

# Assign and Adjust the Instruction Mode for Students in Blended Learning Groups (Massachusetts)

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The State of Massachusetts requires districts report a student's Instruction Mode (In-Person, Hybrid, or Remote) to the state. In order to report this data via SIF to the State, Instruction Mode records need to be assigned to each student assigned to a Blended Learning Group

This article will guide you through the process of assigning and adjusting Instruction Mode records for students in Blended Learning Groups.

- [Add the Instruction Mode En Masse](#)
- [Adjust the Instruction Mode En Masse](#)
- [Add the Instruction Mode for an Individual Student](#)
- [Adjust the Instruction Mode for an Individual Student](#)

## Advantages to following this process:

- Allows districts the flexibility to easily move groups around using the blended learning groups
- Keeps a visible history for the district to see when students changed Instruction Mode
- Records can be easily back dated
- Provides a clear audit process for the district and the state
- Meets state requirement of having a non-calculated Instruction Mode on the student level

## Add the Instruction Mode En Masse

The easiest and most efficient way to add the Instruction Mode for all blended learning students in a district is to use the [Federal/State Program Updater](#) to update them en masse.

### Step 1. Create an Ad Hoc Filter for Each Blended Learning Group

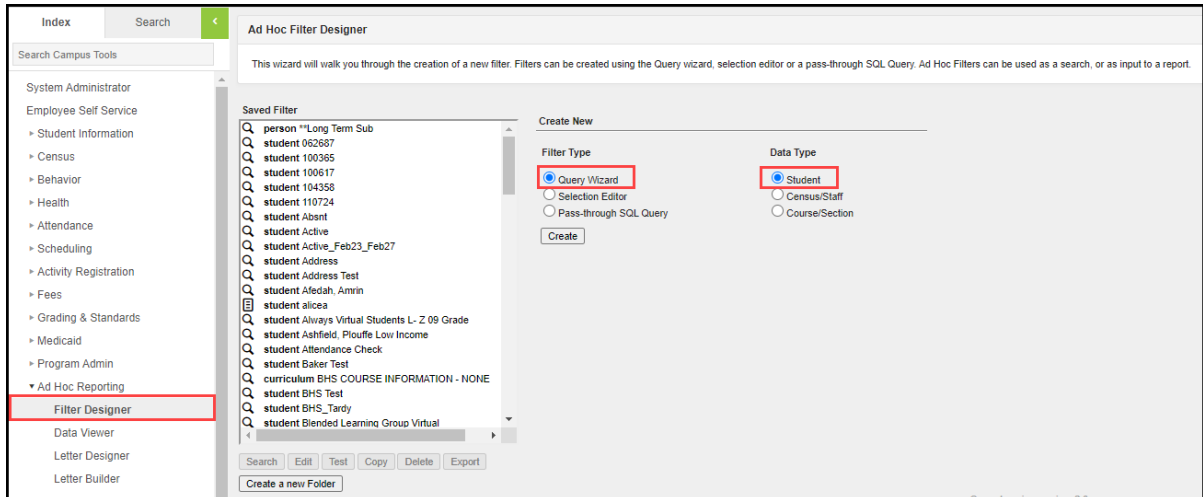
The first step is to create an Ad hoc filter for each Blended Learning Group in your district.

This step assumes you have already created [Blended Learning Groups](#) within Infinite Campus.

For more information on how to create an Ad Hoc Filter, see the [Query Wizard](#) article or watch the [Create a Query for a Filter](#) video.

For information on creating Blending Learning Group filters within Ad Hoc, see the [Blended Learning Groups](#) article.

1. Navigate to the Filter Designer tool (Ad Hoc Reporting > Filter Designer)
2. Select Filter Type of '**Query Wizard**', a Data Type of '**Student**' and click **Create**.



