



# INFORMATION TECHNOLOGY DIVISION

## Important Information for Schools for the 2018-2019 School Year

Starting in May and through this October, the following systems have completed or will soon complete redesign, upgrade, or launch:

### Applications

- Parent Portal Registration using PIN codes (p.1)
- Redesigned Volunteer Application (p.2)
- Merge of Parent accounts for Apply LAUSD, Volunteer, and Parent Portal (p.2)
- New Elementary Grade Passback in Schoology (p.2)
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- MiSiS updates (p.3)
- Principal's Portal updates (p.4)
- New Grant Registration System (p.4)
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- Coming Soon
  - Additional Unified Enrollment Programs and New School Search Tool (p.5)
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### Dashboards

- More than a Meal (p.6)
- Student Support and Progress Team (SSPT) Subject Area and District Monitoring Reports (p.7)
- Access, Equity and Acceleration (AEA) (p.7)
- Special Education (p.8)
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The following pages provide details about each of these applications and dashboards.

The Information Technology Division has a far-reaching team of support technicians to assist schools with the smooth operation of their technology. Schools can request support through our online ticketing system, via chat, or by calling the IT Helpdesk (213-241-5200). For more information and helpful details point your browser to <http://helpdesk.lausd.net>. Staff at schools can get help from your assigned technicians or by contacting your Local District IT Liaison (see *ITD Technical Support* section below).

The last page of this document (p.9) provides a list of resources for obtaining technical support.

### Parent Portal Registration using PIN codes

<https://parentportal.lausd.net>



Parent Portal is simplifying and improving security for the parent registration process. A new PIN code will be mailed home that will improve security and make it easier to connect parents to their child(ren).

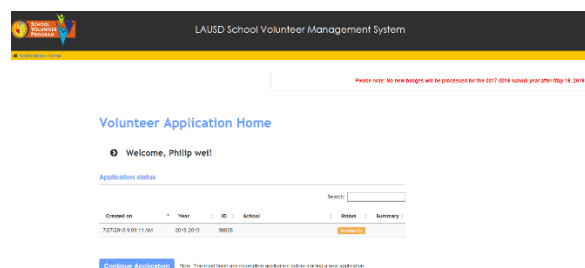
- New PIN codes will be mailed home on 9/28/2018
- New PIN codes will improve the student association process in Parent Portal
- Parents will receive a PIN code for each student
- Parents need only provide Student ID, Date of Birth and PIN code to add students to their Parent Portal account
- Existing users will need to verify their access with the new PIN code but will be provided a short grace period



# INFORMATION TECHNOLOGY DIVISION

## Volunteer Application

<https://volunteerapp.lausd.net>



The District's redesigned volunteer application is mobile friendly with better workflow to make it easier to complete and submit an online volunteer application. Benefits include:

- Ability to review and manage volunteer application through the dashboard
- Five easy steps to complete volunteer applications online
- Reuse same parent profiles from previous year to apply to volunteer at different schools
- Easier management of parent volunteers by school administrators through the enhanced dashboard.

## Merge of Parent Accounts for Apply LAUSD, Volunteer System, and Parent Portal

<https://parentportal.lausd.net>

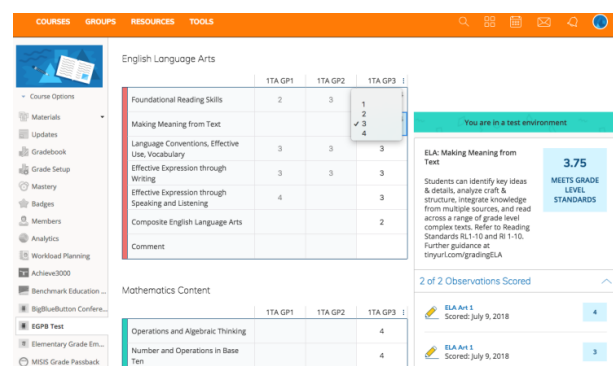


Parent accounts for Apply LAUSD, the Volunteer System, and Parent Portal have been merged to provide parents with a single account to access parent-related applications. Some parents may be required to reset their current account password. Benefits include:

- A single account to access all District parent-related systems
- Fewer passwords to remember
- Improved security

## New Elementary Grade Passback in Schoology

<https://lms.lausd.net/>



Elementary Grade Passback (EGP) is a custom application being developed and piloted within Schoology that will be used by teachers to tabulate marks recorded in the Schoology gradebook and submitted to MiSiS. New features include:

- A custom LAUSD elementary grade passback screen in Schoology for all MiSiS classes
- Gradebook functionality to tabulate marks for each report card element based on gradebook entries and custom tagging
- Ability to override tabulated marks and include report card comments
- MiSiS integration to transmit marks for all report card elements for each student in the class per reporting period



# INFORMATION TECHNOLOGY DIVISION

## Welligent Updates

<https://welligent.lausd.net/>

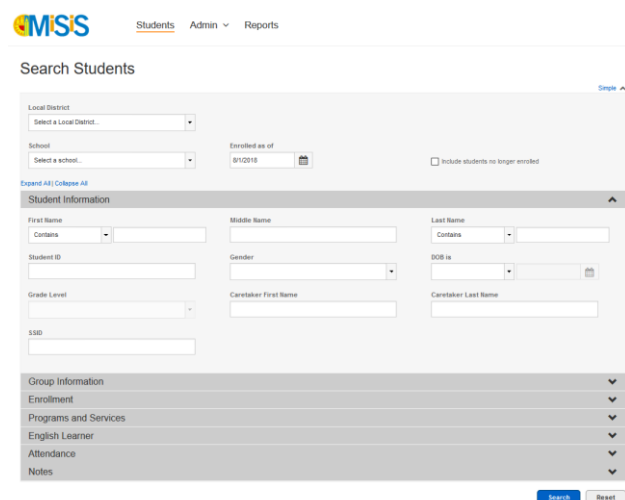


Welligent, an application for tracking Individualized Education Program (IEP) and related services, was upgraded to Version 8, providing enhanced performance as well as a new look and feel. Users have a more intuitive experience with new navigation, alphabetical topics and services, and a new color scheme. Further system enhancements streamlined user experience and eliminated manual documentation with manual entry error reduction:

- Optimize Individualized Education Program (IEP) – users can use mobile computing devices to document and easily access IEP modules and timelines.
- Goal Bank – provides a set of standard goals for the student and allows use of a drop-down list for easier data entry
- E-Signature – enables electronic capture Page 11 of the IEP participant's signature
- Auto Assign Assessment – automatically assigns assessors to an assessment providing notification and timelines

## MiSiS Updates

<https://misis.lausd.net>



MiSiS updates for the 2018-2019 school year include:

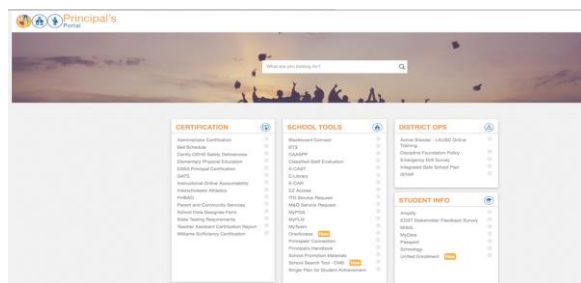
- **English Learner** – ELPAC test results will be loaded to MiSiS, the ELPAC Student Tracker screen has been updated to include Initial ELPAC students, and the new ELPAC Coding Roster (previously named CELDT Coding Roster) will include ELPAC test scores
- **Scheduling** – A new rule to determine LTEL students has been implemented in the Potential Conflict Matrix, Student Missing Requests, Student Request Scheduled, Student Course Request Summary, Counseling Planning Sheet, Course Request and Mass Request Editor; new periods C1-C0 and 1C-5C are now available for all secondary schools to support concurrent college enrollment
- **Student Support** – The Social Adjustment Report now includes SSPT Interventions, Contact Log, Counseling Communications, Academic interventions, interventions, Referrals and SSPT Referrals entries for students who are no longer enrolled
- **GATE** –The GATE Referral screen fields has been reorganized with additional validation for easier data entry; fields to be completed by school GATE Coordinator are now grouped together
- **Enrollment** – Unaccompanied Minor screen has been removed from the Enrollment screen
- **No Show Process** – No Show students will be withdrawn with an L8 Whereabouts Unknown and reason code 81 No Show to allow accurate reporting of No Show students to CALPADS



