



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Implementing a Learning Management System (LMS) in TK-12 Classrooms

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ROUTING
All Offices
All Schools
Local District
Superintendents
Administrators of Instruction
Community of Schools Administrators
Directors of Instruction
Principals
Teachers

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PURPOSE: The purpose of this reference guide is to provide all Los Angeles Unified (L.A. Unified) schools with guidelines and procedures for implementing the District-adopted Learning Management System (LMS), Schoology.

This guide also describes the policies that L.A. Unified employees shall follow, when using the LMS, Schoology. Following the guidelines in this document will help ensure the security and privacy of student and employee data in accordance with the Family Educational Rights and Privacy Act (FERPA), other federal and state regulations, and District policies governing the release of personally identifiable information (PII).

MAJOR CHANGES: This is a new reference guide.

BACKGROUND: The Modified Consent Decree (MCD) stipulated that the District must develop and implement an integrated Student Information System that includes an electronic gradebook. On October 23, 2015, the L.A. Unified Board of Education approved the integration of an online gradebook with My Integrated Student Information System (MiSiS). Through the L.A. Unified Request for Proposals (RFP) process, Schoology was selected as the vendor to provide this functionality. In April of 2017, the Board of Education approved the use of the Schoology gradebook and LMS, integrated with MiSiS, to be implemented districtwide for all TK-12 classrooms.



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At the start of the 2017-2018 school year, the online gradebook feature of the LMS became a part of the official roll book as per REF-6294.3, *Secondary Official Roll Book*, and secondary schools were provided full access to the features of the LMS. Elementary school implementation of the LMS and use of the online gradebook began with the start of the 2018-19 school year as per REF-6302.2, *Elementary Official Roll Book*, dated June 11, 2019.

GUIDELINES: I. DISTRICT GOALS AND KEY INSTRUCTIONAL DRIVERS

- A. An LMS supports personalization and learner agency through educational engagement between teachers, students and their parents/guardians, and as a platform for delivering Professional Development and fostering collaboration.
- B. Key drivers for adopting a comprehensive learning management system and online gradebook include:
 - 1. Instructional Technology Initiative (ITI) Task Force recommendations published June 2016, state that an LMS is necessary to create a personalized and “learner-centered learning environment” for L.A. Unified students.
- C. Schoology is currently the District-adopted vendor of the Learning Management System software. The District should collectively refer to the platform in its generic form, Learning Management System or LMS, in publications and communications.

II. WHAT IS AN LMS?

A Learning Management System (LMS) is a web-based software application that provides a robust educational platform for educators to deliver educational courses to students and professional training to all learners. The term “LMS” can be used to be inclusive of all the features provided by this particular vendor including the gradebook, Grade Passback, digital content, apps, etc.

Features of an LMS include:

- A. Course management support for:
 - 1. Teacher-directed classrooms
 - 2. Blended Learning
 - 3. Virtual
 - a. Synchronous and Asynchronous



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4. Professional Development
 - a. Continuity of Learning
 - b. Future Ready
 - c. Micro-Certification

B. Instructor Tools to:

1. Manage and deliver instructional materials to students.
2. Administer and record marks from tests and other assignments.
3. Track student progress.
4. Provide feedback towards course learning objectives.
5. Calculate and maintain student grades and other course records.
6. Facilitate discussions, collaboration, and direct communication between:
 - a. Teacher and students/parents
 - b. Administrator and teacher/student/parent
 - c. School administration and the school community
7. Support learner agency.

C. Key terminology of the LMS is available in Attachment A.

III. L.A. Unified LMS Integrations

To meet the Modified Consent Decree requirements of an integrated student information system, the following LMS integrations are required.

A. MiSiS Integration

1. Automatic course/section information from MiSiS Master Scheduling provisioned in the LMS.
2. Automatic student enrollment from MiSiS Master Scheduling provisioned in the LMS.
3. Academic marks/grades sync from the LMS gradebook to progress and final reports in MiSiS during grading windows via the Grade Passback application.

B. Parent Portal Integration

Registered parents/guardians that have linked their account to the LMS can:

1. View their child(ren)'s courses, assignments, and grades in real-time.
2. Direct message the teacher, view or receive notifications from school updates/calendar, and participate in groups.
3. Set preferences to receive email notifications regarding a child's recent student activity in a course, current performance, and overdue assignment submission details.