3. Enter the **Query Name** (Campus suggests the name of the Blended Learning Group) and select the following fields:
  - **blendedLearningAssignmentActive.groupName** (Student > Learner > Blended Learning > groupName)
  - **student.lastName** (Student > Demographics > lastName)
  - **student.firstName** (Student > Demographics > firstName)
  - **student.activeToday** (Student > Demographics > activeToday)

**Ad Hoc Query Wizard - Field Selection**

Select fields to use for creating a filter for which logic and output formatting may be applied. Click a field within the All Fields window, or use the Add Function fields in the order selected; however, the sequence can be changed on the Output Formatting screen. At least one field must be selected to continue.

Field Selection > Filter Parameters > Output Formatting > Grouping and Aggregation

\*Query Name:

Short Description:

Long Description:

Select categories & fields

Filter By:  Search Clear

All Fields

- ...grade
- ...serviceType
- ...startDate
- ...startStatus
- ...endDate
- ...endStatus
- ...calendarID
- ...structureID
- ...schoolID
- ...districtID
- ...calendarName
- ...calendarStart
- ...calendarEnd
- ...startYear
- ...endYear
- ...label
- ...activeYear
- ...activeToday
- ...teamName
- ...age
- ...he\_she
- ...He\_She\_capital
- ...his\_her
- ...His\_Her\_capital

Selected Fields

- blendedLearningAssignmentActive.groupName
- student.lastName
- student.firstName
- student.activeToday

