

Information Technology Division - Organizational Change Management



March 2015

Master Scheduling - Rollover Preparations

Secondary

The MiSiS Training Team is getting ready to begin training for Master Scheduling. Training will be offered for a variety of audiences this year. A full day course will take users from beginning to end of building a master schedule and scheduling students. Other courses will include a shorter course to focus on new features added since last year, open house sessions for users who are ready to build their master, and elementary scheduling courses. Courses will be posted on the Learning Zone (<http://lz.lausd.net>) within the next two weeks. An email announcement will also be sent out once courses are posted.

This will be a good time for schools to print out the current year master schedule for review (Under Reports, **Master Scheduling > Class Enrollment Report** – either in list or matrix view). There will be a new import function to copy the existing master to the future year, if preferred. Reviewing the current schedule to see how much will change will help to determine if the import function will be a good option for the school, or if creating a new master for next year is a better option. Be advised that once schools decide to use the import function, schools will not be able to create a new master schedule and corrections will need to be made manually. Also, if schools accidentally COMMIT any schedule, it can take up to 7-10 working days for the MiSiS Team to help un-commit the schedule.

In this issue:

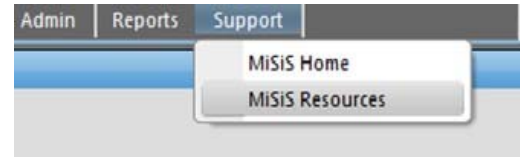
- Master Scheduling Prep – 1
- New MiSiS Website - 2
- Matriculation – 2
- Intervention Roster – 3
- New Statistical – 3
- Meeting Patterns - 3
- Concurrent Term Editor - 4
- Updating ELD Levels - 4
- 2015 Reclassification Ready – 5
- Enrollment Data Correction – 5
- Multitasking with MiSiS – 6
- Clearing the Cache – 6
- CAHSEE Coding Roster – 7
- Summer School Update – 7
- March Dates to Remember - 7

Elementary

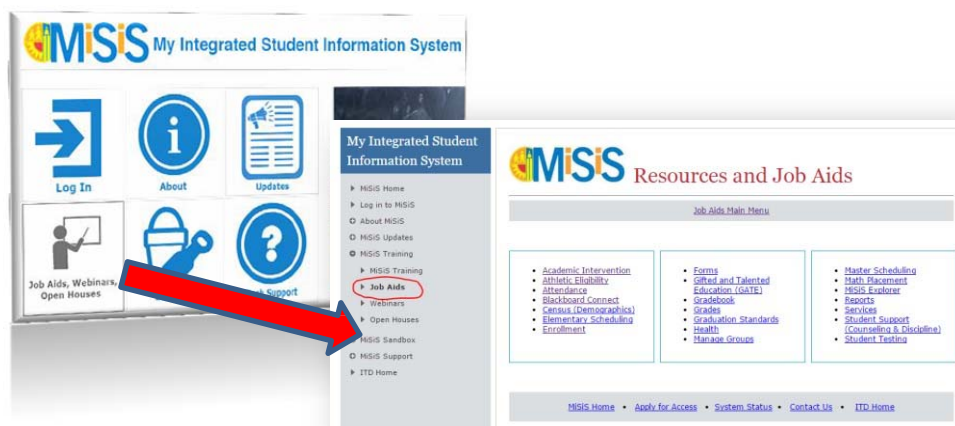
At this time the plan is to pre-commit next year's enrollment to one section as done in 2015-2016. Schools will then be able to go in and create their sections for next year and assign students. Elementary Schools will be able to start next year enrollment for students in April (current target). More information regarding the Master Scheduling process and any changes will be forthcoming in a MiSiS update with more details in the April newsletter. Training for Elementary will also be available in the Learning Zone (<http://lz.lausd.net>).

The NEW MiSiS Website

The MiSiS website (<http://misis.lausd.net>) was recently updated. Now, users can readily locate valuable resources and much needed information. New icons on the main page take users directly to what they are looking for.



If you already logged on to the system, you can click on **Support** to access the main **MiSiS Home** page or **MiSiS Resources** (same as clicking on Training Icon on main site). From MiSiS Resources you are directed to MiSiS Training, Job Aids, and other resources you might need to access quickly. The Job Aids web page has also been streamlined with a new menu to access all areas.



Middle and High School Matriculation

In April, MiSiS will release functionality and instructions related to preparing for the matriculation process for students moving from Middle to High School, Elementary to Middle School, and Primary Center to Elementary School. Master Planning & Demographics is finalizing the school boundaries for 2015-2016. Once calendars for the new school year are also finalized, schools will be able to do the following:

- Print lists of students by their future school.
- Identify students with options for next year's school, and how to indicate the option in MiSiS once the parent has made a choice.
- View the incoming students, through advanced search and future entry date, as well as begin scheduling the students.

