read	Write	Add	Delete
Trials	None	Read	Write	Add	Delete
▸ Load Schedules	None	Read	Write	Add	Delete

*Blended Learning Group Tool Rights*

## Student Attendance

Read	Write	Add	Delete
<b>Student Information &gt; General &gt; Attendance</b>			
Users can view the attendance summary and individual events, and generate reports.	users can modify existing attendance events and add period attendance events for a day that already has an event. Users cannot remove existing attendance events from a day without updating an existing event.	Users can add new attendance events.	Users can delete existing attendance events.
<b>Student Information &gt; General &gt; Additional Enrollment Attendance</b>			
Users can print the Period Detail Report for students who are enrolled in multiple schools.	N/A	N/A	N/A

**Tool Rights** ☆  
 User Management > User Accounts > Tool Rights

Search Campus Tools:

Select Tag Filters: Non Admin x

- ▶ Instruction
  - ▶ Student Information
    - ▼ General
      - ▶ Ad Hoc Letters
      - Assessment
      - Athletics
      - ▼ Attendance
        - Chronic Absenteeism Information 👤
        - Additional Enrollment Attendance 👤
      - ▶ Behavior
      - Blended Learning Group Assignments
      - Credit Summary

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

None Read Write Add Delete

*Tool Rights for Student Attendance*

## Student Blended Learning Group Assignments

Read	Write	Add	Delete
<b>Student Information &gt; General &gt; Blended Learning Group Assignments</b>			
User can view Blended Learning Group Assignments.	User can view and edit existing Blended Learning Group Assignments.	User can view and edit existing Blended Learning Group Assignments.  User can add new Blended Learning Group Assignments.	N/A

**Tool Rights** ☆  
 User Management > User Accounts > Tool Rights

This tool allows you to edit the tool rights for a user. Granting tool rights enables users to view and use tools in the Navigation.

**Tool Tree**

Search Campus Tools:

Select Tag Filters: Non Admin x

Off

▶ Instruction	None	Read	Write	Add	Delete
▼ Student Information	None	Read	Write	Add	Delete
▼ General	None	Read	Write	Add	Delete
▶ Ad Hoc Letters	None	Read	Write	Add	Delete
Assessment	None	Read	Write	Add	Delete
Athletics	None	Read	Write	Add	Delete
▶ Attendance	None	Read	Write	Add	Delete
▶ Behavior	None	Read	Write	Add	Delete
Blended Learning Group Assignments	None	Read	Write	Add	Delete
Credit Summary	None	Read	Write	Add	Delete
Ed-Fi Data	None	Read	Write	Add	Delete

Tool Rights - Student Blended Learning Group Assignments

## Blended Learning Ad hoc Reporting Information

Tool Search: 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**.



Select categories & fields

Filter By **blended learn** Search Clear

All Fields

**Blended Learning**

- Active Group Assignment
  - personID
  - assignmentID
  - assignmentStartDate
  - assignmentEndDate
  - groupName
  - groupStartDate
  - groupEndDate
  - flagImage
  - flagColor
  - virtualToday
  - virtualTomorrow
- All Group Assignment
  - personID
  - assignmentID
  - assignmentStartDate
  - assignmentEndDate
  - groupName
  - groupStartDate
  - groupEndDate
  - flagImage
  - flagColor

Selected Fields

- blendedLearningAssignmentActive.personID
- blendedLearningAssignmentActive.assignmentID
- blendedLearningAssignmentActive.assignmentStartDate
- blendedLearningAssignmentActive.assignmentEndDate
- blendedLearningAssignmentActive.groupName
- blendedLearningAssignmentActive.groupStartDate
- blendedLearningAssignmentActive.groupEndDate
- blendedLearningAssignmentActive.flagImage
- blendedLearningAssignmentActive.flagColor
- blendedLearningAssignmentActive.virtualToday
- blendedLearningAssignmentActive.virtualTomorrow

