Elementary Rollover and Scheduling Process

A description of tasks needed to complete the elementary rollover process and update student schedules.

1/10/2017
Los Angeles Unified School District
MiSiS Scheduling Team
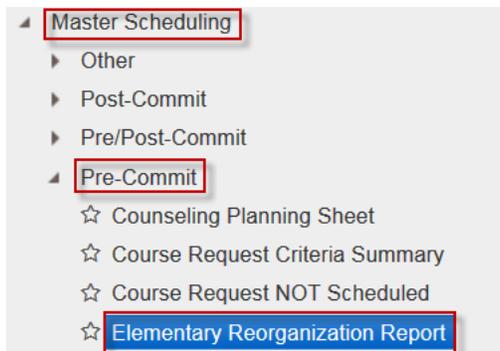
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2017-2018 Elementary Rollover Timeline and Scheduling Procedures

The elementary rollover will occur in mid-April. Students enrolled in the current school will be transferred to the same school in the next year term and the grade level will be incremented by 1. For example, 1st graders in a 1st grade sections will be placed in a 2nd grade class. If there are two 1st grade classes, all students in 1st grade will be placed in only one 2nd grade class. This class will contain all of the students at that grade level but it will not have a teacher assigned. It is a temporary section. Students attending another school next year will need to have a transfer record in MiSiS. The students will then be rolled over to the new school and grade levels.

Date	Task	Responsible Staff
Ongoing	For the current master schedule: • Review student's section placement • Review section attributes (English Learner students must have the English Learner Services attribute; Dual Language Education Program students must have a Master Plan Program and Language of Instruction attributes). For future matrix planning: • School staff may use the **Elementary Reorganization Report**.	Elementary School Principal or Office Manager (Scheduling Admin role required to make changes to sections)
End of February through June	Elementary school staff will create transfer records for students not continuing, with exception of Magnet acceptances. Schools with Dual Language Education Programs will need to use the mass transfer function to move the Dual Language Education Program students to the newly designated cost center.	Elementary School Principal or Office Manager
Mid-April	The Elementary rollover process will place students into a temporary section with an "unfilled" teacher name. The grade level course will be increased by one.	MiSiS
After rollover through June	Elementary school staff will need to: • create new sections (assign teachers, rooms, section attributes) • move students from the temporary sections to the newly created sections • delete the temporary sections • run various reports to check on the accuracy of student placement in the sections and confirm teacher assignments.	Elementary School Principal or Office Manager (Scheduling Admin role required to make changes to sections)
May to June	An Elementary Monitoring Report will be used by the Local Districts to assist schools with finalizing student placement.	MiSiS and Local District Staff

Preparing for the Rollover Using the Elementary Reorganization Report

Elementary school principals and/or office managers may use the Elementary Reorganization Report to assist in the planning and placement of students for the next school year. This report provides a one page per student report which includes demographic, testing data, GATE, Special Education, English Learner, and most recent marks information for each individual student. This report is located in the Reports Menu in MiSiS under the Master Scheduling category. It can be found under the Pre-Commit sub-category. It may be run by all students, by teacher, or by grade level.

Elementary Rollover in MiSiS

The elementary school rollover process for next year will occur in mid-April. Students enrolled in the current school will be transferred to the next year term and the grade level will be incremented by 1. For example, 1st graders in a 1st grade class will be placed in a 2nd grade class. If there are two 1st grade classes, all students in 1st grade will be placed in only one 2nd grade class. This class will contain all of the students at that grade level but it will not have a teacher assigned. It is a temporary section. All elementary schools are responsible for creating new sections, assigning appropriate attributes, reviewing students' Master Plan Program and moving the students from the temporary sections to the correct sections. The temporary sections should then be deleted. For Schools with only one section per grade level, the option to change the "Unfilled" sections to the teachers name can be chosen.

