Blended Learning Group Setup in Infinite Campus – Overview for DACs

Overview

Districts have setup blended learning groups (BLG) and tracked participation for the first semester of the 2020-2021 school year. Some districts have reported issues with participation posting to student attendance tabs, but these issues will not affect the BLGs that are needed for assessment purposes. Below is an overview of how to set up blended learning groups. If you have questions regarding your district's BLGs, they have most likely been setup by your district Director of Pupil Personnel (DPP).

All students should be assigned to a blended learning group. The day a group is assigned to the calendar will determine if the student is considered in person or remote for assessment purposes. Students in a BLG group assigned to a calendar day are considered remote on that day.

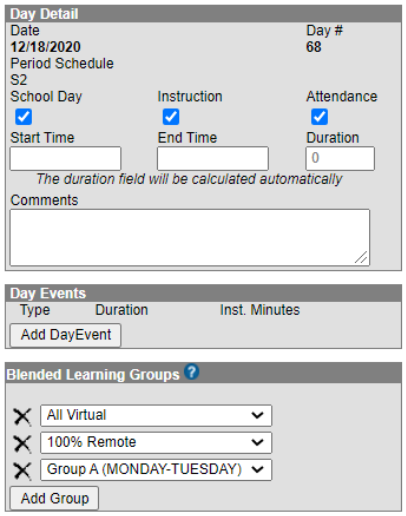
Ad Hoc for Student BLGs

It is very important to note, the information found the via ad hoc below can change at any time before the calendar date occurs. Students move in and out of BLGs frequently due to quarantine. You will need to be in communication with your schools/DPP/attendance clerks to know if BLGs change between the time when you pull them via this ad hoc and the first date of the assessment window.

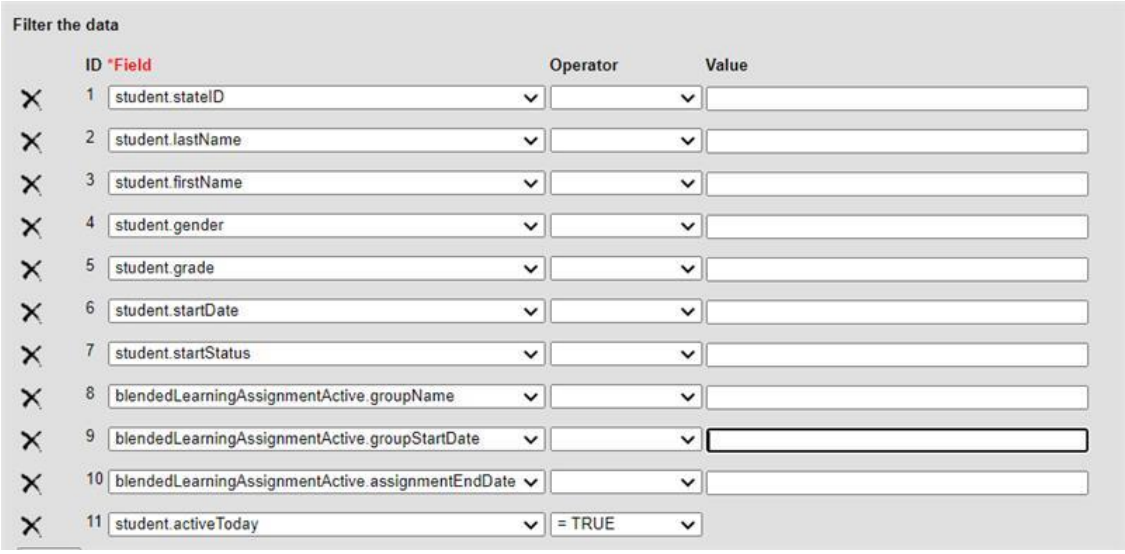
To identify students that are identified as remote on a certain day, you will need to know:

1) What BLG is assigned to the first day of the assessment window on the calendar, and
2) What student is in the BLG assigned to that day.

