

COVID 19 ATTENDANCE PROCESS/SYNCHRONOUS v. ASYNCHRONOUS

First we want to acknowledge all of the challenges our families, staff, and students are facing. One of the most impactful things students can do is be present for their schooling. We have noticed a continuing trend in attendance and wanted to clarify a few things for you.

Attendance for the state is tracked weekly through both students **Synchronous** and **Asynchronous** work. Therefore, there are two types of days for students.

Synchronous are the days students are on Zoom with their teachers. Attendance is taken each period and the overall attendance is adjusted to reflect the time missed with a “tardy to school-unexcused” code.

Asynchronous are the days that students complete independent work. Every class has an agenda and a checklist so that students know what to do and are able to report their time. **STUDENTS MUST COMPLETE THEIR AGENDA/ATTENDANCE CHECKLISTS FOR EACH CLASS BY 2:00 PM FRIDAY AFTERNOON. IF NOT, THE PROCESS BREAKS DOWN AND STUDENTS ARE MARKED ABSENT.**

AGENDA/ATTENDANCE CHECKLIST EXAMPLE BELOW.

- Students will log into the current week of each class.
- Click on the “Classwork” tab.
- Click on the Agenda/Attendance Checklist tab “highlighted in blue”.
- Click on the “Attendance Check Google Forms” Assignment.
- Complete the Agenda/Attendance checklist items.

The screenshot displays the Canvas LMS interface for a class. At the top, there are navigation tabs: Stream, **Classwork** (highlighted with a red circle), People, and Grades. Below the tabs, the current week is identified as 'Week 12: 11-8 to 11-13'. A list of assignments follows, including 'Zoom link for Monday and Tuesday', 'Agenda for Synchronous and Asynchronous...', 'Synchronous Day 1', 'Synchronous Day 2', 'Day 1, 2 and 3 Asynchronous Work: Road to ...', and 'Day 3: Partner Evaluation'. The 'Attendance Check 11-8 to 11-13' assignment is highlighted in blue and circled in red. Below this assignment, a summary shows '1 Turned in' and '11 Assigned'. At the bottom, a card for the 'AH: Attendance Check 11-8 to 11-13' Google Forms assignment is also circled in red. A 'View assignment' link is visible at the bottom left.