Master Scheduling Steps

There are four steps to the master scheduling process: Set Up, Build, Commit, and Maintain. For most elementary schools three of the four processes will be completed by the Central Office. Dual Language Education Programs (Dual Language, Maintenance Bilingual, Transitional Bilingual,

and Foreign Language Immersion) will have their own school cost center. The Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion Program students and teachers will be scheduled into new Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion cost centers only. New 2017-2018 schools will need to go through the added process of setting up classrooms for the new locations codes.

Step 1 – Set Up

MiSiS will set up all elementary schools (including span schools) on a single year long track calendar. At most elementary schools, Periods, Courses with section types of None and Spaces will be pre-populated by the Central Office. New Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion cost centers will need to setup classrooms for the new locations code(s). Refer to   Section Editor, Steps to create/add new sections, for help adding school spaces (classrooms) to the Master Schedule.

Step 2 - Build

MiSiS will "Pre-program" all elementary students into the next year. This will be done by building one section per grade level. Students in a particular grade level will be placed in the next grade level course in the next year. For example, 3rd grade students will be placed in a 4th grade class. The teacher assigned will be "unfilled". If there is more than one 3rd grade class, all of the students will be combined from one or more of the 3rd grade classes into the next year's 4th grade class.

Step 3 – Commit

MiSiS will commit the pre-programmed scenario. The new school year will have the scenario titled "pre-programmed Scenario".
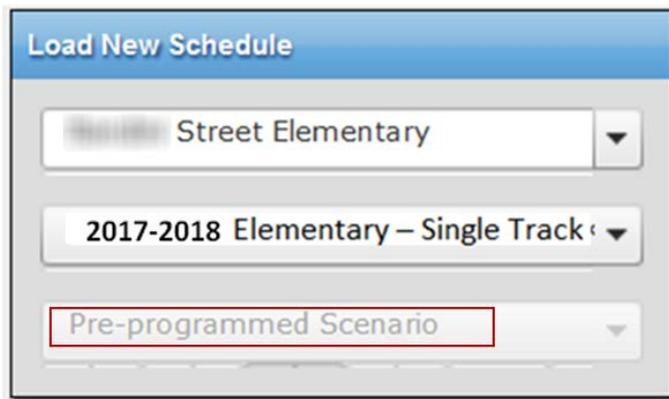
Step 4 - Maintain

The Maintain stage is where school users will assign the pre-programmed, "Unfilled" sections to the appropriate teachers. School users will also be able to make any changes to student

schedules. For Schools with only one section per grade level, the option to change the "Unfilled" sections to the teachers name can be chosen. Users will utilize the following screens:

> I. Sections Editor – allows the user to create/add new sections, update current sections, and move/add/remove students in sections.

> II. Walk-In Scheduler – allows the user to make changes to a student's schedule.

The following Sections Editor steps will assist the user to:

A. Create/add new sections
B. Move students from the pre-programmed sections to new sections
C. Delete pre-programmed sections
D. Edit sections

A. Create New Sections

1. Log in to MiSiS using Scheduling Administrator role
2. From the Administrator Tab- select "Master Scheduling"
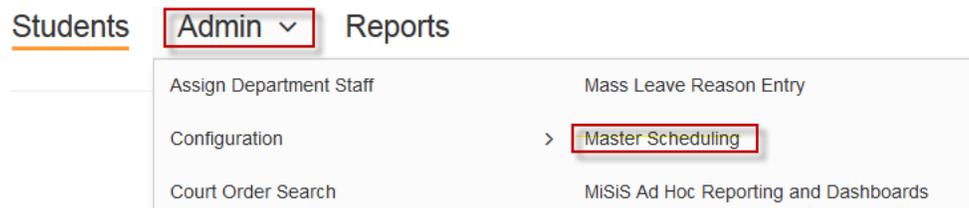
3. Select the "Sections Editor" tab
4. The screen will display the pre-programmed sections
5. Adding a new section:
   - A. Click on the "+New Section" button
   - B. A pop-up window "Section Details" will display. Select new Course title, Section Type, Teacher, Room, Period, Spanned Periods (optional), Capacity,

Start Date, and End Date. Schools needing to add instructional spaces (classrooms) will need to do the extra steps below.

