

Virtual and Performance-Based Course Set-Up and Daily Participation Tracking



Kentucky Department of Education
2020-2021

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Document Overview

Purpose

The purpose of this document is to provide instruction on the correct set-up for virtual and performance-based courses during school year 2020-2021 so that participation can be tracked and reported according to the guidelines in the [Daily Participation and Non-Traditional Instruction guidance document](#). The Kentucky Department of Education (KDE) will run a district participation report from IC and will report that data through the KDE website and to the Legislative Research Commission.

Virtual and Performance Based Course Facts

- 702 KAR 7:125, Section 1 (4) (c); 704 KAR 3:305 Section (4) (3.) states that a virtual course must be off campus.
- Infinite Campus should reflect as closely as possible what occurs in the school.
- Students cannot be checked out in Infinite Campus if they are in a non-attendance class.
- Seat time classes must contain a Carnegie unit of time (120 hours). Virtual or performance-based (V/PB) classes can be set up to earn a Carnegie unit of attendance even if the course is completed in less time.
- The Daily Participation Report calculates participation credit from:
 - In-person attendance;
 - Virtually tracked participation using blended learning groups, including placeholder courses.
 - Passing a virtual or performance-based course.
 - Courses must have a final grade posted in the grading task.
 - The Daily Participation Report does not pull from transcript entries.

***Note: Do not schedule students into an attendance-based class if a certified teacher is not tracking participation.**

Courses that must be Performance-Based

- Classes where credit is given upon completion of a predefined criteria
- Gatton Academy
- Craft Academy
- [Craft/Gatton Academy Guidance Document](#)

District Option – Performance/Virtual/Seat Time (Blended Learning)

- Full-time virtual
- Dual credit college classes
- Credit recovery
- Innovative scheduling

Reference the [Infinite Campus Blended Learning webinar](#).

Setting up a Period Schedule

Path: System Administration / Calendar / Calendar / Periods Tab

Select the appropriate School and Schedule Structure, open the Periods tab.

Period Schedule Info						
*Name	*Sequence	Instructional Minutes	Standard Day Minutes	School Day		
S1	1	450	415	475		
Warning: Values in existing attendance records will be updated if you add or delete a period, modify a period's start or end time, or check or uncheck Standard Day. You may experience a delay upon saving these changes.						

Period Info							
*Name	*Sequence	Start Time	End Time	Non Instructional Time	Non Instructional Period	Standard Day	
X 1	1	07:55 AM	08:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 2	2	08:50 AM	09:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 3	3	09:50 AM	10:50 AM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 4	4	10:50 AM	12:50 PM	25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 5	5	12:50 PM	01:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 6	6	01:50 PM	02:50 PM	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
X 7 ACTIVITY	7	02:50 PM	02:51 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
X V/PB	8	02:51 PM	04:01 PM	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Add Period

- The example shows a one-minute, non-instructional Activity Period at the end of the day for tracking teams, clubs, etc. It is not part of the regular six-period standard day.
- Another period has been added to the end of the day called V/PB. This the length of the period should be the Standard Day Minutes in a day divided by the number of periods in a day rounded up to the next minute. In the example above, $415/6 = 69.17$ rounded to 70 minutes.

***Note: If there are students that are out of the building for the entire day, schedule the class for periods 1 thru 6 to fill the whole day.**

Placeholder Course Setup

Path: System Administration / Scheduling / Add Course

Placeholder course(s) may be utilized during the instructional day to track daily participation for V/PB content area courses that are scheduled outside of the instructional day.

For details on setting up courses, see the [Course Data Standard](#).

Go to Course tab

Click on the Course in the Index, select the **Course** tab

- **Course Code:** 960001 Digital Learning Placeholder or 950001 Dual Credit Placeholder
- **Type:** Leave blank
- **Transcript:** Should be unchecked
- **Attendance:** Course should be marked for Attendance so participation can be tracked using

blended learning groups.

- **Teaching Method:** 10: Digital Learning Provider
- **Instructional Setting:** 05: Online

Grading Task

Path: System Administration / Scheduling / Courses / Grading Tasks

No grading task is needed. Placeholder courses should not be graded.

Scheduling a Placeholder Section

Path: System Administration / Scheduling / Courses / Sections

Search for the course by number or name.

Select the Section tab.

Select Add a Section or select an existing section.