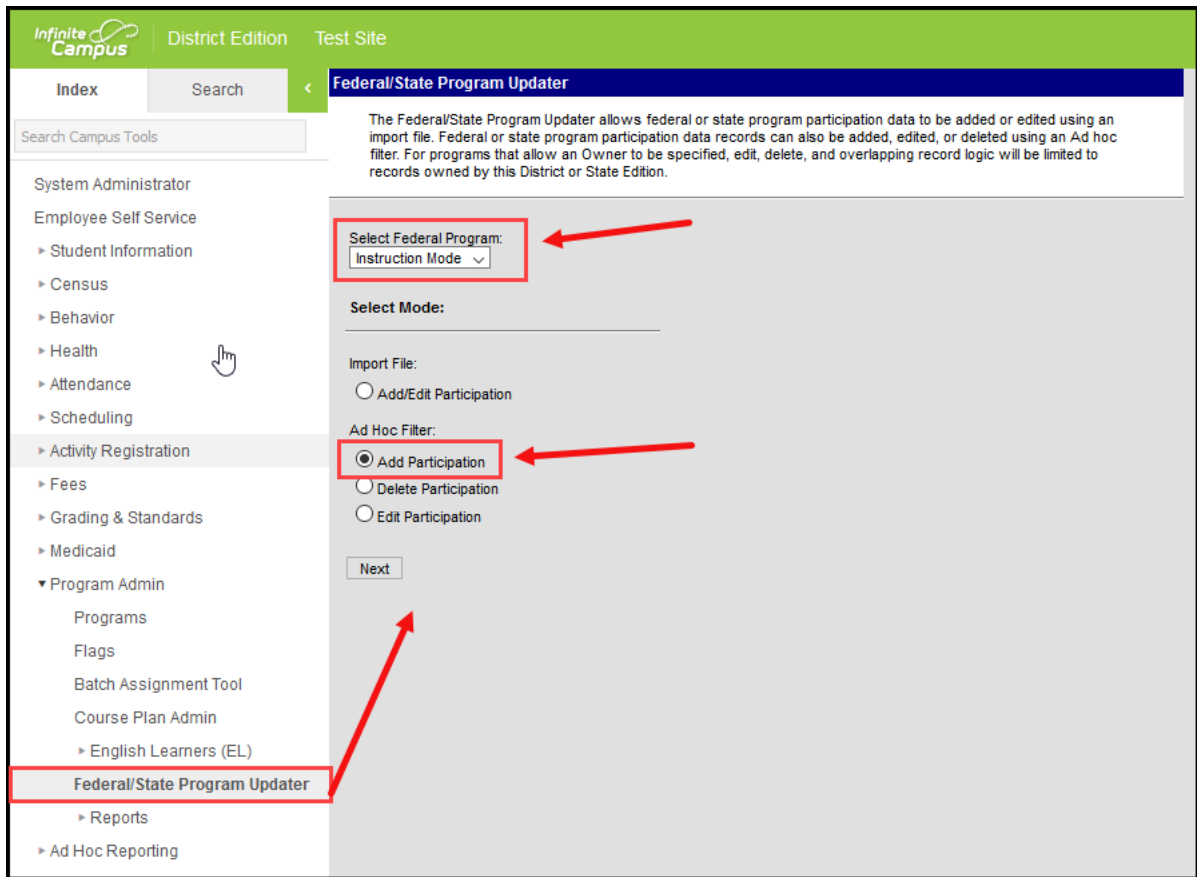
Add Function Edit Function

4. Select **Next**.
5. Set the following values:
  1. For **student.activeToday** set the Operator to **=TRUE**
  2. For **blendedLearningAssignmentActive.groupName** set the Operator to **=** and enter the name of the Blended Learning Group
6. Click **Save**.
7. Repeat Steps 1-6 above for each Blended Learning Group.

## Step 2. Add Instruction Mode for All Students in a Blended Learning Group Filter

Now that filters have been created for Blended Learning Groups, you can now use the Federal/State Program Updater to assign an Instruction Mode value to all students in each group filter.

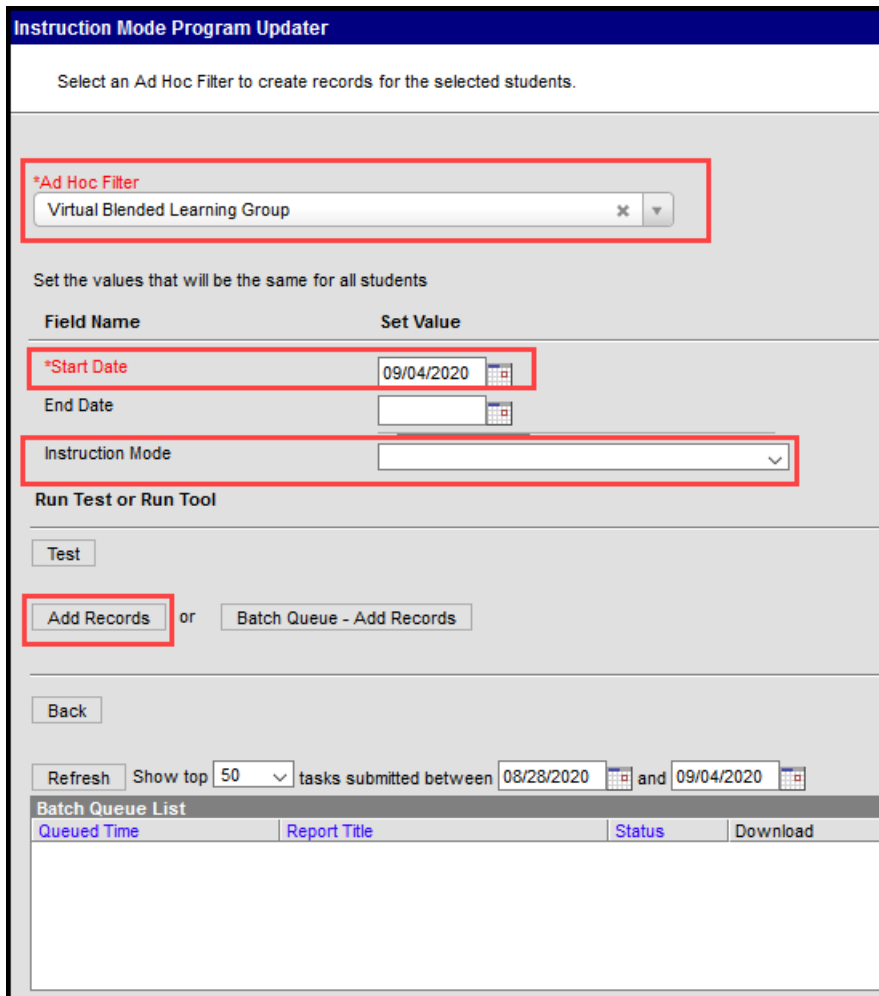
1. Navigate to Program Admin > Federal/State Program Updater
2. Select a **Federal Program** of 'Instruction Mode' and select the **Add Participation** radio button.



