

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

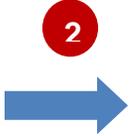
- Create a **section type** to identify Independent Study class sections
- Create a **class section** for Independent Study and identify the **section attribute**
- **Assign a student** to an Independent Study class section

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:
<http://misis.lausd.net/start>, from your internet browser,
 using your single sign-on (SSO) user ID and password.



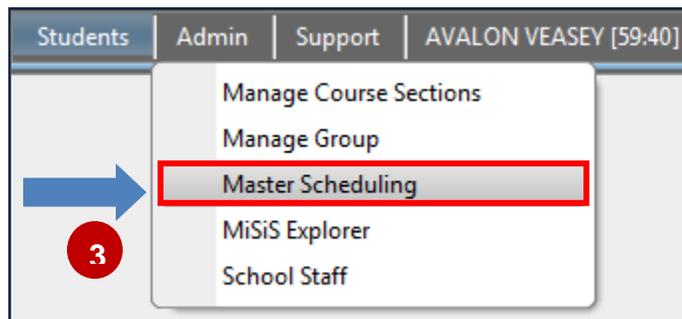
Step 2 Select the correct **user role** from the landing page, as required (Example: Scheduling Administrator).



Hello tosha.davis, please login with one of the roles below, or click here to [Sign Out]

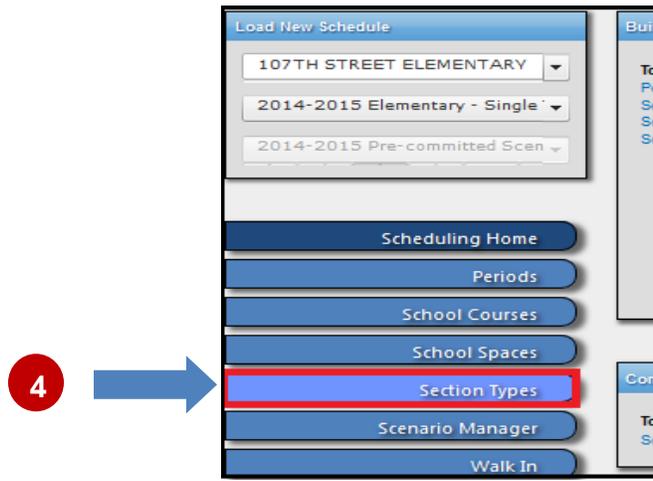
Select	User Role	School	Status	Access Type
		107TH		
Select	Summer School Counselor	107TH STREET ELEMENTARY	Active	Read/Write
Select	Office Manager	107TH STREET ELEMENTARY	Active	Read/Write
Select	Scheduling Administrator	107TH STREET ELEMENTARY	Active	Read/Write
Select	Teacher	107TH STREET ELEMENTARY	Active	Read/Write
Select	Principal	107TH STREET ELEMENTARY	Active	Read/Write
Select	Counselor	107TH STREET ELEMENTARY	Active	Read/Write

Step 3 Hover over the **Admin** menu tab and select **Master Scheduling**.

