

This job aid is designed to provide users with the process to perform the following tasks:

- Create a section type to identify Independent Study class sections
- Create a class section for Independent Study and identify the section attribute
- Assign a student to an Independent Study class section

Users with the **Principal** and **Scheduling Administrator** roles will be able to perform the tasks outlined in this document. The job aid was created using the **Scheduling Administrator** role.

Step 1 Log into MiSiS with the following URL: <u>http://misis.lausd.net/start</u>, from your internet browser, using your single sign-on (SSO) user ID and password.



Step 2 Select the correct **user role** from the landing page, as required (Example: Scheduling Administrator).

| Hello tosha | .davis, please login wit | h one of the roles below, or click here to [Sign Out] | ut] | | |
|--------------------|----------------------------|---|-----|--------|----------------|
| Select | User Role | School | | Status | Access Type |
| | T | 107TH | T | | |
| Select | Summer School Counselor | 107TH STREET ELEMENTARY | | Active | Read/Write |
| Select | Office Manager | 107TH STREET ELEMENTARY | | Active | Read/Write |
| Select | Scheduling Administrator | 107TH STREET ELEMENTARY | | Active | Read/Write |
| Select | Teacher | 107TH STREET ELEMENTARY | | Active | Read/Write |
| Select | Principal | 107TH STREET ELEMENTARY | | Active | Read/Write |
| Select | Counselor | 107TH STREET ELEMENTARY | | Active | Read/Write |

- Students
 Admin
 Support
 AVALON VEASEY [59:40]

 Manage Course Sections
 Manage Group

 Master Scheduling
 MiSiS Explorer

 School Staff
- Step 3 Hover over the Admin menu tab and select Master Scheduling.



Create Independent Study Section Type

Step 4 Select Section Types

| | Load New Schedule | Buil |
|---|-----------------------------------|------|
| | 107TH STREET ELEMENTARY | То |
| | 2014-2015 Elementary - Single ' 🗸 | Pe |
| | 2014-2015 Pre-committed Scen 🚽 | Sc |
| | | |
| | Scheduling Home | |
| | Periods | |
| | School Courses | |
| | School Spaces | |
| 4 | Section Types | Con |
| - | Scenario Manager | To |
| | Walk In | |

Step 5 Click the Add new record button.

| + Add new record | | |
|---------------------------|-------------------|-----------------|
| Section Type | 5 Section Code | |
| No section types defined. | | |
| | Page size: 10 - | 0 items in 1 na |

Step 6a Enter the section type and the section code. In this example, Independent Study and IS were entered, respectively.

Step 6b Click the Save button.

| Ξ | dit Section Types | | | | |
|---|-------------------|--------------------------------|-------------------|--------|--------------------|
| | + Add new record | | | | |
| | Section Type | | Section (| lode | |
| | | Section Type: Section Code: | Independent Study | | 6 a |
| | 6b | | Save | Cancel | |
| | | Page size: 10 | D 🗸 | |) items in 1 pages |



Create Independent Study Class Section and Apply Section Attribute

Step 7 Select Sections Editor.



Step 8 Click the + New Section button.

| 8 | Sections Editor Sections Course or # + New Section + Add | urse or # Teacher | e Link | Sort by * asc Combine Separate |
|---|--|---------------------------------------|-----------------------|--|
| | 110111.1 Rm: (None) | GRADE 1 UNFILLED POSITION 25, 5857 | 08/12/2014-06/04/2015 | Period: 1 A Size: 3/176 |
| | 110122.1 Rm: (None) | GRADE 2 UNFILLED POSITION 25, 5857 | 08/12/2014-06/04/2015 | Period: 1 Size: 7/172 |
| | 110133.1 Rm: (None) | GRADE 3 UNFILLED POSITION 25, 5857 | 08/12/2014-06/04/2015 | Period: 1 Size: 13/169 |
| | 110144.1 Rm: (None) | GRADE 4 UNFILLED POSITION 25, 5857 | 08/12/2014-06/04/2015 | Period: 1 Size: 4/148 |



My Integrated Student Information System

Step 9a Enter the **section details** for the independent study course. A completed sample is shown below.

Step 9b Click the Save button.

| Section details | 9a | × |
|------------------|-------------------|--|
| Number: | N/A | |
| Course: | GRADE 5 (110155) | ٥ |
| Section Type: | Independent Study | Be sure to use the Independent Study section type to differentiate |
| Teacher: | BUELLER, FERRIS | between other class sections. |
| Room: | IS | Φ |
| Period: | 1 | • |
| Spanned Periods: | 1 | |
| Capacity: | 10 | |
| Start Date: | 08/12/2014 | |
| End Date: | 06/04/2015 | |
| | | |
| | | 9b Save Cancel |

Step 10 Click the Edit Section Attributes button.

| Sections Editor | | |
|---|-----------------------|-------------------|
| Sections | ₩ * ,© | Sort by 👻 asc |
| + New Section + Add Off-Site Section | 2 Link | @Combine Separate |
| 110155.8 GRADE 5-IS Rm: IS BUELLER, FERRIS | 08/12/2014-06/04/2015 | + / 8 |

Step 11a Check the Independent Study check box.

