Attendance in an SLCSD Remote Classroom

Why is attendance important? Teacher effectiveness is the strongest school-related determinant of student success, but chronic student absence reduces even the best teacher's ability to provide learning opportunities. Students who attend school regularly have been shown to achieve at higher levels than students who do not have regular attendance (reference here). Additionally, attendance is a legal document that certifies our school and district membership counts to the State of Utah. When students have missed 10 consecutive days, they are dropped from the school's membership count. This results in a loss of funding per student. We need to report attendance ethically and accurately to ensure we comply with this law.
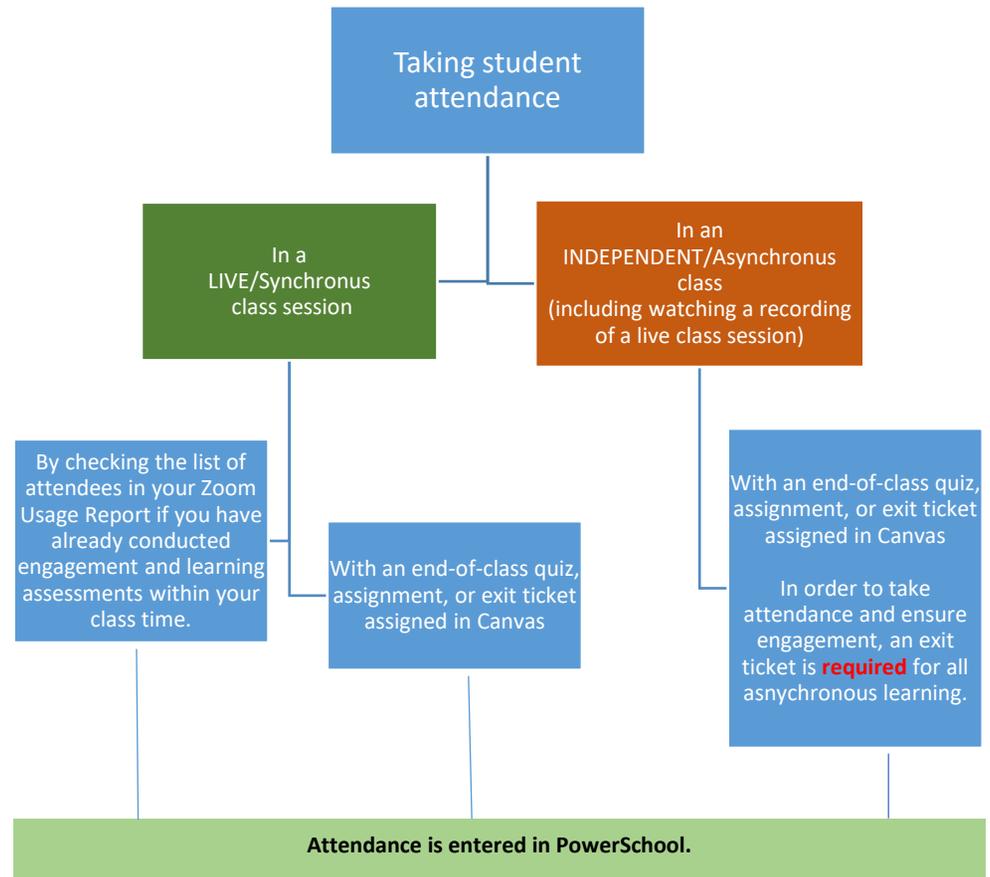
How do we take attendance in an online class when students are participating with me (synchronous) or doing work independently from me (asynchronous)—which could be work assigned on Digital Wednesday or when a student is not able to watch a live class session, but watches my recorded class instead? This flow chart will show you the options for taking attendance in both scenarios so you can have daily attendance measures.

Using an end-of-class quiz, assignment, or exit ticket is a great way to:

✓ See what students have learned and understand
✓ Give students feedback about their progress and work
✓ Determine their engagement with you in class
✓ Plan for the next day's instruction
✓ Take attendance

Exit tickets should be quick and directly related to the day's specific learning....

✓ Draw a model of...
✓ Name two things that can...
✓ What is most important step in ___, and why?

Taking student attendance

In a LIVE/Synchronus class session

In an INDEPENDENT/Asynchronus class (including watching a recording of a live class session)

By checking the list of attendees in your Zoom Usage Report if you have already conducted engagement and learning assessments within your class time.

With an end-of-class quiz, assignment, or exit ticket assigned in Canvas

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In order to take attendance and ensure engagement, an exit ticket is **required** for all asnychronous learning.

Attendance is entered in PowerSchool.

Sample Calendar over two Wednesdays

Monday	Tuesday	Wednesday	Thursday	Friday	Weekend
Jane attends her live class on Zoom. She submits an exit ticket the teacher assigns. The dated assignment is in the grade book.	Jane attends her live class on Zoom. She completes several step in class; the teacher uses the Zoom log to verify attendance.	Jane attends her Digital class and completes the quiz assigned at the end of her class.	Jane has to miss her live class because she has to take care of her cousin while her aunt takes her neighbor's daughter to the doctor.	Jane attends her live class on Zoom. She submits an exit ticket the teacher assigns. The dated assignment is in the grade book.	Jane watches the recording of Thursday's course and completes the exit ticket showing she has engaged with that day's learning.
✔ present	✔ present	✔ present	🚫 **absent**	✔ present	
Teacher records Jane as present in PowerSchool using the 'fill down' feature; after scanning her assignment list to see who was missing, Teacher changes anyone else to absent.	*Teacher records Jane as present in PowerSchool using the 'fill down' feature; after scanning her Zoom usage list to see who was missing, Teacher changes anyone else to absent.*	*Teacher grades the Digital class quizzes from the **PREVIOUS** Wednesday and enters attendance into PowerSchool. Jane did her work last week, so she is marked present (5 days after, within the 10-day window).*	*After using the PowerSchool 'fill down' feature to mark everyone present, Teacher scans the assignment list and marks Jane absent in PowerSchool.*	*Teacher records Jane as present in PowerSchool using the 'fill down' feature; after scanning her assignment list to see who was missing, Teacher changes anyone else to absent.*	*When Jane turns her exit ticket in for Thursday, it's marked 'late' which makes it easy to see. She knows the teacher will review it by the next Wednesday.* *Despite being marked 'late' there is no penalty.*
THE NEXT WEEK….					
Same as above	*Same as above*	*Teacher grades the Digital quizzes from the **PREVIOUS** Wednesday, etc.. She also reconciles the week's attendance for Jane (marking her present on Thursday) and any other students, within the 10-day*	*Same as above*	*Same as above*	

After 10 school days, attendance cannot be changed. Students can always return to watch a recorded session again!

For instructions on getting a participant list from Zoom, visit Zoom for Educators in SLCSD Canvas.

Zoom cannot upload attendance to PowerSchool.