Office of Data & Accountability – Student Information Systems Branch (SISB)

The MiSiS Newsletter

November / December 2014 Issue

Secondary Spring Rollover Preparations

A webinar (online recorded presentation) has been posted with detailed instructions and tips for preparing for and committing your Spring term schedules. You can navigate on misis.lausd.net to Webinars, or go directly to this URL: http://achieve.lausd.net/Page/7429. The webinar includes important details regarding common browser issues and ensuring you have the Silverlight plug-in installed. Several bugs have been addressed and performance issues are being resolved.

Before beginning, be sure to print out your current term schedule (Class Enrollment Report), to help you account for where each current section will be mapped to a target section in the Concurrent Term Editor.   DO NOT click on the commit button until you have entered all of the sections and their corresponding target sections.   Be sure to save your work regularly to avoid having to start over.

Rollover Frequently Asked Questions (FAQs)

Q. Do I need to rollover my passported classes?
A. Passported classes belong to another campus. When school "A" rolls over their courses, school "B" will be able to passport classes again.

Q. When I rollover my courses, what happens to my sections?
A. The rollover process will move everything over from the Source Course to the Target Course. Teacher, period, room number and students will remain the same.

Q. Is there a way to map all the courses over from Fall to Spring?
A. No. Each course needs to be mapped over one at a time.

Q. Do we need to rollover our "Counselor" and "Principal" courses as well?
A. Yes, you should roll these over as well. If you forget to roll them over, you can always recreate them in Sections Editor.

Q. What do I do if I forget to roll over a course?
A. Once you commit your rollover, you will have to manually create the missing course(s) using Sections Editor. Students will have to be added to the course(s) using the Walk-in scheduler.

Q. What is the last day for me to complete the rollover process?
A. We recommend completing the rollover process by November 21, 2014 before the Thanksgiving break. This will give you 3 weeks to finalize the Spring master before going on Winter break. Your student schedules should be printed before going off on Winter break.

Annual Program Survey Update – New Deadlines 11/21 & 12/15

The last day to verify student information for the Fall Survey was extended to November 21, 2014. The final revision of the Annual School Program Survey Reference Guide, REF-6389.2 has been posted on *InsideLAUSD*. Please be sure to download and print the revised survey instructions in Attachment A.

Most notable is the addition of specific new instructions on pages 10-11 related to Course Enrollment Information. Please follow the instructions on page 11 for entering/updating course section attributes that are required. Unfortunately, there are no reports at this time that can display the section attributes for all sections—only the screen. From the Section Editor, you must click on the **+** (plus) button to view the section attributes screen. Make any changes needed, then click on the save button. You will see a green confirmation message. Click on the cancel button or the X to close the screen.   The deadline for updating/correcting course information, specifically, has been extended to December 15, 2014.

Secondary School Invalid Course Numbers – Please make sure that no students are enrolled in the 800's and 900's series course numbers. These are not valid course numbers for students enrolled in a service course with out of classroom personnel. Work with your ESC Counseling Coordinator to schedule these students into sections with valid course numbers.

Attachment D: Error Guides for CALPADS Reports – This guide will help you interpret the CALPADS Demographics and ELAS Reports.   Please use the Attachment D <u>from the reference guide</u>—the version that prints on the last page of the report may not be up to date. Please note that these reports are *exception* or *error* reports, only meant to list students that may have a data issue that requires correction.   <u>Dashes "-" are good</u> as they indicate there is no problem with that data element in that column. What you are looking for are the *italicized* data fields explained by the error guides.   *Major bug* - The ELAS report will erroneously display that Initial CELDT is missing since the scores are not in the system, and will not be until scores return from the vendor. If you have already entered the initial language classification, you can ignore these errors.

NOTE: We are aware that you may not be able to update student information if the student has been withdrawn from your school already, or due to a bug on any data entry screen. Call MiSiS Support to report any possible bugs.

New Enrollment Searches

To avoid creating duplicate enrollment records, be sure to be as thorough and careful as possible with your initial enrollment search for a possible previous enrollment before attempting to enroll a BRAND NEW student in the system. Clicking on **Admin > Enroll Student** will always execute a district-wide search for the student based on the search criteria provided. Whenever possible, if there is an existing record, and the previous school has withdrawn the student, you can click on Enroll Student link to proceed. Some tips to help you:

- If you have a PAR or other previous district document, or look up the student ID, you can enter the student ID only, and then be sure the corresponding gender is ALSO selected. (common error).
- LESS is MORE – you only need enter the first 3-5 letters from the first name, first 3-5 letters from the last name, and the birthdate, to help account for possible name combinations and misspelling with a previous record. For example, when searching for a student with last name LOPEZ-MARTINEZ, just enter LOPEZ, without the hyphen. This will ensure you see all previous records, even if the previous

school did not enter the entire name, or if they entered LOPEZ MARTINEZ without a hyphen. After enrollment to you school, you may make name corrections as needed to reflect the birth documentation
- Click on the student profile to see parent names to help verify you have the same student, and not a student with same/similar name.

