

MASTER SCHEDULING GUIDE TO CREATING CREDIT RECOVERY SECTIONS IN PERIODS 50-75

USER GUIDE ON CREATING CREDIT RECOVERY SECTIONS IN MISIS

Per LAUSD REF-139908.0, Credit Recovery Programs, credit recovery options are available to meet the individual graduation needs of all students. This guide will assist the school user in creating Credit Recovery sections in MiSiS.



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Credit Recovery Programs

NUMBER: REF-139908.0

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ROUTING

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PURPOSE: The purpose of this reference guide is to describe the current credit recovery opportunities and course extension programs available, a guide for scheduling students into these programs, and provide an overview of how to record student enrollment and end-of-course marks in MiSiS. In accordance with *Ready for the World: LAUSD 2022-2026 Strategic Plan*, this Reference Guide focuses on Pillar 1 Academic Excellence: Priority A, High Quality Instruction and Priority C, Eliminating Opportunity Gaps.

The Purpose of Credit Recovery Programs

Credit Recovery programs are unique to every high school campus based on data analysis on student achievement. The District's goal is to ensure that all students not only meet the necessary high school requirements to earn a high school diploma, but are provided a robust curriculum in order to be college and career ready. This step-by-step guide will assist secondary high school administrators and counselors in creating and scheduling students in Credit Recovery classes based on students' individual needs. Please note that no one program is alike and this guide only uses one credit recovery program type for demonstration of steps to follow.

Scheduling of Students in Credit Recovery Programs

School staff are responsible for identifying and recruiting potential students to participate in the Credit Recovery Programs. Priority for these programs is given to seniors and juniors who have received at least one D or Fail.

All students participating in credit recovery classes after the school day will:

1. use periods 50-75
2. use the appropriate section type and section attribute per REF-139908.0
3. exclude attendance and exclude grades
4. take attendance on paper
5. enter final marks (by removing the "exclude grades" section attribute during final grading window)

Summary of Steps to follow in MiSiS

The following is a summary of steps needed to create Credit Recovery sections in MiSiS.

Step 1: Creating Periods

Step 2: Creating Section Types

Step 3: Creating Credit Recovery Courses with Associated Section Types

Step 4: Creating Credit Recovery Sections and Section Attributes

Step 5: Scheduling Students in Credit Recovery Sections

Step 6: Reports to use to Monitor Student Placement in Sections

Step 1: Creating Periods

1. Determine the number of periods needed to support the Credit Recovery programs on your campus.
2. Navigate to the appropriate term (example: spring 2022-23 term)
3. Click on "Periods" tab
4. Click on "Add Period"
5. Select period any periods ranging from 50-75
6. Enter the following information:
 - a. Preceding Linking period – leave as default
 - b. Order
 - c. Instructional (if "no" is selected, the period will not appear on the Walk-In Screen, if "yes", the period will appear on the Walk-In Screen)
7. Click on "Add" to save the record
8. Continue to add additional periods as needed

Creating Periods 50-75

My Integrated Student Information System

MiSiS MASTER SCHEDULING

2022-2023 A-Track Spring

Committed By Concurrent Term Ed

Periods Last Updated On 12/11/2022 + Add Period

Order	Period	Preceding Linking Period	Instructional
1	0		Yes
2	1		
3	2		
4	H		
5	3		
6	4		
7	5		
8	6		
9	51		Yes

Showing 1-9 of 9 entries

<< < 1 > >>

Show 10 entries

Add Period

Period: 50

Preceding Linking Period: No preceding period

Order: 10

Instructional: ☒ Yes ☐ No

Add Cancel

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Step 2: Creating Section Types

The Credit Recovery Section types are listed in the REF-139908.0. If not already created, they will need to be created before assigning them to a section.

