

PURPOSE

This job aid provides instructions on adding **instructional aides** to **Transitional Kindergarten (TK)** and **Expanded Transitional Kindergarten (ETK)** sections in the **Sections Editor** screen for elementary schools.

WHO CAN PERFORM THE TASK(S)?

Users with the **Scheduling Administrator** role can perform the task.

BEFORE YOU GET STARTED

• Identify the TK and ETK teacher(s)/course section(s) that require an instructional aide to be added. An instructional aide should be added to any General Education classroom containing any TK or TE students in order to be compliant with the following Adult-to-student ratios: 1:10 for classes with at least 1 TE student, and 1:12 for classes with at least 1 TK student. This does not apply to Special Day classes.

LOG IN

- 1. Log in to MiSiS at <u>http://misis.lausd.net/start</u>, using your single sign-on (SSO).
- 2. Select the correct user role from the landing page.

MENU PATH

Admin > Master Scheduling > Sections Editor

REMINDERS

• Update the term as needed (Example: 2023-2024 Elementary – Single Track A)

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PROCEDURE

Step 1 From the **Sections Editor** screen, identify the TK or ETK course section(s) that require an instructional aide to be added.

Click on the **Edit Section Attributes** icon marked with a plus sign "+" to open the **Add/Edit Section Attributes** window.

Section	ns Editor				
Sections	se Name or Number	Teacher 🗘 🗸		Sort By	• Desc ()
+ New Sec	tion + Add Off-Si	te Section		0	Delete
ው	110190.26 Rm: K2	GRADE TK	08/14/2023-06/11/2024	1	
ው	110190.27 Rm: K4	GRADE TK	08/14/2023 - 06/11/2024	Size: 5/24	Period: 1 Enr: 5/24 + 🖒 🔟
ው	110102.14 Rm: K3	GRADE EXPAN TK	08/14/2023 - 06/11/2024	Size: 1/16	Period: 1 Enr: 1/16 + C 🗊

Step 2 Complete the fields below as follows:

Additional TK Support – select an employee name from the dropdown list.
Employee Number – populates automatically based on the selected employee name.
Date Assigned – defaults to the current date, update it for a past or future date as necessary.

• When editing the **Additional TK Support** field with another employee, the system will not allow the date in the **Date Assigned** field to overlap with the prior employee's assigned date.

Complete the rest of the fields as necessary.

Step 3 Click the Save button.

Additional Educator Role	Additional Educator Name	Additional TK Support	loyee Number	Date Assigned	1000001
Please select V	Please Select 🗸 🗸	Please Select V	3	03/27/2023	8
Master Plan Program	Language of Instruction	English Learner Service	Daily Hours	Learning Community	
Please select 🗸 🗸	Please select V	Please select V	00:00	Please select	\sim
Special Day Program	Location				
Special Day Program 🗸 🗸	Please select V				
RSP	GATE	Cor	e		
Exclude Attendance	Exclude Grades				

*Follow the steps in the next segment if a paraprofessional's name is not listed in the dropdown list.

MiSiS – Elementary Scheduling

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ADDING PARAPROFESSIONAL NAME TO DROPDOWN

MENU PATH

Admin > Staff Information

Step 1 From the **Staff List**, find the staff name you want to add to the **Additional Educator Name** dropdown and click on their name.

Staff List		
School: Elementary	•	
Last Name	First Name	Middle Name
2		
nan		
Barino	Brittneyej	
iby		

Step 2 Scroll down to Additional Assignment Details and click on Add new record.

Additional Assignment	Additional Assignment Details					
+ Add new record						
Title Role	Job Title	Date From	Date To	Language Support		
No records to display.						

Step 3 From the **Add Staff Additional Assignment Details** popup, click in the **Title Role** dropdown field and select **Paraprofessional**.

Step 4 Click on Save.

Staff Information		3			
Employee Number:	0 32		* Title Role:	Paraprofessional	-
Job Title:			Language Support:	- Please Select -	•
First Name:	Brittneyej		Number of Years at School:		
Last Name:	Barino		Number of Years at LAUSD:		
Date From:			Number of Years in Education:		
Date To:			Hours Worked per Month:		

Once the record is saved, return to the Sections Editor screen, and follow steps 1-3 above.

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