

Distance Learning COVID19 Class Creation Guide

April 2020

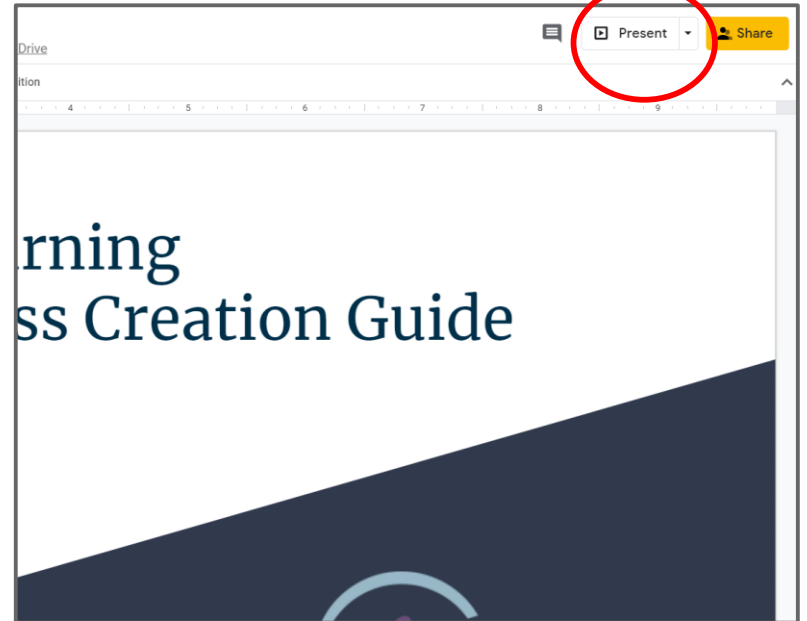


ASISTS

Adult Student Information System
and Technical Support

NOTE!

- Google Slides
“Present”
strongly suggested
(use click-to-advance)



COVID Distance Learning Guidance

Why?

- [NYSED Memo re: COVID Guidance](#)
- NYSED allowance for the purpose of keeping students engaged and continuing EPE generation during NY statewide PAUSE for COVID19



COVID Distance Learning Guidance

When?

- Begin no earlier than March 20, 2020
- End no later than June 30, 2020 (or when COVID19 Temporary Guidance is lifted, whichever is earlier)



COVID Distance Learning Guidance

What?

- This Slideshow covers:
 - GRASP/SMART/
Crossroads Cafe class
setup
 - Additional Fast Track
GRASP Math setup
requirements
 - Tutorial Supplement class
setup
 - Attendance Tracking
instructions for each



Temporary COVID Distance Learning Class Guidelines

(GRASP/SMART/ Crossroads Cafe)

- Course ID
 - 20-character limit, including spaces
 - Include DL program name
 - Include “COV_” at the beginning of field
- Start & End Dates
 - No earlier than 3/20/2020
 - No later than 6/30/2020



Reminder: There is no need to use the Teacher's name in the Course ID --
it will appear as part of the Course listing that ASISTS creates

Course Information	
Course ID:	<input type="text" value="COV_GRASP"/> (Max 20 char.)
Start Date:	<input type="text" value="03/20/2020"/>
End Date:	<input type="text" value="06/30/2020"/>
Course FY:	2020
Instruction Type:	<input type="text" value="H HSE (NRS and/or EPE)"/> <input type="button" value="Help"/>
Primary Instructor:	<input type="text" value="Porter, Samantha"/>
Level:	<input type="text" value="5"/>
Format:	<input type="text" value="I Distance Learning"/>
<input type="button" value="Help"/>	
<input type="button" value="Save Key Fields & Continue"/>	
<input type="button" value="Class Setup Tutorial"/> <input type="button" value="EPE Class Setup Guidelines"/>	

Course ID begins with
"COV_"

Start & End Dates
within range

Instruction Type
appropriate for
Distance Learning
program.

GRASP = ABE or HSE
SMART = ABE
Crossroads Cafe = ESL
Fast Track Math = Math

Format of Instructional Offering set to "I - Distance Learning"

COVID **Distance Learning** Class Setup



Funding Source Information

Funding Source

Help

DYADL | Adolescent Literacy DYCD (2020)

E | EPE (2020)

IELCE | Integ Eng Lang Civics Edu (2020)

L | ALE - Adult Literacy Edu (2020)

Y | WIA/WIOA (2020)

Funding Source:
Select EPE

Course Schedule

Meeting Days:

Monday

Tuesday

Wednesday

Thursday

09:00 AM

05:00 PM

Friday

Saturday

Sunday

Start Time

End Time

Course Schedule: Select at least one meeting day of the week, with start and end times.

