MiSiS – *My Integrated Student Information System*
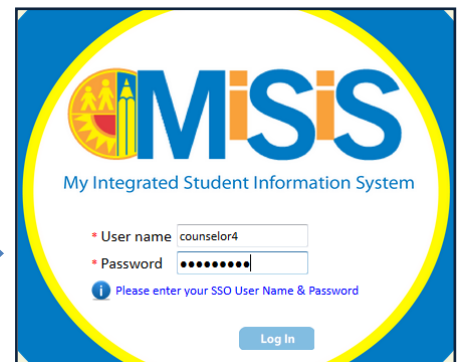## GENERATE A CLASS RANK REPORT

This job aid is designed to provide instruction in the process to **generate** and **print** a **class rank report** of seniors.

Users with the **Principal, Scheduling Administrator, Counselor, and Office Manager** roles have the ability to perform the tasks in this document. This job aid was created using the **Counselor** role at a **senior high school**.
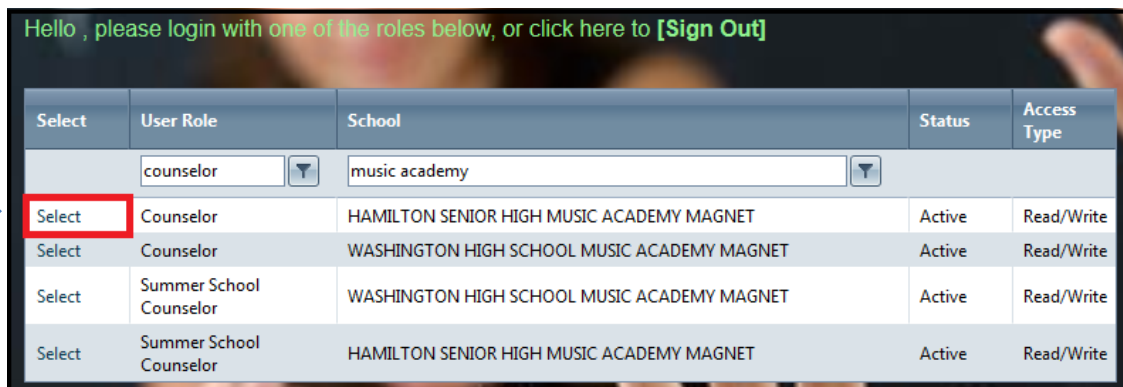
Step 1 Log into MiSiS with the following URL:
http://misis.lausd.net/start, from your internet browser, using your single sign-on (SSO) user ID and password.
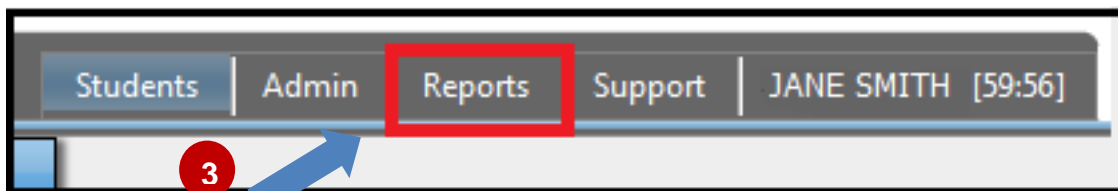
Step 2 Select the correct **user role** from the landing page, as required (Example: Counselor).

Step 3 Click the **Reports** menu button.

NOTE: It is suggested that you open the Reports menu in a new tab (Right-click on Reports button, select Open Link In New Tab), so that you can toggle between multiple pages.