1) To identify what BLGs are currently assigned to a day of the calendar, go to *System Administration | Calendar | Calendar | Days tab* and choose the day of the calendar you need. BLGs that are scheduled to be remote on this day will be listed under Blended Learning Groups. In this example for 12/18/20, the groups "All Virtual", "100% Remote", and Group A are all remote.



2) To identify the students currently in these BLGs, create and run the ad hoc below in your system:



Helpful Links

- IC Blended Learning Webcast - https://www.infinitecampus.com/video/blended-learning-webinar
- DPP Webcasts - https://education.ky.gov/districts/enrol/Pages/COVID-19.aspx
- Healthy at School - https://govstatus.egov.com/ky-healthy-at-school
- Emergency Attendance Regulation - https://apps.legislature.ky.gov/law/kar/702/007/125e.pdf

For questions about blended learning group setup or assignment to calendar days, please reach out to your DPP or the Division of District Support at KDE. BLG contacts at KDE are listed below:

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Below is additional information on setup of BLGs. The Office of Financial Operations (OFO) believe this has already been completed in all districts. Specific tool rights need to be granted to make changes to BLGs. Please work with your DPP and Kentucky Student Information System Point of Contact (KSIS POC), if you would like to make changes to BLGs.

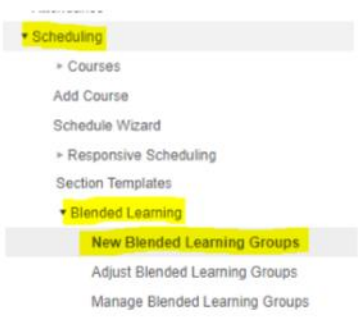
Setup

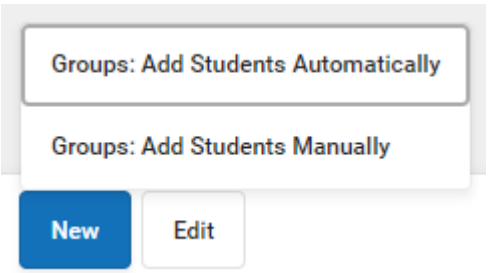
There are five steps to set up blended learning groups (BLG) in Infinite Campus (IC). Steps 1, 2 and 3 are all that is needed for assessment purposes:

1. Create the BLGs
2. Assign students to BLGs
3. Assign BLGs to days in the calendar
4. Give teachers access to track participation (enable virtual attendance)
5. Turn on virtual attendance posting so participation data writes to attendance tables