Add Function Edit Function

*Blended Learning Ad hoc Fields*

▶ [Click here to expand...](#)

## VirtualToday and VirtualTomorrow

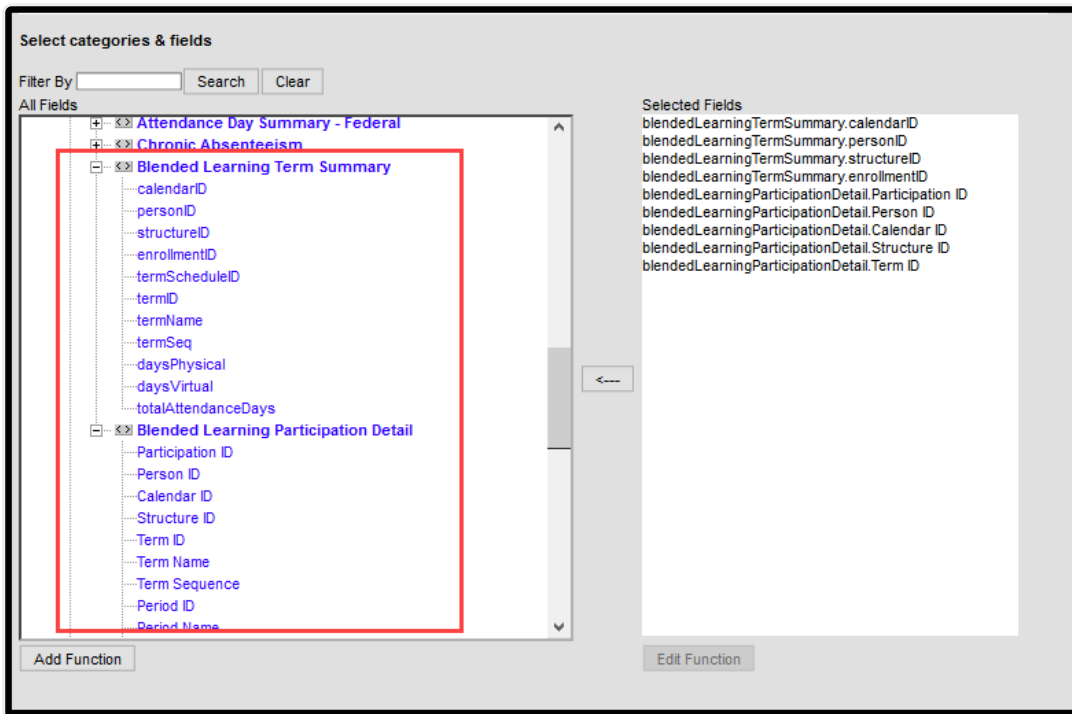
The **virtualToday** and **virtualTomorrow** fields report a value of 1 when the student is currently assigned to a Blended Learning Group that is scheduled for today (current date) or tomorrow (the next date). These fields use the calendar selected in the toolbar to determine the active enrollment from which to report.

- The virtualToday field looks for an enrollment with a Start Date of today or previous, with no End Date or with an End Date of today or in the future.
- The virtualTomorrow field looks for an enrollment with a Start Date of tomorrow or previous, with no End Date or with an End Date of tomorrow or in the future.

If a student has more than one active enrollment in the selected calendar with different virtual classifications for today or tomorrow, multiple records are returned. Add the **School Name** (Student > School > **sch.name**) or **Calendar Name** (Student > School Calendar > **cal.name**) to more easily identify which record is associated with which enrollments.

## Term Summary and Participation Detail

As part of the **Student > Attendance** folder, **Blended Learning Term Summary** and **Blended Learning Participation Detail** options are available. The Blended Learning Term Summary includes fields to create reports using the virtual and physical attendance data for students, broken up by term. The Blended Learning Participation Detail includes fields to create reports using the participation records of students, whether added by a student check in, a parent check in or a teacher entry of participation.