3. Click **Next**.

4. Enter the following:

1. Select one of the Blended Learning Group filters (from Step 1) in the **Ad Hoc Filter** field.
2. Enter the **Start Date** of the Instruction Mode record you're creating.
3. Select the **Instruction Mode** to assign all students in the filter selected.
4. Click **Add Records**.



**Instruction Mode Program Updater**

Select an Ad Hoc Filter to create records for the selected students.

\*Ad Hoc Filter  
Virtual Blended Learning Group

Set the values that will be the same for all students

Field Name	Set Value
*Start Date	09/04/2020
End Date	
Instruction Mode	

Run Test or Run Tool

Test

Add Records or Batch Queue - Add Records

Back

Refresh Show top 50 tasks submitted between 08/28/2020 and 09/04/2020

Queued Time	Report Title	Status	Download

5. Repeat these steps for each Blended Learning Group filter.

## Adjust the Instruction Mode En Masse

When an entire learning group needs to have their Instruction Mode adjusted (for example, the group is going from virtual to in-person), the easiest way to do this is to adjust these values en masse using the following steps:

### Step 1. Ensure an Ad Hoc Filter Exists for Each Blended Learning Group

The first step is to ensure an Ad hoc filter has been created for each Blended Learning Group in your district. Expand the section below for steps on how to create these filters.

► [Click here to expand...](#)

### Step 2. End Date the Existing Instruction Mode for All Students in a Blended Learning Group Filter

The next step is to End Date all existing Instruction Mode records for all students in a Blended Learning Group filter prior to modifying their Instruction Mode. This ensures a record exists for both the original Instruction Mode and the new Instruction Mode within Infinite Campus.

1. Navigate to Program Admin > Federal/State Program Updater
2. Select a **Federal Program** of 'Instruction Mode', click the **Edit Participation** radio button, and click **Next**.

The screenshot shows the Infinite Campus interface for the Federal/State Program Updater. The left sidebar contains a navigation menu with the following items: System Administrator, Employee Self Service, Student Information, Census, Behavior, Health, Attendance, Scheduling, Activity Registration, Fees, Grading & Standards, Medicaid, Program Admin (expanded), Programs, Flags, Batch Assignment Tool, Course Plan Admin, English Learners (EL), **Federal/State Program Updater** (highlighted), Reports, and Ad Hoc Reporting. The main content area has a header 'Federal/State Program Updater' and a description: 'The Federal/State Program Updater allows federal or state program participation data to be added or edited using an import file. Federal or state program participation data records can also be added, edited, or deleted using an Ad hoc filter. For programs that allow an Owner to be specified, edit, delete, and overlapping record logic will be limited to records owned by this District or State Edition.' Below the description are the following fields: 'Select Federal Program:' with a dropdown menu showing 'Instruction Mode'; 'Select Mode:' with a horizontal line; 'Import File:' with radio buttons for 'Add/Edit Participation' and 'Ad Hoc Filter:' with radio buttons for 'Add Participation', 'Delete Participation', and 'Edit Participation' (selected); and a 'Next' button.

3. Enter the following:
  1. Select one of the Blended Learning Group filters in the **Ad Hoc Filter** field.
  2. Enter the **End Date** of the Instruction Mode..
  3. Select the **Instruction Mode** being end dated.
  4. Click **Edit Records**.

**Instruction Mode Program Updater**

Select an Ad Hoc Filter to edit records for the selected students.

\*Ad Hoc Filter  
Virtual Blended Learning

Select the fields to be edited and set the new values for the selected fields

Field Name	Include Field	Set Value
Start Date	<input type="checkbox"/>	
End Date	<input checked="" type="checkbox"/>	09/05/2020
Instruction Mode	<input type="checkbox"/>	

Only records that have a Start Date that is on or in the date range selected will be updated. Select Overwrite Existing Data if existing data should be overwritten.

