



Los Angeles Unified School District Multilingual and Multicultural Education Department



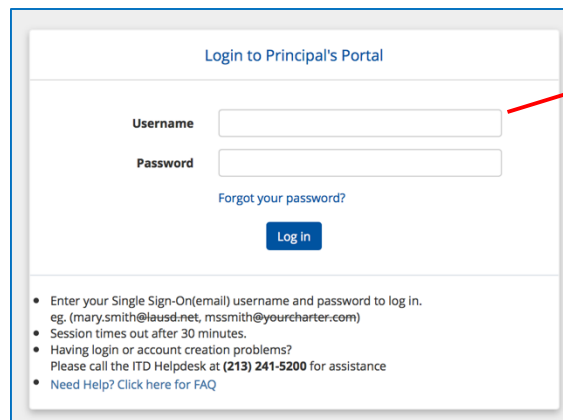
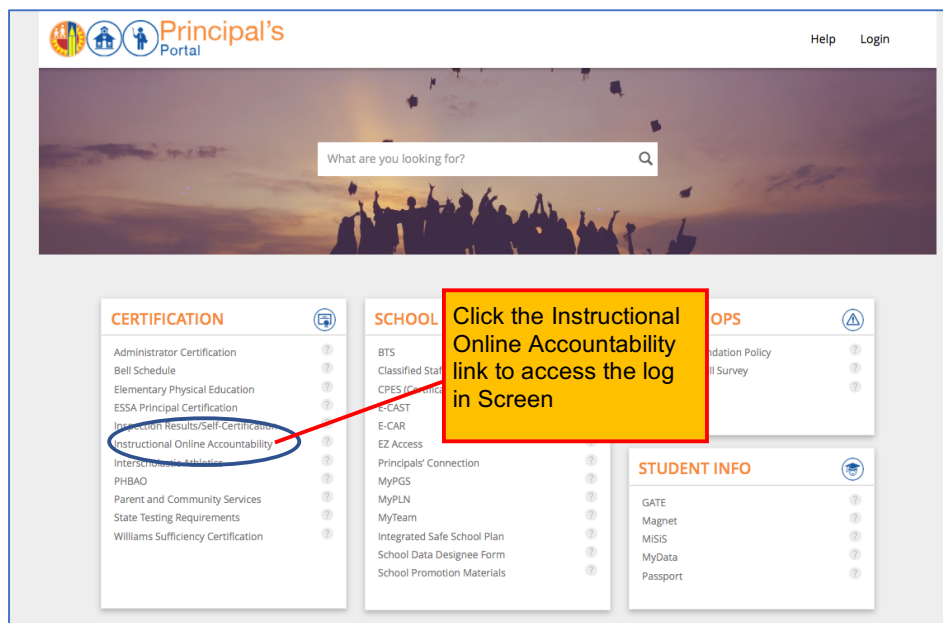
Instructional Online Accountability System (OLAS)

Job Aid

The Multilingual and Multicultural Education Department (MMED), in conjunction with the Office of Data and Accountability and ITD, developed the *Instructional Online Accountability System (OLAS)* to document and monitor the English Learner program and services provided to ELs throughout the District. School sites utilize this platform to certify completion of EL program accountabilities and upload related documentation as evidence of compliance.

I. Accessing OLAS

OLAS can be accessed through the Principal's Portal: <https://principalportal.lausd.net>



NOTE: See section V (page 4) for instructions on how to assign OLAS access.



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II. OLAS Main Menu

The OLAS Main Menu contains links to access monthly accountabilities and resources.

The screenshot shows the 'Principal's Portal' interface. At the top, there are 'MAIN MENU' and 'REPORT MENU' buttons. Below them is the heading 'English Learner Instructional Online Accountabilities'. A note states: 'If your current location is different than the location you must certify for or you must certify for more than one location, you can change your location by using the input box below. Click on the "Change Location" button.' There are two location fields: 'Current Location' (MULTI LING/CULT ED(0995)) and 'Change Location' (1099501) with a 'Change Location' button. A table titled 'Certification Items' lists months from August 2017 to June 2018 with columns for 'Due Date', 'Due?', and 'Certification Status?'. Below the table are sections for 'References' (with links like '>OLAS Task Calendar', '>OLAS Check List', etc.) and 'Contact Information' for the Multilingual and Multicultural Education Department.

Click on the accountability month to view what is due for the month.