1. Navigate to the appropriate term (example: Spring 2022-23 term)
2. Click on "Section Types" tab
3. Click on "+ Add Section Type"
4. Enter the following information:
 - a. Section Type name
 - b. Section Code (follow REF-139908.0 for appropriate section codes based on the Credit Recovery program)
5. Click on "ADD" to save the newly created Section Type
6. Continue to add Section Types as needed

Creating Section Types

The screenshot displays the 'My Integrated Student Information System' (MISIS) Master Scheduling interface. The top navigation bar includes the MISIS logo and the text 'MASTER SCHEDULING'. Below this, a dropdown menu shows the selected term '2022-2023 A-Track Spring'. The main content area is titled 'Section Types' and features a table with columns for 'Section Type' and 'Section Code'. The table lists various section types such as 'Admin Justice LACC', 'Adv Cond Bsktball - Girls', 'Adv Cond Soccer - Girls', 'Adv Cond Swimming', 'Algebra 1 Star 17', 'Athletes 2022 Advs', 'Athletics 2023', 'Autism SDP', 'Baseball', 'CAREER & TECHNICAL EDUCAT', 'cheerleading', 'Collaboration with SDP', 'College on Campus', 'Communication Studies', 'Cross Country', and 'Dig Image'. Each row has a corresponding 'Section Code' and a set of edit/delete icons. An 'Add Section Type' modal is open in the center, prompting for 'Section Type' (with the value 'Credit Recovery APEX') and 'Section Code' (with the value 'APEX'). The modal includes 'ADD' and 'CANCEL' buttons.

Section Type	Section Code
Admin Justice LACC	ADMJT
Adv Cond Bsktball - Girls	BGIRL
Adv Cond Soccer - Girls	
Adv Cond Swimming	
Algebra 1 Star 17	
Athletes 2022 Advs	
Athletics 2023	
Autism SDP	AUT
Baseball	BASD
CAREER & TECHNICAL EDUCAT	CTE
cheerleading	CHEER
Collaboration with SDP	COLLB
College on Campus	ON
Communication Studies	COMM
Cross Country	CROSS
Dig Image	DGIM

Step 3: Creating Courses with Associated Credit Recovery Section Types

After creating the Credit Recovery Section Types, courses need to be associated to the new section type.

1. Navigate to the appropriate term (example: spring 2022-23 term)
2. Click on "School Courses" tab
3. Find the appropriate course, double click or drag to the "School Courses" area of the screen
4. Upon selecting the course, a pop up will display where the course will need to be associated to a Section Type
5. Click on the drop-down arrow under "Section Types" and select the appropriate Section Type. Deselect the default Section Type of "none" in order to avoid creating two distinct courses.
6. Click on "ADD" to save the course and associated Section Type

Creating Courses with Associated Credit Recovery Section Types

The screenshot displays the 'School Courses' interface. At the top, there are filters for 'Depts.', 'Addl. Filters', and a 'Select a report' dropdown. Below these are columns for 'Required', 'A-G', 'Credits', 'Grade', 'Number', 'Course Name', and 'Type'. A pop-up window titled 'Associate Section Types' is open, showing a table with columns 'Number', 'Course Name', and 'Section Types'. The table lists course 239103, 'ENG 10A APXL'. To the right of this row is a dropdown menu labeled '1 selected' with a list of section types: 'College on Campus', 'Communication Studies', 'Credit Recovery APEX' (which is selected with a blue checkmark), 'Cross Country', and 'Dig image'. The background shows a grid of course entries with columns for 'Required', 'A-G', 'Credits', and 'Grade'.

7. Once the course is created, it will be available in the "School Courses" screen which will then allow you to create sections. Continue to create course and section type associations as needed following guidelines in REF-139908.o

Step 4: Creating Credit Recovery Sections and Corresponding Section Attributes

After creating the Credit Recovery Courses and their associated Section Types, you'll be able to create sections and assign the appropriate section attribute as outlined in REF-139908.o.

1. Navigate to the appropriate term (example: spring 2022-23 term)
2. Click on the "Sections Editor" tab
3. Click on the "+ New Section" button to create a Credit Recovery section
4. Upon clicking on the "+ New Section" button, the New Section pop-up appears- enter the following information:
 - a. Course- select the newly created Credit Recovery Course
 - b. Section Type- select the appropriate Credit Recovery Section Type based on the type of program being offered
 - c. Teacher- select the teacher
 - d. Room- select the room number
 - e. Period – select any period ranging from 50-75
 - f. Spanned Periods- leave default of 1
 - g. Capacity- set the section capacity
 - h. Start and End Dates- leave default or determine start and end dates for the section

Because periods 50-75 are designated periods for Credit Recovery programs, a message appears at the bottom of the "Section details" alerting you that Section Attributes need to be added for this section