6. Add Instructional Spaces (only if the classroom is not already in the dropdown menu)
   A. The first step it to navigate to the Instruction Spaces Screen. From the Main Screen, select Administrator > Instructional Spaces.
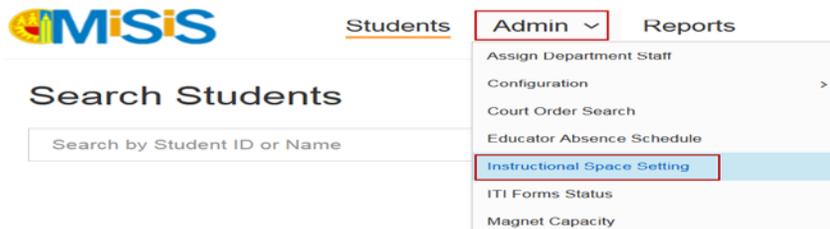
   B. The new screen will either show all of the previously created School Spaces, or will be blank. To add classroom spaces, click on the Add New Record button. Be sure to fill in all of the boxes with a * red asterisk next to it. Once you have filled in all the boxes, click on the Save button. This will need to be done for each all new classroom space that needs to be added.

As each new classroom space is added, it should appear on the School Instructional Space Setting Screen.

C. Once all of the Instructional spaces have been added, you will need to make them available in the Sections Editor dropdown list. To do this, navigate to the School Spaces tab from the Master Schedule screen. Admin < Master Scheduling < School Spaces. Any new added classroom spaces should now show up in the left Instructional Spaces box. The new Instructional Spaces will now need to be moved over to the School Spaces box to the right. This can be done by simply double clicking on the classroom, or using your mouse to drag the classroom from the Instructional Spaces box to the School Spaces box. The

new classroom should then be listed in numerical order with the rest of the classrooms. Classrooms will now show up in the Section Details "Select a Room" dropdown menu.

**** New to the Edit School Spaces screen, is a link to the School Spaces Report. This report is run to determine which classrooms/offices, etc. are being utilized at a school site as well as the percentage of use.


B. Adding Section Attributes

A section attribute allows the school user to identify key information about a section.
"Section Attributes" helps to identify:

1. Additional Educators
2. English Learner Classes
3. Special Education Classes

1. Once the section is identified, hover over the course. 3 icons appear: "Plus," "Pencil," and "Trash Can" Click on the "Plus" icon to open the "**Add Section Attributes**" screen.
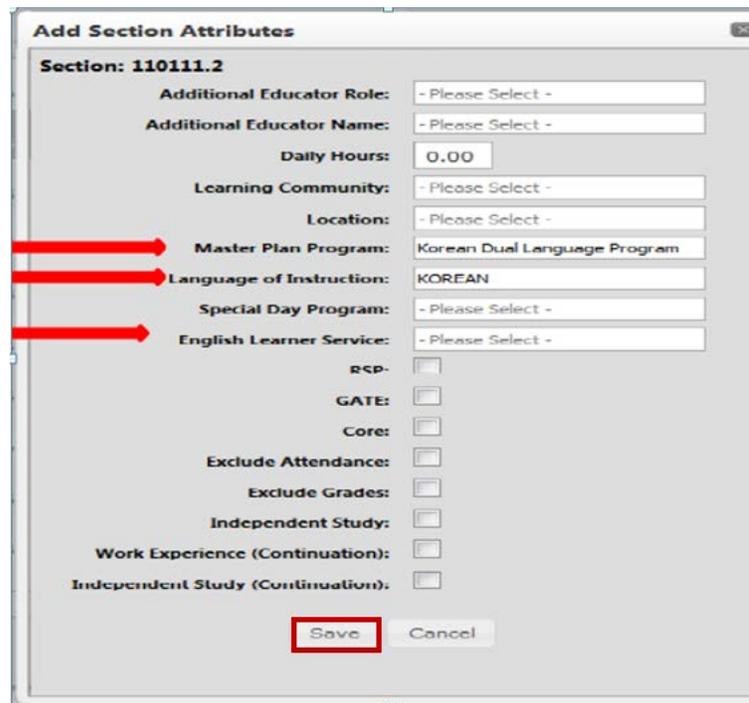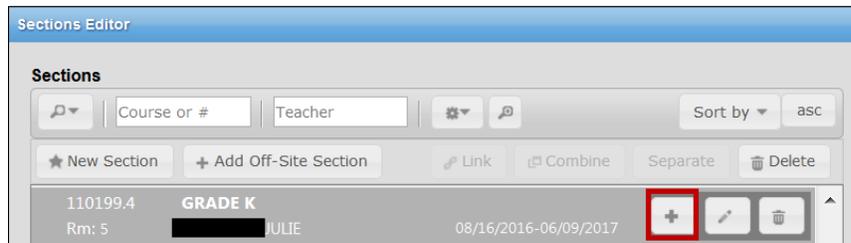

