Virtual and Performance-Based Course
Set-Up and Attendance Verification

Kentucky Department of Education
Division of District Support
June 2019

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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 so attendance credit for students taking these courses will be accurately reflected on the SAAR.

**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 actually happened in the school.
- Students cannot be checked out in Infinite Campus if they are in a non-attendance class.
- Virtual or performance-based attendance does not count on the Growth Factor.
- 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 SAAR Report calculates the seat time attendance first and caps the V/PB attendance so a student never generates over one day of attendance per day.
- SAAR Report calculates 100% attendance when they pass the class or no attendance if they do not pass.
- Courses must have a final grade posted in the grading task. SAAR does not pull from transcript entries.

**Note:** Do not schedule students into a seat time class if a certified teacher is not really taking attendance

**Courses that must be Performance-Based**

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

**District Option – Performance/Virtual/Seat Time**

- Dual credit college classes
- Credit recovery
- Innovative Scheduling
Setting up a Period Schedule
Path: System Administration / Calendar / Calendar / Periods Tab

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

- 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.
- In order to generate a Carnegie unit of time on the SAAR, the length of the period must be calculated. In the example above, there are 415 minutes in one school day. There are six classes per day.
  - Divide the number of periods in the standard day into the number of standard day minutes. The example above would be calculated as $(415/6=69.1)$. Round up to 70 minutes to assure a full-day funding.
- This gives a student 1/6 of the day or 70 minutes of possible attendance credit for any V/PB class they are scheduled to take.

A student’s attendance credit can never be more than 1.0 for each day. So, the highest possible attendance credit a student can receive for virtual and performance-based courses can only be equal to the difference between the standard school day and the student’s seat time in regularly scheduled classes.

Example: Using the period schedule above, if a partial day student attended regular classes from 1st period through 5th period, then took a virtual course to fill his schedule, the attendance for the V/PB class would be capped at 60 minutes $(400-340 = 60)$ even though the V/PB period is 70 minutes long.
Note: If there are students attending the Gatton Academy or Craft Academy that are out of the building for the entire day, schedule the class for periods 1 thru 6 to fill the whole day.

Block Schedule
There may be a class that meets one semester and needs a block schedule. An additional period should be added that is longer and gives attendance credit for a larger portion of the day. It should be twice as long as the V/PB period. Courses in this period should only meet one semester because it is a block course.

Example:
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 attendance 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. Attendance will be reflected on the SAAR based on whether or not 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 attendance will be given for the course. Attendance is pulled from the final term for attendance reporting on SAAR.

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

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.
There is no active primary teacher for this section.

<table>
<thead>
<tr>
<th>Period</th>
<th>T1</th>
<th>T2</th>
<th>T3</th>
<th>T4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 5 Advisory</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Activity</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period Virtual</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Period Block</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

Note: Select the actual grade the student received as long as 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

![Saved Filter]

Virtual and Performance-Based Students

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.

Pick an Export Format
- HTML list report
- XML
- Delimited values (CSV)
- Fixed width
- PDF report

Print Options: Field Name Only
- Table Name and Field Name

Export

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 SAAR Virtual and Performance-Based Student Report

The report will list the student, school they attend, course name, and start and/or end date. To allow SAAR to determine V/PB attendance credit correctly, the dates should be blank.

- Attendance credit will be determined by the length of a class and student enrolled days when the start and end dates are blank and allows SAAR to calculate a Carnegie Unit of time
- Remove any start or end dates on the walk-in scheduler or **Roster Batch Edit** tab on the section
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

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).
Verify Data Entry with the SAAR Report

The SAAR report can be run in **Detail** to verify virtual or performance-based students.

- **Calendars:** Select the calendars you want to verify
- **Report Type:** Detail
- **Report Selection:** Check only *RV Virtual Performance Based Attendance*
- **Generate Report**
If a student does not have a final grade or does not have a passing grade, they will show on the report with zero days.

After a passing grade is entered, the amount of attendance credit per student will show on the report.

### Calculate and Verify Attendance Credit

#### Student with Seat Time and Virtual Classes
- A student will generate AT MOST one day of Aggregate Daily Attendance (ADA) per each day they are enrolled.
- A student can be over scheduled.
  - If he has a full day of seat time attendance and has V/PB classes.
  - If she has a partial day seat time schedule and excess V/PB classes.
- The Capped V/P Proficient Days is the sum of the Uncapped Virtual Proficient days and the Uncapped Performance Proficient Days. If the student is overscheduled, the Capped V/P will only allow one day’s attendance per day per student.

The SAAR report can be used to verify full day’s attendance is being generated. In order to verify this you must have the following things:
- A student has a full schedule. This can be either V/PB or Seat Time and V/PB
- A student has passing grades entered on the V/PB classes
The purpose of this report is to produce a list of students that potentially have funding gaps in their schedules. The report is designed to look at a student’s schedule and display the percentage of attendance used to calculate funding for seat time attendance classes and virtual/performance-based classes. Students with a combined total of less than 100% in these two class types will be returned on the report. Schedules for these students should be examined to determine whether there is a funding gap that needs to be addressed. This report is not designed to be “cleared”. It is an auditing tool to help identify potential issues with student schedules that could result in a loss of funding. For more information, see the Funding Gap Audit Report Quick Reference Card.

