



INFORMATION TECHNOLOGY DIVISION

Important Information for Schools for the 2017-2018 School Year

Over the last four months, the following application systems have been redesigned, upgraded, or launched:

- *Redesigned:* Safe School Plan, Find a School, E-Library, School Bell Schedule
- *Upgraded:* Welligent, More Than a Meal Dashboards, Norm Day Dashboards, Principal's Portal, Teacher's Portal, Employee Self Service (ESS)
- *Launched:* Grant Management System

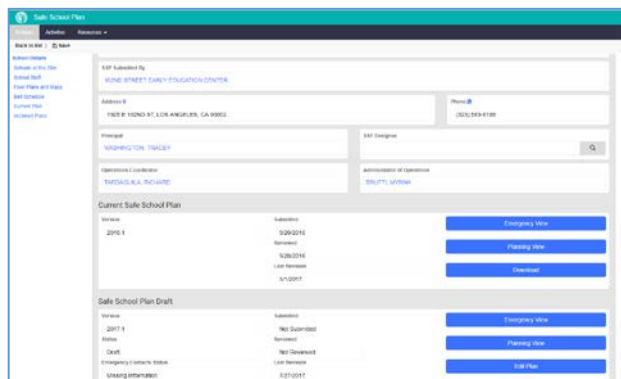
This document provides details about each of these applications.

The Information Technology Division has a far-reaching team of support technicians to assist schools with the smooth operation of their technology. You can request support by visiting our ticketing system (<http://lausd.onbmc.com>), via chat (<http://chat.lausd.net>), calling the IT Helpdesk at (213) 241-5200, getting help from your assigned technicians, or contacting your Local District IT Liaison.

The last page of this document provides a list of resources for obtaining technical support.

Safe School Plan

<https://issp.lausd.net>

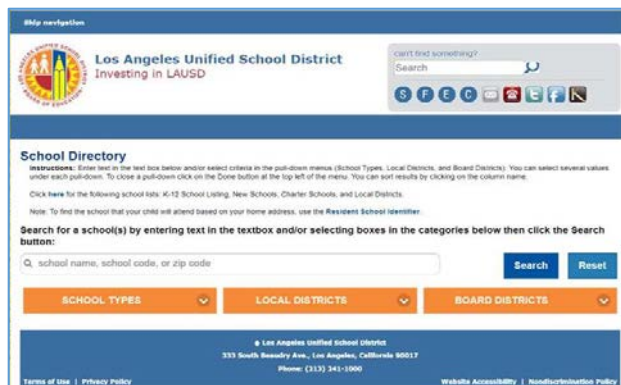


The Safe School Plan system is designed to assist school operations in planning emergency evacuation. The new and improved system includes the following features:

- Automatically loads student and employee data from HR systems and the School Bell Schedule system
- Schools can input the Coordinated Safety and Healthy School Assessment/Practices, Emergency Procedures and Teams, Intervention and Recovery Procedures and Staff Information
- Schools can download procedural documents
- Document storage and user-friendly search functions

Find a School (School Directory)

<https://schooldirectory.lausd.net/schooldirectory/>



The Find a School (School Directory) application was redesigned with a more user-friendly look and feel, along with the following features:

- Ability to search using a combination of attributes at once (School Type, Local District, and Board District)
- Easy-to-use interface that provides more flexibility in searching
- More filtering options to narrow down the search results.

For a visual demonstration of the enhanced search capabilities, please view the video at

<https://lausd.wistia.com/medias/xr0oj7o6rv>



INFORMATION TECHNOLOGY DIVISION

E-Library

<http://my.lausd.net> (Available starting September 2017)



The new and improved E-Library provides access to policy bulletins, reference guides, and other official documents. This system replaces the existing platform which has been serving the District for over 15 years.

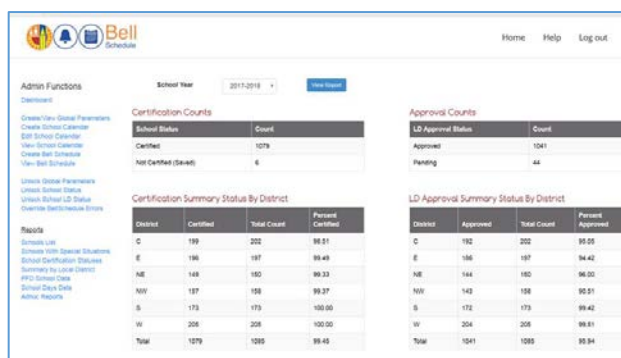
New features include:

- Improved search capabilities
- Modern look and feel for easy navigation
- Multi-browser compatibility
- ADA compliance
- Mobile compatibility

Resources: <https://achieve.lausd.net/elibinfo>

School Bell Schedule

<https://bellschedule.lausd.net/>



The new and improved School Bell Schedule system has a modern, user-friendly interface and mobile device compatibility.