*Student Attendance Blended Learning Fields*

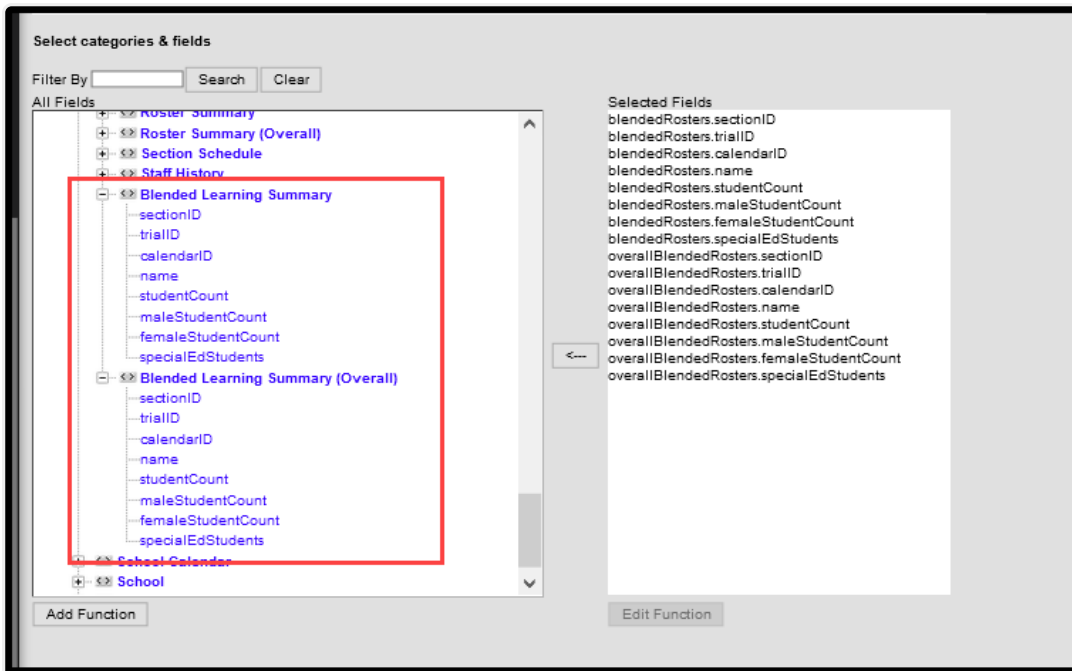
## Course/Section Data Type Blended Learning Fields

Blended Learning information is also available in the Query Wizard for **Course/Section Data Type**. Fields are available in the **Course > Section > Blended Learning Summary** and **Blended Learning Summary (Overall)** folders.

These fields return one row per Blended Learning Group and include summary counts of students' current Blended Learning Group assignments, if the section is currently active. If the section is not currently active:

- For sections meeting in previous terms, the last day of the section is used as the effective date (last day of the last term in which the section meets), and returns one row per Blended Learning Group and includes summary counts of students' Blended Learning Group assignments as of the last day of the section.
- For sections meetings in future terms, the first day of the section is used as the effective date (first day of the first term in which the section meets), and and returns one row per Blended Learning Group and includes summary counts of students' Blended Learning Group assignments as of the first day of the section.

The **Blended Learning Summary** fields are used to filter students who joined the class late or left the class early. The **Blended Learning Summary (Overall)** fields includes all students ever scheduled in the class.



*Blended Learning Summary, Summary Overall for Course Section Filters*

## Date logic for Blended Learning Groups

Note the following logic for dates as they related to Blended Learning Groups.

- Date fields are auto-populated from the next future date to the last instructional date in the selected calendar.
- When creating a blended learning group, the end date entered in the New Blended Learning Group tool is also added to the database and displays for all student group assignment end dates associated with the group.
- End dates can only be entered for a current or future date.
- End dates are required when editing or adjusting groups.
- Extending a future group end date does not update the student group assignment end date.
- Shortening a future group end date does update or delete any group assignment or day rotation necessary.