\*Start Date  
09/04/2020

\*End Date  
09/04/2020

Overwrite Existing Data

**Run Test or Run Tool**

Test

Edit Records or Batch Queue - Edit Records

4. Existing Instruction Mode records have now been properly end dated.
5. Repeat Steps 1-4 for each Blended Learning Group filter you plan to adjust. Once complete, move on to Step 3 below.

### Step 3. Modify the Instruction Mode for All Students in a Blended Learning Group Filter

Now that existing Instruction Mode records have been end dated for all students in a specific Blended Learning Group filter(s), you should now add new records for the new Instruction Mode value.

Follow the steps listed in the [Step 2. Add Instruction Mode for All Students in a Blended Learning Group Filter](#) section for a step-by-step walk-through of how to add new Instruction Mode records for students en masse.

## Add the Instruction Mode for an Individual Student

You can add an Instruction Mode record for an individual student via the MA Instruction Mode tool.

Student, Lucas C SPED Medical  
 Grade: 10 #111111 DOB: 12/21/2003 Gender: M

**MA Instruction Mode**

+ New Save Delete Print

Instruction Mode Summary		
Start Date	End Date	Instruction Mode

**Instruction Mode Detail**

\*Start Date: 09/18/2020 End Date:

\*Instruction Mode: 02: Hybrid

**District Defined Elements**

Text:

Checkbox:

To create an Instruction Mode record:

1. Navigate to Student Information > Program Participation > State Programs > MA Instruction Mode
2. Click **New**.
3. Enter the **Start Date** and **Instruction Mode**.
4. Click **Save**

A new Instruction Mode record now exists for the student within Infinite Campus.

Student, Lucas C SPED Medical  
 Grade: 10 #111111 DOB: 12/21/2003 Gender: M

**MA Instruction Mode**

+ New Print

Instruction Mode Summary		
Start Date	End Date	Instruction Mode
09/18/2020		Hybrid

## Adjust the Instruction Mode for an Individual Student

To adjust the Instruction Mode record for an individual student via the MA Instruction Mode tool,



use the following steps:

### Step 1. End Date the Existing Instruction Mode Record

The screenshot shows the 'MA Instruction Mode' form. At the top, there are buttons for 'New', 'Save', 'Delete', and 'Print'. Below this is the 'Instruction Mode Summary' table:

Start Date	End Date	Instruction Mode
09/14/2020		Hybrid

Below the summary table is the 'Instruction Mode Detail' section. The '\*Start Date' is 09/14/2020. The '\*End Date' is 09/17/2020, which is highlighted with a red box and a red arrow. The '\*Instruction Mode' is 02: Hybrid. Below this is the 'District Defined Elements' section with a 'Text' field and a 'Checkbox'.

The first step is to End Date the existing Instruction Mode record:

1. Navigate to Student Information > Program Participation > State Programs > MA Instruction Mode
2. Select the existing Instruction Mode record.
3. Enter an **End Date**.
4. Click **Save**

The screenshot shows the 'MA Instruction Mode' form after the update. The 'Instruction Mode Summary' table now shows the 'End Date' for the existing record:

Start Date	End Date	Instruction Mode
09/14/2020	09/17/2020	Hybrid

A red arrow points to the '09/17/2020' value in the 'End Date' column.

### Step 2. Add a New Instruction Mode Record

**MA Instruction Mode**

+ New
Save
Delete
Print

Instruction Mode Summary		
Start Date	End Date	Instruction Mode
09/14/2020	09/17/2020	Hybrid

**Instruction Mode Detail**

\*Start Date: 09/18/2020 ← End Date:

\*Instruction Mode: 01: In-Person ←

**District Defined Elements**

Text:

Checkbox:

Now that the old record is End Dated, you should now add a new Instruction Mode record:

1. Click **New**.
2. Enter the **Start Date** and **Instruction Mode**.
3. Click **Save**

A new Instruction Mode record now exists for the student within Infinite Campus.

**MA Instruction Mode**

+ New
Print

Instruction Mode Summary		
Start Date	End Date	Instruction Mode
09/18/2020		In-Person <span>←</span>
09/14/2020	09/17/2020	Hybrid