New features include:

- Schools will be able to create their own calendars based on the District global calendar and set up their own minimum day, professional development banked day, shorten day, common planning day, and other schedule day in the school's calendar
- Built-in security and notifications for central office, local district, and school users and their designees

Welligent <https://welligent.lausd.net>



Welligent, an application for tracking IEPs and related services, has been upgraded to version 8, providing enhanced performance as well as a new look and feel. Users will have a more intuitive experience because of the new navigation, alphabetical list of topics and services, and a new color scheme.

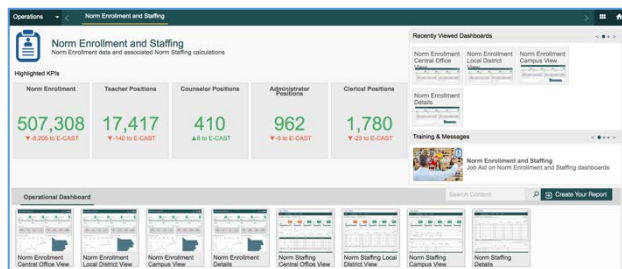
Resources: <https://achieve.lausd.net/Page/13300>



INFORMATION TECHNOLOGY DIVISION

Norm Enrollment Dashboards

<https://misisadhoc.lausd.net/>



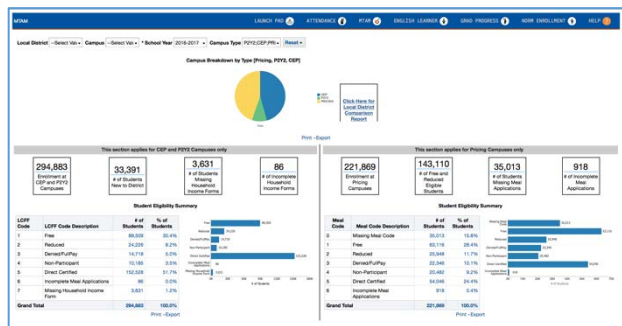
Norm Day dashboards were enhanced to provide daily norm day enrollment data and calculated staffing. The integrated staffing calculations replace complex spreadsheets and manual effort.

New features include:

- Complete re-design of screens and reports providing a significantly enhanced user experience
- Single page view of Norm Enrollment data showing actual enrollment, adjustments, and comparison to e-cast
- Single page view of Norm Staffing showing calculated teachers, counselors, administrators and clerical positions against e-cast with the number of students needed to gain or lose a staff position

More than a Meal Dashboards

<https://misisadhoc.lausd.net/>



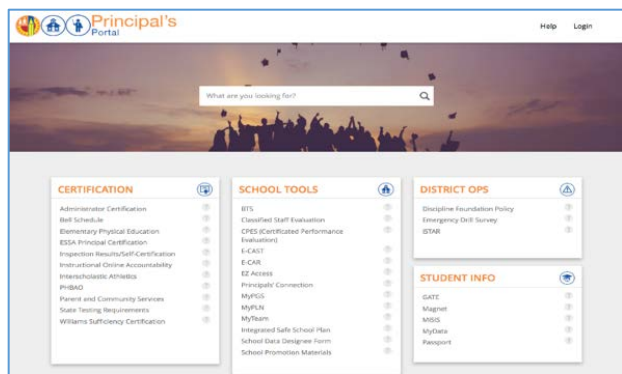
More Than a Meal (MTAM) dashboards were enhanced to increase the percentage of household income forms and meal applications received to maximize reimbursements for free and reduced lunches.

New features include:

- Campus Scorecards ranking Schools by type (CEP,P2 or Pricing) within their local Districts
- Weekly progress summary reports eliminate significant manual effort
- Automated workflow to send email reminders and tracking information to leadership involved in the MTAM campaign

Principal's Portal

<https://principalportal.lausd.net>



The Principal's Portal was updated to provide principals with a user-friendly look and feel and mobile device compatibility.

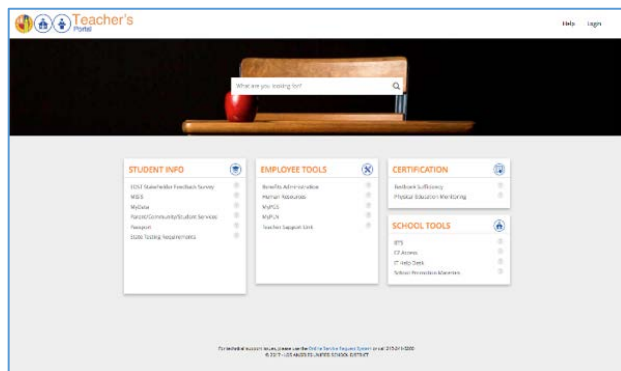
Principals can easily access the following areas: certification, water flushing, designee forms, school data designee reports, state testing, STAR reports, Williams Sufficiency and certification, English Learner Online accountabilities, Instructional Online Accountability System reports, 2017-2018 Every Student Succeeds Act Compliance Report, and Parent and Community Services Certification.