# INFORMATION TECHNOLOGY DIVISION

## Enhancements to Principal's Portal

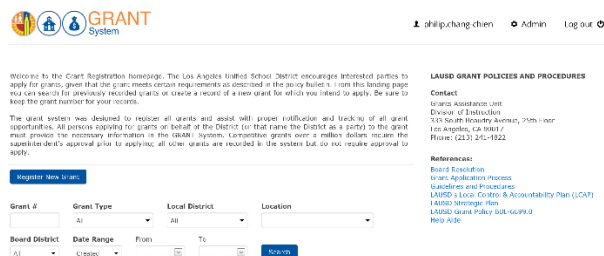
<https://principalportal.lausd.net>



The Principal's Portal was updated to provide principals with a user-friendly look and feel and mobile device compatibility with more useful links to provide a one stop shop for school administrators to access all required certifications and tools.

## New Grant Registration System

<https://grantsapp.lausd.net>



The Grant Registration System enables proper notification and tracking of all grant opportunities for LAUSD. All persons applying for grants on behalf of the District (or that name the District as a party) to the grant must provide the necessary information in the GRANT System.

From the landing page you can search for previously recorded grants or create a record of a new grant for which you intend to apply. Be sure to keep the grant number for your records.

## Redesigned Single Sign-On Password Management System

<https://sso.lausd.net>



The password management application has been redesigned to make it easier for employees and non-employees to maintain their District-issued Single Sign-On (SSO) account and to enhance computer security. Some of the benefits include:

- No longer required to change your password every 6 months
- No more “must include” character requirements – use any characters you want (excluding reserve characters)
- View status of password compliance as you type
- See your password's strength with a graphical strength meter
- Password must be 12 characters long



# INFORMATION TECHNOLOGY DIVISION

## Additional Unified Enrollment Programs and New School Search Tool (Coming Soon)

[https:// goto.lausd.net/](https://goto.lausd.net/)



In addition to applying online for magnet schools, dual language/bilingual programs, conservatory of fine arts, zones of choice, inter-district permits, and K-12 open enrollment, this fall parents will also be able to submit applications online through Apply.lausd.net for the following programs:

- School for Advanced Studies schools
- Admission Criteria Schools

The new School Search Tool, available to parents starting September 2018, gives parents the capability to find the best matching schools that meet their child's individual needs. Below are some of the features:

- Search by name or distance from an address
- Search by programs offered at each school site
- Individualized profile for each school featuring available programs and demographic information
- Side-by-Side comparison with other schools
- Ability to tag schools as favorites to be selected on Apply.lausd.net when submitting an application for their child

## New Open Data Dashboard (Coming September 2018)

<https://opendata.lausd.net/>



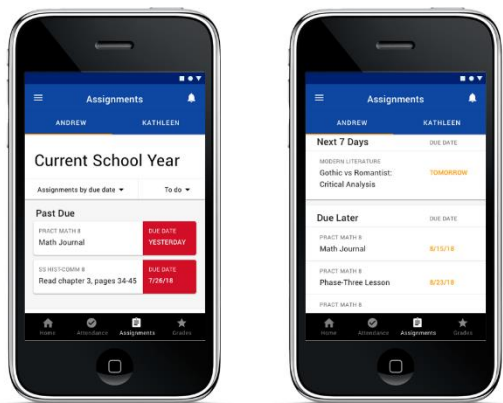
The District's new Open Data allows parents and community members to view, download, and interact with District and School performance data. Benefits include:

- Increases openness and transparency
- Centralizes L.A. Unified data
- Increases parent and community engagement
- Increases participation in decision-making



# INFORMATION TECHNOLOGY DIVISION

## New LAUSD Mobile App for Families (Coming Soon)



A one-stop-shop mobile communication tool & portal for parents to instantly see their student's information in one place (phone, tablet or desktop).

- Anywhere/anytime 24/7 access in English and Spanish
- Instant access to grades, attendance, and assignments
- Find out what's going on at the school – Events, meetings, after-school events, volunteer opportunities, emergencies

## SAP Updates (Coming September 2018)

<https://bts.lausd.net/> and <https://ess.lausd.net>

Eligibles, Interviews, & Offers

Classified Eligible for Classified

Job Code: 22100001 PLANT MANAGER

Search: [Reset]

Eligibility list generated from 08/03/2018 valid until 08/03/2018. Candidates who are no longer available are marked below. If less than 3 results of candidates are still available, you may delete this snapshot and re-run the list.

Total 4 Records

View	First Name	Last Name	Birth Date	Not Available	Eligible Position	Eligible Title	Percent	Percent	Current Job Code	Current Title	Current Job Code
1	John	Smith	1/1/1960		Plant Manager - Forest	22100001	100.00%	100.00%	22100001	PLANT MANAGER	22100001
2	John	Smith	1/1/1960		Plant Manager - Forest	22100001	100.00%	100.00%	22100001	PLANT MANAGER	22100001
3	John	Smith	1/1/1960		Plant Manager - Forest	22100001	100.00%	100.00%	22100001	PLANT MANAGER	22100001
4	John	Smith	1/1/1960		Plant Manager - Forest	22100001	100.00%	100.00%	22100001	PLANT MANAGER	22100001

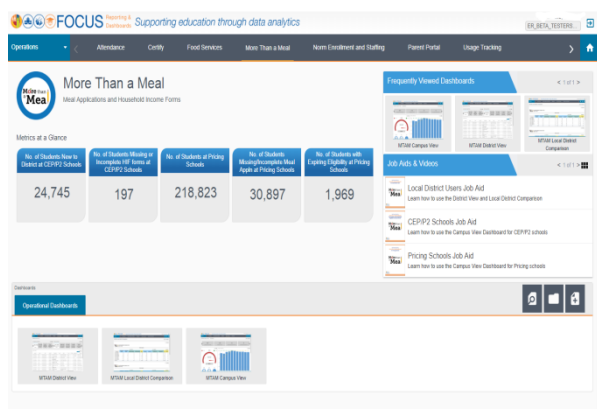
Job Code: 22100001 (Plant Manager) (Current Position)

Principal Self Service will automate the process of hiring classified positions in addition to certificated positions. School principals will be able to view candidates, eligibility lists, and submit request to hire for both classified and certificated positions.

All employees will be able to view their vacation balance in Employee Self Service (<https://ess.lausd.net>).

## More Than A Meal (MTAM) Dashboards

<https://focus.lausd.net/>



More Than a Meal (MTAM) Dashboards track Meal Application and Household Income Form submissions. The dashboards provide a daily snapshot of a Local District's progress toward meeting the target. Using the dashboards to monitor and manage the Local District's More Than a Meal campaign performance supports the District's goal of maximizing funding for economically disadvantaged students.

MTAM dashboards were enhanced to include Early Education Student information. This will increase the percentage of household income forms and meal applications to maximize reimbursements for free and reduced lunches.





