**Procedure for verifying Distance Learning (DL) hours for My Foundations Lab (MFL)**

Since MFL licenses give students access to the program for 10-week periods only, it is advisable to calculate and report DL hours only once per student, at the end of his/her 10-week study period. If you choose to report hours more than once per student, you will need to verify that no activities are double-counted.

Unlike other approved Distance Learning platforms, for MFL student Time Spent (“clock time”) is used rather than a fixed Proxy Hour amount. However, the MFL system does not automatically log a student out for inactivity, and a student may remain logged in (generating “clock time”) even when not actively working. For this reason, a **maximum allowable time per activity has been established**. When calculating Time Spent in a Learning Path on MFL, teachers may count no more than **45 minutes for a Reading activity and no more than 60 minutes for a Math activity.** These numbers are based on typical user data from actual MN ABE students using MFL.

**To print a report of an individual student’s Learning Path work:**

1. Login to [www.accumfl.com](http://www.accumfl.com) with your site’s Teacher account.
2. The program will return to the Gradebook if it was the last section viewed with this account. If the Gradebook is not on-screen, click “Gradebook” on the left sidebar to view it.
3. Click the name of the student.
4. Click the content area that you want to calculate hours for. These are displayed in the blue top bar under the “Accuplacer / My Foundations Lab” logo. (**Currently only Reading and Math are approved for DL Hours**.)
5. Click the Print icon (in the upper right of the screen) to print a copy of the student’s Learning Path work record.
6. Repeat steps 4-5 for any additional content areas.

**To print a report of an individual student’s Extra Practice work:**

1. While viewing a student in the Gradebook, click the “Extra Practice Results” button.
2. If the student has completed any Extra Practice activities, times will be displayed in the Time Spent column, and a total will display at the bottom of the page.
3. Click the Print icon to print a copy of the students Extra Practice work record.
4. Click another content area (math or reading) to check for Extra Practice activities in that content area.
5. Report the student’s Total Time Spent on Extra Practice activities as DL hours. (If you have previously reported DL hours for this student’s Extra Practice work, subtract previously reported time from the Total Time Spent.)

**Calculating DL Hours for Learning Path work:**

1. Review the printed student Learning Path work records.
2. Cross out to exclude any activities previously reported as DL hours for this student. Use the “date worked” column to exclude based on a date range, or check item names against previously printed reports. If this is the first or only DL Hours report for this student, you do not need to perform this check.
3. Verify that the student has spent no more than 45 minutes per activity for Reading or 60 minutes per activity for Math. If any activity shows more than 45 minutes/60 minutes, cross out the time and write the maximum allowable time in its place.
4. Add the Time Spent column to calculate the number of DL Hours.

Notes:

1. While the “Export Data – Advanced Export” function includes an option that will generate a report showing Total Time Spent per student, **this report is inconsistent and does not provide reliably accurate data.** You should add the Time Spent from Learning Path Gradebook reports manually.
2. No minimum “mastery” score is required for DL hours to be counted for an activity. **You should count hours for all completed activities, regardless of score.** On MFL, students are prompted to do additional work in the “Extra Practice” section if they perform poorly on an activity, rather than being required to repeat the core content for a higher score. This will naturally lead to some low scores remaining on the student’s Gradebook report. Since the system is designed to operate in this manner, it would be inappropriate to exclude work based on score.