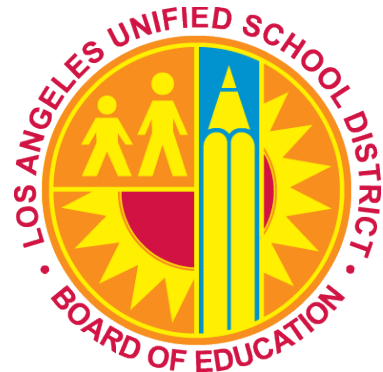


**Quick Start Guide to the
Final Norm Enrollment and
Staffing Dashboards
for School Users**



In an effort to improve norm data transparency, two dashboards for the 2018-19 school year are available to school users:

- **Final Norm Enrollment Dashboard** – The Final Norm Enrollment Dashboard displays the final norm enrollment and manual adjustment counts as of September 14, 2018.
- **Final Norm Staffing Dashboard** – The Final Norm Staffing Dashboard displays the final staffing levels for FY 2018-19. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

Note: The Final Norm Enrollment and Staffing Dashboards are used for school resources for the General Education Program, and do not include resources for the Special Education Program.

This *Quick Start Guide to the Final Norm Enrollment and Staffing Dashboards for School Users* describes the components of the dashboards and how to navigate them, including these topics:

- **Access the Dashboards**2
- **Navigate the Final Norm Enrollment Dashboard**4
 - **Final Norm Enrollment Dashboard Cont'd** 6
- **Navigate the Final Norm Staffing Dashboard**7
- **Report/Component Functions**8
 - **Maximize/View Component in Full Screen**..... 8
 - **Export Table View** 8
 - **Print Component** 9
- **Appendix A: Norm Enrollment and Staffing Subject Page**10
- **Appendix B: Navigational Bar** 11
- **Appendix C: Icon Glossary**12
- **Whom to Contact for Support**14

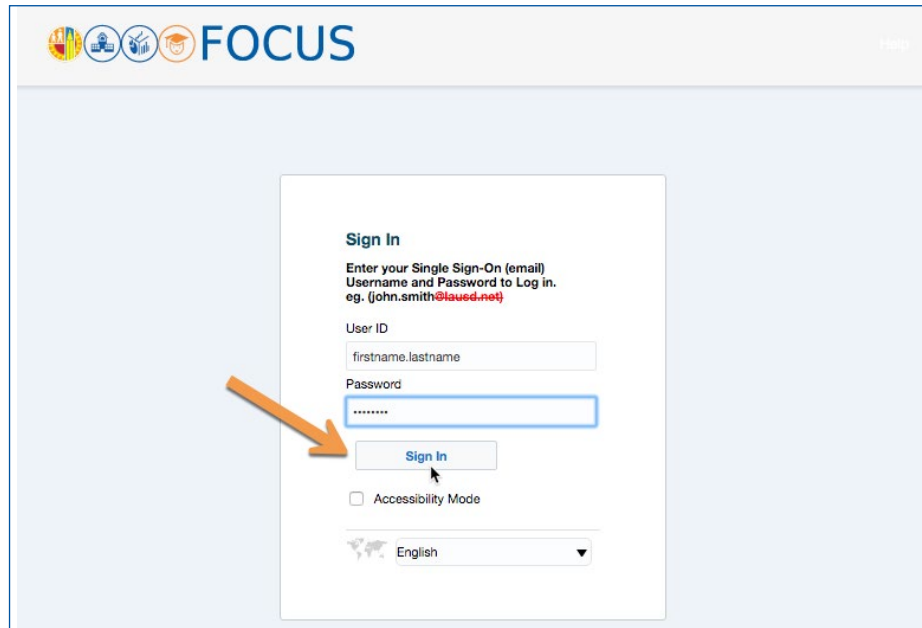
Access the Dashboards

Note: The preferred browser is the most recent version of Google Chrome or Mozilla Firefox.

