

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

## USER GUIDE ON CREATING CREDIT RECOVERY SECTIONS IN MISIS

Per LAUSD MEM-6733.1 Credit Recovery Program Opportunities, all schools should provide students the opportunity to meet graduation requirements through course extension programs. This guide will assist the school user in creating Credit Recovery sections in MiSiS.



### LOS ANGELES UNIFIED SCHOOL DISTRICT MEMORANDUM

**TITLE:** Credit Recovery Program Opportunities

**NUMBER:** MEM-6733.1

**ISSUER:** Frances Gipson Ph.D., Chief Academic Officer  
Division of Instruction

Carol Alexander  
Director of A-G Intervention and Support

**DATE:** November 8, 2016

**ROUTING**  
Local District  
Superintendents  
Administrators of  
Instruction  
Directors  
Counseling  
Coordinators  
School Sites  
Secondary Principals  
Counselors  
Certificated Staff  
School Administrative  
Assistants

**PURPOSE:** The purpose of this Memorandum is to describe the current credit recovery opportunities and course extension programs available. Additionally, it provides a guide for scheduling students into each of the programs. In collaboration with the local district, each school selects appropriate programs to meet the needs of their students. Schools may elect to design their own credit recovery programs with the authorization of the Local District Superintendent. It is the responsibility of school site staff in collaboration with the local district to provide opportunities for credit recovery that meet the needs of their students and to inform students and their parents of the programs available at each site.

## 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 is 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 MEM – 6733.0
3. exclude attendance and exclude grades
4. take attendance on paper
5. enter final marks on transcripts

## 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 2016-17 term)
3. Click on "Periods" tab
4. Click on "Add new record"
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 "Submit" to save the record
8. Continue to add additional periods as needed

*Creating Periods 50-75*

**Master Scheduling**

2016-2017 A-Track Spring - First

Mester 3

Scheduling Home

Periods

School Courses

School Spaces

Section Types

Course Request

Scenario Manager

Walk In

Request Generator

Sections Editor

Concurrent Term Editor

MiSiS Home    MiSiS Resources

**Edit Periods**

+ Add new record

Order	Period	Preceding Linking Period	Instructional
<b>Insert a New Period</b>			
	Period:	50	
	Preceding Linking Period:	50	
	Order:	51	
	Instructional:	52	<input checked="" type="checkbox"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			
1	1		
2	2	1	<input checked="" type="checkbox"/>
3	3	2	<input checked="" type="checkbox"/>
4	4	3	<input checked="" type="checkbox"/>
5	0		<input checked="" type="checkbox"/>
6	5	4	<input checked="" type="checkbox"/>
<input type="button" value="Previous"/> <input type="button" value="1"/> <input type="button" value="Next"/> Page size: 10			
64			<input checked="" type="checkbox"/>
65			<input checked="" type="checkbox"/>
66			<input checked="" type="checkbox"/>
67			<input checked="" type="checkbox"/>
68			<input checked="" type="checkbox"/>
69			<input checked="" type="checkbox"/>
70			<input checked="" type="checkbox"/>
71			<input checked="" type="checkbox"/>
72			<input checked="" type="checkbox"/>
73			<input checked="" type="checkbox"/>
74			<input checked="" type="checkbox"/>
75			<input checked="" type="checkbox"/>
H			<input checked="" type="checkbox"/>

6 items in 1 pages

## **Step 2: Creating Section Types**

The Credit Recovery Section types are listed in the MEM – 6733.o. If not already created, they will need to be created before assigning them to a section.

1. Navigate to the appropriate term (example: Spring 2016-17 term)
2. Click on "Section Types" tab
3. Click on "Add new record"
4. Enter the following information:
  - a. Section Type name
  - b. Section Code (follow MEM-6733.1 for appropriate section codes based on the Credit Recovery program)
5. Click on "Save" to save the newly created Section Type
6. Continue to add Section Types as needed

### *Creating Section Types*

The screenshot shows the 'Edit Section Types' window. At the top, there is a '+ Add new record' button. Below it, the form has two input fields: 'Section Type' with the value 'Credit Recovery APEX' and 'Section Code' with the value 'APEX'. Both fields have a red asterisk indicating they are required. Below the form are 'Save' and 'Cancel' buttons. At the bottom, there is a table of existing section types with columns for the name, code, edit, and delete actions.