Click on the desired link to access resources

NOTE: Please download and print the OLAS Task Calendar and Checklist. These documents are essential for understanding what needs to be uploaded and certified in OLAS for the month. All EL Program documentation needs to be filed at the school site for a minimum of 5 years as evidence of compliance.

III. OLAS Certification (monthly EL accountabilities)

The OLAS Certification page displays the accountability items due at the end of the month. School site EL Designees will only see the accountability items that require an upload. The school site principal will see all accountability items referenced in the OLAS Task Calendar and Checklist.

Clicking on the question mark will allow the user to view a description of the accountability item and action

The screenshot shows the 'OLAS Certification' page for 'September 2017 - 2017/2018 SY'. It features a 'Required Action' table with columns for 'Action', 'Status', and 'References'. The table lists tasks such as 'Code all classes of ELs with appropriate EL services in HESIS', 'Send the Initial Notification of Enrollment by September 13, 2017', and 'Complete all Initial CELDT assessments for student enrolled from the beginning of the academic year'. Each row has a green checkmark in the 'Status' column and an 'upload' button. Below the table is a 'Principal Certification' section with a 'Submit' button. A 'Save' button is also visible at the bottom of the table.

The green checkmark indicates items that only require principal certification (no upload required)

Browse for and select the document. Click here to upload, then click to save.

Principal certifies the month's accountabilities and submits



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NOTE: Only the principal user role can view the "Certify Only" accountabilities

IV. Accessing an OLAS School Report

OLAS users can view, download and print an at a glance OLAS school report to monitor monthly accountability uploads and certification.

1. Click onto the "Report Menu" button to access available reports in OLAS.

The screenshot shows the 'Principal's Portal' interface. At the top, there are two buttons: 'MAIN MENU' and 'REPORT MENU'. A red arrow points from a yellow callout box to the 'REPORT MENU' button. Below the buttons, the page title is 'English Learner Instructional Online Accountabilities'. There is a section for 'Current Location' with a dropdown menu showing 'MULTILING/CULT ED(0995)' and a 'Change Location' button. Below that is a table of 'Certification Items' with columns for Month, Due Date, Due?, and Certification Status?. At the bottom, there are sections for 'References' and 'Contact Information'.

Click on the *Report Menu* button

2. The *Report Menu* will display. View the menu and select the *School Report* link to view the OLAS at a glance accountability completion report.

The screenshot shows the 'Instructional Online Accountability System Reports' menu. At the top, there are two buttons: 'MAIN MENU' and 'REPORT MENU'. Below the buttons is a table of report options. A yellow callout box with a red arrow points to the 'School Report' link in the table.

Report Name	Description
School Report	School report screen and menus only (canned report). Principal and designee will be able to access report(s).
Executive/Local District Report	Executive or Local District EL Report Screen and Excel output interface
EL Services	This report now displays EL Services section attributes entered by schools on or before the morning of 02/22/16 (column N).
CELDTStudentIntervention2015-2016	CELDT Student Intervention 2015-2016 Reports Updated 03/8/16
LAUSD-CELDT Roster	The LAUSD-CELDT (non-official) student roster provides the names of the 2nd-12th grade English Learners who will be administered the LAUSD-CELDT (non-official) during the window of April 4-15, 2016. Schools will receive specially labeled shipment of LAUSD-CELDT (non-official) testing materials with student bar code labels for each student on the roster.
LAUSD-CELDT Results	LAUSD CELDT Results - April 2016 This file provides the LAUSD CELDT student results, and indicates whether or not students met the English Proficiency criteria for reclassification(Column P).

Click onto the *School Report* link



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3. The following OLAS School Report, showing the status of all accountability items for the school year, will display:

Accountability	Due Date	Upload	Uploaded Date	Uploaded By	Principal Cert Date	Principal Cert By	Principal Cert?
Organize EL classrooms according to Master Plan guidelines	08/31/2017	Not Req					N
Hold 3 Master Plan Instructional Program Options K Orientation Meetings	08/31/2017	Required					N
Hold a Master Plan Instructional Program Options Informational for parents of ELs in grades 1-12	08/31/2017	Required					N
Establish and in service the Student Support and Progress Team (SSPT)	08/31/2017	Required					N
Establish ELD instructional blocks/schedule for the school site	08/31/2017	Not Req					N
Complete all initial QILT assessments for students enrolled from the beginning of the academic year	09/30/2017	Not Req					N
Send the Initial Notification of Assessment Results by September 13, 2017	09/30/2017	Required					N
Send Annual Notification of Assessment Results and Confirmation of Program Placement by September 13	09/30/2017	Required					N
Send the Initial Notification of Enrollment by September 13, 2017	09/30/2017	Not Req					N
Code all classes of ELs with appropriate EL services in MISG	09/30/2017	Not Req					N
Include in the professional development plan PD specific to ELs	09/30/2017	Not Req					N
Correct all EL program data in MISG for the Fall Language Census	10/31/2017	Not Req					N
Conduct class observations of Designated and Integrated ELD	10/31/2017	Not Req					N
Upload SSPT Meeting Log for August, Sept., October, and November	11/30/2017	Required					N
Monitor the progress of EL Students as part of SSPT*	11/30/2017	Not Req					N
Monitor RFP student progress school-wide as part of SSPT*	11/30/2017	Required					N
Maintain the Master Plan Instructional Program Options Log, 1st Semester	12/31/2017	Not Req					N
Conduct classroom observations of Designated and Integrated ELD	12/31/2017	Required					N
Send to ELAC training the identified ELAC Coordinator	12/31/2017	Not Req					N
Reclassify all ELs who have met the reclassification criteria	12/31/2017	Not Req					N
Plan and provide PD specific for ELs	12/31/2017	Required					N
Monitor the progress of EL Students as part of SSPT*	01/31/2018	Required					N
Hold a Master Plan Instructional Programs Options meeting #2	01/31/2018	Not Req					N
Ensure all classes with ELs have ELA services entered in MISG	01/31/2018	Required					N
Monitor SSPT Student Progress as part of SSPT*	01/31/2018	Not Req					N
Conduct class observations of Designated and Integrated ELD	01/31/2018	Required					N
Monitor LTEL Progress-Parent Meeting #2	04/30/2018	Optional					N
Conduct classroom observations of Designated and Integrated ELD	05/30/2018	Not Req					N
Reclassify all ELs who have met the reclassification criteria	05/30/2018	Not Req					N
Administer the Annual ELAC to all ELs	05/30/2018	Not Req					N
Plan and provide professional development specific for ELs	05/30/2018	Required					N
Maintain the Master Plan Instructional Program Options Log, 2nd Semester	06/12/2018	Not Req					N
Upload SSPT Meeting Log for March, April and May	06/12/2018	Required					N

V. Assigning OLAS Access to an EL Designee

Principals have User Manager access which allows a principal to assign OLAS access to the school site EL Designee. This will allow the EL Designee to upload EL documents in OLAS. EL Designees (who are not principals) cannot certify OLAS accountability items.

1. To assign access, click onto the *Settings* link.

Home Settings

MAIN MENU
REPORT MENU

English Learner Instructional Online Accountabilities

If your current location is different than the location you must certify for or you must certify for more than one location, you can change your location by using the input box below. Click on the 'Change Location' button.

Current Location

● **MULTILING/CULT ED(0995)**

Change Location

1099501 ↻ Change Location

Certification Items

Month	Due Date	Due?	Certification Status?
August 2017	08/31/2017	Yes	Yes
September 2017	09/30/2017	No	No
October 2017	10/31/2017	No	No
November 2017	11/30/2017	No	No
December 2017	12/31/2017	No	No
January 2018	01/31/2018	No	No
February 2018	02/28/2018	No	No
March 2018	03/31/2018	No	No
April 2018	04/30/2018	No	No
May 2018	05/31/2018	No	No
June 2018	06/12/2018	No	No

Principal clicks the Settings link



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2. Click on User Manager to open the access page needed to begin to assign access.

Los Angeles Unified School District
Principal Certification System

Admin Tools

[User Manager](#)

Principal clicks the *User Manager* link

3. Click on the *Find* button to begin a name search.

Select the cost center from the drop down to view users at that location. To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Local District:

System:

[Return to Main Menu](#)

Principal clicks the *Find* button, and will be directed to an initial information

4. Enter the individual's first and last name then click onto the search button. A new screen will open. Select the individual's name for whom will be granted access.

Resource Search Screen

First Name:

Last Name:

Principal will need to enter the first and last name to conduct a search for the individual who will be granted access

5. Select the appropriate information: User Type, Location/Local District, and Instructional Online Accountability System, for the individual who will be granted access.

Select the cost center from the drop down to view users at that location. To add a user, click on the 'Find' button and search for the employee. Click on the employee to select him/her and click on the 'Add User' button to finish.

User Name:

User Type:

Location/Local District:

System:

[Return to Main Menu](#)

Principal must click "Add User", to grant access