NOTE: For Distance Learning, the actual schedule is not critical, but a Course Schedule is required.

COVID **Distance Learning** Additional Required Info



Special Program(s):

Help

Program Information

Add New program

Distance Learning Offerings must have a Special Program Chosen.

Program Description	Instruction Description
---------------------	-------------------------

Click "Add New Program"

Instructional Management Funding Reports Funding reports Help Logout

Edit Special Program

New Special Program

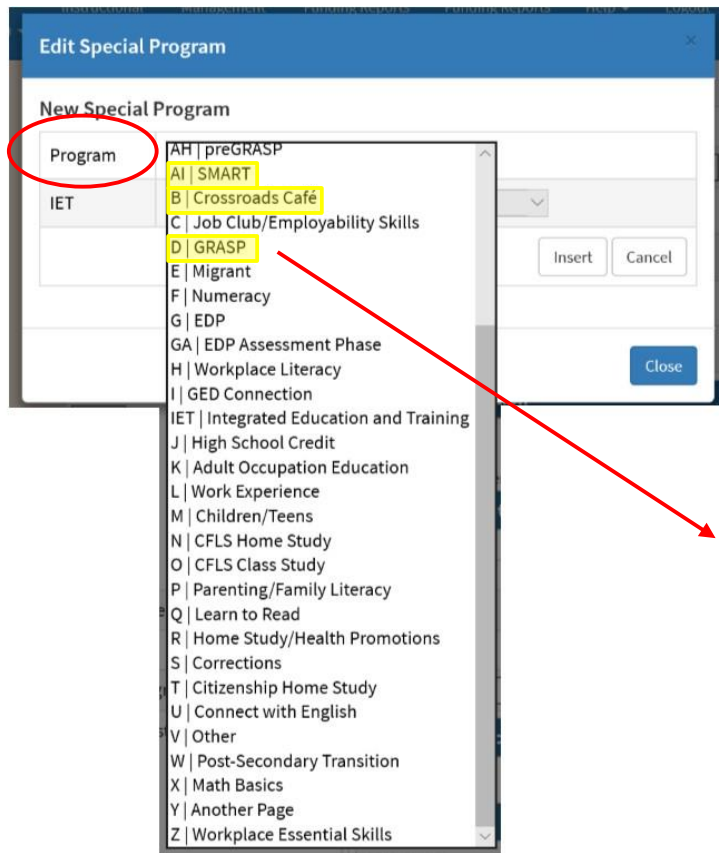
Program	<input type="text"/>
IET	<input type="text"/>

Insert Cancel

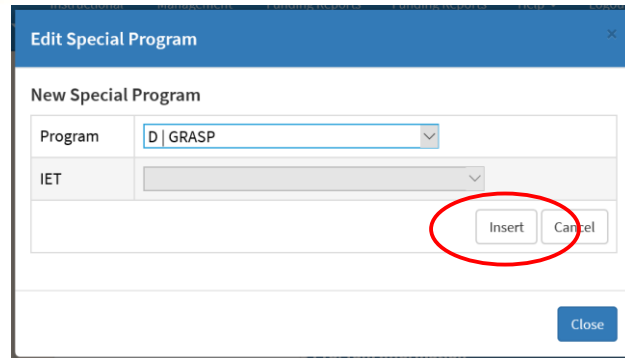
Close

The "Edit Special Program" pop-up window will appear.





Use the “Program” drop-down to select the curricula that is being used for this Distance Learning Instructional Offering.



Then click “Insert” to save the Program assigned.



Enrollment Information

Add New Enrollment

Instruction Code	Date Started	Date Left	Reason	Transferred To	Active	
H5ICOV_GRASP Porter, Samantha	03/23/2020				<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
BE6CFY2020_WIOA12 Ynoa, Marcos	11/16/2019				<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
BE6CIntake_Q2 Blade, Senua	11/15/2019				<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

IMPORTANT: Both new and continuing students must be enrolled in the new DL class(es) to generate EPE

COVID **Distance Learning** Additional Required Info



Attendance Tracking/Contact Hours Entry for Distance Learning

- Entered on the Monthly Contact Hours interface
- DL hours are entered as “Number of Weeks”
 - 2 weeks per packet
 - Entered as a “2” (or multiples of 2 as appropriate)
 - ASISTS will multiply by “6” in EPE and NRS calculations to give 12 contact hours of credit per 2 week packet



Contact Hours Information

Save

Cancel

Input Daily Contact Hours

Student Name	Date of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Casey, John	07/08/1968	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fluggerbutter, Rancis	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	4	<input type="text"/>	<input type="text"/>
Grimes, Morgan	08/17/1984	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	<input type="text"/>	<input type="text"/>
McDuck, Scrooge	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>
VonSchweetz, Vanellope	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	2	4	<input type="text"/>	<input type="text"/>

Save

Cancel

A “2” should be entered for each packet completed in the correct month’s column.