Job Aids and more information will be posted on the MiSiS website when new calendars have been approved and loaded into MiSiS in time for the year-end processes to begin. (We are anticipating to be ready by late March, early April)

Intervention Roster

For schools that have been entering Intervention program services, users can print out a list of students with intervention records using the **Intervention Service Report**. Under Reports, select **Programs > Intervention Services Report**. *Future Enhancement: In the near future, a teacher column will be added so that schools can export this report to Excel and sort by Teacher.*

New Statistical Update

Enhanced Elementary, Secondary, CDS, and Options school Statistical, Exception, and SMASR reports have been deployed. As part of this deployment, schools can expect the following:

- School access to existing Statistical Reports will be removed.
- Central office will re-generate statistical reports for school months 1 thru 4. These reports will have control ID 001.
- Schools were given access to these newly generated reports beginning Thursday, February 26.
- The revised reports will reflect new Exception Codes. An explanation and resolution of the exception codes will be provided at a later date.
- Schools will continue to be able to select “Verify Data” or the control number from the Control Number field of the parameter page. The “Assign Control Number” is no longer available to schools.

REMINDER – Schools no longer have to run and fax/send the statistical to central office. Schools can focus on attendance taking, clearing, and making corrections, as needed, using the ANS report and SMASR.

Meeting Patterns Issues

To ensure school staff has the ability to enter attendance each day for classes that are in session, schools can check the accuracy of the Meeting Patterns by going to **Admin > Configuration > Period Groups > Meeting Patterns**. Schools will be able to update any changes in schedule to future dates and ensure schedules for testing, including finals, are up to date to avoid incorrect Blackboard Connect calls. Please note that per ED code, future absence reason codes that count as present, such as **FT** (Field Trip) or **TP** (Testing Program), should not be entered as attendance must be taken on the day of instruction/current date.

Errors in meeting patterns will impact all attendance screens and reports, especially the Attendance Not Submitted Report. Instructions for setting up meeting patterns can be found by clicking on the link to the job aid below:

http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/job aids/Period%20Groups%20and%20Meeting%20Patterns_Secondary.pdf

If corrections for meeting patterns are needed for past dates, please contact MiSiS Support at 213-241-5200 (or the old SIS numbers) for assistance.

Concurrent Term Editor Reminder (4x4 schools)

Error messages due to incorrect course mapping - Please be sure that all source course sections are not mapped to multiple target course sections, or that multiple source course sections are not mapped to the same target course section. Mappings should be cleaned up so that each source course section is mapped to only one target course section for rollover to the new schedule.

Updating ELD Levels for *Elementary* Schools

There have been recent updates to this screen to fix overlapping ELD level dates, as well as to modify the screen so that users cannot accidentally create overlapping ELD records in the future. A new job aid will soon be posted to reflect the following recent data and functionality changes:

- Only the **Categorical Program Coordinator** user role can edit and/or add ELD level records for students. (The **Office Manager** user role previously had access, which has been removed.)
- Before a new ELD level can be added, the user must first edit the current record and *enter the end date* and *end grade* for that level. Users may need to maximize the page or scroll to the right to see the Edit (pencil) button*.
Note: You must enter a date before today's date if you plan to advance the ELD level as of the current date.
- After ending an ELD level, PLEASE VERIFY the end grade and date entered are correct. Once a new record is created for the next ELD level, schools *will not be able to make corrections to the previous record.*
- Click on the +Add New Record button to add the new ELD level record.
REMEMBER: Users **WILL NOT SEE** the Add New Record UNTIL the current ELD level record has **ended.**

***Where is the edit "pencil" icon?** – Some users with older monitors have reported that they cannot see the edit pencil icon that is on the far right. Some users are able to see the edit pencil by clicking on the blue bar to collapse the student list and maximize the screen. If either option does not work, users can use the zoom function in the browser (CTRL + or -) or by clicking anywhere inside the ELD area and press the RIGHT ARROW key (→) on the keyboard to scroll to the right.

The Edit Pencil is at the very right...

Level	Grade Started	Start Date	End Date	Duration
3- Intermediate (ELEM)	1	06/05/2014		
2- Early Intermediate (ELEM)	K	05/29/2013	06/04/2014	1 Year(s) 1 Month(s)
1- Beginning (ELEM)	K	09/10/2012	05/28/2013	8 Month(s)

For any questions related to correcting inaccurate past ELD level data, please contact Eva Paz at the School Information Branch, 213-241-2450.

Note: ELD levels should only be updated for students in grades K-5 at this time, grades 6 and up are automatically updated to reflect equivalence to the CELDT based on new rules for 2015-16.

2014-2015 Reclassification Ready

School sites can now use MiSiS to reclassify English Learners students who meet the multiple criteria for the current school year in **Grades 2-12**. Schools will also be able to print reclassification letters and labels for reclassified students. For step-by-step instructions on how to reclassify English Learners in MiSiS, please refer to the new job aid **English Learner – Reclassification Process (End-to-End)**:

<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/jobaids/English%20Learner%20Reclassification%20Process%20-%20End%20to%20End.pdf>.

Please note the following information for the current assessment:

- Scholastic Reading Inventory (SRI) scores are posted now to MiSiS for Reclassification of English Learners in **Grades 6-9** (middle school).
- DIBELS scores for English Learners in **Grades 2-5** were uploaded to MiSiS as of 2-14-2015 – scores entered in the *Amplify* system by teachers after that date *are not yet posted*. Programmers are actively working to resolve issues with the DIBELS interface in order to post all current scores soon.