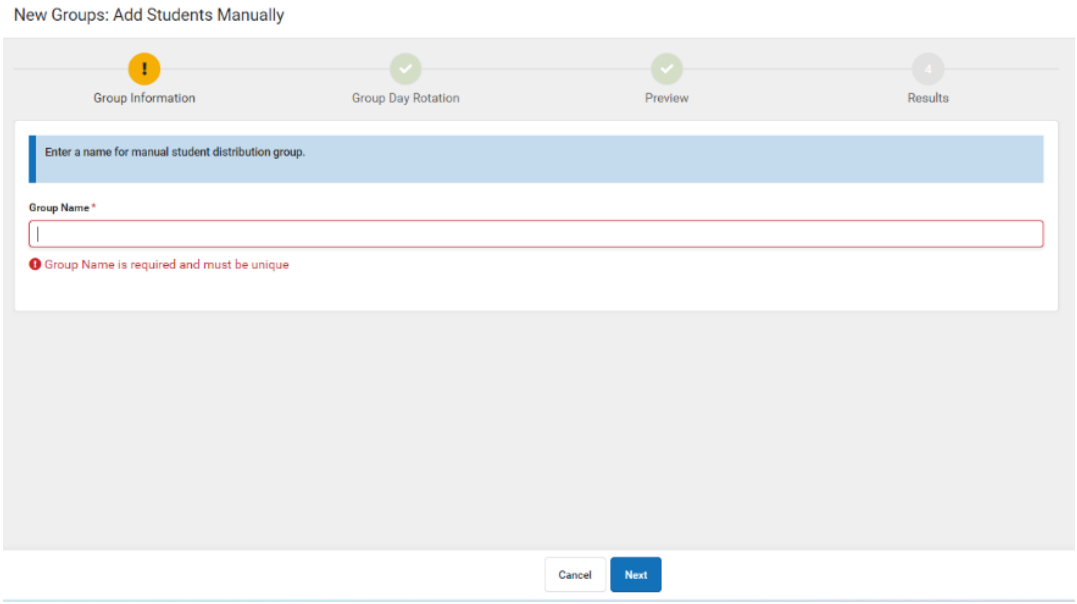
1. Create BLGs

BLGs are created at *Scheduling | Blended Learning | New Blended Learning Group*. After clicking New choose if the groups will be created automatically (by the system) or manually (by the user selecting specific students). If a new BLG is needed for the second semester, manual creation of the group may be easier. If the district already has all needed BLGs created, there is no need to create a new one. Choose Edit and manually move students into the groups.

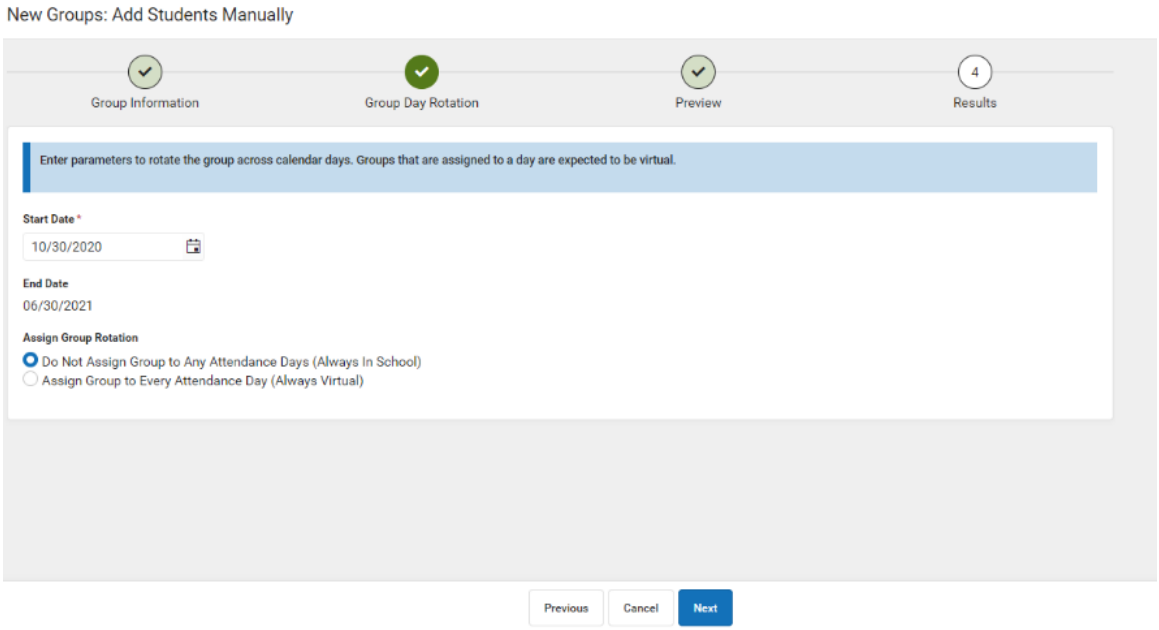




The first screen will require you to name the new BLG.