NOTE: The “2” represents the 2 weeks of contact hours credit for the completed packet, and will be multiplied by 6 when contact hours are calculated for EPE and NRS, resulting in 12 contact hours per packet.



COVID Fast Track GRASP Math Packets Additional Information

- Guidelines previously stated in this slideshow apply, PLUS:
- Course ID
 - Include FT in program name
- FT GRASP Math classes in use prior to COVID19 Temporary Guidance should not be used, NEW versions of classes specific to COVID guidelines and timeframe must be created



Course Information	
Course ID:	COV_FT_GRASP (Max 20 char.)
Start Date:	03/20/2020
End Date:	06/30/2020
Course FY:	2020
Instruction Type:	MA MATH (NRS and/or EPE) Help
Primary Instructor:	Porter, Samantha
Level:	5
Format:	I Distance Learning Help

Save Key Fields & Continue

Class Setup Tutorial EPE Class Setup Guidelines

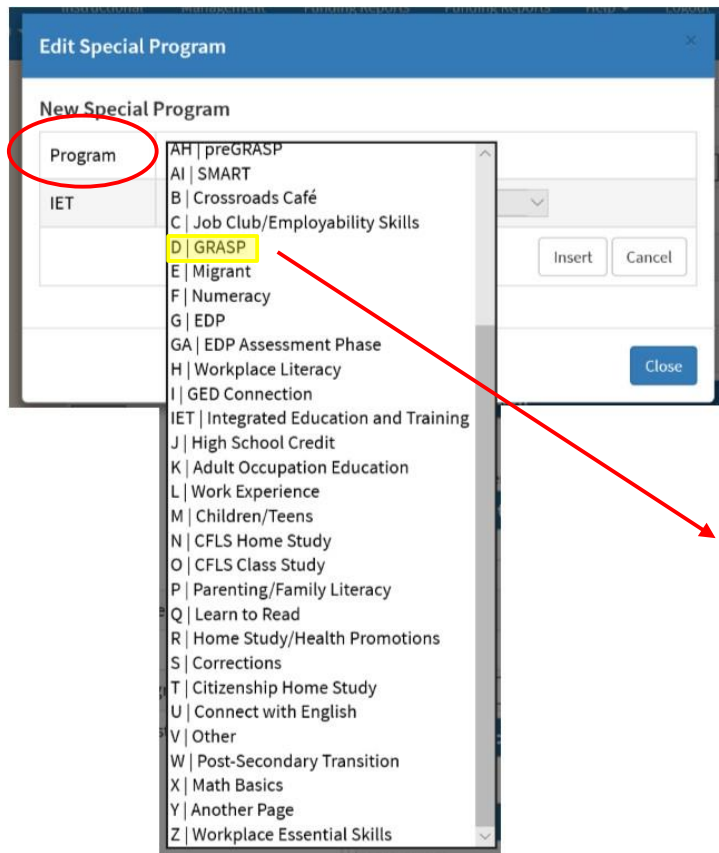
Course ID begins with "COV_" & includes "FT"

Start & End Dates within range

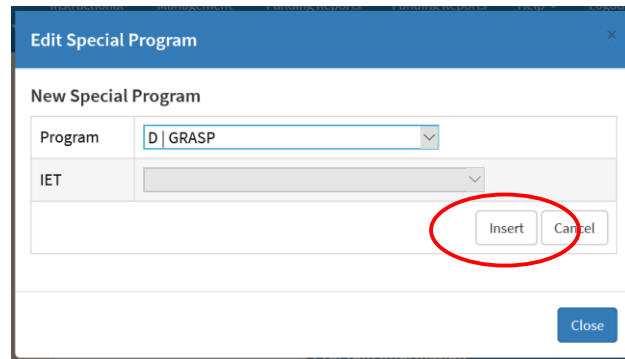
Instruction Type should be MA - Math

Format of Instructional Offering set to "I - Distance Learning"





Use the “Program” drop-down to select GRASP



Then click “Insert” to save the Program assigned.