- A **section number** is required.
- **Highly Qualified** – select **Not Applicable**
- **Primary Teacher** – Select the teacher who is monitoring the virtual learners
- **Section Schedule Placement** – Select the appropriate periods and terms during the regular day. If used for full-time virtual students, select all periods and terms to track participation once per day.

Content Course Setup

Path: System Administration / Scheduling / Add Course

For details on setting up courses, see the [Course](#) and [Dual Credit Course](#) data standards.

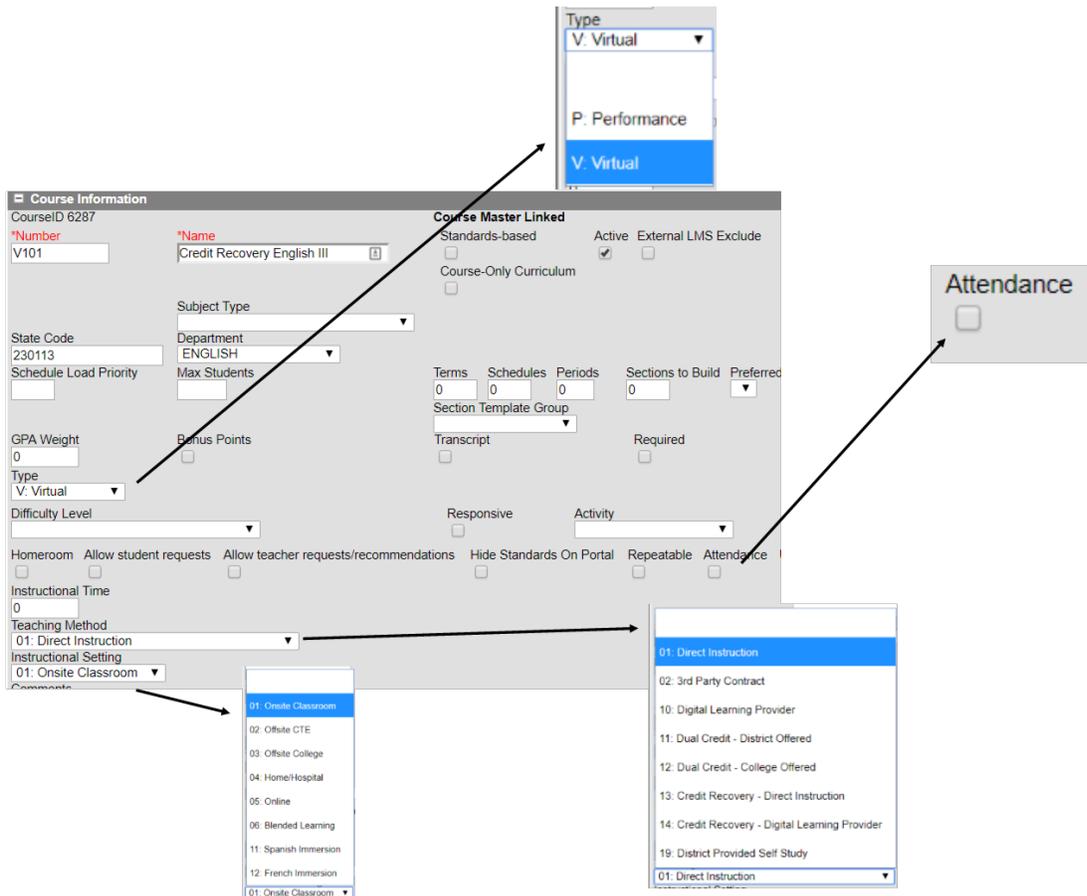
Recommendation: Use a naming convention in the course number to make virtual and performance-based courses easy to recognize. For example, include the 'V' for virtual classes, 'PB' for performance based or 'DC' for dual credit in the course number. This is not required but makes it easier to find when searching for courses.

Note: In order to get participation credit based on passing the course, the type must be virtual or performance and attendance must be unchecked.

Course Tab

Click on the Course in the Index, select the **Course** tab

- **Type:** Select Virtual or Performance
- **Transcript:** Can be checked to allow posting to the transcript once grades have been entered.
- **Attendance:** Course should not be marked for Attendance. There is no seat time for the course. Participation credit will be reflected on the Participation Report based on whether the student passes the class.
- **Teaching Method:** Choose the appropriate teaching method.
- **Instructional Setting:** Choose the appropriate setting.