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- C. Ad-Hoc Analytics and Data Reporting Integration
 - 1. FOCUS Reports and Dashboards: School-wide dashboards available for principals/designees at <http://focus.lausd.net>, provide LMS usage data for each school site.
 - 2. Whole Child Integrated Data: Extensive class and student information reporting for teachers, including Schoology assignments, assessments, and grades.
 - 3. Course analytics available for teachers from within the LMS, which provides information about student participation with the course content.

- D. Enterprise District Applications Integration

Access to productivity tools are available in the LMS for all employees and students. Enterprise applications include:

 - 1. Microsoft Office 365
 - 2. Google Suite
 - 3. OneDrive

- E. District Approved Digital Content Integration

L.A. Unified has established a procurement process to approve digital content. The Unified Digital Instructional Procurement Plan (UDIPP) ensures all approved applications meet L.A. Unified requirements for educational content, data privacy, data security, single sign-on, and LMS compatibility.

 - 1. Complete details regarding UDIPP can be found at <https://udipp.lausd.net/>
 - 2. A comprehensive list of UDIPP approved apps can be found at <https://achieve.lausd.net/lmsappcenter>

- F. District Adopted Digital Textbooks Integration
 - 1. Textbook publisher content is available through the LMS
 - 2. Grade sync functionality is available for some publishers.
 - a. Grade Sync enables teachers to sync digital textbook assignments directly to the LMS gradebook for ease in grading.
 - 3. Textbook publishers in the LMS include, but are not limited to:
 - a. Benchmark
 - b. Cengage
 - c. McGraw Hill
 - d. Pearson



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IV. OFFICIAL RECORDS

The online gradebook is a confidential pupil record that is protected under various state and federal regulations, District policies and procedures.

- A. Official gradebook: The online gradebook within the LMS is the official gradebook as per REF-6294.3, *Secondary Official Roll Book*, dated September 14, 2017, and REF-6302.2, *Elementary Official Roll Book*, dated June 11, 2019.
- B. Information protection: The LMS includes pupil information that requires care and sensitivity in handling. Requirements for maintaining the security of information within and outside the District are defined in BUL-1077.2, *Information Protection Policy*, dated July 18, 2017.
- C. Confidentiality: The online gradebook may contain information identifiable to a pupil and correspondence with the parent regarding the student and shall be maintained to ensure privacy and confidentiality as per BUL-6887.1, *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019.
- D. Records retention: the online gradebook for each MiSiS provisioned course is archived automatically by the system on the course/section end date from MiSiS.
 - 1. Grades must be submitted through Grade Passback before the section end date.
 - 2. School Principals and designees with the “Principal” role in the LMS can access current and archived courses through the “Gradebook Report” feature.
 - 3. Teachers can print a Gradebook Report or export the gradebook data for current and archived courses; however, special care must be taken to store and protect this data in accordance with district policy and state and federal regulations.
 - 4. Records created in the LMS by a teacher to record student information generally should be considered pupil information protected under state and federal regulations and District policies noted previously.



V. STAFF ROLES AND RESPONSIBILITIES

A. Principal

1. An administrator can review class assignments and marks by accessing the teacher's Schoology courses.
2. Ensure each teacher has access and the ability to complete the online gradebook.
3. Designate a lead teacher as the LMS Champion (or additional certificated staff as needed at secondary schools with more than 1000 students) who will complete any specialized training that is needed and support the implementation at the school.
4. Develop a professional development plan to prepare teachers in the use and application of the online gradebook and Learning Management System in accordance with the annual memorandum entitled "School-site Professional Development Priorities and Banked Time Tuesdays."
5. Monitor implementation of the online gradebook and provide timely feedback to support teachers.
6. Manage communication related to the school's implementation of the gradebook and LMS with teachers, parents, and students.

B. LMS Champions (Lead Teachers) - optional

1. Attend specialized training sessions as needed or directed by a school administrator.
2. Coordinate with school principal to develop a strategy to facilitate implementation of the online gradebook and LMS at the school site.
3. Provide initial support for teachers with basic gradebook setup, creating assignments and entering grades.
4. Plan and facilitate training and professional development of teachers at the school site with school leadership teams.

C. Teachers

1. Access their class rosters and use the online gradebook in Schoology to record assignments and marks.
2. Learn about the features of the online gradebook in order to develop grading scales, rubrics, learning objectives, online quizzes/tests, and monitor student progress toward grade-level standards.
3. Learn about the features of the LMS and how it can be utilized to communicate with parents, engage students in classroom discussions, and promote learner agency by supporting students with accessing their assignments and grades within the LMS.
4. Maintain the online gradebook as the official record of class assignments and student marks.