Attendance Tracking for Fast Track GRASP Math Packets

- Entered on the Monthly Contact Hours interface
- DL hours are entered on a per-packet basis
 - Entered as a “4” for each completed Appendix 6
 - ASISTS will multiply by “6” in EPE and NRS calculations to give 24 contact hours of credit per completed Appendix 6



Contact Hours Information

Save

Cancel

Input Daily Contact Hours

Student Name	Date of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Casey, John	07/08/1968	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fluggerbutter, Rancis	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	4	<input type="text"/>	<input type="text"/>
Grimes, Morgan	08/17/1984	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>
McDuck, Scrooge	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>
VonSchweetz, Vanellope	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>	<input type="text"/>

Save

Cancel

A “4” should be entered for each Appendix 6 completed in the correct month’s column.

NOTE: The “4” will be multiplied by 6 when contact hours are calculated for EPE, resulting in 24 contact hours per packet.



Temporary COVID Distance Learning **Tutorial** Class Guidelines

- Each DL Class should have a corresponding Tutorial component
- Course ID
 - 20-character limit, including spaces
 - Include DL program name
 - Include “COV_” at the beginning
- Start & End Dates
 - No earlier than 3/20/2020
 - No later than 6/30/2020
- Format = “T Tutorial (One-to-One)”



Course Information	
Course ID:	COV_GRASP (Max 20 char.)
Start Date:	03/20/2020
End Date:	06/30/2020
Course FY:	2020
Instruction Type:	H HSE (NRS and/or EPE) Help
Primary Instructor:	Porter, Samantha
Level:	5
Format:	T Tutorial(One to One) Help
<input type="button" value="Save Key Fields & Continue"/>	
<input type="button" value="Class Setup Tutorial"/> <input type="button" value="EPE Class Setup Guidelines"/>	

Course ID begins with "COV_"

Start & End Dates within range

Instruction Type appropriate for Distance Learning program.

GRASP = ABE or HSE
 SMART = ABE
 Crossroads Cafe = ESL
 Fast Track Math = Math

Format of Instructional Offering set to "T - Tutorial (One-to-One)"

NOTE: Actual real-life DL Tutoring may be with multiple students at once, but Format should still be entered as Tutorial One-to-One in ASISTS

COVID DL Tutorial Supplement Class Setup



Funding Source Information

Funding Source

Help

<input type="checkbox"/> DYADL Adolescent Literacy DYCD (2020)	<input checked="" type="checkbox"/> E EPE (2020)	<input type="checkbox"/> IELCE Integ Eng Lang Civics Edu (2020)
<input type="checkbox"/> L ALE - Adult Literacy Edu (2020)	<input type="checkbox"/> Y WIA/WIOA (2020)	

Funding Source:
Select EPE

Course Schedule

Meeting Days:

Start Time
End Time

<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday
03:00 PM		11:00 AM	09:00 AM
06:00 PM		02:00 PM	12:00 PM
<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday	

Start Time
End Time

Course Schedule: Tutoring must happen Synchronously, maximum 3 hours per week, per student. If teachers have set times during the week when they *intend* to set appointments for tutoring, those times should be indicated as accurately as possible in the Course Schedule section.
(schedule shown is only for demonstration purposes)

DL **Tutorial Class** Additional Required Fields



Attendance Tracking for Distance Learning **Tutorial Supplement**

- Entered on the Monthly Contact Hours interface
- Tutorial hours are entered as normal Contact Hours
- **3 per week Maximum**
- Must be Synchronous (Zoom, GoToMeeting, Google Hangouts, etc.)
- May be One-to-One or multiple students at the same time



Contact Hours Information

Save

Cancel

Input Daily Contact Hours

Student Name	Date of Birth	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Casey, John	07/08/1968	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Fluggerbutter, Rancis	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	6	<input type="text"/>	<input type="text"/>
Grimes, Morgan	08/17/1984	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	<input type="text"/>
McDuck, Scrooge	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10	<input type="text"/>	<input type="text"/>
VonSchweetz, Vanellope	05/20/1980	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	3	2	<input type="text"/>	<input type="text"/>

Save

Cancel

Tutorial hours are entered like normal Contact Hours.
Maximum 3 hours per week per student

DL **Tutorial** Contact Hours Entry



Additional Resources

- [NYSED Memo re: COVID Guidance](#)
- [NYSED Guidance for DL Teachers \(EPE\)](#) PowerPoint
- [Fillable 2020 ISRF](#)
(English, SSN field disabled)





Additional Questions or Concerns?

Kate Tornese
Associate Director, ASISTS & Data Services
katet@lacnyc.org