Deleting Duplicate or Erroneous Enrollments

Due to the unusually long time is has been taking for programmers to match and merge duplicates, some schools have opted to simply keep or enroll the correct student enrollment record, and delete the bad enrollment using the withdraw screen. The withdraw screen can be used to both withdraw a student as of the last day of in-seat attendance *OR* delete a current year enrollment if the specific instructions below are followed. *CAUTION: BEFORE DELETING ANY RECORD (DUPLICATE OR NOT) – DO NOT FORGET TO PRINT OUT OR COPY THIS YEAR'S ATTENDANCE, GRADES, OR OTHER DATA NEEDED FOR RE-ENTRY INTO THE CORRECT STUDENT RECORD. THIS IS A COMMON SCENARIO FOR THOSE SCHOOLS ENROLLING THE CORRECT STUDENT BY DISTRICT ID AND DELETING THE BAD OR DUPLICATE ENROLLMENT RECORD BY USING THE PROCESS BELOW.*

Delete Withdraw Process - First, if the student has been assigned to section(s) make sure the student has been marked ABSENT for the first day (you can leave reason code UC).   Withdraw the student using an **EXIT DATE** exactly the same as the student's enrollment **ENTRY DATE**. We are continuing to work with MiSiS programmers to clean these duplicates as regularly as possible.

Still have a MiSiS temporary ID – How do I get the LAUSD ID.

It is still possible that you may see students that are not syncing with other LAUSD systems simply due to the fact that an LAUSD ID has not been assigned to the enrollment record.   For most students, if the student is in fact a uniquely NEW student to the district, the ID is generated and automatically REPLACES THE TEMPORARY ID for the student.   If it has been longer that two weeks, and you have not been assigned an ID, please follow these trouble shooting steps to see if you may have an enrollment duplicate.

1. Log on as Office Manager and click on Admin > Enroll Student. This is the District-wide search.
2. Enter the last name, first name, and birthdate.
3. If the search result shows that the student is already enrolled in your school with the correct LAUSD ID *AND* the MiSiS temporary ID, you will need to follow the directions on pages 2-3 to delete the duplicate enrollment that still has the temporary ID.   Always keep the enrollment with the LAUSD ID.
4. If the search result shows the student in enrolled at your school with the temporary ID, but has a previous enrollment record with a valid LAUSD ID, then you should *enroll the student with this CORRECT ID* into your school and follow the directions on pages 2-3 to delete the duplicate that still had the temporary MiSiS ID. (Call previous school if withdraw is needed).
5. If you do not find a duplicate and still have no LAUSD ID, call the School Information Branch (213) 241-2450 for assistance with getting the student enrolled correctly and assigned the LAUSD ID.

Elementary ELD Subjects on Elementary Report Card

Bugs related to ELD marks missing on screen, on the Teacher Verification Report, and on the Progress Reports should now be working if key data fields have been entered correctly for these students. Once entered, the ELD subjects will be added for these student via and <u>overnight process</u>.   Teachers and office staff will be able to see these subjects for entering marks on <u>the following day</u>.

In order for MiSiS to configure English Learners progress report (and teacher's gradebook) with the ELD subjects, the student must have the Initial Language Classification "LEP" (Limited English Proficient) entered on the EL services screen along with an Initial Language Classification date. To verify all English Learners have this entered, print the Master Plan Roster.   Students without a language classification will appear at the top of the roster. A new Job Aid was recently posted: *English Learner – Initial Student Classification* (see next article below).

Understanding ELD Levels in MiSiS

ELD level update requirements are different for Elementary schools and Secondary schools. Elementary schools will continue to use this screen to update completed levels, and advanced students to the next level as needed. For secondary schools, the Multilingual Multicultural Education Division has decided to have the student's most recent CELDT level be uploaded as the student's ELD level. This data update will be completed soon, if not by the time this newsletter goes to print. The Master Plan Roster will reflect the most up to date ELD level entered for the student. For RFEP students, this information is still displayed on the roster because the student was previously an English Learner. New Job Aids have been posted on the MiSiS website (**misis.lausd.net > MiSiS Resources and Job Aids > Services**) that provide detailed instructions for updating the English Learner screen and ending the ELD level for RFEPs so the old information no longer displays.