# INFORMATION TECHNOLOGY DIVISION

## Student Support and Progress Team (SSPT) Subject Area and District Monitoring Reports

<https://focus.lausd.net/>



The SSPT works to ensure student needs are addressed and provides a method to evaluate the effectiveness of school-wide Tier I systems and practices, including instruction and Positive Behavior Intervention Supports (PBIS). Analytics are needed to effectively track programs and integrate data with other areas of LAUSD.

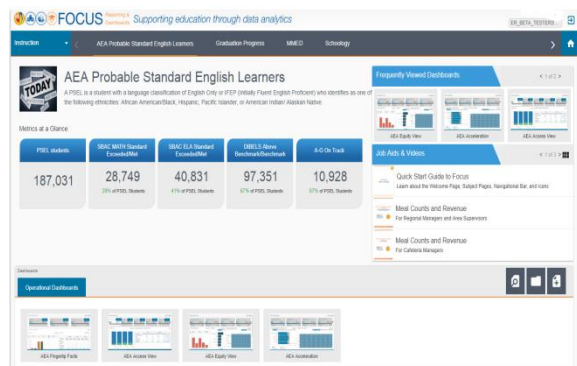
The SSPT offers a systematic approach to close opportunity and achievement disparities among student subgroups by building on existing services that respond effectively to unique student needs using a whole child approach. SSPT functionality was added to MiSiS recently, however analytic data is needed to determine how many students have a SSPT and how well the program is working.

Benefits of the new reports include:

- Ability to monitor effectiveness of SSPT teams
- Ability to assess student outcomes

## Access, Equity and Acceleration (AEA) Dashboards

<https://focus.lausd.net/>



Access, Equity, and Acceleration (AEA) is a program to monitor Standard English Learners (SELs) for African American Black, Hispanic, American Indian, and Pacific Islander students who are either English Only (EOs) or Initial Fluent English Proficient (IFEPs). The new dashboard allows the District to:

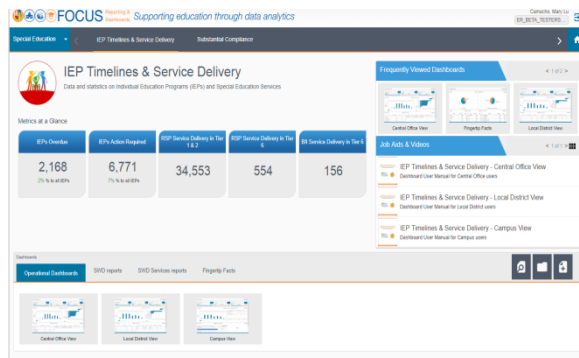
- Measure a variety of metrics to support culturally and linguistically responsive education
- Monitor AEA metrics for SEL students by language classification and ethnicity
- Compare PSEL population to LAUSD non-PSEL population



# INFORMATION TECHNOLOGY DIVISION

## Special Education Dashboards

<https://focus.lausd.net/>



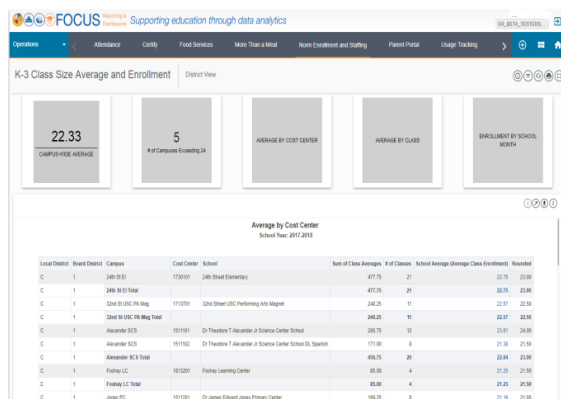
The IEP (Individualized Education Program) Timelines & Service Delivery Dashboard is the first of several planned special education dashboards. Central Office, Local Districts, and School Campus users can view data regarding Special Education students enrolled in the current school year and monitored in Welligent.