Section Type	Section Code		
Tennis Varsity Girls	TVG		
Track & Field	T&F		
Tuesday and Thursday 12th	12C		
Vapa Dance	VPDNC		
VAPA Magnet	VPM		
Varsity Basket Ball	VBSKB		
VP Magnet Honors	VH		
Waterpolo Varsity Boys	WVB		
Waterpolo Varsity Girls	WVG		
Winds	WINDS		

Page size: 50 | 60 items in 2 pages

### **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 2016-17 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 "Create" to save the course and associated Section Type

#### *Creating Courses with Associated Credit Recovery Section Types*

Course #	Name	Section Types
239121	CC ENG 10A APXL	Credit Recovery APEX

7. Once the course is created, it will be available in the "School Courses" screen which will then allow you to create sections
8. Continue to create course and section type associations as needed following guidelines in MEM-6733.0

## 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 MEM-6733.o.

1. Navigate to the appropriate term (example: spring 2016-17 term)
2. Click on the "Sections Editor" tab
3. Click on the "New Section" tab to create a Credit Recovery section
4. Upon clicking on the "New Section" tab, the Section Details 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 "Save" to save the newly added section

### Creating Credit Recovery Sections and Corresponding Section Attributes

The screenshot displays the 'Master Scheduling' software interface. On the left, a sidebar contains navigation buttons: 'Scheduling Home', 'Periods', 'School Courses', 'School Spaces', 'Section Types', 'Course Request', 'Scenario Manager', 'Walk In', 'Request Generator', 'Sections Editor', and 'Concurrent Term Editor'. The main area is titled 'Sections Editor' and shows a list of sections with columns for 'Course or #' and 'Teacher'. A 'Section details' pop-up window is open, showing the following fields: 'Number: N/A', 'Course: CC ENG 10A APXL (239121)', 'Section Type: Credit Recovery APEX', 'Teacher: Select a Teacher \* Required', 'Room: Select a Room \* Required', 'Period: 50', 'Spanned Periods: 1', 'Capacity: 37', 'Start Date: 01/09/2017', and 'End Date: 03/17/2017'. A yellow warning message at the bottom of the pop-up reads: 'On the next screen 'Add Section Attributes', please complete the required fields: 'Credit Recovery''. The 'Save' and 'Cancel' buttons are visible at the bottom right of the pop-up.

Upon clicking "Save" on the newly created section, the 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
7. The "Exclude Attendance" and "Exclude Grades" attributes are automatically selected

Notes:

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 Class Roster Five Columns 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 only during the final grading window. Teachers are to enter the final mark.

The screenshot shows the 'Add Section Attributes' window for Section 239121.1. The form includes fields for 'Additional Educator Role', 'Additional Educator Name', 'Daily Hours', 'Learning Community', 'Location', 'Master Plan Program', 'Language of Instruction', 'Special Day Program', 'English Learner Service', and 'Credit Recovery'. The 'Credit Recovery' dropdown menu is open, displaying options: APEX, Edgenuity, Independent Study, and Local Design. Below these fields, there are checkboxes for 'Exclude Attendance' (checked), 'Exclude Grades' (checked), 'Independent Study', 'Work Experience (Continuation)', and 'Independent Study (Continuation)'. At the bottom, there are 'Save' and 'Cancel' buttons.

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.

The screenshot shows the 'Add Section Attributes' window for Section 239121.1 after the attributes have been saved. The 'Credit Recovery' dropdown is now set to 'APEX'. The 'Exclude Attendance' and 'Exclude Grades' checkboxes remain checked. At the bottom of the window, a green message states: "You have successfully saved the record(s)".