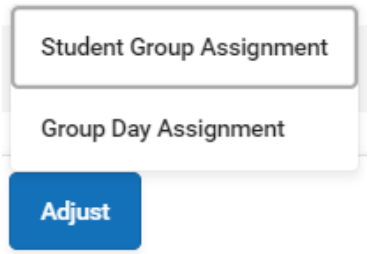
Next choose the start/end date for the group. The start date for the BLG must be tomorrow and should run to the end of the year (6/30/2021). Functionality now allows users to backdate BLGs, but this can only be done one week at a time. If setup is completed for the second semester prior to the semester starting, there should be no need to backdate a BLG. When assigning group rotation, choose if this BLG is always in school or always virtual. If always in school is chosen, the BLG will need to be manually added to any calendar day when the group will be virtual. If always virtual is chosen, then the BLG will automatically be assigned to each calendar day indicating that students in this BLG are virtual each day and need participation recorded for each day.



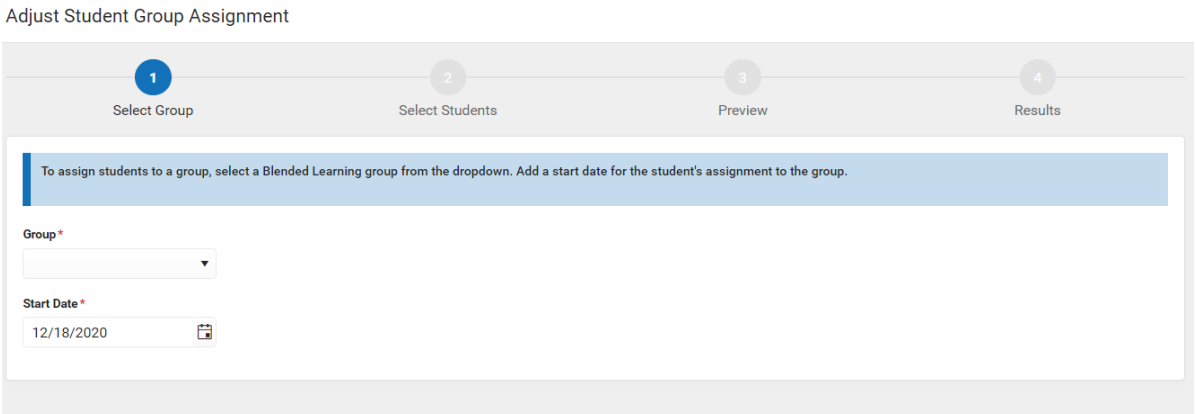
Then preview the changes to be made and click Finish.

2. Assign Students to BLGs

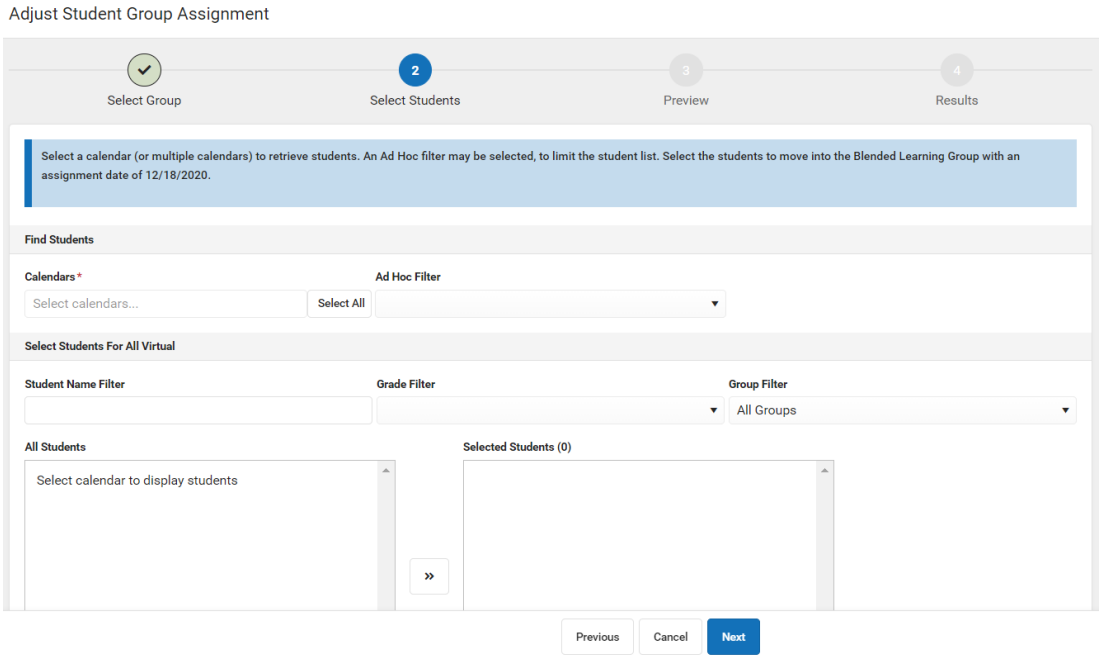
Once BLGs are created, students must be assigned to the groups at *Scheduling | Blended Learning | Adjust Blended Learning Group*. Select Adjust and then Student Group Assignment.