Module	PDF
English Learner - Initial Student Classification (updated 11/14/14) NEW	⬇
English Learner - Update Master Plan Instructional Program (updated 11/14/14) NEW	⬇

ELD records cannot be deleted by schools at this time, only edited. If you require assistance with deleting a duplicate or erroneous ELD record, please contact/fax Eva Paz in the School Information Branch. (ph: 213-241-2450 fx: 213-241-8969).

TLA/TLD Grades for Elementary Bilingual Programs

Target Language Academic (TLA) and Target Language Development (TLD) grades are can be entered for students in specific bilingual programs and will display on the Elementary Progress Report. The grade boxes needed will be configured in MiSiS for students in these Master Plan Programs:

- Korean Dual Language, Korean Maintenance, and Korean Transitional Bilingual Programs
- Spanish Dual Language, Spanish Maintenance, and Spanish Transitional Bilingual Programs
- Mandarin Dual Language Bilingual Programs

Regardless of Language Classification **ALL** students in **DUAL LANGUAGE** programs (including non-ELs and Former ELs: EOs, IFEPs, and RFEPs) must have a Master Plan program code on the EL Services screen.

Based upon the student's language classification, the ELA/ELD and/or TLA/TLD subjects the teacher is required to assign a grade for will be configured and displayed after an <u>overnight</u> process. Here are the boxes that should be available for entering the grades:

- LEP: ELA, ELD, and TLA
- EO/IFEP: ELA, TLA and TLD
- RFEP: ELA and TLA
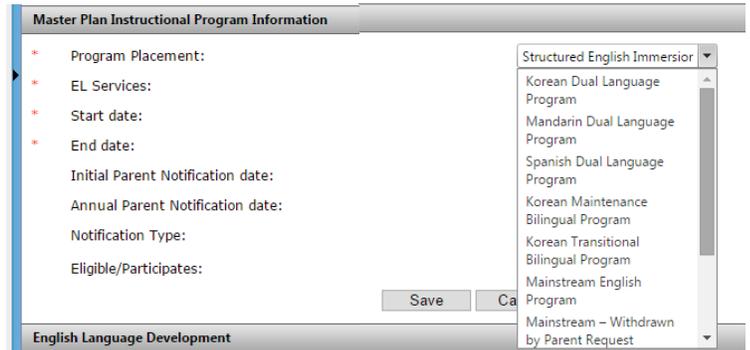
Attendance At a Glance

The attendance at a glance screen provides a one page view of daily attendance for students. All absences are indicated using the codes displayed to the right of the calendar (see below):

Due to limitations for printing, you may not be able to print this with the regular print function. In the Firefox browser, to print this chart, right-click in the grey area of the screen, and select This Frame > Print Frame.

This summary screen may be useful for Student Success Team and IEP meetings, as well as if you need to re-enter attendance after making a section assignment or bad enrollment correction.
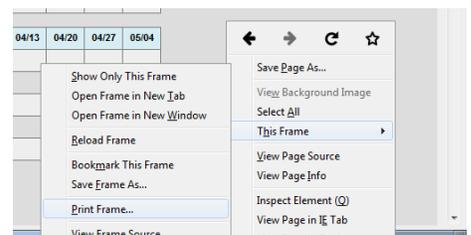
Name Change Reminder – Census Screen

Do not send faxes requesting name changes.   Name changes can now be made by the Office Manager user role using the Identifying Information screen on the Census menu.   Make changes to name in Legal Name fields and Diploma Name as needed. If the student has a nickname or preferred name, you can also enter the preference on this screen.   You also need to select Legal Name from the Use in Rosters dropdown before saving.