1. To access the dashboard, enter this **URL** into your browser:

<https://focus.lausd.net>

2. Log into Focus by entering your **Single Sign On username** and **password**. Then, click **Sign In**.

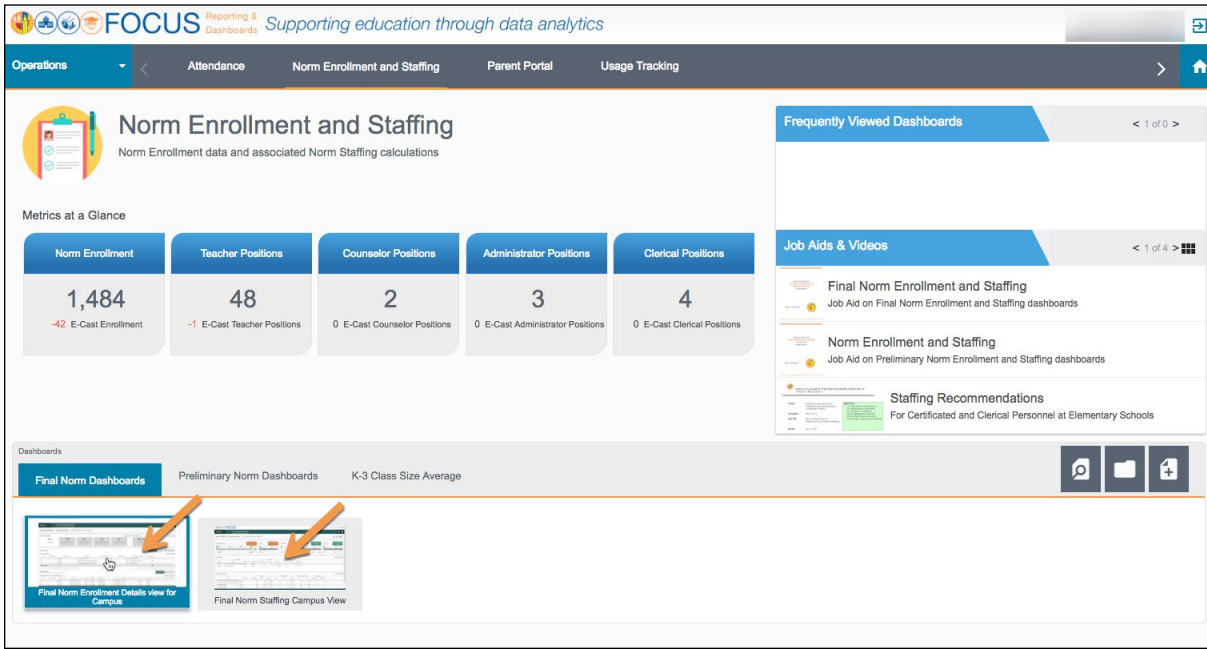


3. This takes you to the Focus Welcome Page. (1) Click the **Operations Analytic Area**. Then (2) click **Norm Enrollment and Staffing**.



- At the bottom of the Subject Page, click the **Final Norm Enrollment Campus View** or **Final Norm Staffing Campus View** to navigate to the dashboards.

Note: You can still view the Preliminary Norm Dashboards by clicking Preliminary Norm Dashboards. For information about these dashboards, refer to the *Quick Start Guide to the Preliminary Norm Enrollment and Staffing Dashboards for School Users*.

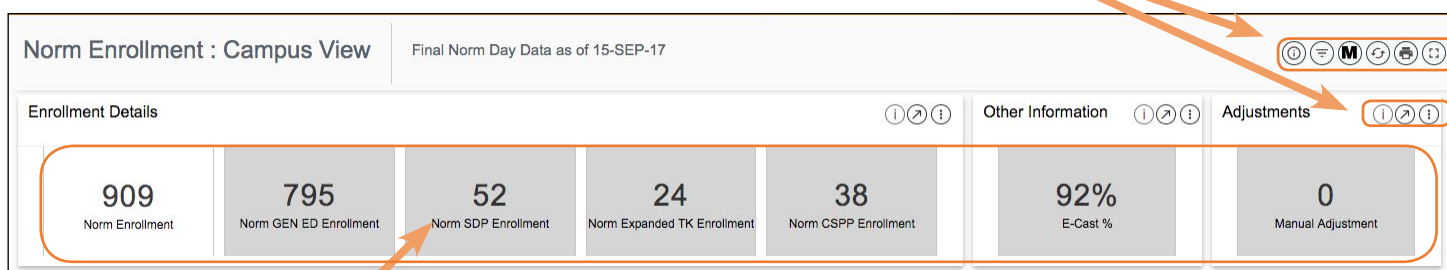


Navigate the Final Norm Enrollment Dashboard

The Final Norm Enrollment Dashboard captures final norm day data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools.