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5. Submit progress marks to MiSiS during each open grading window through the Grade Passback application.
- D. Other Certificated Staff (e.g., assistant principals, counselors, coordinators, deans, coaches, resource specialist teachers, etc.)
1. Learn about the features of the LMS and how it can be accessed to support schoolwide communication, instruction and intervention, and monitoring student progress.
 2. Utilize the LMS as necessary to support regularly assigned job duties.
- E. Classified Staff (Paraprofessionals, School Administrative Assistants, Office Techs, etc.)
1. Learn about the features of the LMS and how it can be accessed to support schoolwide communication, instruction and intervention, and monitoring student progress.
 2. Utilize the LMS as necessary to support regularly assigned job duties.

VI. AVAILABILITY OF THE LMS

- A. Regular School Year, Extended School Year, and Summer Terms
1. The LMS is available for all MiSiS connected L.A. Unified schools.
 2. MiSiS integrated features of the LMS, such as the gradebook and course/section rosters are available for grades TK-12.
 3. Grade Passback and Custom Learning Objectives are available for K-12 courses/sections entered into the MiSiS Master Schedule only.
- B. Early Education Center, Local District and Central office certificated/classified staff have access to non-MiSiS integrated features of LMS (e.g., updates, calendar, user created courses and groups).
- C. District Adult & Career Education (DACE) schools have a separate license for Schoology, independent of the license and procedures covered in this reference guide.
- D. Options School, Continuation School, and Concurrent Credit Recovery Courses/Sections
1. Options School, Continuation School, and credit recovery courses/sections entered into MiSiS will be provisioned automatically by the system into the academic term scheduled.
 2. The LMS and MiSiS integrated features, such as gradebook and Grade Passback, are available for courses that run concurrent to and scheduled within the regular school year academic terms.



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3. In the event that the course runs outside the fall or spring academic term windows, a course can be manually created by users with a “School Support” or “Principal” role and set to “Year Long Grading Period” in the course set-up screen. **Note:** Grade Passback is not available for user created courses.

- E. LMS is not available to:
 1. Independent charter schools
 2. Non-public schools
 3. Private schools

VII. RESPONSIBLE USE

- A. District employees are responsible for promoting a safe digital learning environment.
 1. Communicate the expectations of digital citizenship to students and parents.
 2. Teach digital citizenship directly to students and reinforce positive contributions to digital citizenship in the classroom (lessons available) <https://achieve.lausd.net/page/8613>.
 3. Respond to allegations of employee or student misconduct in the online Learning Management System by following all District procedures for reporting, documenting, and investigating allegations of misconduct.
- B. L.A. Unified has a variety of policies and procedures to foster a safe and engaging online learning environments that apply to the use of the LMS including, but not limited to:
 1. BUL-999.13, *Responsible Use Policy*, dated March 5, 2019, outlines the responsible use of technology for students, employees and related persons.
 2. BUL-5688.2, *Social Media Policy for Employees and Associated Persons*, dated July 31, 2018, provides guidance for the personal and professional use of social media.
 3. BUL-6399.2, *Social Media Policy for Students*, dated July 18, 2018, provides guidance for student use of social media and the responsibilities of school staff to monitor and respond to misconduct that may occur through District and other online communications.
 4. BUL-5181.2, *Policy Regarding Internet Safety for Students*, dated June 1, 2013, specifies the legal responsibilities for schools to provide safe learning environments, including internet use, at schools and explicitly requires digital citizenship instruction.



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- C. For more information about the District’s digital citizenship programs, visit the Instructional Technology Initiative (ITI) website at <https://achieve.lausd.net/digcit>.

VIII. IMPLEMENTATION SUPPORT AND RESOURCES

A. Resources and Training

1. Resources are available at <http://achieve.lausd.net/plsresources> and include “how-to” videos, job aids, frequently asked questions (FAQs), and links to other support options.
2. Trainings and LMS Learning Labs are listed at <http://achieve.lausd.net/plstraining>.
3. Schoology Help Center at <https://support.schoology.com> has other vendor-sponsored resources and content.

B. Technical Support

1. The L.A. Unified Schoology Help Desk is available for assistance with technical issues or to report a technical problem with the LMS at <http://helpdesk.lausd.net>.
 - a. Online support request at <https://bit.ly/SGYRemedy>
 - b. Chat Live with an Agent (ITD)
 - c. Call (213) 241-5200 and select Option 5 then Option 1 for Schoology support
2. Click on the “S” icon located in the lower right-hand corner of any Schoology page to access support options and resources.
3. The LMS vendor, Schoology, does not provide direct technical assistance to L.A. Unified users.