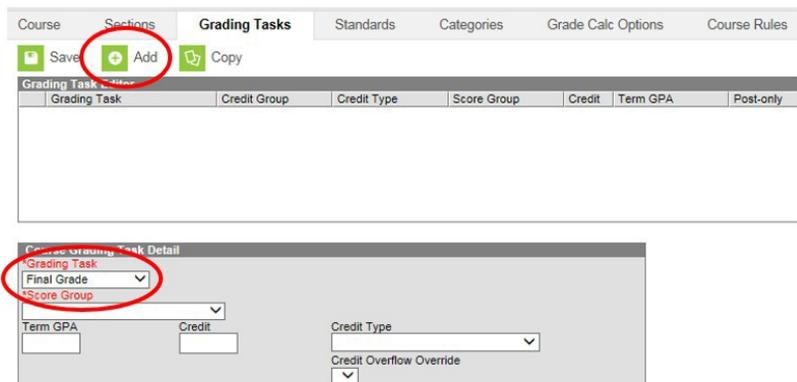


Grading Task

Path: System Administration / Scheduling / Courses / Grading Tasks

SAAR calculates attendance credit from course grades, not transcript entries. All V/PB courses must have a grading task to record the final grade.

- Click on the Course in the Index
- Select **Grading Task**
 - Grading Task must have a Final Grade
- Select **Add**
- Select **Final Grade**



***Note: Final Grade should only be selected for one term on the Term Mask — the final term where the grade will be awarded. If other terms are marked and have left the final term blank, no participation credit will be given for the course.**

Course Sections **Grading Tasks** Standards Categories

Save Add Copy

Grading Task Editor

Grading Task	Credit Group	Credit Type	Score Group	Credit	Term GPA	Post-only

Course Grading Task Detail

*Grading Task
Final Grade

*Score Group
Standard Scale

Term GPA: 1 Credit: 1 Credit Type: ENGLISH
Credit Overflow Override

Term Mask: Term 1 Term 2 Term 3 Term 4 [More Terms](#)

Active Mask: Term 1 Term 2 Term 3 Term 4 [More Terms](#)

Post-only Grading Task

***Note: Score Group should be selected with correct Scale Group that fits best in your district.**

Verify Score Group

Path: Grading & Standards / Score Groups & Rubrics

- Select the Score Group used on the Grading Task
- Verify **Passing Score** box is checked for all passing grades
- Verify **Passing Score** is unchecked for all failing grades

► Fees

▼ Grading & Standards

- Course Masters
- Auto Grade
- Grading Window
- Course Catalogs
- Course Group
- Credit Groups
- Grading Tasks
- Score Groups & Rubrics**
- Standards Bank
- Reports

► Medicaid

► Program Admin

► Ad Hoc Reporting

► Transcripts

► User Communication

► Assessment

System Administration

Save Delete New Score Group New Rubric

Score Groups & Rubrics Editor

Name	Type
AP STANDARDS BASED SCALE	Score Group
CTE Numeric	Score Group
HS Credit Standard Scale(MS)	Score Group
KCHS Standards Based Scale	Rubric
Perf-Virtual Courses	Score Group
Primary Scale	Score Group
Standard Scale	Score Group
Standards Based Scale	Score Group
Weighted Scale	Score Group

Score Group Detail

*Name
Standard Scale

Score Group List Items Detail

Sequence	Name	Score	Passing Score	Credit Coeff.	Minimum %	GPA Value	GPA Unweighted Value	GPA Bonus Points
X 1	A/100	A/100	<input checked="" type="checkbox"/>	1	99.5	4	4	0
X 2	A/99	A/99	<input checked="" type="checkbox"/>	1	98.5	4	4	0
X 3	A/98	A/98	<input checked="" type="checkbox"/>	1	97.5	4	4	0
X 4	A/97	A/97	<input checked="" type="checkbox"/>	1	96.5	4	4	0
X 5	A/96	A/96	<input checked="" type="checkbox"/>	1	95.5	4	4	0

Scheduling a V/PB Section

Path: System Administration / Scheduling / Courses / Sections

Search for the course by number or name.

Select the Section tab.

Select Add a Section or select an existing section.