FAQ: Is there a Ready to Reclassify Report? – At this time, there is no report; however, the **English Learner Roster** can be used to identify the students that meet the criteria for reclassification. Students meeting the criteria will have “Y” in the **Meet RFEP Criteria** column. *Note that for students in Grades K-1, reclassification will still be processed by the central office. The Mass Reclassification Screen will only list students in Grades 2 and above, and the student screen will not allow reclassification for Grades K-1.*

Enrollment Data Corrections

Users can make corrections to most key data fields on the enrollment screen, such as gender, birthdate, phone, address, etc. For example, if the student was assigned an ID number with the incorrect birthdate or gender, users can correct the birthdate and/or gender on the enrollment screen. When a new number has been generated, it will be replaced behind the scenes. **NEVER re-enroll a student due to date entry errors – once an enrollment has been created, the record cannot be deleted.**

In some cases, certain fields cannot be changed due to system rules or bugs that prevent correction, such as:

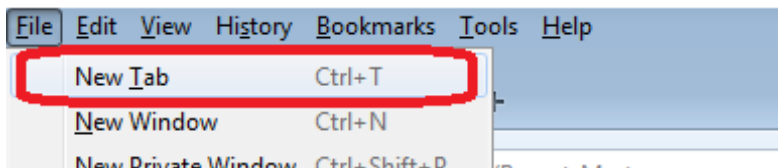
- **Student Names** – To make corrections to the students’ legal name, DO NOT create a new enrollment. Use the **Census > Identifying Information** screen. Please refer to the Update Student Information job aid for instructions:
<http://achieve.lausd.net/cms/lib08/CA01000043/Centricity/domain/139/jobaids/Enrollment%20-%20Update%20Student%20Info.pdf>
Note: The change will not be seen on the current or any open pages. In order to verify if the name changed, users will have to start a new search for the student to see the update.
- **Permit Information** – At this time there is no way to REMOVE a permit code and/or date for students that do not require one (future enhancement). Schools can, however, add or update fields for students that are missing this information.

- **“Primary” Parent Guardian** – Functionality for report cards, address labels, and other reports that use parent guardian information require that there is a “primary” parent guardian record indicated. This field is needed to generate mailing address labels, and to indicate the parent guardian correspondence language for the report card and other centrally mailed district documents.
- **Entry and Exit Dates** – Entry Dates are updated on the **Enrollment** screen. Users will need to call the MiSiS help desk if a change or deletion to a previously entered enrollment information if the student is already enrolled at another school is needed. Exit dates are entered and edited via the **Withdrawal History** screen.

Multitasking with MiSiS

Did you know that you can work on one screen in MiSiS while running a report in another? This can be a good way to save time while waiting for another page or report to complete loading. When users open up a browser window and log on to MiSiS, users can create an additional browser tab (or window) to work in:

- Firefox and Chrome both allow you to use **CTRL-T** to open a new tab.
- If you have a large monitor, or more than one monitor, you may also have the option to open another browser window with CTRL-N. (Depending on your browser, this may open to the same address automatically.)



- In the new tab, copy and paste the same URL address or enter **misis.lausd.net/start** in the address bar. The new tab will direct users to either the search start page or the same page if the URL was copied and pasted.
- Users can continue working on other screens in MiSiS – for example, while the Attendance Not Submitted report is generating in the first window, users can update another class attendance. *Please note that all tabs will access only one user role at once. If a user changes the user role, all of open tabs or windows will be limited to the functions and features available to that role.*

Clearing the Cache (Browser History)

If you are having problems using the **Walk In Scheduler** or **Student Search** screens in MiSiS, clearing your cache (browser history) should resolve the issue. Please see the directions below for clearing the cache using different internet browsers:

- In Firefox, go to **History** and select **Clear Recent History**.
- In Safari, go to **History** and select **Clear History and Website Data**.
- In Chrome, click on **Settings** and select **History** (or CTRL-H) and click on the **Clear browsing data** button.
- In Internet Explorer, go to **Tools** and select **Internet Options**. From the **General** tab, under **Browsing History**, click **Delete**.

Note: For all possible platforms and browsers check out: <http://www.refreshyourcache.com/>

CAHSEE Coding Roster

In preparation for the March CAHSEE administration, the CAHSEE coding roster has been corrected to display magnet students. The roster also now has an additional column that displays the school of enrollment for each student. In addition, MiSiS Explorer also has attributes to display the most recent CAHSEE score, test date, and score code.

Summer School

More information regarding the process for various summer school programs offered through Beyond the Bell will be forthcoming in the April newsletter.

Please check the Beyond the Bell website regularly for news and information regarding summer school programs (<http://btb.lausd.net>)

March Dates to Remember:

March 12 to March 20 – Midterm Mark Report (Also 4x4 1st Quarter Final Mark Report)

March 10 – Smarter Balanced Testing begins at most schools

March 17 & 18 – March California High School Exit Exam (CAHSEE) administration.