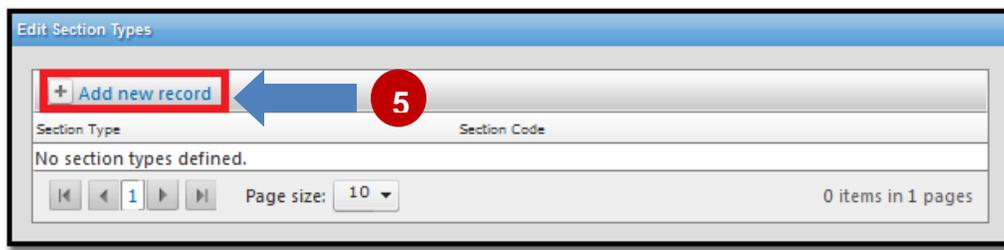


Create Independent Study Section Type

Step 4 Select Section Types

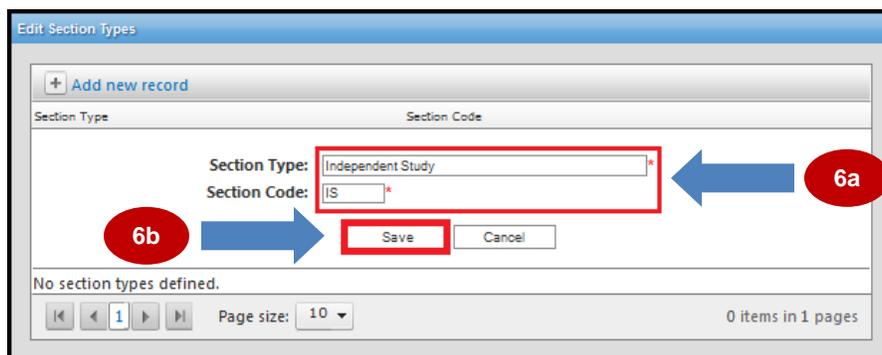


Step 5 Click the Add new record button.



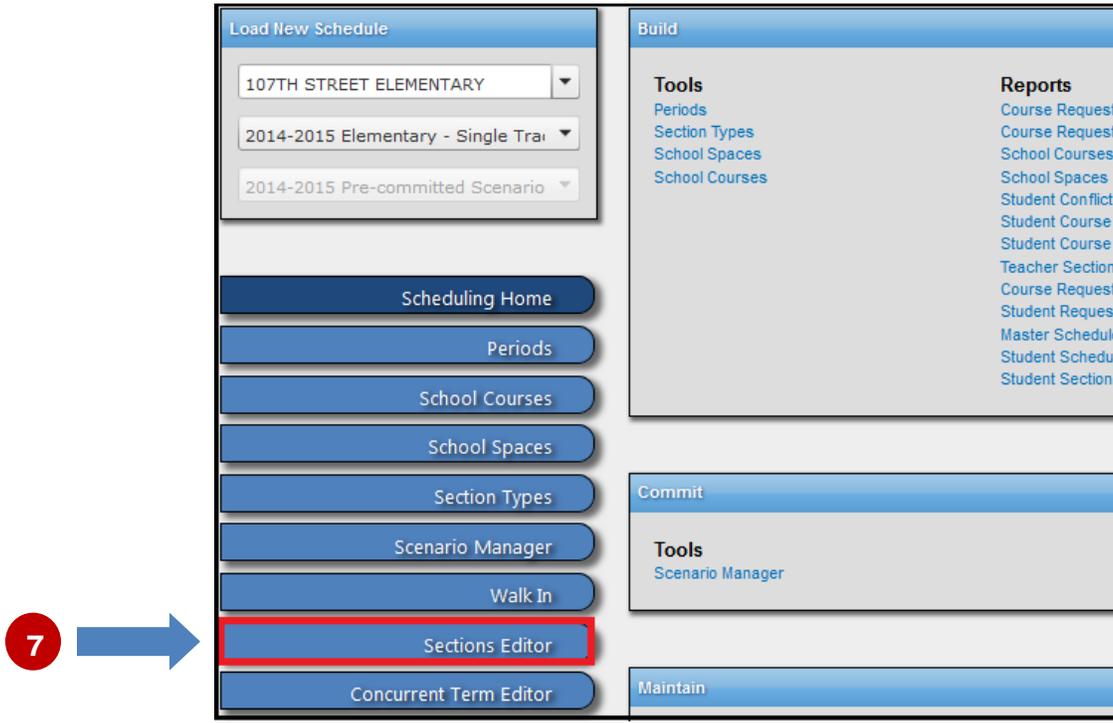
Step 6a Enter the section type and the section code. In this example, Independent Study and IS were entered, respectively.

Step 6b Click the Save button.