5. Once all of the details are added, click on "ADD" to save the newly added section

Creating Credit Recovery Sections and Corresponding Section Attributes

The screenshot displays the 'My Integrated Student Information System' (MISIS) Master Scheduling interface. The main window shows a list of sections in the 'Sections Editor' tab, with a search bar and filters. A 'New Section' pop-up form is open, allowing users to create a new section. The form includes fields for Course, Section Type, Teacher, Room, Period, Spanned Periods, Capacity, Start Date, and End Date. The 'Course' field is set to 'ENG 10A APXL (239103)', 'Section Type' is 'Credit Recovery APEX', 'Room' is '703', 'Period' is '51', 'Spanned Periods' is '1', 'Capacity' is '37', 'Start Date' is '01/09/2023', and 'End Date' is '06/09/2023'. A message at the bottom of the form states: 'For Credit Recovery periods 50-75, please select the required Credit Recovery section attributes on the next screen.' The 'ADD' button is highlighted in blue.

Course	Section Type	Teacher
ENG 10A APXL (239103)	Credit Recovery APEX	[Teacher Name]

Room	Period	Spanned Periods
703	51	1

Capacity	Start Date	End Date
37	01/09/2023	06/09/2023

For Credit Recovery periods 50-75, please select the required Credit Recovery section attributes on the next screen.

ADD **CANCEL**

Upon clicking “ADD” on the newly created section, the Add/Edit Section Attributes pop-up screen becomes available.

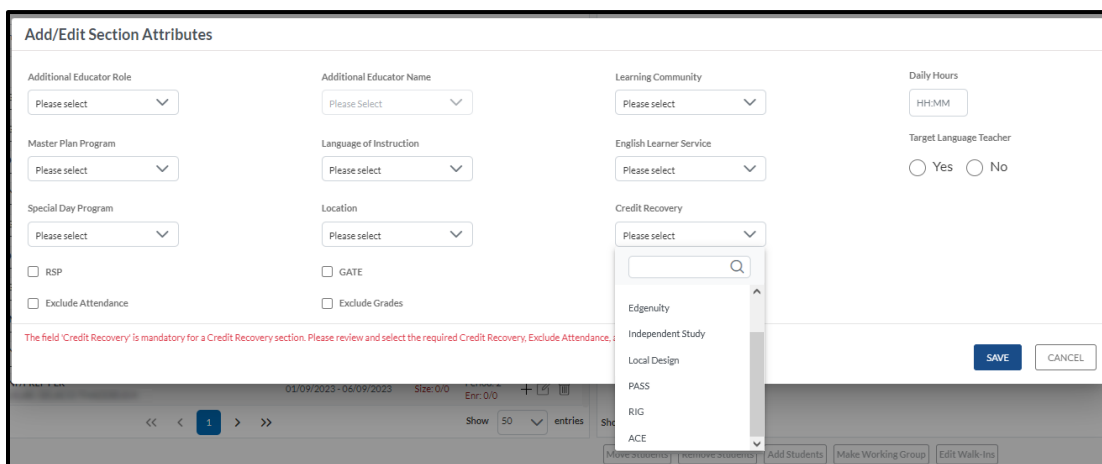
6. Click on the “Credit Recovery” attribute and select the appropriate program based on the newly created section. This field is mandatory for Credit Recovery sections.
7. Select the “Exclude Attendance” and “Exclude Grades” attributes.

Notes:

“Exclude Attendance” must be selected since teachers will not use the MiSiS system to enter attendance for this section. For auditing purposes, it’s important to design another means of taking attendance for these sections. If you want to use the Five Column Roster report, the “Exclude Attendance” needs to be deselected temporarily in order to generate the report. Once the report is generated for the week, check the “Exclude Attendance” box in the Section Attribute so that the teacher doesn’t take attendance in the system.

In order to issue grades, the “Exclude Grades” attribute will have to be deselected in order for the teacher of record to enter grades during the grading window. Per policy, the “Exclude Grades” attribute should be deselected when final marks are to be entered.

8. Click on “Save” to save the newly added Section Attributes



9. A confirmation message will appear stating that the entries were successful- continue to add sections.



Step 5: Scheduling Students in Credit Recovery Sections

Assign students to new Credit Recovery sections through the Walk-In Screen or Sections Editor

a. Walk-In

- i. Click on Walk-In tab
- ii. Search for student by either entering the student ID or name
- iii. In the "Offered Sections" quadrant, click on courses and select the appropriate section to add to the student's schedule.

