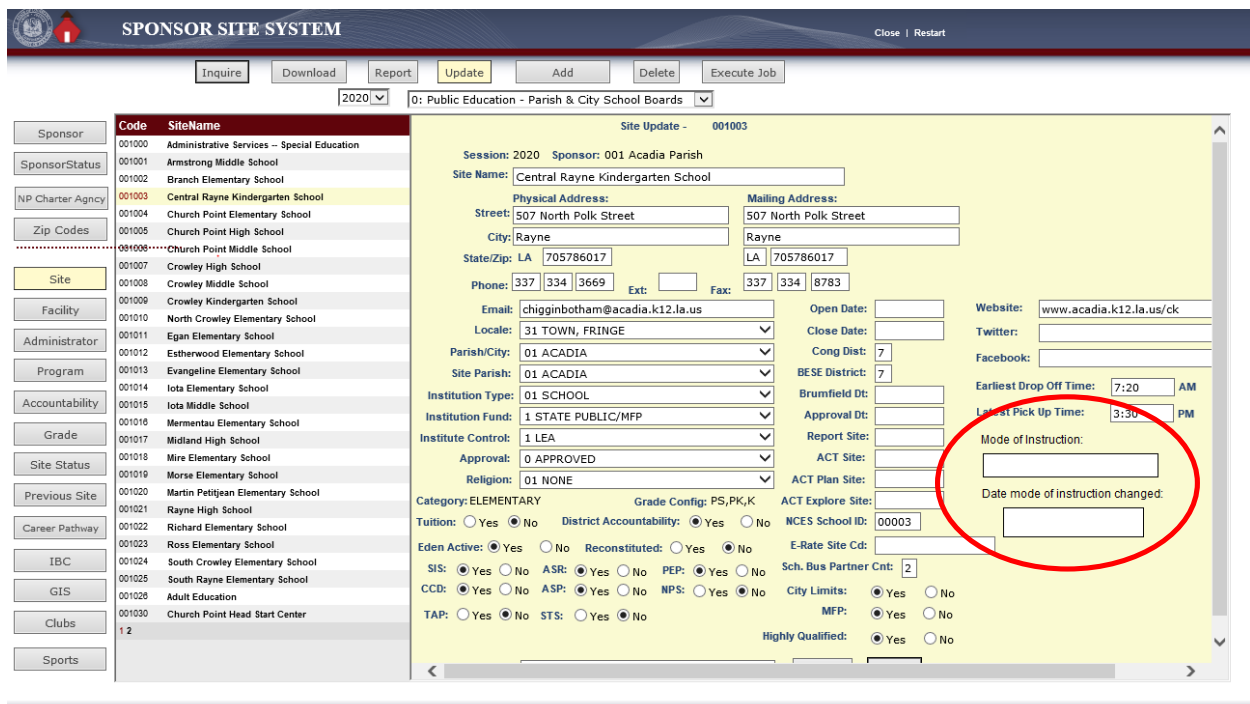


The Department has created several new fields within Sponsorsite (SPS) that will allow school systems to more quickly and easily update their learning mode data, which was previously submitted via the Learning Environment and Connectivity Tool and reported within the School Reopening Dashboard. School systems should update these fields as often as needed or when a major shift in Learning Environments occur at a school site or across the school system. At a minimum, school systems should update this data on a monthly basis.

To update the information in Sponsorsite, school systems will need to update the **School Site Tab** for each school site and a new system level tab called **Instructional Mode**. A file upload method has also been created for populating the initial upload of SPS.

UPDATING VIA SPONSORSITE

On the School Site Tab, two new fields have been added for each site: (1) Mode of Instruction and (2) Date Mode of Instruction Changed. School systems should update each school site when the Mode of Instruction changes.