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Seat Grade Time %</th>
<th>VIPB Period Length</th>
<th>Funding Gap Start Date</th>
<th>Funding Gap End Date</th>
<th>Partial Day</th>
<th>Active SpEd</th>
<th>Check Eligible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mouse, Mickey</td>
<td>12 0</td>
<td>82</td>
<td>2018-08-08</td>
<td>2018-08-07</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Duck, Donald</td>
<td>12 54</td>
<td>37</td>
<td>2018-08-27</td>
<td>2019-05-14</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Bunny, Bugs</td>
<td>12 67</td>
<td>0</td>
<td>2019-01-03</td>
<td>2019-05-15</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Washington, George</td>
<td>12 75</td>
<td>0</td>
<td>2019-01-03</td>
<td>2019-05-15</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Lincoln, Abraham</td>
<td>12 0</td>
<td>91</td>
<td>2018-08-08</td>
<td>2019-05-15</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
</tbody>
</table>
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
Generating the SAAR for a Single Student for a Single Day
Path: KY State Reporting / SAAR Report

- This filter can now be used to run attendance reports for this student to make sure attendance is being calculated correctly for seat time attendance and virtual/performance-based courses.
- The date range can be set to look at a particular day or range of days or a specific school month. In the example below, the report is being generated for one school day.
- The only records we need to look at are R7 Aggregate Attendance and RV Virtual Performance Based Attendance.
- Select the Ad Hoc from the previous page
- Generate the SAAR

The example shows one attendance day. This student receives .87 attendance credit for seat time and .13 for the virtual course. The two amounts added together equal one day of attendance for this student for a single day.
Present Days + Absent Days + VP Days = 1 Day
\[ .87 + 0 + .13 = 1 \text{ Day} \]
Generating the SAAR for a Single Student for the Whole Year

Run the report for this student for the whole year rather than setting the date range for one day. This shows the amount of attendance credit the student will receive for the virtual course.

Present Days + Absent Days + VP Days = Total Enrolled Days
141.81 + 0 + 21.19 = 163 Days Enrolled
Frequently Asked Questions

Q: What if I need seat time attendance at my alternative school, but all classes are performance-based?
A: Create a Credit Recovery Attendance course scheduled into all periods the student will attend. The actual course work being attempted must be captured in the V/PB part of the schedule. Starting in 2018-2019 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.

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: What if I have a Dual Credit performance-based class and I needed seat time attendance, would I use the same course?
A: No, the Dual Credit Placeholder state code 950001 will be used for dual credit courses. This new state course code will be available starting in the 2018-2019.

Q: What if the college grading scale does not match the grading scale the district uses for final grades?
A: A new grading scale can be created that matches the college grading scale. The new grading scale can be selected on the grading task tab on the course.

Q: What if my single-day only calculates .99 day instead of a full-day attendance credit?
A: The length of the V/PB period needs to be extended in the period schedule. When calculating attendance credit, if the length of the period divided by the length of the standard day rounds down, not enough credit will be given. It is important to round up. The system will cap attendance if more than one day of time is allotted.

Q: I have my schedule set up as it was recommended, and now I have schedule gaps. What did I do wrong?

<table>
<thead>
<tr>
<th>Term Q1</th>
<th>Term Q2</th>
<th>Term Q3</th>
<th>Term Q4</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXXX-1</td>
<td>XXXXX-1</td>
<td>XXXXX-1</td>
<td>XXXXX-1</td>
</tr>
<tr>
<td>Credit Recovery Attendance</td>
<td>Credit Recovery Attendance</td>
<td>Credit Recovery Attendance</td>
<td>Credit Recovery Attendance</td>
</tr>
</tbody>
</table>

21
A: It is normal to see a gap on the report for these students. For SAAR, the Schedule Gap Report will list students, but is only a warning. As long as the gaps on the report match the time when the student does not have seat time classes due to V/PB classes, attendance will calculate correctly. The gaps can be removed by using the Credit Recovery Placeholder (960001) or the Dual Credit Placeholder (950001). It may be necessary to create two versions of the placeholders, one for attendance and one not marked for attendance. Students should not be scheduled into an attendance class unless they are with certified staff and attendance is taken.

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: Why do I have zero days on Record V when all my V/PB Classes have passing grades on the transcript?
A: The SAAR only uses posted passing grades on the grading task of the section to calculate attendance credit for Record V. Be sure to post grades to the final grading task.

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

Q: Is there any additional guidance on virtual and performance-based course set up?
A: Virtual and performance-based course set up is covered in the End of Year Process Data Clean Up PowerPoint.