- A **section number** is required. All V/PB classes can be scheduled into the V/PB period and

it will give credit for each one of those classes

- **Highly Qualified** – select **Not Applicable**
- **Primary Teacher/Teacher** – not required, grades will be entered on the Section tab
- **Teacher Display Name** – This field displays on the portal, schedules and report cards. By default, it is the primary teacher’s name or it can be overridden here to show the college, digital learning provider or other meaningful information.

Section Editor

SectionID
120137

*Section Number
1

Max Students
()

Room

Instructional Setting (Override)

(01)

*Highly Qualified
Not Applicable

Primary Teacher

There is no active primary teacher for this section.

Special Type
01: None

Population ID

Core Content
Select a Value

Teacher Display Name
APEX

Lunch Count Milk Count Adult Count

Skinny Seq Homeroom

External LMS Exclude

Section Schedule Placement

	Quarters			
	T1 <input type="checkbox"/>	T2 <input type="checkbox"/>	T3 <input type="checkbox"/>	T4 <input type="checkbox"/>
Period 1 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 2 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 3 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 4 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 5 ADVISORY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 6 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period 7 <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period ACTIVITY <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Period VIRTUAL <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Period BLOCK <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Entering Grades

- Click on the Section in the Index, select the **Grading By Task** tab.
- Click on the dropdown arrow and select **Final Grade**. A list of students enrolled in the course will be displayed.
- Select a score for each student from the dropdown score list. If a percentage grade is available, enter it in percent.

Section	Staff History	Roster	Attendance	Grading By Task	Grading By Student
 Save					
T4 - Nine Weeks Grade ▼					
Fill Grades					
Task	Percent	Score	Comments		
T4 - Nine Weeks Grade ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Select items to fill: <input type="checkbox"/> Percent <input type="checkbox"/> Score <input type="checkbox"/> Comments <input type="button" value="Fill Empty"/> <input type="button" value="Fill All"/>					
Name	Percent	Score	Comments		
04 Student Jr., GABRIEL #34435	<input type="text" value="95"/>	<input type="text" value="A/95"/>	<input type="text"/>		

Note: Select the actual grade the student received if the correct grades are indicated as a passing grade on the Grading Scale. This allows you to post the actual grade directly to the transcript rather than entering the grade manually on the transcript.