Using the Walk-In Scheduler to Schedule Students in Credit Recovery Sections

The screenshot shows the 'Walk In' interface for the 2022-2023 A-Track Spring term. The 'Students' quadrant on the left lists three students. The 'Student Schedule' quadrant for student ACEVEDO, LAUREN E. shows a grid of courses. The 'Offered Sections' dropdown menu is open, showing a list of courses with 'ENG 10A APXL-APEX (239103)' selected. The 'Requests' quadrant at the bottom shows 'No records found.'

- iv. Click on the box to select the course.
- v. The selected course appears in the "Student's Schedule" quadrant.
- vi. Click on the "SAVE" icon to schedule the student in the selected credit recovery section at the select credit recovery period.

The screenshot shows the 'Student Schedule' quadrant for student ACEVEDO, LAUREN E. The 'Offered Sections' dropdown menu is still open, and the selected course 'ENG 10A APXL-APEX (239103)' is now visible in the 'Student Schedule' quadrant. A green notification box at the top right states: '✓ 239103.1 ENG 10A APXL-APEX added to Period 50.' The 'Offered Sections' dropdown menu is still open, showing the selected course.

b. Sections Editor

You may search for students who are currently enrolled in a section and add the credit recovery section using the Sections Editor tab

- i. Search the section by teacher name, course name or course number

Using the Sections Editor to Schedule Students in Credit Recovery Sections

The screenshot shows the 'Sections Editor' interface. On the left, under the 'Sections' tab, there is a search bar with 'Course Name or Number' and 'Teacher' filters. Below the search bar, a list of sections is displayed, including 'ENGLISH 10B', 'ENGLISH 10B-INC10', 'TUTOR SH', 'ENGLISH 10B', 'ENGLISH 10B-INC10', 'H MODERN LIT', 'ENG 10A APXL-APEX', 'H MODERN LIT', 'HOMEROOM-26R7', and 'COLLEGE EDS-MAGB'. On the right, under the 'Students' tab, there is a search bar for 'Student Name/ID' and a 'View Logs' button. The 'Students' table is currently empty, showing 'No records found'.

- ii. Select the section and students appear on the right side of the screen.
- iii. Select the student(s) that will be added to the newly created credit recovery section.
- iv. After selecting the student, click on the "Add Students" button to add the section.

The screenshot shows the 'Sections Editor' interface. On the left, under the 'Sections' tab, there is a search bar with 'eng' entered. Below the search bar, a list of sections is displayed, including 'ENGLISH 10B', 'ENGLISH 10B-INC10', 'ENGLISH 10B', 'ENGLISH 10B-INC10', 'ENG 10A APXL-APEX', 'AP ENG LANG B', 'H ENGLISH 10B-MAG10', 'H ENGLISH 10B-MAG10', 'H ENGLISH 10B-MAG10', and 'IB ENGL HL 1B-DP11'. On the right, under the 'Students' tab, there is a search bar for 'Student Name/ID' and a 'View Logs' button. The 'Students' table is populated with 16 entries, showing columns for Name, Student ID, GR, SPED, EL, Sec, Start, End, and Loc. The 'Add Students' button is highlighted with a red circle.

- v. The “Add Students” pop-up becomes available.
- vi. Search for the appropriate Credit Recovery section

Add Students

eng

Teacher

Sort By ▾ Asc ↺

Number ▾	Course Name ▾	Teacher ▾	Period ▾	Capacity	Enroll count
231802.3	IB ENG HL 1B-DP11	MR. J. HENDERSON	8	Size: 24/35	Enr: 24/35
231804.1	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	1	Size: 34/35	Enr: 34/35
231804.2	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	2	Size: 16/35	Enr: 16/35
231804.3	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	3	Size: 37/35	Enr: 37/35
239103.1	ENG 10A APXL-APEX	MR. J. HENDERSON	50	Size: 0/37	Enr: 0/37
492340.1	PRACT ENG B-AUT1	MR. J. HENDERSON	5	Size: 9/10	Enr: 9/10
492340.2	PRACT ENG B-AUT2	MR. J. HENDERSON	1	Size: 9/15	Enr: 9/15
492340.3	PRACT ENG B-ID2	MR. J. HENDERSON	1	Size: 9/15	Enr: 9/15
621310H.1	H ENG DE S/DEV B	MR. J. HENDERSON	6	Size: 5/37	Enr: 5/37
621410H.1	H PRN ENGINEER B	MR. J. HENDERSON	4	Size: 29/35	Enr: 29/35
621410H.2	H PRN ENGINEER B	MR. J. HENDERSON	8	Size: 28/35	Enr: 28/35
642558.1	MATERIAL SCI ENGIN B	MR. J. HENDERSON	6	Size: 0/20	Enr: 0/20

Showing 51-86 of 86 entries

<< < 2 > >>

Show 50 ▾ entries

You are about to add 1 student(s) to the section(s) selected above as of the effective dates selected below.