Then choose the BLG to be adjusted from the dropdown and once again choose the start date. Click Next.

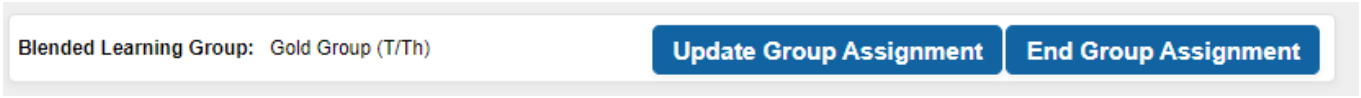


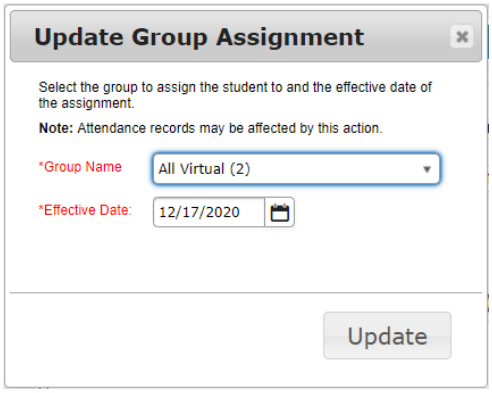
Next select the calendars that include students that will be in this BLG. Students included in the BLG will be on the right. The filters can be used to find students by name, grade or group to add to the BLG. Clicking the students name on the left will add him/her to the BLG on the right. Clicking the double arrow in the middle (>>) will add all students in the filtered group on the left to the BLG on the right.



Select Next to preview changes and then Finish.