Generate a Class Rank Report

Step 4 Reports are listed in alphabetical order by module. Locate the **Grades** module and select the **Class Rank** report link.
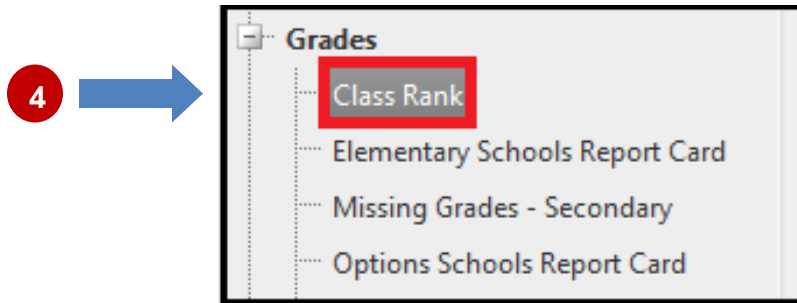
The **report parameter screen** and the **prepopulated default values** are displayed below. Additional values become available as parameter selections are made.

A brief description of each field follows, in the order of selection:

- **Educational Service Center (ESC)** – Select the **ESC** that the school is located in.
- **School Year** – Select based on the **enrollment year**. The default value is **2013-2014**; update as needed.
- **Campus** – Select the **home** campus.
- **School** – Select the appropriate **school** or **magnet**.
- **Small Learning Community (SLC)** – Select the **SLC** (will populate based on School parameter value – select specific name, or No SLC Assigned).
- **Enrolled Indicator** – Select **All**, **Currently Enrolled** (default), or **Not Enrolled**.
- **Gender** – Select **All** (default), **F**, or **M**
- **GPA Definition** – Select the **GPA** to use to calculate the rank
- **Ranking** – Select **All Students** (default) or **Top X**
- **Top X** – If this option was selected for Ranking, **deselect the Null checkbox** and **enter a number** in the text field (Example: Enter 100 to rank the top 100 students)

- **Rank By** – Select **Campus** or **School**
- **Sort By** – Select **sorting order** for the report output
- **Display # of UC Courses** – Select to **add a column** of the number of UC courses the students have taken
- **Display Verified** – Select to **add a column** to show if the UC courses are verified
- **Display Parent Approval** – Select to **add a column** for parent approval status
- **Print Banner Page** – Select **Yes** or **No**

Make sure to enter the parameters from **left to right**, and **top to bottom** – this allows the values in the drop-down menus to populate accurately.

Please note that as selections are made from a parameter drop-down list, users may need to either **click on the corresponding drop down arrow** or **click anywhere within the gray parameter window** to collapse a list.

Step 5a Complete the **parameters** as required. A completed sample is shown below.
Step 5b Click the **View Report** button.

Educational Service Center:	W	School Year:	2014-2015
Campus:	HAMILTON SH-COMPLEX - 8686	School(s):	HAMILTON SENIOR HIGH MUSIC AC
Small Learning Community:	No SLC Assigned	Enrolled Indicator:	Currently Enrolled
Gender(s):	F, M	GPA Definition:	LAUSD Official GPA
Ranking:	Top X Students	Top X:	100 ☐ NULL
Rank By:	School	Sort By:	Rank by School
Display # of UC Courses:	Yes	Display Verified:	Yes
Display Parent Approval:	No	Print Banner Page:	No

Step 6a Click on the **Export** icon to export data.
Step 6b Select a **file type**. In this example, **PDF** was selected.

Los Angeles Unified School District
Today's Learners, Tomorrow's Leaders

XML file with report data
CSV (comma delimited)
PDF
MHTML (web archive)
Excel
TIFF file
Word

Campus: HAMILTON SH-C

School: HAMILTON SENIOR HIGH MUSIC ACADEMY MAGNET - 1868602   Run Date: 9/16/2014

Class Rank Re   Run Time: 8:59:02 AM

GPA: LAUSD Official GPA
Ranking: Top 100   GR12 = 217   Ranked Out of: 217

#	Student ID	Student Name	Gender	Birth Date	Gr	Cost Center	GPA	Effective Date	RANK	# of UC Courses	Verified
1	090997F111	STREEP, MERYL	F	09/09/97	12	1868602	4.25		1		N
2	101097M122	HANKS, TOM	M	10/10/97	12	1868602	4.21		2		N

Step 7a Select the radio button option to **open the file**. Please note that the pop-up window display may vary, depending on the internet browser used.