## Step 5: Scheduling Students in Credit Recovery Sections

Assign students to new Credit REPED 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 Scheduler interface. On the left is a navigation menu with buttons for Scheduling Home, Periods, School Courses, School Spaces, Section Types, Course Request, Section Manager, Walk In, Request Generator, Section Editor, and Concurrent Term Editor. The main area is divided into three quadrants: 1. Students: A table listing students with columns for Student ID, Name, Location, and a grid of checkboxes for different sections. 2. Student Summary: A summary for a selected student (ABARCA, YARENY) showing their current schedule with columns for Number, Section, Room, Start Date, End Date, and Teacher. 3. Offered Sections: A list of available sections with columns for Number, Section, Room, Start Date, End Date, and Teacher. A 'Check all' button is visible above this list.

- iv. Click on the box to select the course.
- v. The selected course appears in the "Student's Schedule" quadrant.

This image provides a detailed view of the Student Schedule and Offered Sections interface. The top section is titled "Student Schedule for ABARCA, YARENY" and is reviewed by WOODHOUSE, MARK on 12/07/2016. It includes a date selector set to 01/09/2017 and a "Select a Report" dropdown. Below this is a table of the student's current schedule:

Number	Section	Room	Start Date	End Date	Teacher	0	1	2	3	4	5	50
370715.3	MEX AM STU-HU	18	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
256011.14	SPANISH 1A	16	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
230107.25	ENGLISH 9A-HU	208	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
330925.6	SOCCER, V GIRL	103	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
330803.5	MAR DYN PE 2A	10	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
239121.1	CC ENG 10A APXL-APEX	10	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Below the student schedule is the "Offered Sections" quadrant. It shows a list of available sections with columns for Number, Section, Room, Start Date, End Date, and Teacher. A "Check all" button is visible above the list.

Number	Section	Room	Start Date	End Date	Teacher	0	1	2	3	4	5	50
239121.1	CC ENG 10A APXL-APEX	10	01/09/2017	03/17/2017	WILLIAMS, JESSICA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- vi. Click on the "submit" icon to schedule the student in the selected credit recovery section at the select credit recovery period.