INFORMATION TECHNOLOGY DIVISION

Teacher's Portal

<https://teacherportal.lausd.net>

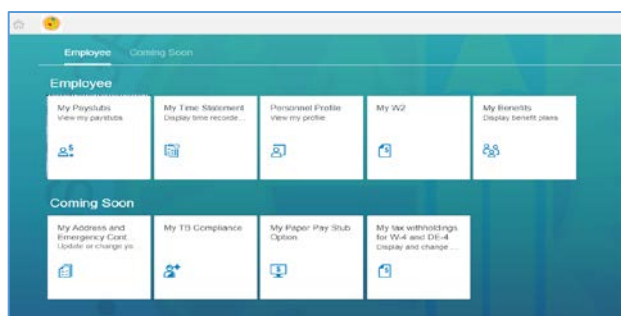


The Teacher's Portal was updated to provide teachers with a user-friendly look and feel and mobile device compatibility.

Teachers can now easily complete the annual Williams Textbook Sufficiency Certification and monthly certification of elementary Physical Education (PE) minutes. They can also quickly search for student information (such as MiSiS), School Tools (such as BTS), and District links (such as Benefits, Human Resources and other Teacher Support tools).

Employee Self Service System (ESS)

<https://ess.lausd.net>



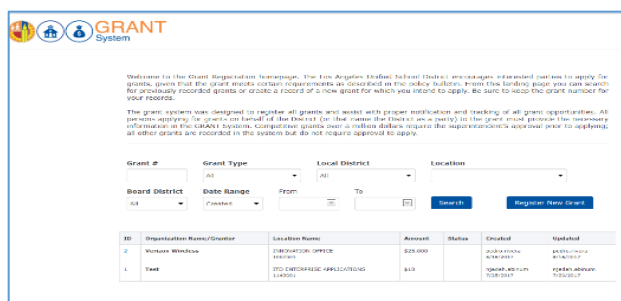
The new Employee Self Service (ESS) Portal with mobile capabilities provides employees with the following information: Personnel Profile, Paystub, Time Statement, W2, Benefits Plans (Health, Life, Savings, and Flexible Spending Accounts).

Employees will also be able to update personal and emergency contact information beginning in September 2017.

Resources: <http://achieve.lausd.net/ESSResources>

Grant Management System

<https://grantsapp.lausd.net>



The new online Grant Management system will ensure that the District, schools and employees only enters into contracts and partnerships that are aligned with the District's vision.

Features include a dashboard, Grant register, approvals/notifications with various levels of user privileges, document and status tracking tabs, and export and reporting of grant applications.



INFORMATION TECHNOLOGY DIVISION

ITD Technical Support

The Information Technology Division has a far-reaching team of support technicians to assist schools with the smooth operation of their technology. Schools can request support through our ticketing system (<http://lausd.onbmc.com>), via chat (<http://chat.lausd.net>), or by calling the IT Helpdesk at (213) 241-5200.

Assigned Technicians

Every school is assigned a technician that visits the campus biweekly to resolve any technical issues, check for site readiness (e.g., for first day of school or for testing season), and perform any needed updates on computers. Usually the technician will do a general scan through the Main Office, Parent Center, and Cafeteria and address any problems found, or will investigate and resolve issues that the school staff bring to their attention.

Dedicated Onsite Technicians

Schools may choose to fund a dedicated site technician either part- or full-time to augment the biweekly support. Dedicated technicians can be useful for providing day-to-day support of a school's technology. More information on how to request a dedicated technician can be found in BUL-6827.0, Requesting Site-Funded Technology Support Policy.

ITD Liaisons

ITD Liaisons are located at each Local District Office. They serve as the point person for Local District IT issue resolution and facilitate concerns through the IT Customer Services organization. The ITD Liaisons are available to work with principals and administrators to aid in the development and optimization of schools' technology plans.

ITD Liaison Responsibilities

- Facilitate resolution of school site technology issues, technology strategy and technology implementation
- Serve as an escalation point for high priority issues for Schools and Local District leadership
- Perform trend analysis of tickets for regions and schools to optimize service delivery and issue resolution
- Survey and analyze open tickets to categorize and group common attributes on possible solutions to school site problems
- Perform analysis of school technology needs to assist in development and optimization of school site technology plans
- Represent ITD in Local District meetings
- Work with ITD Central Office to align instructional goals with ITD plans
- Run reports to track outcomes as they relate to IT Helpdesk service requests
- Collaborate with the IT Helpdesk on documentation and guides for users
- Compile "open issues" data for IT Leadership
- Identify high priority areas to escalate to ITD leadership for resolution
- Design, develop, and prepare IT Helpdesk issues reports for Local District management for distribution to management

Our Liaisons

Name	Local District	Email Address	Phone Number
Phillip Lucero	Northeast	phillip.lucero@lausd.net	(323) 219-9772
Jacqueline Samuels	Northwest	jacqueline.samuels@lausd.net	(213) 407-8921
Marvin Nuñez	East	marvin.nunez@lausd.net	(213) 444-8869
Patrick Hume-Dawson	South	patrick.humedawson@lausd.net	(323) 371-9347
Tom Castillo	Central	tom.castillo@lausd.net	(213) 545-4283
Jamie Campbell	West	jamie.campbell@lausd.net	(323) 376-9635