Note: *If you access the dashboard and the data does not appear accurate*, you must clear your browser cache. Refer to the job aid, *Clearing the Browser Cache*, for step-by-step instructions (This job aid can be found in the Job Aids & Videos section on the Subject Page).

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 8.



Click a **performance tile** to view that group in the School and Student Details reports at the bottom of the dashboard. See below for descriptions of all performance tiles.

Enrollment Details

PERFORMANCE TILE	DESCRIPTION
Norm Enrollment	Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program (SDP) students and students enrolled in the California State Preschool Program (CSPP) at elementary schools.
Norm GEN ED Enrollment	Count of students enrolled from Grade TK (Transitional Kindergarten) to Grade 12, excluding SDP, TE, and CSPP students.
Norm SDP Enrollment	For elementary schools, this is the count of students enrolled in SDP classes taught by Special Ed teachers. For secondary schools, this is the count of students with active Individualized Education Program (IEP) whose Percent Time in Special Ed is 50% or more.
Norm Expanded TK Enrollment	Count of students enrolled in Grade TE.
Norm CSPP Enrollment	Count of preschool students enrolled in the CSPP program at elementary schools.

Other Information

PERFORMANCE TILE	DESCRIPTION
E-Cast %	Percentage of total norm enrollment to total E-CAST enrollment.

Adjustments

PERFORMANCE TILE	DESCRIPTION
<p>Manual Adjustments</p>	<p>Details of students where adjustments were applied for various reasons, which include but are not limited to:</p> <ul style="list-style-type: none"> ● Absence [13 Days or more] – Students with absences of 13 days or more from the enrollment date through Norm Day. ● Age Ineligible – Students enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2 or students enrolled as Expanded Transitional Kindergarten (TE) but turn 5 years old after June 30. ● Duplicates – Students who have more than one enrollment record. ● Enrolled in One Course – Students enrolled in one course only. ● General Education to Special Day Program (SDP) – 50% or more courses with Special Ed teachers. ● Special Day Program (SDP) to General Education – Less than 50% time spent in Special Education per IEP.

Final Norm Enrollment Dashboard Cont'd

The **School Details Report** provides a summary of the enrollment details (net of manual adjustments), E-CAST %, and list of manual adjustments for each school on the campus (i.e., home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

- Enrollment Details
- E-CAST %
- Manual Adjustment

Click these buttons to switch between the different **performance items**.

School Details
Norm Enrollment: 2017-09-15

1 2 3 4 5

LD	Board District	Campus Name	School Name	School Cost Center	School Number	School Type Description	Norm Enrollment
S	7	107th St El	107th Street Elementary Science/Tech/Eng/Arts/Math Magnet	1585702	585	Magnet Center - Elementary	128
S	7	107th St El	107th Street Cal State Preschool Program	1223101	2231	State Preschool	38
GRAND TOTAL							909

Previous
Page 1 of 1
Next

Student Details : [Select school from the list above to see the Student Details]
Norm Enrollment: 2017-09-15

1 2 3 4 5

LD	Board District Code	Campus Name	School Name	School Cost Center Code	District ID	Full Name (LNF)	Age	Grade Level	Master Plan Program Code	Absent Days	Room Num Code	Teacher Employee Number	Teacher (LNF)	Student Primary Race Description	Student Additional Race Description	SDP Status Flag	Enrollment Date
S	7	107th St El	107th Street Cal State Preschool Program	1223101			6	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			6	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			6	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			6	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			5	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			5	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			5	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			5	ST_PRE_SCH_PROG		0						N	
S	7	107th St El	107th Street Cal State Preschool Program	1223101			5	ST_PRE_SCH_PROG		0						N	

The **Student Details Report** provides a list of students enrolled/counted at each school on the campus. It also displays the manual adjustments, listing the students not counted for various reasons and/or listing the students counted with adjustments made between programs (e.g., adjustment from Gen Ed program to Special Ed program or vice versa), etc. The Student Details will only be displayed when a school is selected from the School Details. Student level details are available for each of the following performance items:

- Enrollment Details
- Manual Adjustment

Navigate the Final Norm Staffing Dashboard

The Final Norm Staffing Dashboard includes a comparison of E-CAST with the final norm day data for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

The tiles in the header of the dashboard provide the **Gain/Loss/Change data** regarding Norm Enrollment, Teacher, Counselor, Administrator and Clerical positions.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard.