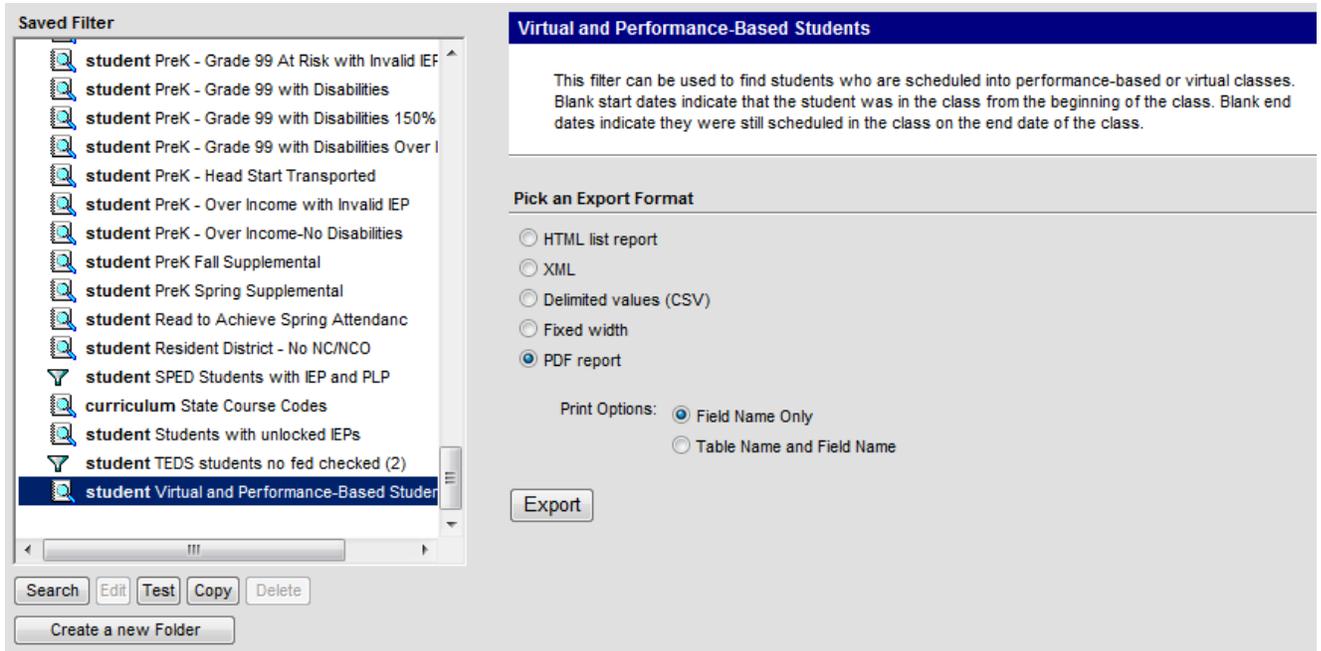
Verify Data Entry

Verify Data Entry with State Published Ad Hoc Query

Path: Ad Hoc Reporting / Data Export / State Published / Virtual and Performance-Based Students

An ad hoc query has been published to all districts called “Virtual and Performance-Based Students.” Once you have the query, generate a PDF report of all your Virtual and Performance-Based students.

- Highlight **Virtual/Performance-Based Student** filter
- Select **PDF Report**
- Select **Field Name Only**
- Click on the **Export** button



The screenshot shows a software interface for managing filters. On the left, a list titled "Saved Filter" contains various filter names, with "student Virtual and Performance-Based Student" highlighted. Below the list are buttons for "Search", "Edit", "Test", "Copy", "Delete", and "Create a new Folder". On the right, a panel titled "Virtual and Performance-Based Students" contains a descriptive text: "This filter can be used to find students who are scheduled into performance-based or virtual classes. Blank start dates indicate that the student was in the class from the beginning of the class. Blank end dates indicate they were still scheduled in the class on the end date of the class." Below this text is a section "Pick an Export Format" with radio buttons for "HTML list report", "XML", "Delimited values (CSV)", "Fixed width", and "PDF report" (which is selected). Underneath, "Print Options" includes "Field Name Only" (selected) and "Table Name and Field Name". An "Export" button is located at the bottom of the right panel.

Note: If there is no access to the State Published ad hoc queries, contact the district administrator and they can make a copy of the ad hoc.

Verify Data Entry with State Published Ad Hoc Query

Path: Ad Hoc Reporting / Data Export / State Published / Student Virtual Performance- Based Students

The ad hoc query can be used to look at schedules, attendance or other information for this list of students by using the Advanced Search feature to locate the specific students.

Search for a Specific Student

- **Search** tab on the top left
- **Advanced Search**
- **Saved Filters** – Highlight the ad hoc you created
- **Search**

Campus Search

Search for a record being tracked in Campus by using search fields or by selecting a Saved Filter. If you have created a Saved Filter and do not see it in the list, it is likely the Saved Filter was created for a context other than the current (Example: A student filter cannot be applied to a Census Person Search).
You may search school-wide.

Student Search

Last Name:
 First Name:
 Student Number:
 SSN:
 Grade:
 Birth Date:
 Gender:
 StateID:
 Person ID:
 Locker Number:
Special Ed
 Status:
 Setting:
 Disability:
Counselor
 Students that you are Counseling
 Effective Date: 02/07/2018

Saved Filter

- PREK-Count of Grade 97,98 and 99 w/Disabili
- Read to Achieve Spring Attendanc
- Refugee Students
- Resident District - No NC/NCO
- SPED - Active IEP with Special Ed Exit data
- SPED - IEP missing Disability, Status or Setting
- SPED CSR/KY Eval
- SPED Eval Created
- SPED Students with IEP and PLP
- Student Enrollment
- Students with unlocked IEPs
- TEDS students no fed checked (2)
- Transfer Students
- Underage Kindergarteners 2017-18
- Virtual and Performance-Based Students**
- W22 with no Records Request
- W22 with no Subsequent Records Request

This will bring up the list of students meeting the criteria of the ad hoc for you to easily move from student to student without needing to search again. (This site only has one V/PB student).