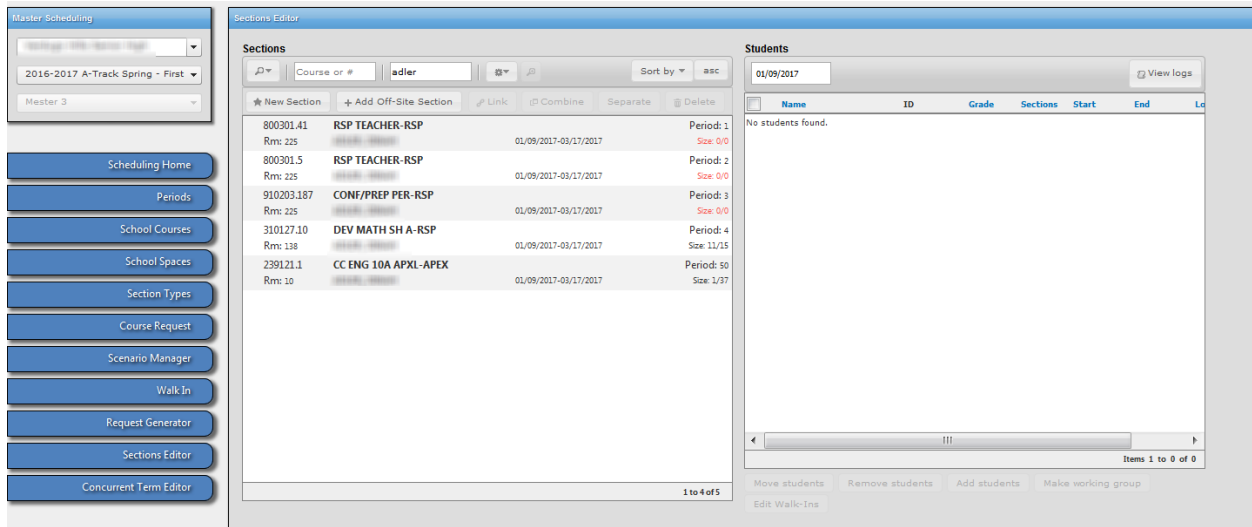


b. Sections Editor

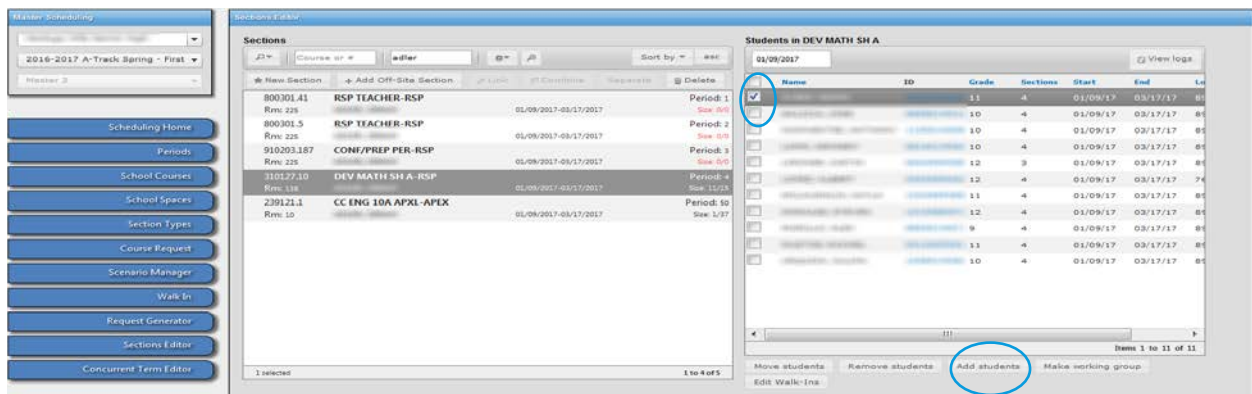
You may search for students who are currently enrolled in a section and add the credit recovery section using the Sections Editor tab

- 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 to Section" pop-up becomes available.
- vi. Search for the appropriate Credit Recovery section

**Add students to section**

eng | Teacher | Sort by ▼ asc

Course #	Course name	Staff	Period	Capacity
<input type="checkbox"/>	239121.1	CC ENG 10A APXL-APEX	50	Size: 1/37
<input type="checkbox"/>	239425.1	CC ENG 10A EDG	4	Size: 0/10
<input type="checkbox"/>	239426.1	CC ENG 10B EDG	4	Size: 0/10
<input type="checkbox"/>	239429.1	CC ENG 11A EDG	4	Size: 0/10
<input type="checkbox"/>	239430.1	CC ENG 11B EDG	4	Size: 0/10
<input type="checkbox"/>	492343.1	COMM ENG A	3	Size: 14/40
<input type="checkbox"/>	230117.2	AP ENG LIT A-PAS	3	Size: 40/40
<input type="checkbox"/>	230117.7	AP ENG LIT A	3	Size: 21/37

1 to 7 of 8

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

Submit changes Cancel

- vii. Select the section by clicking in the checkbox
- 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 "Submit Changes" to add the selected section to the student.

**Add students to section**

eng | Teacher | Sort by ▼ asc

Course #	Course name	Staff	Period	Capacity
<input checked="" type="checkbox"/>	239121.1	CC ENG 10A APXL-APEX	50	Size: 1/37
<input type="checkbox"/>	239425.1	CC ENG 10A EDG	4	Size: 0/10
<input type="checkbox"/>	239426.1	CC ENG 10B EDG	4	Size: 0/10
<input type="checkbox"/>	239429.1	CC ENG 11A EDG	4	Size: 0/10
<input type="checkbox"/>	239430.1	CC ENG 11B EDG	4	Size: 0/10
<input type="checkbox"/>	492343.1	COMM ENG A	3	Size: 14/40
<input type="checkbox"/>	230117.2	AP ENG LIT A-PAS	3	Size: 40/40
<input type="checkbox"/>	230117.7	AP ENG LIT A	3	Size: 21/37