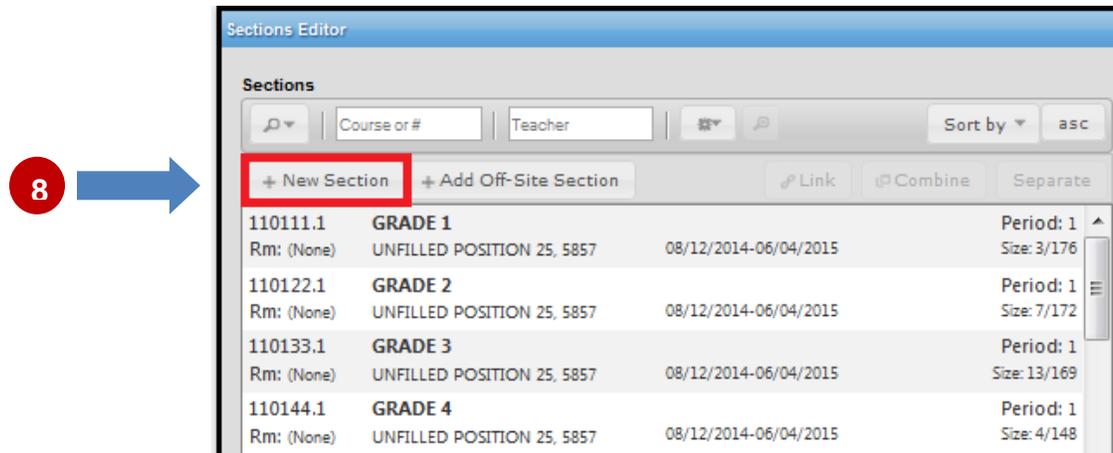
Create Independent Study Class Section and Apply Section Attribute

Step 7 Select Sections Editor.



The screenshot shows the 'Load New Schedule' section with dropdown menus for '107TH STREET ELEMENTARY', '2014-2015 Elementary - Single Trai', and '2014-2015 Pre-committed Scenario'. Below these are several navigation buttons: 'Scheduling Home', 'Periods', 'School Courses', 'School Spaces', 'Section Types', 'Scenario Manager', 'Walk In', 'Sections Editor' (highlighted with a red box and a blue arrow from a red circle with the number 7), and 'Concurrent Term Editor'. To the right, there are 'Build', 'Commit', and 'Maintain' sections, each containing various tool and report links.

Step 8 Click the + New Section button.



The screenshot shows the 'Sections Editor' window with a search bar and a table of sections. The '+ New Section' button is highlighted with a red box and a blue arrow from a red circle with the number 8. The table contains the following data:

Course or #	Teacher	Start Date	End Date	Period	Size
110111.1	GRADE 1	08/12/2014	06/04/2015	1	3/176
110122.1	GRADE 2	08/12/2014	06/04/2015	1	7/172
110133.1	GRADE 3	08/12/2014	06/04/2015	1	13/169
110144.1	GRADE 4	08/12/2014	06/04/2015	1	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.

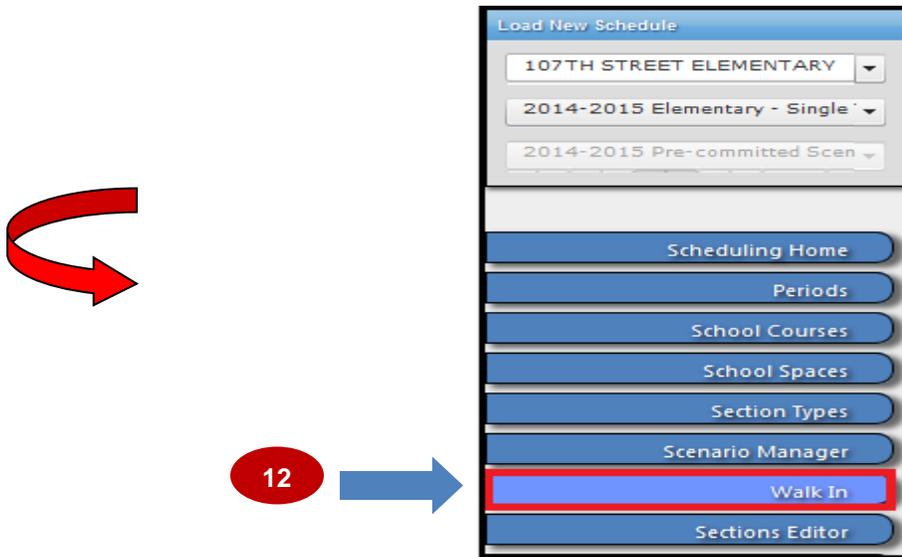
Step 10 Click the **Edit Section Attributes** button.