Whitlow, Joshua Transportation Attendance Audit

Grade: 12 #2120833088 DOB: 06/25/1987 Gender: M

Behavior	Transportation	Fees	Lockers	Graduation	Athletics	AdHoc
Pre-School	Title 1 Services	Early Learning/Prior Settings	ESS	Attendance Group		
Attendance Communication	Counselor	Restraint and Seclusion	Completed	Advo		
Summary	Profile	Enrollments	Schedule	Attendance	Flags	Grades

Search Results: 1

12 **Whitlow, Joshua** #2120833088 [06/2

Enrollment Editor

Grade	Type	Calendar	Start Date	End Date
12	P	18-19 Metcalfe County High Sch	08/03/2018	

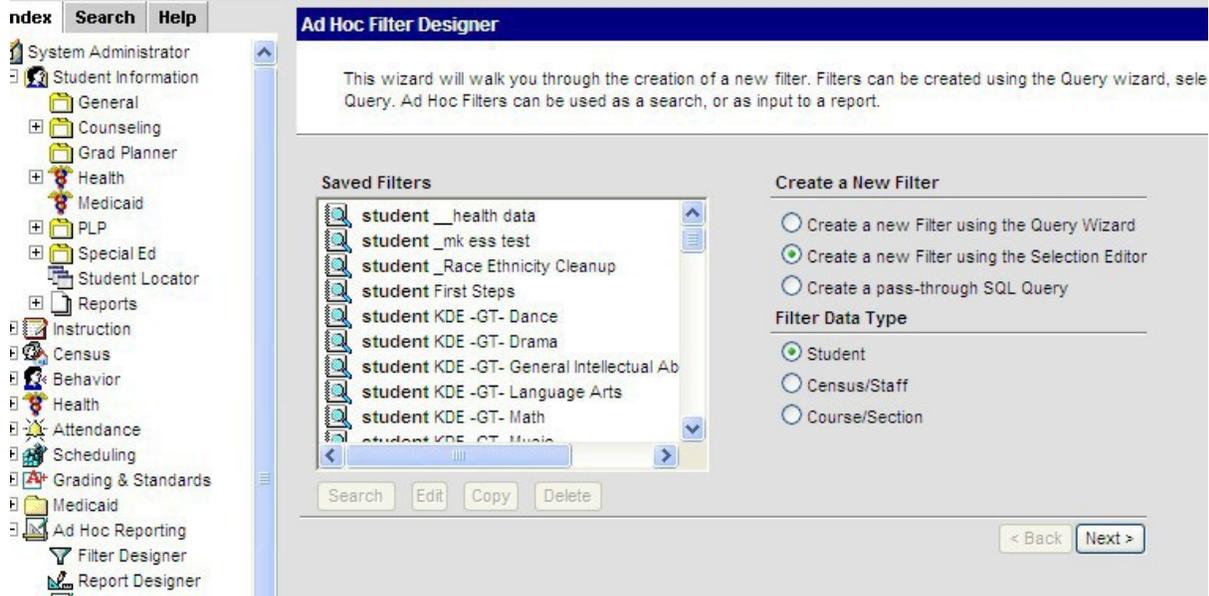
Start Status: E01 First enrollment of the year
End Status:

Create a Single Student Filter

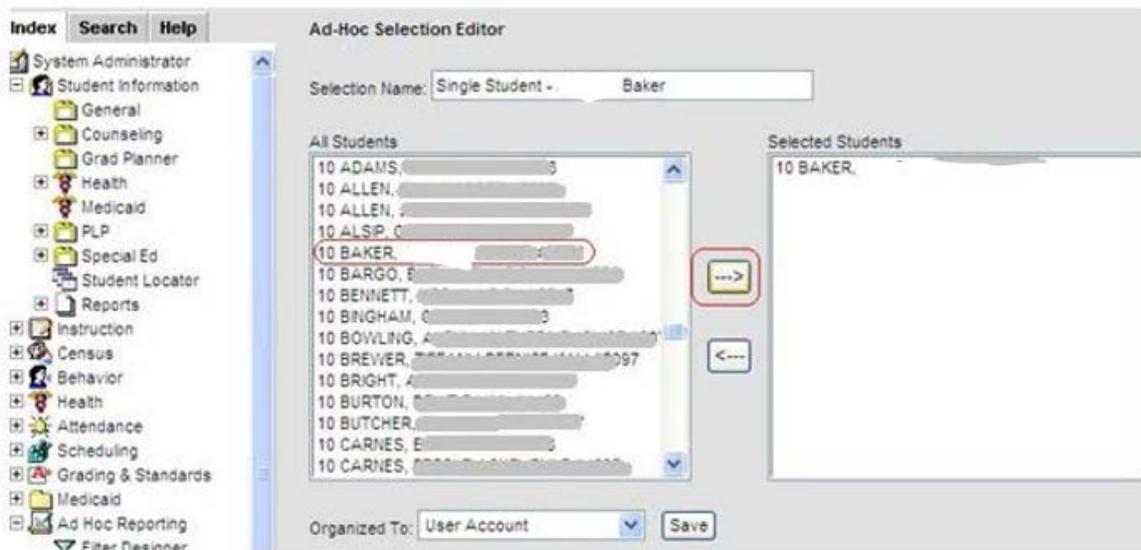
Path: Ad Hoc Reporting / Create a new Filter using the Selection Editor / Filter Data Type- Student