1 selected | 1 to 7 of 8

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

**Course Name**      **Start date**      **End date**

CC ENG 10A APXL-APEX      01/10/2017      03/17/2017

Submit changes 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

Local District:  Campus:

School:  As Of Date:

School Term:  Grade Level(s):

Grad Year(s):  Max School #Periods:

Schedule Status:  Report Type:

Group By:  Counselor(s):

Learning Communities:  Student Group(s):

Teacher:  Period:

Course Department:  Course:

Filter By:  Sort By:

---

1 of 2 Find | Next

**Student Schedule Summary Report**

Staff : ADLER,D

Student	Cost	Grd Lvl	Grd Year	Gate	EL	SPED	Period 00	Period 01	Period 02	Period 03	Period 04	Period 05	Period 06
		12	2017		RFEP			PRIN AM DEMOCR SH A	YEARBOOK SH A	AP ENG LIT A - PAS	*Home ( 103000 - 1 )		CC ENG 10A APXL - APEX
		12	2017	IA	EO			H ADV COMP ( 230207H - 1 )	VIDEO PROD1 ( 608560 - 2 )	DIG IMAG SH 2A - MM	*Home ( 103000 - 1 )		CC ENG 10A APXL - APEX

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**

Local District(s): C, E, N, NE, NW, S, W, XP, XL  
 School(s): [dropdown]  
 School Term: 8914 2016-2017 A-Track Spring - First Half  
 Grade Level(s): None, 9, 10, 11, 12  
 Department(s): ADMINISTRATIVE, ADMINISTRATIVE  
 Section Type(s): 10TH, 11C, 12C, 12TH, APEX, A  
 Period(s): 50  
 Sort By: Course Number  
 Show Total: False

Campus: [dropdown]  
 As of Date: 1/10/2017  
 Scenario: Mester 3 : 2016-2017 - Mar 4 2016 11:11:00:800AM  
 Grad Year(s): 2015, 2016, 2017, 2018, 2019  
 Course(s): \*Adult Class, \*Col Class Off Car  
 Teacher(s): [dropdown]  
 Report Type: List View  
 Group By: Course Number  
 Show Capacity: True

[View Report](#)

School Name :  
 School Term : 2016-2017 A-Track Spring - First Half  
 Scenario : Mester 3 : 2016-2017 - Mar 4 2016 11:11:00:800AM

Course Number	Section Number	Course Name	Sec Type	Teacher	Per	Rm	Stu Count	M Count	F Count	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
239121	1	CC ENG 10A APXL	APEX	[dropdown]	50	10	2	2			1	1		37			35			5.41%	2.00

3. Run the Class Roster Five Columns 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 > Class Roster Five Columns
- 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 Roster Five Columns**

Local District: NE  
 School(s): [dropdown]  
 Teacher(s): [dropdown]  
 Class Room: 10, NA  
 Attendance Certification: No

Campus: [dropdown]  
 Effective Date: 1/10/2017  
 Period(s): 50  
 Merge Roster: No  
 Display Dates: Yes

Los Angeles Unified School District

School: 8914  
 Five Column Roster  
 Teacher: [dropdown]  
 Course Name: CC ENG 10A APXL

Run Date: 12/12/2016  
 Run Time: 3:36:17 PM  
 Period: 50  
 Room: 10  
 Effective Date: 1/10/2017

#	District ID	Student Name	Date of Birth	Gr	Course-Section	01/10/17 T	01/11/17 W	01/12/17 Th	01/13/17 F	01/16/17 M
1	[dropdown]	[dropdown]	09/23/00	11	239121-1					
2	[dropdown]	[dropdown]	08/08/01	10	239121-1					