



Student Submissions for Determining Attendance

In order to properly determine if a student is present during distance learning please adhere to the following addendum to the [Hmong College Prep Academy COVID-19 Distance Learning Plan](#). As stated in the learning plan, tracking attendance needs to be separate from the accountability of learning (Page 4). Just as in a in-person school day, teachers record who is in the room differently than who accomplished the tasks. During distance learning, this similar function needs to be in place.

For each period, every day teachers will create a discussion board in Schoology for students to submit their name. This discussion board will be used as the determination of attendance. Attendance will continue to be tracked in PowerSchool.

Students:

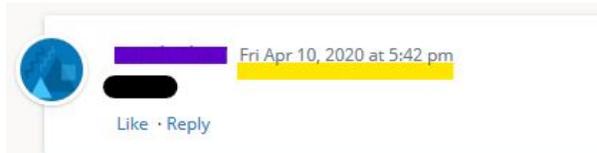
- Students are required to go into the discussion board for each class, each day and submit their name in the discussion board post.
- This must be completed prior to 11:59 pm on the day of class.
- This posting will be used on the next day at 8:00 am to determine if the student was present for class.

Teachers:

- Teachers are required to create a discussion board in Schoology for each period, every day. This discussion board will be used as the determination of attendance.
 - It is recommended that the discussion board is titled with the date it is meant to record
 - (i.e. Attendance: 4/13/2020).
 - The discussion board cannot be given points or included in the gradebook
 - See [page 3](#) for how to set up a discussion board that meets the criteria above
- On the day after class teachers will take attendance at 8:00 am using the Multi-Day or Seating Chart tools (Friday's attendance will be recorded on the following Monday at 8:00 am)
 - Steps for recording attendance can be found [here](#).
- **In order to know if a student has shown up for class, that information can be found by using the discussion board timestamp or course analytics tool. The directions for these are listed on [page 2](#) of this document.**

○ Discussion Board Timestamp:

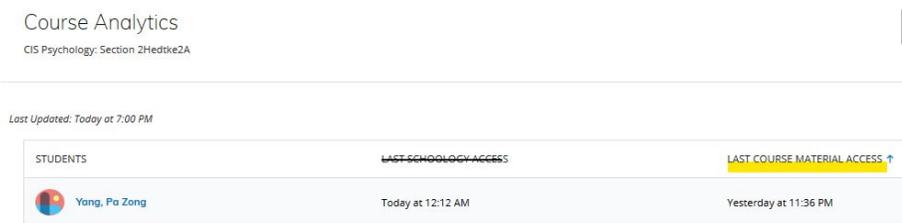
- All postings in a discussion board have a timestamp showing when the student/user submitted their post.



- Any timestamp made on the day of class between 8:00 am and 11:59 pm will be accounted as present for class.

○ Course Analytics: Last Course Material Access

- Teachers can also identify who submitted their name in the discussion board (present for class) by using the Course Analytics tool. This is found on the left side navigation in any course.
- To use this tool teachers must look to the third column called Last Course Material Access. Please ignore the middle column (Last Schoology Access).
 - This informs the teacher when the last time a student made a submission in their course. Submissions that show up in this field are from (Assignments, Discussion Boards, Test/Quiz and Assessments).
 - This tool is updated at 7:00 am everyday from the previous day.

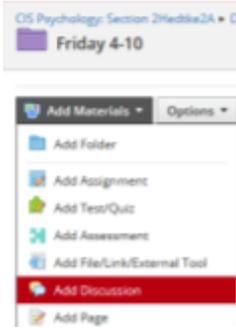


Recording Attendance:

- By using either the Discussion Board Timestamp or the Course Analytics: Last Course Material Access, the teacher will have the necessary data in front of them to record who showed up to class.
 - This does not mean that the students have accomplished the required expectations, but rather that they were present for learning.
- Attendance is still being recorded by the teacher at 8:00 am for the previous day using the multi-day or seating chart tools in PowerSchool. Steps for recording attendance can be found [here](#).

Creating a Discussion Board:

- In your Schoology course, go to your folder where you keep your distance learning materials.
- Click **Add Materials**, and choose **Add Discussion**



- The Edit Discussion window will appear.
 - **Title** - Required. Recommendation is to include the date in the title.
 - i.e. Attendance: 4/13/2020
 - Description - *Optional*, but including what they need to do and by when is helpful.
 - Due Date - *Optional*, ensure the time on this goes till 11:59 pm for the day of class.
 - **Grading** - **do not enable**.
 - Click **Save Changes** to post this in your distance learning folder