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Searching for Incorrect Numbers in *Blackboard Connect* Calls – MiSiS Explorer

Occasionally you may receive a call from a person indicating they are receiving an erroneous automated call from the Blackboard Connect system. To locate which student may have the bad phone number, you can use MiSiS Explorer to download all of phone number fields and then use the FIND feature in Excel (CTRL-F). Start be going to MiSiS Explorer (Admin > MiSiS Explorer) and select the attributes below found under **Demographics > Personal**:

Select *Last Name* and *First Name*, so you can locate student then the following phone number fields:

- *Emergency Home Phone Number 1*
- *Emergency Home Phone Number 2*
- *Emergency Work Phone Number 1*
- *Emergency Work Phone Number 2*
- *Parent 1 Home Phone*
- *Parent 1 Work Phone*
- *Parent 2 Home Phone*
- *Parent 2 Work Phone*
- *Parent 3 Home Phone*
- *Parent 3 Work Phone*
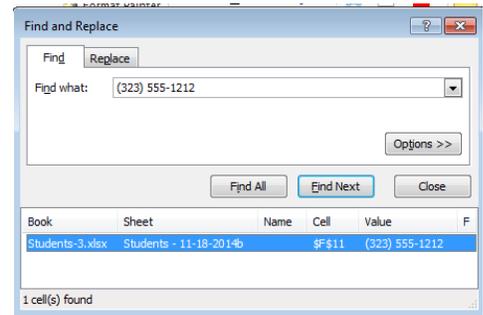
After you have selected student name attributes and all of the phone number attributes above, enter a file name (like "PhoneNumbers") and click on **Export Data** button.

Open the data file in Microsoft Excel. Type CTRL-F to open the Find and Replace function. Type the phone number that you are looking for, in the same exact format as stored: (XXX) XXX-XXXX. Then click the **Find All** button. You will be provided with a list of all of the cells where that phone number is found. Clicking on the result takes you to the cell where the number is located. Scroll to the left to see what student the number is saved under.
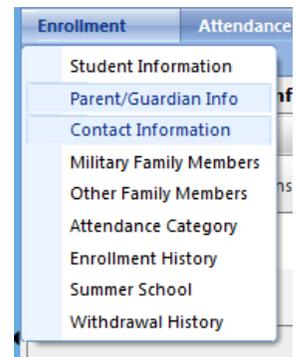
To find the screen in MiSiS:

- Home and Work Phone Numbers for Parents 1-3 can be updated/removed from the **Enrollment > Parent/Guardian** screen.
- Emergency Home and Work Numbers 1 and 2 can be updated/removed from the **Enrollment > Contact Information** Screen.

You will need to update individual phone numbers and/or delete entire contact records, if they are erroneous and do not belong to the student. Attempts to migrate most parent/guardian and contact data were successful, but at this point the best strategy is to clean up all erroneous information manually.

Blackboard Connect Tips
Maintaining accurate student and employee contact information is crucial to the District's ability to communicate with parents, guardians and employees. Follow these recommended steps to make sure all receive your communications.

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1. Compare the students in *Blackboard Connect* with the enrolled students in MiSiS to ensure all students are included. If students are determined to be missing, request a list of students missing from the Blackboard Connect system by emailing paul.ishimaru@lausd.net and cheryl.ruiz@lausd.net.

2. Review the After Call Summary email report after sending a school-wide message paying particular attention to the reasons why calls were unsuccessful. For example, review Bad Numbers and Undeliverable calls requesting the parent/guardian provide updated information.

3. Correction of student contact information must be made in the MiSiS Enrollment>Parent/Guardian Contact Info page. Changes made in MiSiS will update *Blackboard Connect* and *Blackboard Connect for Teachers*, within 24 hours.

4. Correction of employee contact information must be made by the employee in the Employee Self Service system.

5. If an errant call is being received and you cannot find and correct the source using the steps above, call (213) 241-0875.

Further information and resources are also available at the Blackboard Connect website: (http://achieve.lausd.net/Page/632).

Section Editor: Select Students to view in Walk-In

To work with students in a section or specific students selected from a section, you can use the Edit Walk In feature in the Section Editor.   First navigate to the Section Editor, select the section you want, and then select the students. Click on the box at the top to select all students in the section. Then scroll down to lower right and look for button: Edit Walk-Ins.
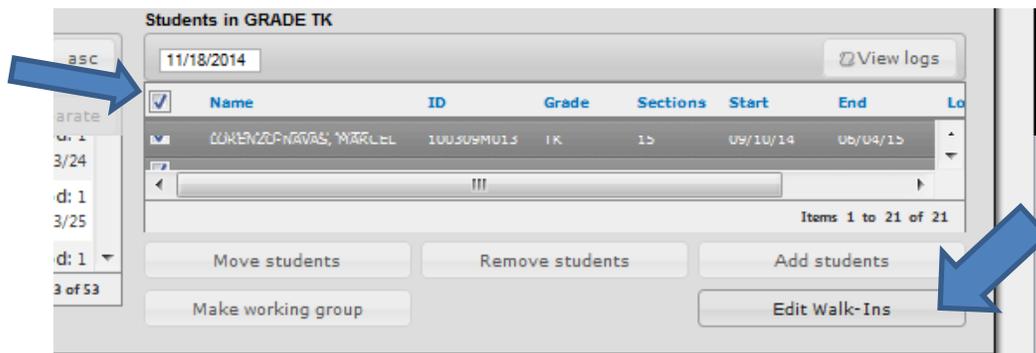
When clicking on this button, you will instantly navigate to the Walk In Scheduler screen, and the students selected will be listed.   Click on Name header to sort in alpha order. This provides an easy way of working with one section/teacher at a time in Walk In. *Be careful not to click on CLEAR working group, or you will have to start over.*