The Dashboards will support the Division of Special Education's Action Plan to address the needs of students with disabilities (SWD) and improve academic and behavioral outcomes by:

- Supporting implementation of a District-wide Multi-Tiered System of Supports to ensure students receive good first teaching and evidence-based interventions through a Student Support and Progress Team (SSPT) model
- Reducing disproportionate over-identification of English Learners receiving special education supports and services
- Reducing disproportionate over-identification of African-American SWD with Emotional Disturbance (ED) or Other Health Impaired (OHI) eligibilities and disproportionate suspensions of African-American SWD
- Increasing reclassification rates for Long-Term English Learners (LTEL) that are SWD
- Increasing the number of students exiting from special education where appropriate and in alignment with the IEP process

## K-3 Class Size Average Dashboard

<https://focus.lausd.net/>



The K-3 Class Size Average Dashboard helps schools view K-3 class enrollment counts and average class size to abide by the District class size policy for elementary schools.





# INFORMATION TECHNOLOGY DIVISION

## ITD Technical Support

The Information Technology Division has a far-reaching team of support technicians to assist schools with the smooth operation of their technology. Please review our Reference Guide for Technology Maintenance and Support (REF-1657.4) for detailed information on maintaining and obtaining technology support. Schools can request support through our online ticketing system, via chat, or by calling the IT Helpdesk (213-241-5200). For more information and helpful details point your browser to <http://helpdesk.lausd.net>.

### ITD Technicians

Every school is assigned a technician that visits the campus biweekly to resolve any routine technical issues, check for site readiness (e.g., for first day of school or for testing season), and perform any needed updates on computers. Usually the technician will do a general scan through the Main Office, Parent Center, and Cafeteria and address any problems found, or will investigate and resolve issues that the school staff bring to their attention. Specialized technicians that support complex computer and application problems, telephones, PA/Intercoms, intrusion alarms, radios, and surveillance systems are also dispatched to provide service.

### Dedicated Onsite Technicians

Schools may choose to fund a dedicated site technician either part- or full-time to augment the biweekly support. Dedicated technicians can be useful for providing day-to-day support of a school's technology. More information on how to request a dedicated technician can be found in BUL-6827.0, Requesting Site-Funded Technology Support Policy.

### ITD Liaisons

ITD Liaisons are located at each Local District Office. They serve as the point person for Local District IT issue resolution and facilitate concerns through the IT Customer Services organization. The ITD Liaisons are available to work with principals and administrators to aid in the development and optimization of schools' technology plans. Their responsibilities include the following:

- Facilitate resolution of school site technology issues, technology strategy and technology implementation
- Serve as an escalation point for high priority issues for Schools and Local District leadership
- Perform trend analysis of tickets for regions and schools to optimize service delivery and issue resolution
- Survey and analyze open tickets to categorize and group common attributes on possible solutions to school site problems
- Perform analysis of school technology needs to assist in development and optimization of school site technology plans
- Represent ITD in Local District meetings
- Work with ITD Central Office to align instructional goals with ITD plans
- Run reports to track outcomes as they relate to IT Helpdesk service requests
- Collaborate with the IT Helpdesk on documentation and guides for users
- Compile "open issues" data for IT Leadership
- Identify high priority areas to escalate to ITD leadership for resolution
- Design, develop, and prepare IT Helpdesk issues reports for Local District management for distribution to management

### Our Liaisons

Name	Local District	Email Address	Phone Number
Phillip Lucero	Northeast	phillip.lucero@lausd.net	(323) 219-9772
Jacqueline Samuels	Northwest	jacqueline.samuels@lausd.net	(213) 407-8921
Marvin Nuñez	East	marvin.nunez@lausd.net	(213) 444-8869
Patrick Hume-Dawson	South	patrick.humedawson@lausd.net	(323) 371-9347
Tom Castillo	Central	tom.castillo@lausd.net	(213) 545-4283
Jamie Campbell	West	jamie.campbell@lausd.net	(323) 376-9635