Step 7b Click the **OK** button.

Opening Class Rank Report.pdf

You have chosen to open:

Class Rank Report.pdf

which is: Adobe Acrobat Document

from: https://misispm.lausd.net

What should Firefox do with this file?

7a

○ Open with   Adobe Acrobat (default) ▼

○ Save File

☐ Do this automatically for files like this from now on.

7b   OK   Cancel
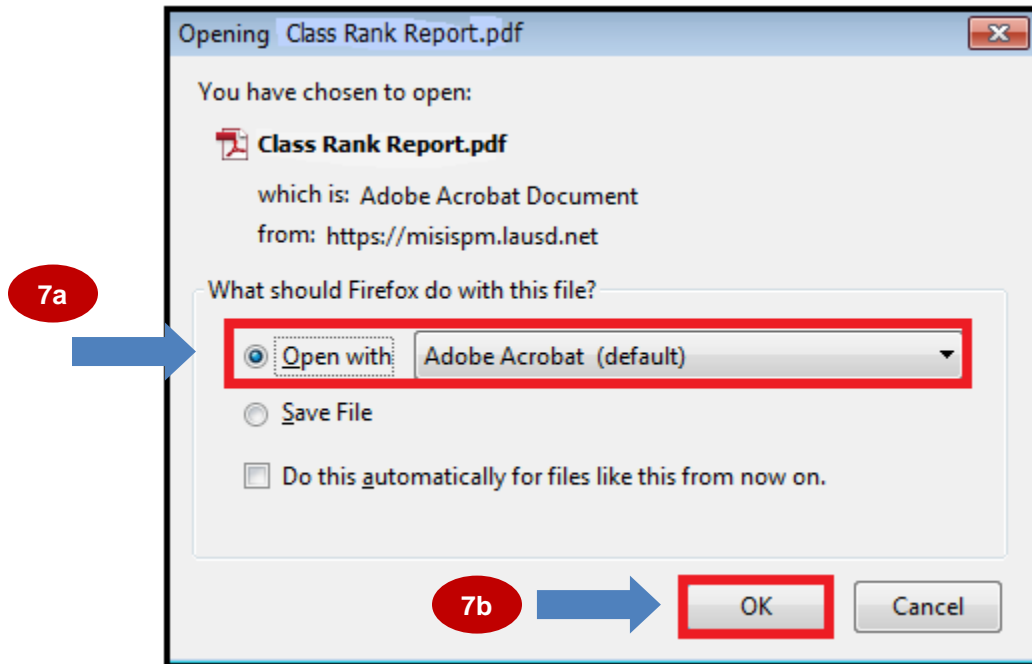
Step 8 Click on **File** from the Menu toolbar or select the **Print icon** from within the application to print the transcript. In this example, the **Print icon** was selected.

Class Rank Report.pdf - Adobe Acrobat Pro

File   Edit   View   Window   Help

8

Create ▾

1 / 3   100% ▾   Tools

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Campus: HAMILTON SH-COMPLEX - 8686

School: HAMILTON SENIOR HIGH MUSIC ACADEMY MAGNET - 1868602   Run Date: 9/16/2014

Class Rank Report   Run Time: 9:18:26 AM

GPA: LAUSD Official GPA

Ranking: Top 100   GR12 = 217   Ranked Out of: 217

#	Student ID	Student Name	Gender	Birth Date	Gr	Cost Center	GPA	Effective Date	RANK	# of UC Courses	Verified
1	090997F111	STREEP, MERYL	F	09/09/97	12	1868602	4.25		1		N
2	101097M122	HANKS, TOM	M	10/10/97	12	1868602	4.21		2		N
3	111197M133	WASHINGTON, DENZEL	M	11/11/97	12	1868602	4.17		3		N