The **School View** allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

Use a **component toolbar** to control only that component. For more info, see page 8.

In the **Grade Groups View**, based on the type of school, Elementary, Middle, High School, you will be able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a “Norm Enrollment Range” and “# of Students to” to determine if you are losing or gaining a position.

School	Grade Group	Enrollment			Teacher Positions			Norm Enrollment Range		# of Students to	
		Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	Min	Max	Lose Position	Gain Position
107th Street Elem Science/Tech/Engineering/Arts/Math Magnet	TK to 3	62	64	-2	3	3	0	49	72	14	11
107th Street Elem Science/Tech/Engineering/Arts/Math Magnet	4 to 5(6)	56	60	-4	2	2	0	32	61	25	6
107th Street Elementary	TK to 3	454	547	-93	19	23	-4	433	456	22	3
107th Street Elementary	4 to 5(6)	187	204	-17	7	7	0	184	214	4	28

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Report/Component Functions

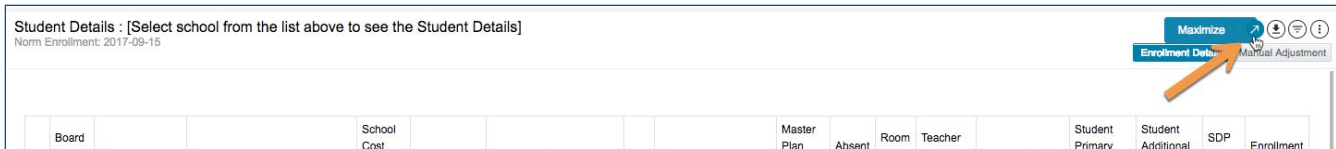
All components provide various functions to analyze the data presented. Users can...

1. Maximize/view all components in full screen
2. Export Table Views
3. Print all components

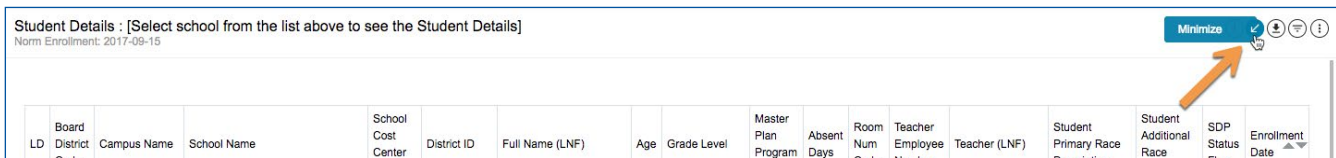
Maximize/View Component in Full Screen

All reports and components can be viewed in full screen.

1. Click the **maximize icon** in the component toolbar to view a report or any other dashboard component in full screen.



2. Click the **restore down icon** in the component toolbar to return to the dashboard.



Export Table View

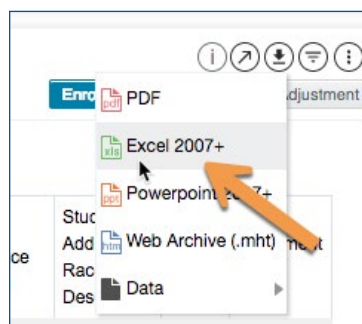
Only the Table Views can be exported.

1. Click the **Export icon** in the component toolbar to export a Table View.

Note: The exported report will include all filters applied.



2. Select the desired export **format**, such as **Excel** or **CSV**, from the drop-down menu.

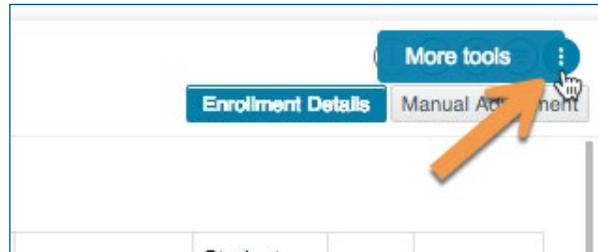


3. The exported file will download to your computer's preferred location. Please remember to keep track of where your files are saved.