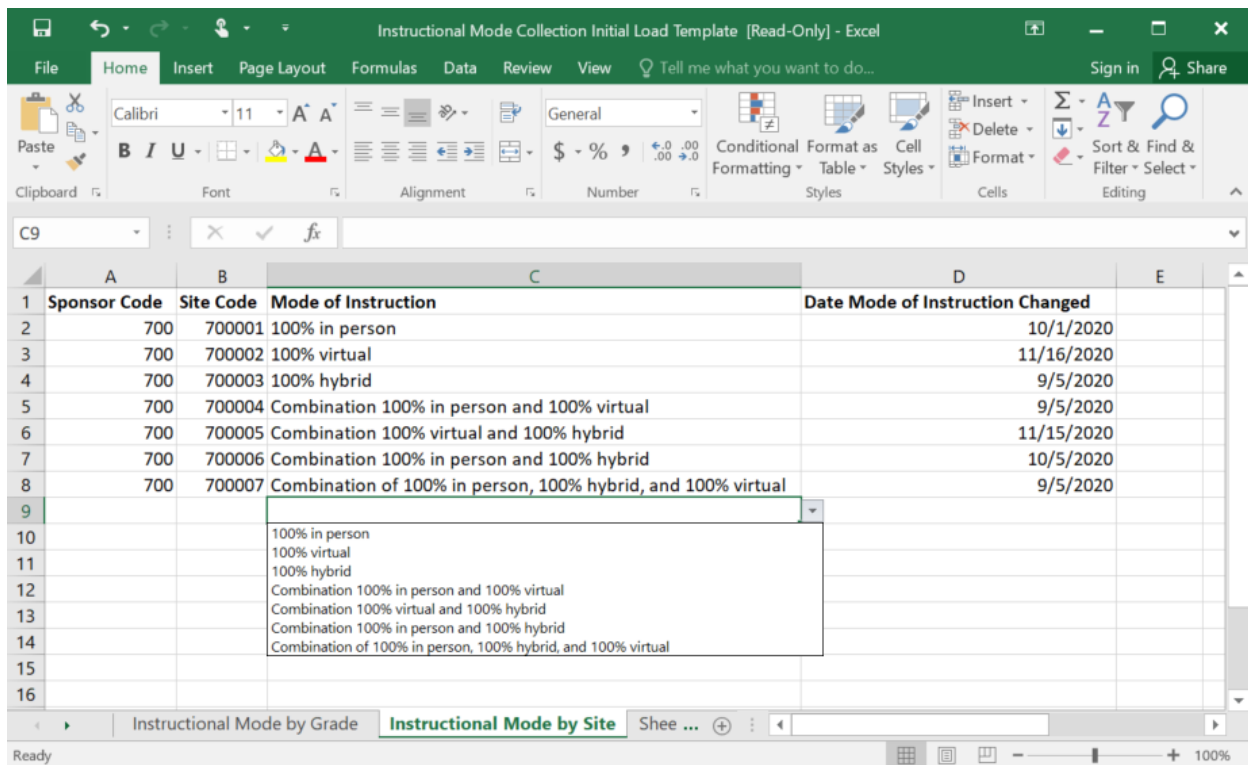
The screenshot shows the 'SPONSOR SITE SYSTEM' interface. On the left is a navigation menu with categories like Sponsor, Site, Facility, etc. The main area displays a 'Site Update' form for 'Central Rayne Kindergarten School'. The form includes fields for physical and mailing addresses, contact information, and various dropdown menus. A red circle highlights the 'Mode of Instruction' dropdown menu, which is currently set to '0 APPROVED'. Below it is a field for 'Date mode of instruction changed:'. The form also includes radio button options for 'Eden Active', 'Reconstituted', 'SIS', 'ASR', 'PEP', 'CCD', 'ASP', 'NPS', 'TAP', 'STS', 'City Limits', 'MFP', and 'Highly Qualified'.

Within the mode of instruction dropdown box, there are seven options to choose from. They include:

- **100% in person** (i.e. All students are attending school in person)
- **100% virtual** (i.e. All students are attending school virtually)
- **100% hybrid** (i.e. All students are attending school in a hybrid format)
- **Combination 100% in person and 100% virtual** (i.e. A portion of the students are attending school 100% in person while other students are attending 100% virtually)
- **Combination 100% virtual and 100% hybrid** (i.e. A portion of the students are attending school 100% virtually while other students are attending 100% in a hybrid format)
- **Combination 100% in person and 100% hybrid** (i.e. A portion of the students are attending school 100% in person while other students are attending 100% virtually)
- **Combination of 100% in person, 100% hybrid, and 100% virtual** (i.e. A portion of the students are attending school either in-person, virtually or in a hybrid format)

On the second tab, Instructional Mode by Site, school systems will enter the mode of instruction being offered at each school site. There are seven Modes of Instruction to choose from. They include:

- **100% in person** (i.e. All students are attending school in person)
- **100% virtual** (i.e. All students are attending school virtually)
- **100% hybrid** (i.e. All students are attending school in a hybrid format)
- **Combination 100% in person and 100% virtual** (i.e. A portion of the students are attending school 100% in person while other students are attending 100% virtually)
- **Combination 100% virtual and 100% hybrid** (i.e. A portion of the students are attending school 100% virtually while other students are attending 100% in a hybrid format)
- **Combination 100% in person and 100% hybrid** (i.e. A portion of the students are attending school 100% in person while other students are attending 100% virtually)
- **Combination of 100% in person, 100% hybrid, and 100% virtual** (i.e. A portion of the students are attending school either in-person, virtually or in a hybrid format)



1	Sponsor Code	Site Code	Mode of Instruction	Date Mode of Instruction Changed
2	700	700001	100% in person	10/1/2020
3	700	700002	100% virtual	11/16/2020
4	700	700003	100% hybrid	9/5/2020
5	700	700004	Combination 100% in person and 100% virtual	9/5/2020
6	700	700005	Combination 100% virtual and 100% hybrid	11/15/2020
7	700	700006	Combination 100% in person and 100% hybrid	10/5/2020
8	700	700007	Combination of 100% in person, 100% hybrid, and 100% virtual	9/5/2020
9				
10			100% in person	
11			100% virtual	
12			100% hybrid	
13			Combination 100% in person and 100% virtual	
14			Combination 100% virtual and 100% hybrid	
15			Combination 100% in person and 100% hybrid	
16			Combination of 100% in person, 100% hybrid, and 100% virtual	

School systems must enter their Sponsor Code, the Site Code for each school site, Mode of Instruction, and the Date Mode of Instruction Changed. In some cases the mode of instruction may not have changed since school opened while others may have change a number of times. School systems only need to report the current mode of instruction and the best date known for their initial file upload. Subsequent updates should indicate the exact date the mode of instruction changed at a school site.

SUBMITTING FILE UPLOAD/DATA UPDATES

The initial Learning Environment Data Upload File can be sent to EdTech@la.gov for uploading and file submission. Future updates and changes should be completed via SPS. In the event of system-wide changes where a file upload would be helpful versus manual updates in SPS, please contact EdTech@la.gov before creating and submitting a new file.

SUPPORT AND CONTACT INFORMATION

The following contacts can help school systems with the SPS Learning Environment Data Submission:

- SPS Security Access Support - SecurityDOE@La.Gov
- SPS Learning environment data submission questions - EdTech@la.gov or SystemSupport@la.gov
- File upload questions and support - SecurityDOE@La.Gov or EdTech@la.gov