Step 11b Click the Save button.

| Add Section Attributes | 6 | 3 |
|---------------------------|--------------------------|---|
| Section: 110155.8 | | |
| Additional Educator Role: | Additional Educator Role | I |
| Additional Educator Name: | Additional Educator Name | I |
| Daily Hours: | | I |
| SLC/Magnet: | SLC/Magnet | I |
| Master Plan Program: | Master Plan Program | |
| Language of Instruction: | Language of instruction | |
| Special Day Program: | Special Ed | |
| English Learner Service: | English Learner Service | I |
| RSP: | | I |
| GATE: | | I |
| Core: | | I |
| Exclude Attendance: | | |
| Exclude Grades: | | |
| Independent Study: | 11 | а |
| Save Cancel | | 1 |



Assign Student to Independent Study Class Section

Step 12 Select Walk In.

| | Load New Schedule |
|-------|-----------------------------------|
| | 107TH STREET ELEMENTARY |
| | 2014-2015 Elementary - Single ' 🗸 |
| | 2014-2015 Pre-committed Scen 👻 |
| | |
| | Scheduling Home |
| | Periods |
| | School Courses |
| | School Spaces |
| | Section Types |
| | Scenario Manager |
| | Walk In |
| r i i | Sections Editor |

Step 13 To filter for a specific student, type in the student ID or the name. In this example, helsing was entered.

| Walk In Scheduler | | |
|--|--|--------------------|
| Students | Student Schedule for HELSING, VAN | ! Mark as Reviewed |
| ρ _▼ Student ID helsing φ : | Courses • Teachers • Subject Codes #* · • Date: 08/26/2014 · | Report |
| Name Student ID Grade SPED Sections Location | Number Section Room Start Date End Date Teacher | 1 |
| HELSING, VAN 070704M123 05 1 5857 | 110155.2 GRADE 5 12 06/15/2014 06/04/2015 ESCALANTE, JAIME | |
| | No sections. | |

Step 14 Click on the **Teacher** drop down list and select the educator assigned to independent study. In this example, **Ferris Bueller** was selected.

| Student Schedule for | | | ! Mark as Reviewed |
|----------------------|------------------------------|---------------------------------------|--------------------|
| Courses 0 | 1 selected 🔹 📔 Subject Codes | • 🐲 🔬 Date: 08/26/2014 🛢 | |
| Number Sec | Filter: Enter keywords | tart Date End Date Teacher | 1 |
| 110155.2 GRA | ✓Check all XUncheck all | 8/15/2014 06/04/2015 HORSHACK, ARNOLD | |
| 110155.8 GR/ | BUELLER, FERRIS | 3/12/2014 06/04/2015 BUELLER, FERRIS | |
| 14 | HORSHACK, ARNOLD | | |



Step 15 Click on the solid green square to select Bueller's class section.

| Student Sche | dule for HELSING, VAN | * Mark as Re | viewed |
|--------------|-----------------------|---|-----------------|
| Courses | 1 selected | | |
| Number | Section | Room Start Date End Date Teacher | 1 |
| 110155.2 | GRADE 5 | 12 08/15/2014 06/04/2015 HORSHACK, ARNOLD | |
| 110155.8 | GRADE 5-IS | IS 08/12/2014 06/04/2015 BUELLER, FERRIS | |
| | | Hover over the solid green square to view fille seats and max capacity - click the sqaure to sel | d ect. (0/10 |

The effective dates of the section change will display on the screen. In this example, the hollow gray square indicates that former class section now has an end date. The section with the hollow green square indicates the new independent study class section – the effective date is highlighted in blue.

Step 16 Click the Submit button to save the changes.

| Student Schedule for HELSING, VAN | | | | | | | | |
|-----------------------------------|------------------|---------------|-------------------------|------------|-------------------|-------|--|--|
| Courses | 0 1 selected 0 | Subject Codes | 5 0 - 82 ^m | <u> </u> | ate: 08/26/2014 🔳 | 16 | | |
| Number | Section | Room | Start Date | End Date | Teacher | 1 | | |
| 110155.2 | GRADE 5 | 12 | 08/15/2014 | 08/25/2014 | HORSHACK, ARNOLD | 0 🗆 🔺 | | |
| 110155.8 | GRADE 5-IS | IS | 08/26/2014 | 06/04/2015 | BUELLER, FERRIS | 0 🗖 👻 | | |
| | | | | | | | | |
| 110155.8 | GRADE 5-IS | IS | 08/12/2014 | 06/04/2015 | BUELLER, FERRIS | | | |

The student's schedule is updated to reflect the new class assignment.

| Courses Teachers Subject Codes #** 2 Date: 08/26/2014 B Report Number Section Room Start Date End Date Teacher 1 110155.8 GRADE 5 IS 08/15/2014 06/04/2015 BUELLER, FERRIS I | Student Sched | * Mark as R | eviewed | |
|--|---------------|-------------|---|---|
| Number Section Room Start Date End Date Teacher 1 110155.8 GRADE 5 IS 08/15/2014 06/04/2015 BUELLER, FERRIS II | Courses | Teachers | • Subject Codes • 🐲 🏖 Date: 08/26/2014 🗟 🖉 Report | |
| 110155.8 GRADE 5 IS 08/15/2014 06/04/2015 BUELLER, FERRIS | Number | Section | Room Start Date End Date Teacher | 1 |
| | 110155.8 | GRADE 5 | IS 08/15/2014 06/04/2015 BUELLER, FERRIS | |