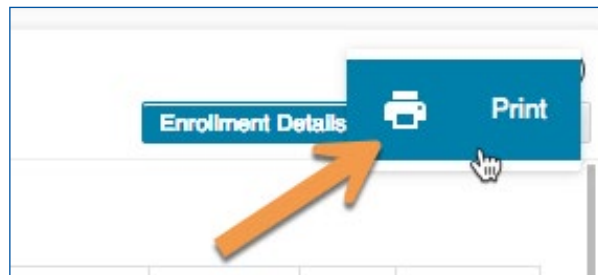
Print Component

All reports and components can be printed in the format in which they are displayed on the screen.

1. Click the **More Tools icon** in the component toolbar.



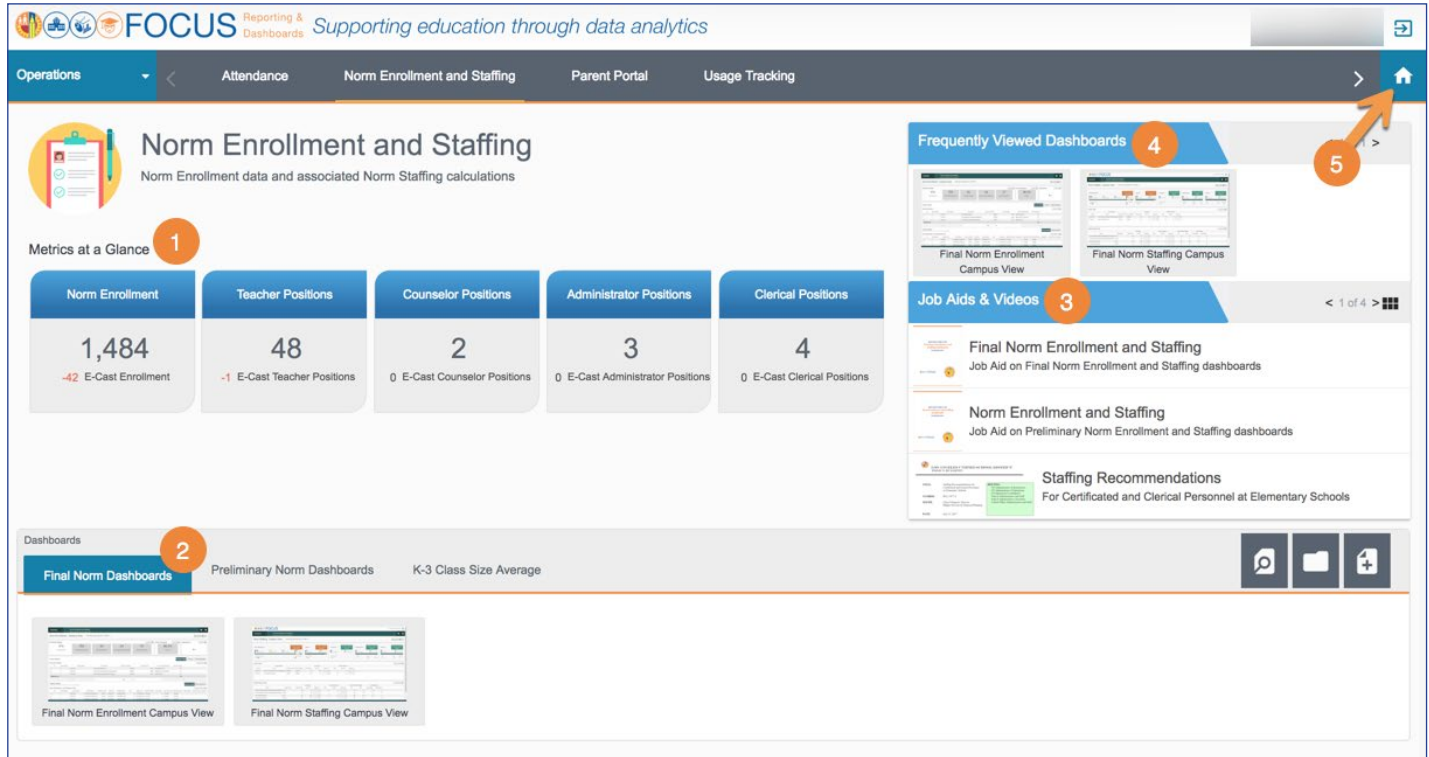
2. In the drop-down menu, click **Print**.



