

**Module:** LAUSD Elementary California Content Standards Progress Report Card: Module 3

**Audience:** Progress Report Focus Schools

**Level:** TK-5/6

**Content:** Professional Learning Module Three: Technology and MiSiS job aids

**Owner:** Elementary Progress Report Ad Hoc Committee

**Approximate** 45-60 minutes

**Time Frame:**

**LAUSD Division of Instruction:**

**Elementary California Content   
Standards Progress Report Card**

**Module 3, Technology and MiSiS**



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| Module Summary | |
| Display Slide 1 | **\*\*Introduce yourself (name, division, department)**  **Facilitator Says:**  If at any point you have any questions, please write them down on a post it note and place it on the parking lot. |
| Participants’ Learning/Performance Objectives | Module 3  Technology and MiSiS job aids   * To learn how to complete the progress report in MiSiS using the job aids. |
| Presenter’s Activities to Support this Learning |  |
| Tool and Materials  • Laptop  • Projector  • 3 x 3 Post It Notes  • PowerPoint  • Chart Paper for Parking Lot  • Feedback link: **http://tinyurl.com/NewProgressReportPD** | Handouts   1. PPT Slide Deck Handout 2. Teacher Progress Report Checklist/Script handout |
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| Notes:  • Approximate time for slide presentation: 1 minute  • Make a “Parking Lot” poster for questions and hang up on wall | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 2 | **Facilitator says:**  We have developed a series of modules to support you in piloting the new progress report. Today we will present Module 3, which focuses on Technology and MiSiS job aids. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 3 | **Facilitator says:**   This is your MiSiS entry grade window. You will notice that for every reporting period there is a range of dates, as well as parent conference dates. Please note that administrators can select dates within this range. Please check with your Principal about specific dates.   Please make sure you enter your grade information within the timeline. |  |
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| Notes:  • If there are issues that arise from MiSiS, have teachers call MiSiS Customer Support: (213) 241-5200 Option 5  • Approximate time for slide presentation: 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 4 | **Facilitator says:**  Our objectives for today are:   * To learn how to complete the progress report in MiSiS using the job aids. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 5 | **Facilitator says:**   This slide provides an opportunity for teachers to surface “what they are wondering about.”   1. Distribute a post-it note to each participant. Have them write down their response to the question on the slide. 2. Have a few participants share their wonderings. | * Post it Notes |
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| Notes: Approximate time for slide presentation: 3 minutes | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 6 | **Facilitator says:**  You may recall this slide from Module 1 and 2. It shows the “Process of Transition.” Take a moment and think back to Module 2. “Where were you in the process of transition during module 2?” “Where have you moved to now?” Take a minute and share with a partner. |  |
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| Notes: Approximate time for slide presentation: 1 to 2 minutes | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 7 | **(Distribute Handout)**  **Facilitator says:**  We are providing you with a teacher progress report checklist to help you keep track of important steps in the next few weeks. Included you will notice a parent conference script that you can use when conferencing with parents about the new progress report. We will also be providing you with a “blank progress report” to use with parents. Please do not print or use a new progress report from a student during the conference. We will email the blank progress reports for every grade level, TK, and programs to your Principal. He/she will then share those with you. | * Handout out-Teacher progress report checklist/script |
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| Notes: Approximate time for slide presentation: 3 minutes | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 8 | **Facilitator says:**  This slide displays the main topic that will be presented in the PPT.  The module slides will show several screens that visually show how to do several things pertaining to the new progress report in MiSiS. |  |
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| Notes: Approximate time for slide presentation: 15 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 9 | **Facilitator says:**  We will now take some time to learn more about the MiSiS screens that will support you in completing the new progress report. |  |
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| Notes:   This slide serves as a transition slide.  • Approximate time for slide presentation: 10 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 10 | * This slide provides an opportunity for participants to know the upcoming content of the MiSiS screens slides. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 11 | * This slide provides an opportunity for participants to learn about grades by class. * Have participants read the slide or have one participant read it out loud. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 12 | * This slide serves as a transition slide. This section will show the current grade recording process using MiSiS. |  |
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| Notes: Approximate time for slide presentation: 10 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 13 | **Facilitator says:**  This screen shows what you will see after you have logged in to MiSiS. Start by going to the menu on the top right. You will click on **Admin**. A menu will open up and then you click on **Manage Grades by Class**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 14 | **Facilitator says:**  You will then see a new screen. **Enter the School Year**, **School**, and **Primary Educator**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 15 | **Facilitator says:**  On the next screen you will now enter **School Year** and **Term Code**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 16 | **Facilitator says:**  On the next screen you will select **View Grades** against the row that you intend to view or edit. So, for example, if you want to edit or view your Listening grades, you would click **View Grades** on that particular row. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 17 | **Facilitator says:**  On the next screen you will select the **Grading Period** you intend to edit grades for and then click on **Edit**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 18 | **Facilitator says:**  Now you can change the **grade(s)/comment(s)** against the row(s) that you intend to edit on the presented screen. Then click **Submit**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 19 | **Facilitator says:**  You can now verify the **grade(s)/comment(s**) that were edited. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 20 | **Facilitator says:**  This slide serves as a transition slide. This section will show the proposed grade recording process in MiSiS. |  |