2. When creating a section that is designated for Dual Language, Maintenance Bilingual, Transitional Bilingual, and Foreign Language Immersion Programs, click Under **Master Plan Program**- select the appropriate Master Plan program designation. Under **Language of Instruction**- select the appropriate language of instruction. Under **English Learner Services** – select the appropriate service. Click "Save" to save your entries for the selected section.

C. <u>Move students from the pre-programmed sections to new sections</u>

In Sections Editor:

1. Find and select the section from which you want to move students
2. When the section/class is selected, the students enrolled in that section will appear on the right hand side of the screen
3. You may choose all students or some of the students by clicking on the individual checkboxes or clicking on the "All" checkbox above the rest of the checkboxes to select all students
4. Once students are selected, choices appear at the bottom of the screen:
   a. Move Students
   b. Remove Students
   c. Add Students
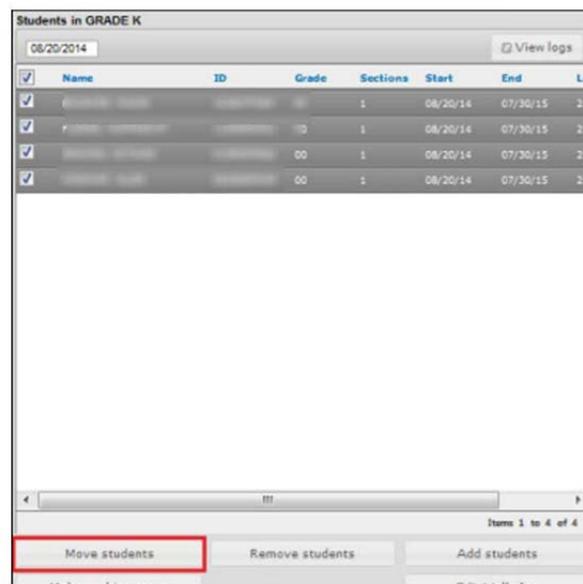
5. Select the option to "Move Students" to another section
6. A list of available sections appears in a pop-up box
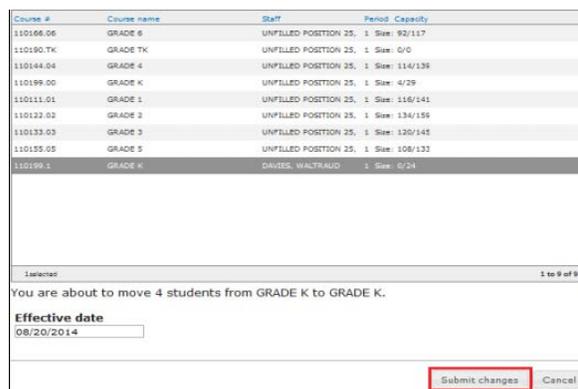
7. Select the course that the students will move to. Make sure the effective date is correct.
8. Click on "Submit Changes"
9. Click on the section that students were moved to make certain students have been enrolled in the new section
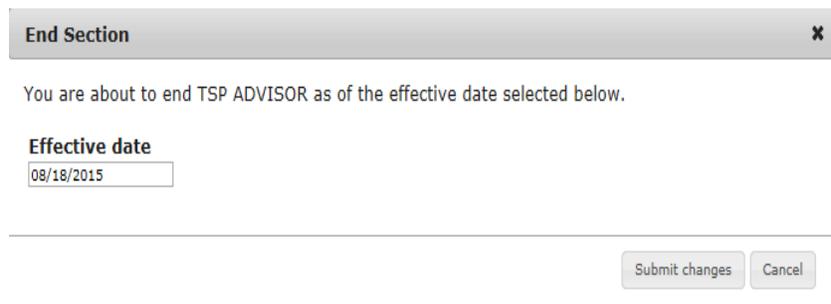
D. <u>Delete pre-programmed sections</u>

