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

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.

LAUSD UNIFIED

LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

TITLE:	Credit Recovery Programs
NUMBER:	REF-139908.0
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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

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

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

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-139908.0

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-139908.0.

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

Upon clicking "ADD" on the newly created section, the Add/Edit Section Attributes pop-up screen becomes available.
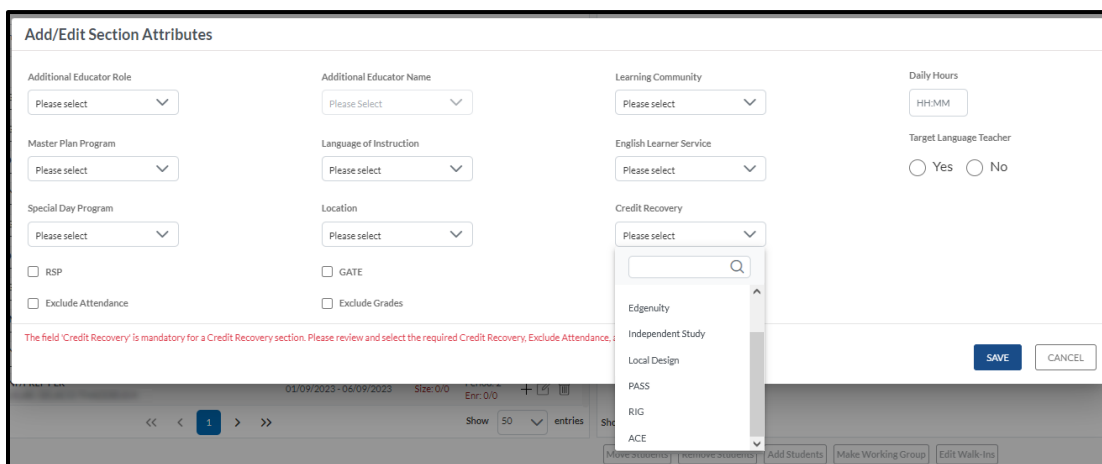
6. Click on the "Credit Recovery" attribute and select the appropriate program based on the newly created section. This field is mandatory for Credit Recovery sections.
7. Select the "Exclude Attendance" and "Exclude Grades" attributes.
    Notes:
    "Exclude Attendance" must be selected since teachers 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

        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.

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

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.

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		8	Size: 24/35	Enr: 24/35
231804.1	IB ENGLISH HL 2B-DP12		1	Size: 34/35	Enr: 34/35
231804.2	IB ENGLISH HL 2B-DP12		2	Size: 16/35	Enr: 16/35
231804.3	IB ENGLISH HL 2B-DP12		3	Size: 37/35	Enr: 37/35
239103.1	ENG 10A APXL-APEX		50	Size: 0/37	Enr: 0/37
492340.1	PRACT ENG B-AUT1		5	Size: 9/10	Enr: 9/10
492340.2	PRACT ENG B-AUT2		1	Size: 9/15	Enr: 9/15
492340.3	PRACT ENG B-ID2		1	Size: 9/15	Enr: 9/15
621310H.1	H ENG DE S/DEV B		6	Size: 5/37	Enr: 5/37
621410H.1	H PRN ENGINEER B		4	Size: 29/35	Enr: 29/35
621410H.2	H PRN ENGINEER B		8	Size: 28/35	Enr: 28/35
642558.1	MATERIAL SCI ENGIN B		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		8	Size: 24/35	Enr: 24/35
231804.1	IB ENGLISH HL 2B-DP12		1	Size: 34/35	Enr: 34/35
231804.2	IB ENGLISH HL 2B-DP12		2	Size: 16/35	Enr: 16/35
231804.3	IB ENGLISH HL 2B-DP12		3	Size: 37/35	Enr: 37/35
239103.1	ENG 10A APXL-APEX		50	Size: 0/37	Enr: 0/37
492340.1	PRACT ENG B-AUT1		5	Size: 9/10	Enr: 9/10
492340.2	PRACT ENG B-AUT2		1	Size: 9/15	Enr: 9/15
492340.3	PRACT ENG B-ID2		1	Size: 9/15	Enr: 9/15
621310H.1	H ENG DE S/DEV B		6	Size: 5/37	Enr: 5/37
621410H.1	H PRN ENGINEER B		4	Size: 29/35	Enr: 29/35
621410H.2	H PRN ENGINEER B		8	Size: 28/35	Enr: 28/35
642558.1	MATERIAL SCI ENGIN B		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

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

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.

   a. Navigate to Reports > Five Column Roster
   b. Select all of the appropriate parameters
      i. Effective 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