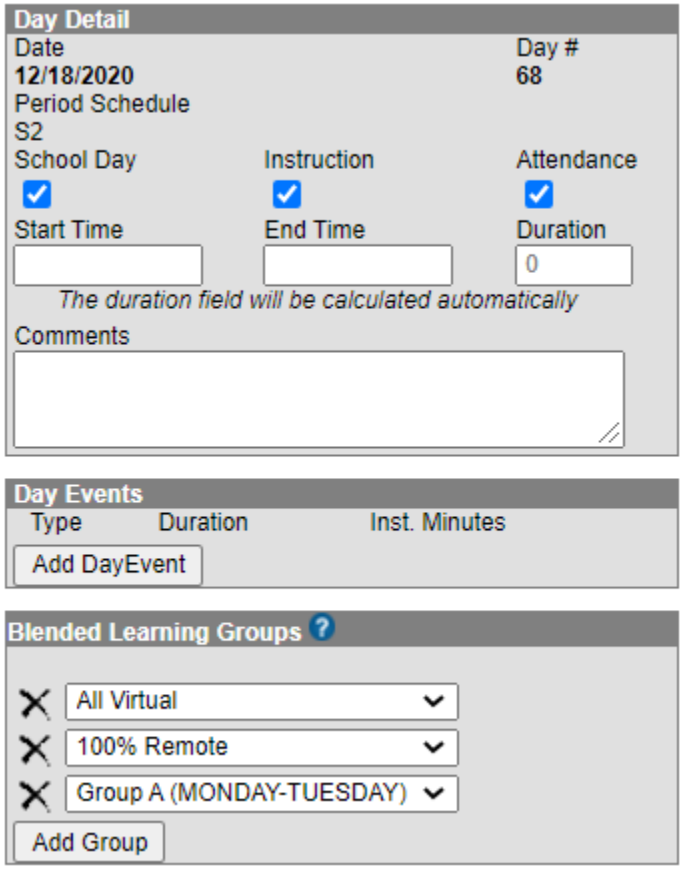
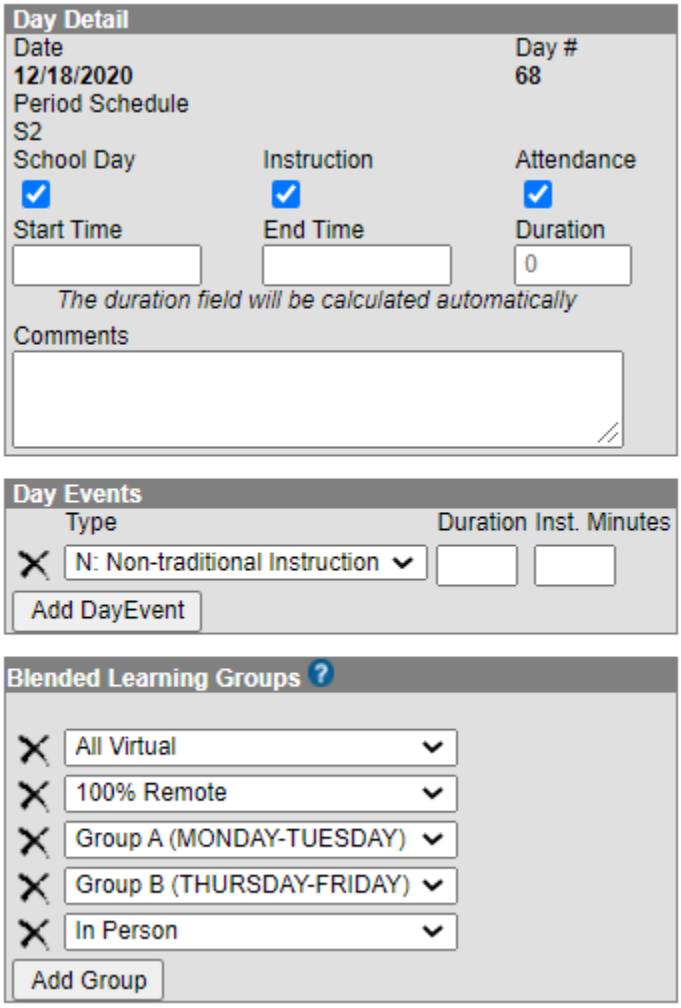
In instances of quarantine, move students into groups by following the steps above, or you can adjust individual student BLGs from the student's attendance tab. Once on the student's attendance tab, click Update Group Assignment then select the BLG the student should be assigned to and the effective date of the change. Students in quarantine can be moved to all virtual groups to ensure participation is tracked each day.





3. Assign BLGs to Calendar Days

To manually assign BLGs to calendar days go to *System Administration | Calendar | Calendar | Days tab*. When a BLG is assigned to a calendar day, that group is identified as being virtual/remote on that day and all students in that group will have participation, not attendance, tracked for that day. Select a day and add any BLG that should be remote on that day by clicking the Add Group button.



NonTraditional Instruction days should be marked on days when ALL students in the district are working remotely and not in the buildings. These days should have NTI as the Day Event and ALL BLGs should be listed under the Blended Learning Groups section: