Tracking Teacher/Student Contact

Who: administrators, registrars, office managers, gradebook managers, SIS data coordinators

[If you are no longer in one of these roles for your district or school, or if this information needs to get to others, please update your School or District Personnel lists in WebSIS > School or District Personnel so we can get important information to the right persons.]

Tracking Student contact is easy in Gradebook. ODE expects you to track student contact. We've made this very easy for you. There are two options that work very well and supports current practices.

1. **Using Attendance (Recommended for ease of entry and reporting)**

    > **Training Video—How to add new codes**

    - ❑ LBL added two new attendance codes to all districts that can be used to track teacher/student contact.
        - ▪ Code "DLCY" (Distance Learning Contact - Yes) indicates that contact was made
        - ▪ Code "DLCN" (Distance Learning Contact - No) indicates that contact was not made
    - ❑ In addition, LBL removed the "All Present" button from Attendance because it is not meaningful in a Distance Learning environment.
    - ❑ Teachers can use the optional Comment field in Quick Attendance for additional information. Remember: assume that these comments are visible to others.
    - ❑ This can be visible to students, parents and staff in the Internet viewer. It can also be shut off so it is not displayed. This is a school-level decision.
    - ❑ The codes are available for attendance reports from both gradebook and administrative levels.
    - ❑ Schools can choose to use either or both of these attendance codes.
    - ❑ Teacher attendance in Gradebook can be reconfigured with one or two choices to make entry as simple as possible. Contact the LBL SIS Help Desk for assistance with this. See the examples below:

Example - two choices

Name		Timeslot 2		Dismiss	Arrive	Comment
1	Brannon, Ta...	DLCY	DLCN			Zoom call
2	Cortez, Sage	DLCY	DLCN			Zoom call
3	Garber, Mar...	DLCY	DLCN			
4	Hawes, Joy	DLCY	DLCN			

Example - single choice

Name		Timeslot 2	Dismiss	Arrive	Comment
1	Brannon, Tanner	DLCY			Google Classroom
2	Cortez, Sage	DLCY			No contact made
3	Garber, Marvin	DLCY			
4	Hawes, Joy	DLCY			

2. **Using Common Assessments**
    - ❑ Some districts use common assessments to track how many times a teacher has contacted a student in the week. This requires configuring the common assessments in each school.
    - ❑ Teachers are able to make comments in this option too. Remember: assume that these comments are visible to others!
    - ❑ This can be visible to students, parents and staff on the Internet Viewer. It can also be shut off so it is not displayed. This needs to be a school decision.
    - ❑ Contact the LBL SIS Help Desk for assistance with Common Assessments.

<u>We are here to help</u>

- If you have <u>any</u> questions, please call the Student Information Systems Help Desk at 866.914.2800 (toll free) or 541.812.2800. Our phones are staffed from 7:30 AM to 5:00 PM every weekday. You can also submit questions, problems, or concerns via the online Web Help Desk. Your office staff will assist you with this.

- As you've likely heard many times, we are <u>all</u> in this together. LBL's SIS team is here to help you succeed in these most challenging of times.