An Ad Hoc can be created to verify the V/PB set-up

- Select **Create a new Filter using the Selection Editor**
- Select **Student**



- Click **Next**
- Give the selection query a name
- Find the student in the list and click the arrow to move him to the Selected Student's list
- Click **Save**



Frequently Asked Questions

Q: What if I need seat time attendance at my alternative school, but all classes are performance-based?

A: Create a Digital Learning Placeholder course scheduled into all periods the student will attend. The actual course work being attempted must be captured outside the instructional day. The state code for the placeholder course will be 960001. Since the student has a full schedule of seat time classes, the performance-based attendance credit will be capped at zero.

	Term Q1 (08/11/16- 10/14/16)	Term Q2 (10/17/16- 12/16/16)	Term Q3 (01/02/17- 03/24/17)	Term Q4 (03/27/17- 05/19/17)
1	XXXXX-1 Credit Recovery Attendance	XXXXX-1 Credit Recovery Attendance	XXXXX-1 Credit Recovery Attendance	XXXXX-1 Credit Recovery Attendance
2				
3				
4				
5				
6				
7				
Virtual	11011504-200 ART I 26034--S1-201 ENGLISH I 41271214-99 GEOMETRY 61491124-200 EARTH-SP SCI 66311--S1-201 INT SOC ST I 66601204-208 WORLD CIV	11011504-200 ART I 26034--S1-201 ENGLISH I 41271214-99 GEOMETRY 61491124-200 EARTH-SP SCI 66311--S1-201 INT SOC ST I 66601204-208 WORLD CIV	11011504-200 ART I 26034--S1-201 ENGLISH I 41271214-99 GEOMETRY 61491124-200 EARTH-SP SCI 66311--S1-201 INT SOC ST I 66601204-208 WORLD CIV	11011504-200 ART I 26034--S1-201 ENGLISH I 41271214-99 GEOMETRY 61491124-200 EARTH-SP SCI 66311--S1-201 INT SOC ST I 66601204-208 WORLD CIV

Q: What if I a student has been expelled with services that are V/PB? Would I still need seat time attendance?

A: Yes, when a student is expelled with services, the district does not lose any attendance. In order to get the attendance, set it up as shown in the example above. You need to schedule students who are expelled with or without services into seat time classes in accordance with 702 KAR 7:125.

Q: If a student enrolled in only V/PB classes receives an out of school suspension, how is the suspension entered?

A: The district must enroll the student into a seat time course to which the suspension can be attached. Create/schedule the student in an all-day course (i.e. Homeroom) for the duration of the suspension. Behavior records for out of school suspensions can only be created when a student is enrolled in a seat-time course.

Q: What if I have a Dual Credit performance-based class and I needed participation credit, would I use the same course?

A: No, the Dual Credit Placeholder state code 950001 will be used for dual credit courses.

Q: What if the college grading scale does not match the grading scale the district uses for final grades?

A: A new grading scale should be created that matches the college grading scale. The new grading scale can be selected on the grading task tab on the course.

Q: Do I have to set up my V/PB courses outside of the school day?

A: No, but it is the recommended practice. The classes can be entered during the standard day but that may cause the funding per day to be less than 1. All V/PB classes the student is attempting to pass must be scheduled in Campus.

Q: Where can I find more information about using the placeholder courses?

A: See [Guiding Principles for Using Course Code 950001](#) and [Guiding Principles for Using Course Code 960001](#).