In Sections Editor all of the pre-programmed sections must be deleted after all students have been moved to the new sections with the appropriately assigned teacher. Students must not be left in the pre-programmed sections.
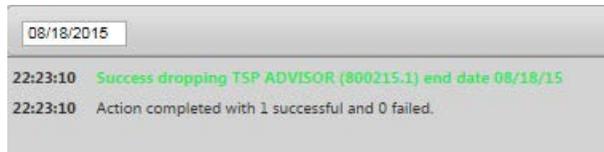
In the Sections Editor screen:

1. Find the section that will be deleted by typing in the course name or course number in the Course field or typing in the word "unfilled" in the Teacher filter. It may be easier to find the sections that need to be deleted by using this method.
2. Click on the pre-programmed section that will be deleted
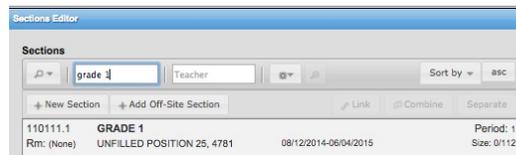
3. Once the section is identified, three icons appear: "Plus," "Pencil," and "Trash Can" - Click on the "Trash Can" icon
4. A "End Section" Box Opens

5. Click "Submit Changes" button to delete the pre-programmed section
6. A successful message appears

E. Edit Sections

Sections Editor can be used to update or edit sections. To edit a section:

1. Identify and select the appropriate section, three icons appear: "Plus," "Pencil," and "Trash Can"
2. Click on the "Pencil" icon
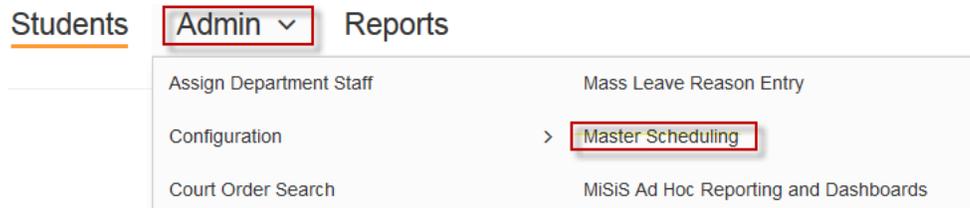   a. "Section Details" Box Opens

    b. Edit the selected section
        i.   Course- If you want to edit the grade level
        ii.   Section Type- If you've created section types to associate this course
        iii. Teacher- Find the teacher assigned to this course
        iv.   Room- Select the teacher's classroom number
        v.   Period- Most elementary schools are using "Period 1"- leave as default
        vi.   Spanned Periods- leave as default "1"
        vii. Capacity- Course capacity
        viii. Start Date- Should be the beginning of the school year (first day of class)
        ix.   End Date- Should be the end of the school year (last day of class)

3. Click "Save" button to save your edits
4.

The following Walk-In screen steps will assist the user to:

A. **Change a student's class**
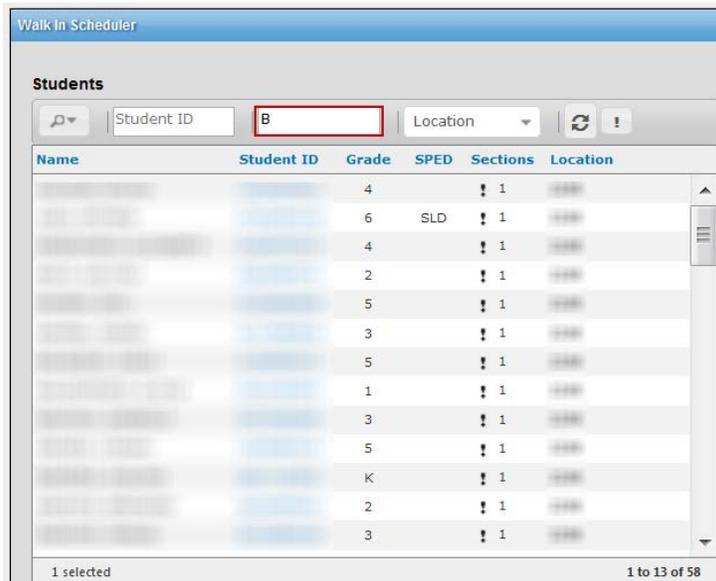B. **Add a class for a new student**

Change a Student's Class

1. From the Administrator Tab- select "Master Scheduling"

Students | Admin ⌄ | Reports

Assign Department Staff	Mass Leave Reason Entry
Configuration >	Master Scheduling
Court Order Search	MiSiS Ad Hoc Reporting and Dashboards

2. Select the "Walk-In" tab

Scheduling Home
Periods
School Courses
School Spaces
Section Types
Scenario Manager
Walk In
Sections Editor

3. Search for the student by name or student ID

Walk In Scheduler

Students

| 🔍▾ | Student ID | B | Location ▾ | ⟳ ! |

Name	Student ID	Grade	SPED	Sections	Location
		4		! 1	
		6	SLD	! 1	
		4		! 1	
		2		! 1	
		5		! 1	
		3		! 1	
		5		! 1	
		1		! 1	
		3		! 1	
		5		! 1	
		K		! 1	
		2		! 1	
		3		! 1	

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4. Select the correct student, and their class section(s) will appear on the right side of the screen. If the student doesn't have a class, the schedule appears blank. A new enhancement now shows Student Summary information for all students, to assist in the scheduling process.

5. If student is new and needs a class, Add the class by selecting the teacher from the teacher drop-down and click on the selected class or select the class by searching for the class in the class title drop-down.
   If student's class needs to be changed, add the class by searching for the title in the course drop-down menu or the teacher in the teacher drop-down menu. The new class will have the next sequential school day as the first day of the new section. Please take attendance into consideration when changing classes for students.

i. **Adjusting Student Schedules Before the Start of the Semester** - When making a schedule change for a class prior to the start of the first instructional day, the new section change will appear with a green box and the previous section will be replaced.

ii. **Making Class Changes During the First Instructional Day and Thereafter**
On the first day and thereafter, you will face 2 possible scenarios:
   a. Changes when attendance has been submitted for a class
   b. Changes when no attendance has been submitted for a class

Reports

Some helpful reports to use when reviewing student placement are listed below:

- **Elementary Alpha Roster** – lists students alphabetically by grade level
- **Elementary Class Roster** – lists students by class
- **Elementary Reorganization Report** – lists students' information for placement
- **Class Roster Five Column Report** – lists students by teacher with 5 columns for checking attendance
- **Class Enrollment Report**– displays enrollment count of student by class, grade level, and gender
- **Comprehensive Student List** – displays student demographic data
- **Master Plan Roster report** – Used to determine the students who have a Master Plan Program that reflects the Dual Language Bilingual/Foreign Language Immersion Program. The Master Plan Roster will display complete classroom composition information.
- **English Learner Rosters** – Will only display information for English Learners. These rosters will be needed to determine student classification counts (EO, IFEP, RFEP, LEP).

Web Resources

Navigate to the MiSiS home page at http://achieve.lausd.net/misis for helpful links to:

- **Training**
- **Support**
- **Job Aids**
- **The MiSiS Discussion Forum**
- **System Requirements**