3. Your browser's **print dialogue box** will appear to complete the procedure.

Appendix A: Norm Enrollment and Staffing Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.

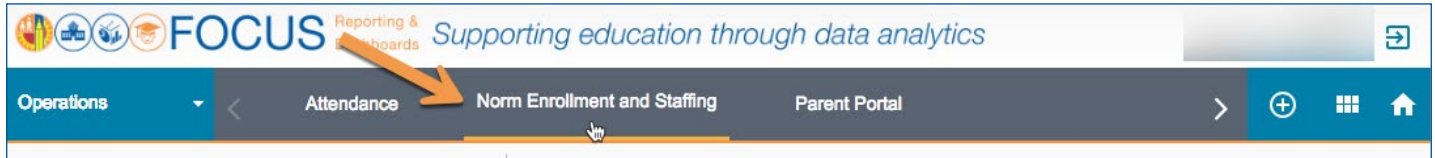


The screenshot shows the 'Norm Enrollment and Staffing' subject page. It features a navigation bar with 'Operations', 'Attendance', 'Norm Enrollment and Staffing', 'Parent Portal', and 'Usage Tracking'. The main content area includes a 'Metrics at a Glance' section with five cards: Norm Enrollment (1,484), Teacher Positions (48), Counselor Positions (2), Administrator Positions (3), and Clerical Positions (4). Below this is a 'Dashboards' section with 'Final Norm Dashboards', 'Preliminary Norm Dashboards', and 'K-3 Class Size Average'. A 'Frequently Viewed Dashboards' section shows two dashboard thumbnails. A 'Job Aids & Videos' section lists job aids for final and preliminary norm enrollment and staffing. A 'Staffing Recommendations' section is also visible. Numbered callouts 1-5 point to specific elements: 1 (Metrics at a Glance), 2 (Final Norm Dashboards), 3 (Job Aids & Videos), 4 (Frequently Viewed Dashboards), and 5 (Home icon in the top right navigation bar).

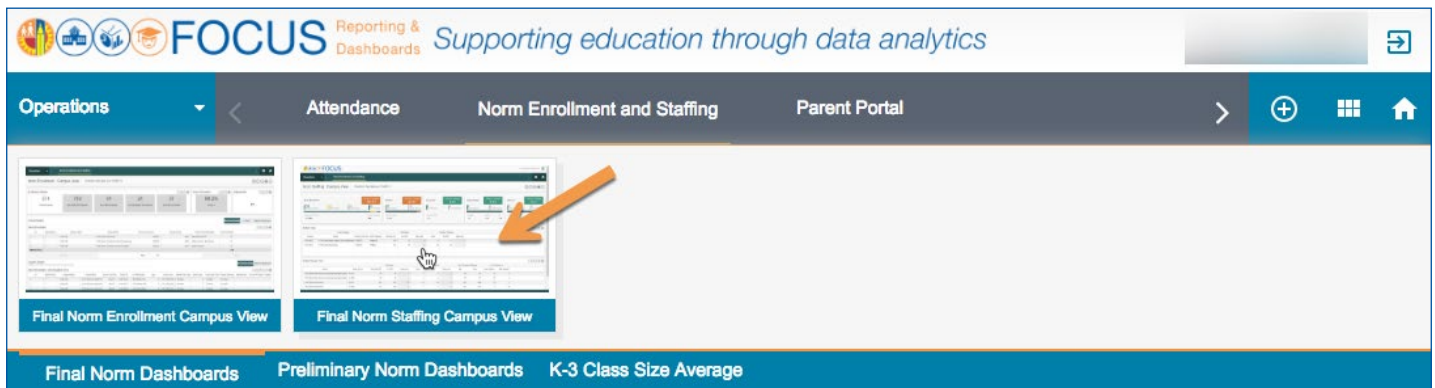
#	DESCRIPTION
1	In the Metrics at a Glance section, review key metrics related to the selected subject.
2	In the Final Norm Dashboards section, click Final Norm Enrollment Campus View or Final Norm Staffing Campus View to open the dashboards. (Note: Users will only see the dashboards to which their role grants access).
3	Review job aids and other norm information in the Job Aids & Videos section.
4	Access the dashboards you visit most often in the Frequently Viewed Dashboards section. Click the arrows to scroll through the list. (Updated nightly.)
5	Click the Home icon to return to the Welcome Page.