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RELATED RESOURCES:

REF-6294.3, *Secondary Official Roll Book*, dated September 14, 2017.

REF-6302.2, *Elementary Official Roll Book*, dated June 11, 2019.

REF-4236.16, *Dates of Required Marks in Secondary Schools 2020-2021*, dated August 17, 2020.

MEM-5127.9, *Dates of Required Marks in Elementary Schools 2019-2020*, dated May 8, 2019.

BUL-999.13, *Responsible Use Policy*, dated March 5, 2019.

BUL-5688.2, *Social Media Policy for Employees and Associated Persons*, dated July 31, 2018.

BUL-6399.2, *Social Media Policy for Students*, dated July 18, 2018.

BUL-5181.2, *Policy Regarding Internet Safety for Students*, June 1, 2013.

BUL-1077.2, *Information Protection Policy*, dated July 18, 2017.

BUL-714.0, *Compliance with the 1976 United States Copyright Law*, dated January 8, 2004.

BUL-6887.1, *Pupil Records: Access, Confidentiality, and Notice of Educational Rights*, dated March 6, 2019.

OA-1358194.0 Publication No. 465, *Student Body Policies and Accounting Procedures - Secondary Schools*, dated July 2017.

ASSISTANCE:

For assistance or further information please contact Paulina Rock, *Interim Director*, Personalized Learning Systems, (213) 241-3017 or by email at pls@lausd.net.

ATTACHMENTS:

Attachment A – Learning Management System (LMS) Key Terminology
Attachment B – Learning Management System (LMS) Roles and Permissions
Attachment C – Learning Management System (LMS) Access
Attachment D – Learning Management System (LMS) Key Features



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ATTACHMENT A

Learning Management System (LMS) Key Terminology

1. **Access Code:** A specific code that is available to the course/group administrator that can be given to other LMS users to authorize access to join the course/group. Access codes are only visible to the course/group Administrator.
2. **App:** Apps allow access to software or online services developed by other companies within the Schoology platform. These 3rd party applications or service can be integrated with Schoology through L.A. Unified's UDIPP process.
3. **Badges:** Badges are awards given to course/group members to support their scholastic efforts, achievements, and anything else you'd like to reinforce. Badges can only be given in Courses, not in Groups.
4. **Course:** A specific set of features of the LMS used to deliver instruction that includes the gradebook, course materials, members, updates, discussions, etc. A course in the LMS typically represents a programmed course "section" in MiSiS.
5. **Course/Group Administrator:** Administrators of a course/group are the instructors or teachers of the course/group. They are distinguished from other members by a crown icon next to their name in the members list.
6. **Grading Period:** An academic term assigned to every course created set to mirror District (MiSiS) reporting periods. Course functions such as mark reporting windows and course archiving is set by the grading period. Additional grading periods are available for user created courses so that they are not connected to the MiSiS grading periods.
7. **Group:** A collection of features within the LMS to facilitate communication and collaboration with specific members within the school or District.
8. **Learning Management System (LMS):** A specialized platform that includes various digital tools for delivering, managing, and participating in a course and/or digital content.
9. **Member:** Any L.A. Unified user that has a valid L.A. Unified LMS account and has been granted access to the school site or specific courses/groups managed by a user at the school site. Teachers, students, and parents are "members" of the school, and specific users may be "members" of a course.
10. **PassBack:** The Grade PassBack application is a custom L.A. Unified application/service that is used to publish gradebook marks to MiSiS. This application automatically tabulates a mark based on the grades entered and scales set-up by the teacher. This eliminates the need to directly enter marks into the MiSiS mark reporting window when using the LMS gradebook to track and record assignments and marks.
11. **Resources/Materials:** Any document, video, link or other media that can be uploaded into the LMS and shared with members of a course or group, or directly with other users.
12. **Updates:** Posting of an announcement that can be made at the course/group level or school level. All members of the course, group, or school will see any update posted, including students and parents connected by a Parent Portal account.