Transcript Issues

The MiSiS team have been very busy working on the myriad of issues discovered with Transcripts and MiSiS. The following issues have been fixed:

- Transcripts now include courses taken at adult education centers and summer schools.
- Grade point averages (GPAs) and class rank are calculated correctly on all transcripts.
- When a class is repeated, both grades will be counted towards the LAUSD GPA. Only one grade (the higher of the two) will count towards the UC system GPA.
- The transcript on the computer screen and printed report will now match.

Summer School and Adult School courses can be added if missing. Also, if there are any double instances of a course that is inaccurate, you may remove the duplicate.   Other than making these corrections, no other changes should be necessary. Here is a list of some issues that have been identified and are currently being worked on and may *be* fixed by the time this newsletter is released:

- Some courses in the transcript history have the incorrect end dates. End dates can only be changed centrally.
- The transcript is showing dropped classes under courses in progress.
- There are some courses taken in Middle School which are appearing on the transcript and should not be (ex. Fine Arts Courses).
- Some courses are missing in a term. These courses are not being included in the credit total.
- Algebra 1 passed in Middle School but End of Course credits are not counting in total (this will not impact college admission since the grade still counts towards the GPA).
- Algebra 1 not passed and End of Course not passed are being included in total credits.
- 4X4 Schools have Algebra 1 courses showing twice.
- Schools need Intersession added to the drop down for the 2013-2014 school year.
- Courses that cannot be repeated are being counted twice in the total credits (ex. Receiving 2 D's for Algebra 2A in two different semesters).
- A student in special education who received I (incomplete) for CAHSEE Math showing Fail on MiSiS transcript.

Adding/ Removing Favorite Reports
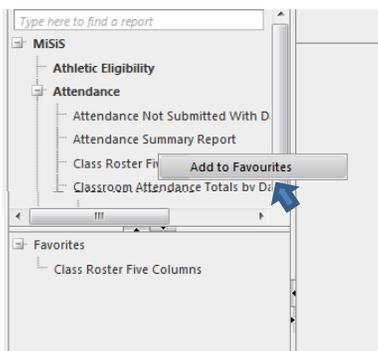
Did you know that you can save a list of reports that you use frequently in MiSiS? To add a report to your favorites, with the mouse RIGHT-CLICK the report name and you will see an "Add to Favorites" button appear.

LEFT CLICK on it and you will see the report added in a window pane located immediately below the report list pane. Repeat this for each report you would like to add to the Favorites window.

To remove, RIGHT CLICK on the report under Favorites, and LEFT CLICK on the "Remove from Favorites" button that appears.

Calendar – Dates to Remember

~ November 2014 ~

◄ October   December ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
16	17	18	19	20	21 FALL SURVEY Student Information Deadline Elementary Teacher Marks – grade entry deadline extended	22
23	24	25	26	27	28 Month 4 – Single Track Classification Electronic Capture	29
	Thanksgiving Holiday – Single Track Schools Closed					

~ December 2014 ~

◄ November   January ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3 Month 4 – Single Track Statistical Due in School Mail Bag	4	5	6
7	8	9	10	11 Secondary Fall Semester – FINAL MARK Report Entry Window Opens	12	13
14	15 FALL SURVEY Course Information Deadline	16	17	18	19 Secondary Fall Semester – FINAL MARK Report Entry Window Closes *LAST DAY OF 2014*	20
21	22	23	24	25	26	27
	Winter Recess – Schools Closed					
28	29	30	31			
	Winter Recess – Schools Closed					

Need Help? Call 213-241-4850 or
          213-241-4617

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STUDENT INFORMATION SYSTEMS BRANCH