Appendix B: Navigational Bar

The navigational bar can be found at the top of the screen on the Norm Enrollment and Norm Staffing Dashboards. To navigate between the Final Norm Dashboards, click **Norm Enrollment and Staffing** in the navigational bar.

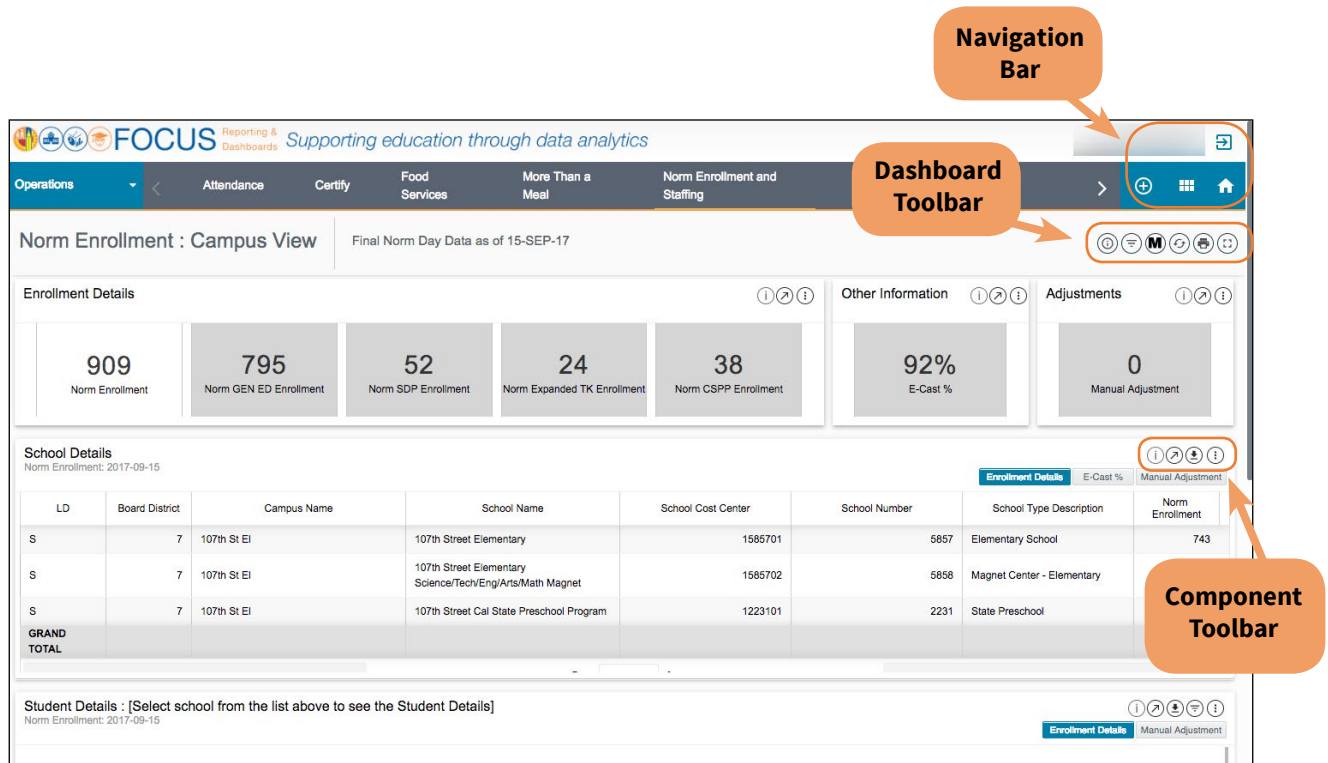


Then, click the **dashboard name** to navigate to it.





















Appendix C: Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The **Dashboard Toolbar**, located at the top right corner of the screen, controls the entire dashboard, while the **Component Toolbars** throughout the dashboard control each component individually. In addition to the toolbars, the **Navigation Bar** contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.



ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Welcome Page / Subject Page	Search	On the Welcome Page, search the entire application. On the Subject Page, search the displayed Subject.
	Welcome Page/ Subject Page	Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
	Welcome Page / Subject Page	Create Your Report	Create an ad hoc report.
	All Pages	Logout	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Subject Page/ Navigation Bar	Return to Welcome Page	Return to the Welcome Page.
	Navigation Bar	Return to Subject Page	Return to the Subject Page for the displayed dashboard.
		More Options	Reveal options to view Catalog, Create Report, or view Job Aids.
		Catalog	Go to the Basic View of the Catalog. The Composer View can be accessed within the Basic View.
		Create Report	Create an ad hoc report. Refer to the job aid, <i>How to Create a Report</i> .
		Job Aids	View and download job aids, videos, and other help content.
		Dashboard Toolbar	Info
	Filter		Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
	MiSiS		A direct link to MiSiS reports so that the user may generate the Classification report according to MiSiS' instructions.
	Refresh		Refresh the data on the dashboard.
	Print		Print the entire dashboard as it is currently displayed on the screen. (To print a component by itself, see Component Toolbar icons).
	Full Screen		Remove the header and display the dashboard full screen.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Component Toolbar	Info	View help information for the component.
		Refresh	Update the data in the component, retaining all filters applied.
		Maximize	Display the component on the entire browser screen.
		Filter	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.
		Export	Export the component to an Excel, CSV, or PDF file.
		Sort	Click to toggle between sorting the list in the component from best to worst or worst to best.

Whom to Contact for Support

For questions about the **Final Norm Enrollment Dashboard**:

QUESTIONS OR ASSISTANCE NEEDED	WHOM TO CONTACT
Age Ineligible students	Early Childhood Education - Telephone: (213) 241-0415: LD East Ranae Amezquita ramezqui@lausd.net LD Northeast Martha Borquez mlb6470@lausd.net LD South Ifetayo Ewing iewing1@lausd.net LD West Dr. Cherise Roper cherise.roper@lausd.net LD Northwest Desiree De Bond Vargas desiree.debond@lausd.net LD Central Dr. Patricia Yeldell patricia.yeldell@lausd.net
Regarding % of program time outside General Education	Local District LRE Specialists assigned to your school
Secondary students enrolled in one course; Students enrolled but not scheduled in any classes	School Counselor
Inquiry on Norm and Manual Adjustments Counts	AttendanceEnrollmentSection@lausd.net

For questions about the **Final Norm Staffing Dashboard**, please contact the Specialist(s) in your Local District:

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
CENTRAL	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
	CAROL SHIMIZU	(213) 241-4580	cms6440@lausd.net
EAST	ELISE CHO	(213) 241-4193	esc8642@lausd.net
	EDWARD SALAZAR	(213) 241-4193	exs3827@lausd.net
NORTHEAST	DEBRA DILLARD	(213) 241-4950	debra.dillard@lausd.net
	CAROLYN CHANG	(213) 241-4547	cchang@lausd.net
NORTHWEST	TAMISHA DONALD	(213) 241-6102	tamisha.donald@lausd.net
	CAROLYN CHANG	(213) 241-4547	cchang@lausd.net
SOUTH	KEVIN TRAPP	(213) 241-4550	kmt8614@lausd.net
	LA CHANEE THOMPSON	(213) 241-2091	ldt7275@lausd.net
WEST	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	MICHAEL THOMPSON	(213) 241-2533	michael.a.thompson@lausd.net
CONTRACT POOL	ANDRES EQUIHUA	(213) 241-6923	andres.equihua@lausd.net
SUPPORT SERVICES	OSCAR HERNANDEZ	(213) 241-6923	oherna2@lausd.net
SPECIAL ED/ ITINERANTS/PSA	NEENA AGNIHOTRI	(213) 241-4234	neena.agnihotri@lausd.net

For assistance with technical issues, such as...

- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the **ITD Help Desk**. Enter this URL into your browser:

<https://achieve.lausd.net/Page/11176>

Scroll down and click **Online Ticket**. In the new window, choose **Request Assistance with MiSiS**. In the Select the Affected Module drop-down menu, select **“MiSiS - Focus Reporting & Dashboards.”**