



## 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 <http://misis.lausd.net/start>, using your single sign-on (SSO).
2. Select the correct user role from the landing page.

## MENU PATH

**Admin > Master Scheduling > Sections Editor**

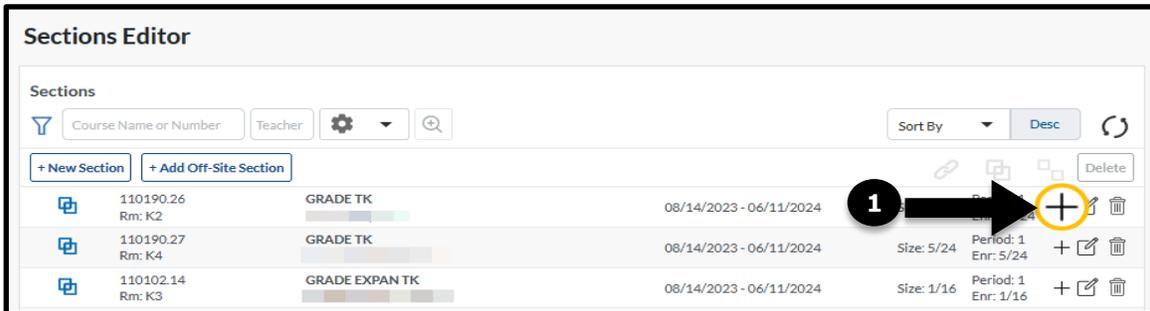
## REMINDERS

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

## 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.



**Step 2** Complete the fields below as follows:

**Additional TK Support** – select an employee name from the dropdown list.

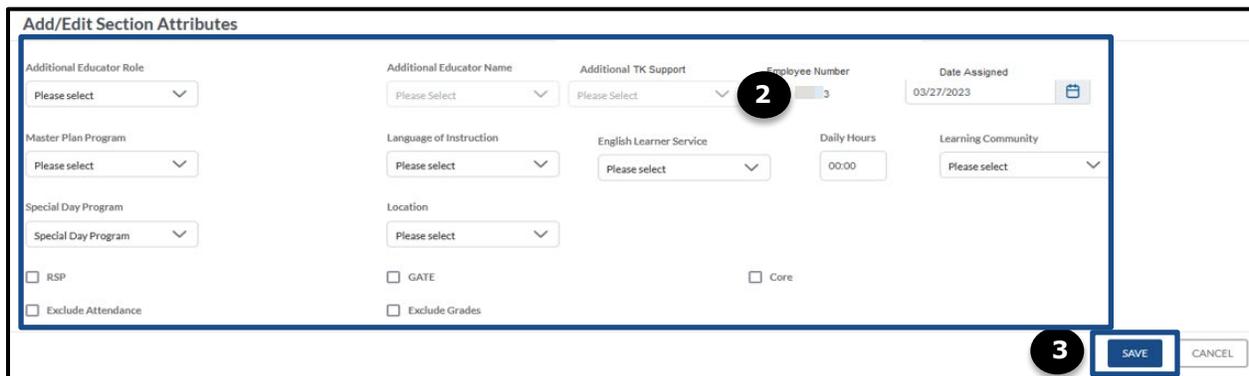
**Employee Number** – populates automatically based on the selected employee name.

**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.



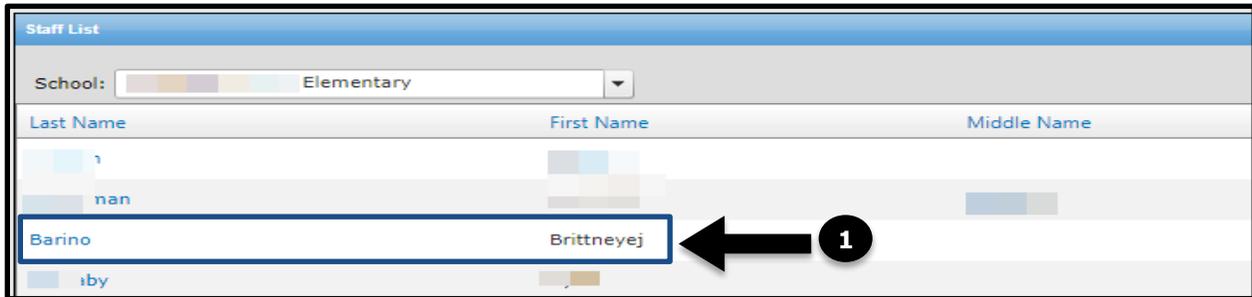
\*Follow the steps in the next segment if a paraprofessional's name is not listed in the dropdown list.

## 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.

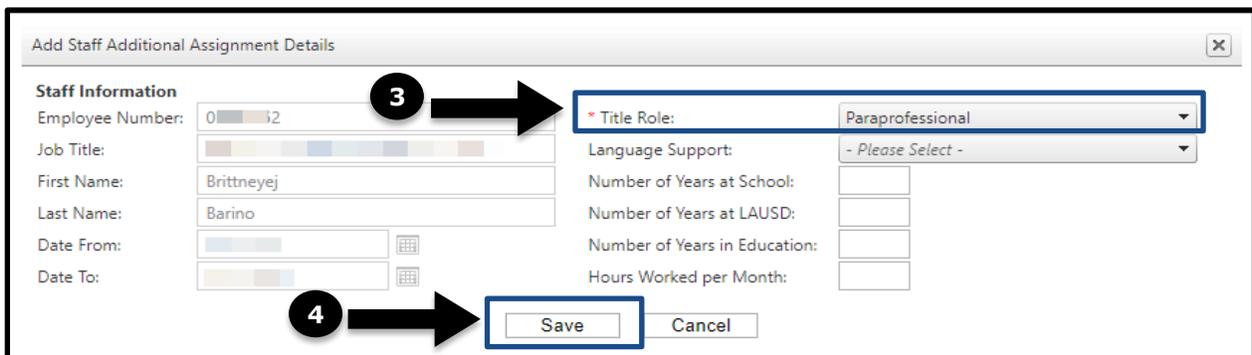


**Step 2** Scroll down to **Additional Assignment Details** and click on **Add new record**.



**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**.



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