Step 11a Check the **Independent Study** check box.

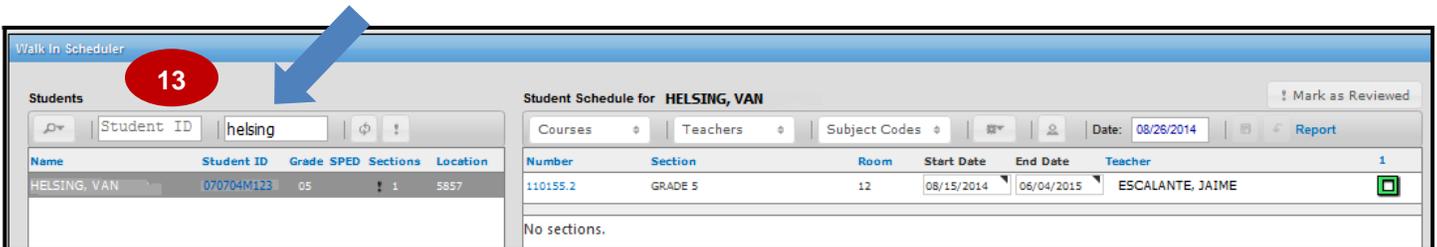
Step 11b Click the **Save** button.

Assign Student to Independent Study Class Section

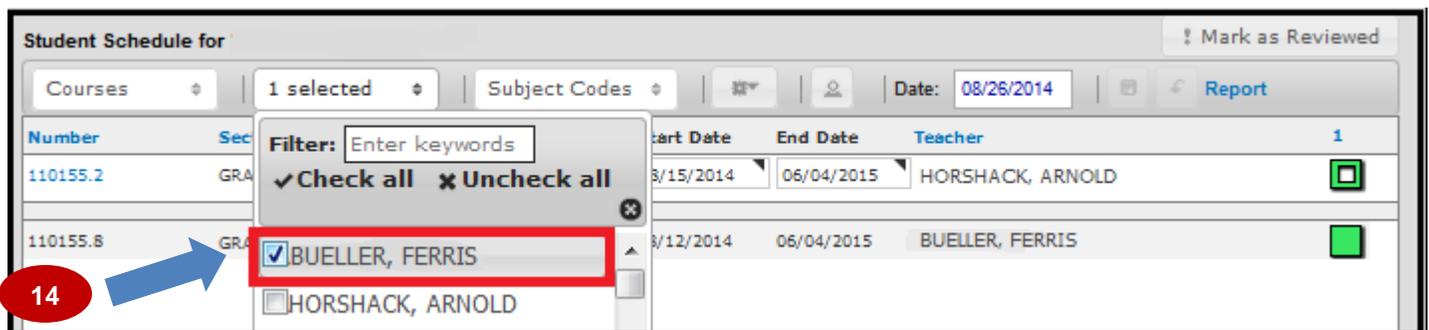
Step 12 Select Walk In.



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



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



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

Student Schedule for HELSING, VAN ! Mark as Reviewed

Courses | 1 selected | Subject Codes | Date: 08/26/2014 | Report

Number	Section	Room	Start Date	End Date	Teacher	
110155.2	GRADE 5	12	08/15/2014	06/04/2015	HORSHACK, ARNOLD	<input type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/12/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>

Hover over the solid green square to view filled seats and max capacity - click the square to select. (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 ! Mark as Reviewed

Courses | 1 selected | Subject Codes | Date: 08/26/2014 | Submit | Report

Number	Section	Room	Start Date	End Date	Teacher	
110155.2	GRADE 5	12	08/15/2014	08/25/2014	HORSHACK, ARNOLD	<input type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/26/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/12/2014	06/04/2015	BUELLER, FERRIS	<input type="checkbox"/>

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

Student Schedule for HELSING, VAN ! Mark as Reviewed

Courses | Teachers | Subject Codes | Date: 08/26/2014 | Report

Number	Section	Room	Start Date	End Date	Teacher	
110155.8	GRADE 5	IS	08/15/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>