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| Notes: Approximate time for slide presentation: 10 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 21 | **Facilitator says:**  Start by navigating to **Manage CA Content Standards Grades by Class** under **Admin** on the menu. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 22 | **Facilitator says:**  Select the parameters (**school, school year, teacher, grade level**) to indicate search criteria for class search and then hit **Search**. From the search results, click on the pencil icon alongside the class to be viewed/edited. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 23 | **Facilitator says:**  **Grades, comments and academic options** can be viewed on this screen for the chosen class. To make changes, the **edit mode** should be set to **on**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 24 | **Facilitator says:**  You can then make changes to **academic options, grades** and **comments** for the selected grading period. Changes will be recorded when the **submit** button is clicked at the bottom of the screen. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 25 | **Facilitator says:**  You will notice that changes recorded are now visible in the **view mode** as well. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 26 | **Facilitator says:**  This slide tells us the “what” and “why” for entering grades by student. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 27 | * This slide serves as a transition slide. This section will show the current grade recording process for Grades by Student in MiSiS. |  |
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| Notes: Approximate time for slide presentation: 10 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 28 | **Facilitator says:**  In the **student profile** navigation menu, navigate to **Grades** under **Academics**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 29 | **Facilitator says:**  You will then scroll down and click on **View Grades** at the bottom of the presented screen. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 30 | **Facilitator says:**  Scroll down and select **Grading Period** to be edited at the bottom of the screen and click on **Edit**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 31 | **Facilitator says:**  Select the **new grade/comment** to be awarded and scroll down to hit the **submit** button. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 32 | **Facilitator says:**  You can now verify the grade(s)/comment(s) that were edited have been updated correctly. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 33 | * This slide serves as a transition slide. This section will show the proposed grade recording process for Grades by Student in MiSiS. |  |
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| Notes: Approximate time for slide presentation: 10 seconds | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 34 | **Facilitator says:**  In the **student profile** navigation menu, navigate to **Grades CA Content Standards by Student** under **Academics**. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 35 | **Facilitator says:**  Set the Edit Mode to **ON**, select the **school year** and **grading period** and proceed to editing the grade(s)/comment(s) that need to be updated. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 36 | **Facilitator says:**  **Submit** changes by clicking on the button at the bottom of the screen and **confirming** the subsequently presented alert. |  |
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| Notes:  Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 37 | **Facilitator says:**  You can now verify the **grade(s)/comment(s)** that were edited have been updated correctly on the presented screen. |  |
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| Notes: Approximate time for slide presentation: 30 seconds to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 38 | **Facilitator says:**  This slide tells us the “what” and “why” for generating the Elementary Progress Report. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 39 | **Facilitator says:**  This slide shows the layout for the current elementary report card. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 40 | **Facilitator says:**  This slide shows the layout for the proposed progress report. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 41 | **Facilitator says:**  This slide tells us the “what” and “why” for generating the Teacher Verification Report. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 42 | **Facilitator says:**  This layout represents the current elementary teacher verification report for Academic subjects. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 43 | **Facilitator says:**  This layout represents the proposed elementary teacher verification report supporting the Elementary CA Content Standards. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 44 | **Facilitator says:**  This job aid will also include a glossary to assist with establishing a common definition and understanding of important words being used with the new progress report. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 45 | **Facilitator says:**  And this concludes Module 3. Thank you so much for your time and attention. At this time I will take your questions. |  |
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| Notes: Approximate time for slide presentation: 2 minutes | | |

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| **Topic** | **Presentation Points** | **Supporting Materials** |
| Display Slide 46 | **Facilitator says:**  Finally, I would like to ask that you please complete an evaluation for this presentation. Please note the URL on the slide. We greatly appreciate your feedback. Thank you again. |  |
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| Notes: Approximate time for slide presentation: 30 sec. to 1 minute | | |