ADD

CANCEL

- vii. Select the section by clicking on it from the list
- viii. Upon selection, a confirmation message appears alerting you that the newly added section will start and end for dates for that term. You may edit both the start and end dates if needed.
- ix. Click on “ADD” to add the selected section to the student.

Add Students

eng

Teacher

Sort By ▾ Asc ↺

Number ▾	Course Name ▾	Teacher ▾	Period ▾	Capacity	Enroll count
231802.3	IB ENG HL 1B-DP11	MR. J. HENDERSON	8	Size: 24/35	Enr: 24/35
231804.1	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	1	Size: 34/35	Enr: 34/35
231804.2	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	2	Size: 16/35	Enr: 16/35
231804.3	IB ENGLISH HL 2B-DP12	MR. J. HENDERSON	3	Size: 37/35	Enr: 37/35
239103.1	ENG 10A APXL-APEX	MR. J. HENDERSON	50	Size: 0/37	Enr: 0/37
492340.1	PRACT ENG B-AUT1	MR. J. HENDERSON	5	Size: 9/10	Enr: 9/10
492340.2	PRACT ENG B-AUT2	MR. J. HENDERSON	1	Size: 9/15	Enr: 9/15
492340.3	PRACT ENG B-ID2	MR. J. HENDERSON	1	Size: 9/15	Enr: 9/15
621310H.1	H ENG DE S/DEV B	MR. J. HENDERSON	6	Size: 5/37	Enr: 5/37
621410H.1	H PRN ENGINEER B	MR. J. HENDERSON	4	Size: 29/35	Enr: 29/35
621410H.2	H PRN ENGINEER B	MR. J. HENDERSON	8	Size: 28/35	Enr: 28/35
642558.1	MATERIAL SCI ENGIN B	MR. J. HENDERSON	6	Size: 0/20	Enr: 0/20

Showing 51-86 of 86 entries

<< < 2 > >>

Show 50 ▾ entries

You are about to add 1 student(s) to the section(s) selected above as of the effective dates selected below.

Course Name

Start Date *

End Date *

ENG 10A APXL-APEX

01/09/2023

06/09/2023

ADD

CANCEL

Step 6: Run Reports to Monitor Student Placement in Sections

You may opt to run various reports to monitor students in Credit Recovery sections.

1. Run the Student Schedule Summary Report to check student schedules
 - a. Navigate to Reports > Student Schedule Summary Report
 - b. Select all of the appropriate parameters
 - i. As of Date: select the date of when the program will start
 - ii. Period: select all periods marked for the Credit Recovery Programs
 - iii. Run the report
 - iv. Download as either PDF, Excel or CSV format

Student Schedule Summary Report x

Region: E

School:

School Term: 2022-2023 A-Track Spring

Grad Year(s): None, 2020, 2023, 2024, 2025, 202

Schedule Status: All

Group By: Teacher

Learning Communities: Not Applicable

Teacher:

Course Department: Not Applicable

Filter By: All

Include Column(s): None

Campus:

As Of Date: 1/9/2023 12:00:00 AM

Grade Level(s): TE, 7, 8, 9, 10, 11, 12

Max School #Periods: 7

Report Type: List View

Counselor(s): Not Applicable

Student Group(s): Not Applicable

Period: 50

Course: Not Applicable

Sort By: Student Name

View Report

1 of 15

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Student Schedule Summary Report

School Name:

School Term: 2022-2023 A-Track Spring

Group By: Staff

Staff:

Student Name	LOCN	Student ID	Cost Center Code	Grd Lvl	Gras Year	Gate	EL	SPED	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06	Period 07	Period 08	Period 09	Period 10	Period 11
				10	2025		EO		H SPANISH 4B - HS (256018H - 2)	CC GEOMETRY B (310424 - 5)	ENGLISH 10B (230110 - 5)	BSKTEL V. BOY (330905 - 1)	CHEMISTRY EARTH SYS B (361414 - 4)	AP WLD HIST B (370134 - 2)	COL & CAR II - GR10 (420207 - 6)	PAINTING 1B (200702 - 2)	ENG 10A APXL - APEX (239103 - 1)	HOMEROO M - 25R1 (420103 - 28)	
									313	B29	220	SGYM	203	B24	B24	200	220	312	
				10	2025		EO		CHEMISTRY EARTH SYS B (361414 - 6)	ADV PE 2B (330122 - 4)	ENGLISH 10B (230110 - 5)	PHOTO 1B (200504 - 2)	SPANISH 2B - HS (256014 - 8)	WHD MOD WLD B (370128 - 3)	CC GEOMETRY B (310424 - 4)	COL & CAR II - GR10 (420207 - 7)	ENG 10A APXL - APEX (239103 - 1)	HOMEROO M - 25R2 (420103 - 29)	
									308	SGYM	220	217	B32	316	B18	B5	220	316	

2. Run the Class Enrollment Report to verify and monitor student enrollments
 - a. Navigate to Reports > Class Enrollment Report
 - b. Select all of the appropriate parameters
 - i. As of Date: select the date of when the program will start
 - ii. Period: select all periods marked for the Credit Recovery Programs
 - iii. Run the report
 - iv. Download as either PDF, Excel or CSV format

Class Enrollment Report

Region(s): E Campus: As of Date: 1/9/2023 12:00:00 AM View Report

School(s): School Term: 2022-2023 A-Track Spring Scenario: Committed By Concurrent Term Editor : Committed By Concurrent Term Editor

Grade Level(s): None, 7, 8, 9, 10, 11, 12, TE Grad Year(s): 2020, 2023, 2024, 2025, 2026, 2027

Department(s): ADMINISTRATIVE OUT OF CLASS AC Course(s): ACADEMIC ELD 3B, ACADEMIC ELD

Section Type(s): 23M1, 23M2, 23M3, 23R0, 23R1, 23 Report Type: List View

Period(s): 50 Sort By: Course Number Group By: Course Number

Show Total: False Show Capacity: True

1 of 1 Find | Next

Class Enrollment Report

School Name :
School Term : 2022-2023 A-Track Spring
Scenario : Committed By Concurrent Term Editor : Committed By Concurrent Term Editor

Course Number	Section Number	Course Name	Sec Type	Teacher	Per	Rm	Stu Count	M Count	F Count	07	08	09	10	11	12	Ind. Section Capacity	Comb. Section Capacity	Over Class Capacity	Under Class Capacity	Combined with Section(s)	Linked with Section(s)	% of Sec Capacity	Average Class Size
239103	1	ENG 10A APXL	APEX		50	220	2	2					2			37			35			5.41%	2.00

Executed On: 7/10/2023 12:23:04 PM Page: 1/1 Executed By:

3. Run the Five Column Roster Report to assist with attendance taking.

Note: In order for this report to generate, the Section Attribute of "Exclude Attendance" must be deselected temporarily in order to generate the report. After running the report, return to the Sections Editor screen, highlight the section where the "Exclude Attendance" field was deselected, click the "+" sign, select the "Exclude Attendance" checkbox again.

- Navigate to Reports > Five Column Roster
- Select all of the appropriate parameters
 - Effective Date: select the date of when the program will start
 - Period: select all periods marked for the Credit Recovery Programs
 - Run the report
 - Download as either PDF, Excel or CSV format

Five Column Roster

Region: E Campus: Effective Date: 1/9/2023 12:00:00 AM View Report

School(s): Group Category: NA-Select Teacher(s) Group Sub-Category: Not Applicable

Group(s): Not Applicable Teacher(s):

Period(s): 50 Class Room: 220, Not Applicable

Merge Roster: No Attendance Certification: No

Display Dates: Yes Enable Elementary Instructional Group: No

Display Elementary Instructional Group: Not Applicable

1 of 1 Find | Next

Los Angeles Unified School District

School: Five Column Roster Run Date: 07/10/2023 Run Time: 12:42:56 PM

Teacher: Period: 50 Room: 220 Effective Date: 1/9/2023

Course Name: ENG 10A APXL

#	District ID	Student Name	Date of Birth	Gr	Course-Section	01/09/23 M	01/10/23 T	01/11/23 W	01/12/23 Th	01/13/23 F
1			02/21/07	10	239103-1					
2			03/23/07	10	239103-1					