

CLASS SETUP AND ATTENDANCE CHANGES

Class Setup Changes

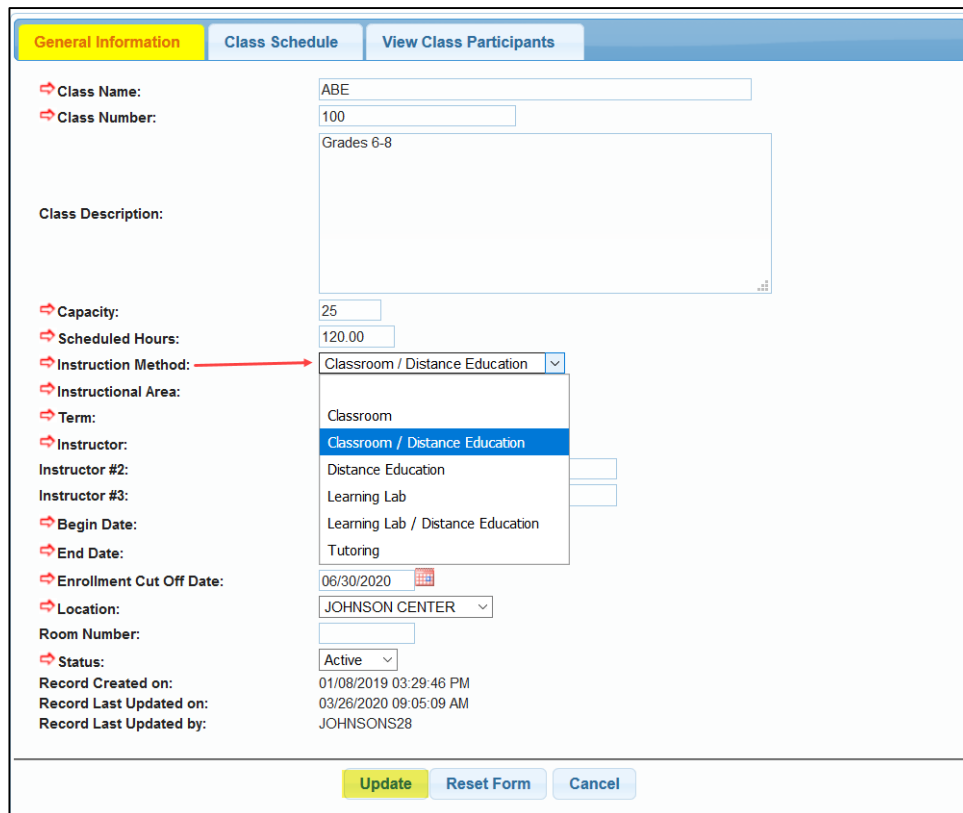
- The Instruction Method is now editable on active classes

Attendance Changes

- Label changes
- Allowable attendance data entry regardless of the class Instruction Method

CLASS SETUP CHANGES

The Instruction Method dropdown selection is now available to update on active classes >



The screenshot shows a web-based form for class setup. The form is divided into three tabs: "General Information" (highlighted in yellow), "Class Schedule", and "View Class Participants". The "General Information" tab contains the following fields:

- Class Name: ABE
- Class Number: 100
- Class Description: Grades 6-8
- Capacity: 25
- Scheduled Hours: 120.00
- Instruction Method: Classroom / Distance Education (dropdown menu is open, showing options: Classroom, Classroom / Distance Education, Distance Education, Learning Lab, Learning Lab / Distance Education, Tutoring)
- Instructional Area: (empty)
- Term: (empty)
- Instructor: (empty)
- Instructor #2: (empty)
- Instructor #3: (empty)
- Begin Date: (empty)
- End Date: (empty)
- Enrollment Cut Off Date: 06/30/2020
- Location: JOHNSON CENTER
- Room Number: (empty)
- Status: Active
- Record Created on: 01/08/2019 03:29:46 PM
- Record Last Updated on: 03/26/2020 09:05:09 AM
- Record Last Updated by: JOHNSONS28

At the bottom of the form, there are three buttons: "Update" (highlighted in yellow), "Reset Form", and "Cancel". A red arrow points to the "Instruction Method" dropdown menu.

To update the Instruction Method on an active class, select the applicable method from the Instruction Method dropdown and click Update.

ATTENDANCE CHANGES

❑ The attendance field labels of Regular Hours and Proxy Hours have been updated as follows:

- ❑ Regular Hours is now Classroom Hours
- ❑ Proxy Hours is now Distance Learning Hours

Classroom Hours	Distance Learning Hours
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

❑ Regardless of the class Instruction Method, both Classroom Hours and Distance Learning Hours fields will be available to record the applicable attendance hours in both the Class Attendance by Group screens and the Single Participant Attendance Screens.

Class Program Year: 2019				Group Attendance for Class # 1 - Class Provider: JOHNSON AE (Code: JOHNSON2)							
Class Name	Class Number	Instructor	Inst. Method	Class Location - Room No	Scheduled Hours	Attended Hours	Class Begin - End Date	Class Enrollment - Exit Date			
HSD	400	INSTRUCTOR_FIVE	Classroom	JOHNSON CENTER 3	60	62	07/01/2019-08/30/2020	09/08/2019-Still in Class			
Month	Update Date	Classroom Hours	Distance Learning Hours	Month	Update Date	Classroom Hours	Distance Learning Hours	Month	Update Date	Classroom Hours	Distance Learning Hours
Jul 2019	-	N/A	N/A	Nov 2019	03/26/2020	<input type="text" value="6.00"/>	<input type="text"/>	Mar 2020	03/26/2020	<input type="text" value="3.00"/>	<input type="text" value="7.00"/>
Aug 2019	-	N/A	N/A	Dec 2019	03/26/2020	<input type="text" value="6.00"/>	<input type="text"/>	Apr 2020	-	<input type="text"/>	<input type="text"/>
Sep 2019	03/26/2020	<input type="text" value="10.00"/>	<input type="text"/>	Jan 2020	03/26/2020	<input type="text" value="10.00"/>	<input type="text"/>	May 2020	-	<input type="text"/>	<input type="text"/>
Oct 2019	03/26/2020	<input type="text" value="10.00"/>	<input type="text"/>	Feb 2020	03/26/2020	<input type="text" value="10.00"/>	<input type="text"/>	Jun 2020	-	<input type="text"/>	<input type="text"/>