Learning Management System (LMS) Roles and Permissions

The LMS, like MiSiS and other District systems, has different levels of system permissions enabling users to perform role-based tasks. For example, the “Teacher” role only has access to their students and course-specific information. In contrast, the “Principal” role has a higher level of access and can perform different tasks than teachers. The “School Support” role in the LMS is designed to provide users with more access than teachers, but not as much as the principal role. Additionally, there are two roles designated for classified employees, “Staff (classroom)” and “Staff (non-classroom)”. Users authorized with school-wide access to student data must remember that they may only access student information as a part of their regular duties following district policy.

The following table describes user roles and responsibilities to their corresponding LMS role and permissions:

District Title	Responsibility / Permissions	Suggested LMS Role	Provisioned
Principal and Assistant Principal	View teacher usage of the platform. View gradebook reports for specific teacher. School-wide access to monitor individual student assignments, marks, and progress through the “Advisor Dashboard” feature. Post school-wide updates and events that are viewable by all school members including staff, students, and parents. Read-only view of teacher courses through Manage Courses.	Principal	System (Principal only) oneAccess (Assistant Principal)
Asst. Principal, Counselor, Coach, Dean, Coordinator, RST, or other teacher-advisors	School-wide access to monitor individual student assignments, marks, and progress through “Advisor Dashboard” feature. Build lessons to distribute to faculty. Post school-wide updates and events that are viewable by all school members including staff, students, and parents.	School Support	oneAccess
Teacher	Administer lessons and content to students. Record assignments and track grades and marks. Grade student work and submissions. View and comment on school-wide updates.	Teacher	System & oneAccess



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ATTACHMENT B

District Title	Responsibility / Permissions	Suggested LMS Role	Provisioned
Student	View courses and instructional content. Receive and submit assignments. Communicate with teacher and other students within course. View school updates and events posted. Maintain student portfolio.	Student	System
Paraprofessional, Aide	View courses and instructional content. Communicate with teacher and other students within course. View school updates and events posted.	Staff (classroom)	oneAccess
School Admin Assistant, Office Tech	School-wide access to monitor individual student assignments, marks, and progress through “Advisor Dashboard” feature. Post school-wide updates and events that are viewable by all school members including staff, students, and parents.	Staff (non-classroom)	oneAccess

The table below identifies some key permissions in Schoology.

LMS Permission	Student	Teacher	School Support	Staff (classroom)	Staff (non-classroom)	Principal
Create school updates			*		*	*
Create school events			*		*	*
View school updates	*	*	*	*	*	*
View school events	*	*	*	*	*	*
Send direct messages to faculty, students, and/or parents.	Faculty Only	*	*	Faculty Only	*	*
Create and delete courses			*		*	*
Link courses		*	*	*	*	*
Create groups		*	*	*	*	*



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LMS Permission	Student	Teacher	School Support	Staff (classroom)	Staff (non-classroom)	Principal
Join groups	*	*	*	*	*	*
View school analytic data			*		*	*
View course analytic data		*	*		*	*
Enroll as “course admin” in all School Groups			*		*	*
Install UDIPP approved apps at your school				*	*	*
Advisor/Advisee access			*		*	*
Install resource applications for a course		*	*	*	*	*
Create & share portfolios	Create, but not share publicly	*	*	*	*	*



Learning Management System (LMS) Access

A. User Account Provisioning

1. **System (automatic):** User accounts are provisioned as a “member” of a school site automatically by the system.
 - a. Teachers and administrators are provisioned based on their Human Resources (HR) assigned work location.
 - b. Students are provisioned based on MiSiS course/section enrollment.
 - c. Parents are provisioned by linking their Parent Portal account to the LMS.
<http://bit.ly/PPtoSGYlink>
2. **School Site (local request/approval):** Additional certificated/classified school employees can request LMS access through oneAccess at <https://oneaccess.lausd.net>.
 - a. School site principal or designee approval is required.
 - i. Once approved, the employee will be added to the site “Faculty” list within the LMS.
 - b. The principal or designee must remove access from the oneAccess portal when access is no longer authorized.
 - c. Roles currently available to select from include: “Principal,” “Teacher,” “School Support,” “Staff (classroom),” and “Staff (non-classroom)”.
 - d. Complete instructions for applying for access can be found at <https://bit.ly/SGYoneaccess>.
3. **Non-School Site:** Certificate/classified employees at a Local District/Community of Schools and at the Central office can request LMS access through oneAccess at <https://oneaccess.lausd.net>.
 - a. Non-School site request are assigned to a generic school site location code (Loc. 9999).
 - b. Account approval is processed by the Personalized Learning Systems Department.
 - c. Users requiring access to school sites will need to follow the **School Site** procedures mentioned above.
 - d. Complete instructions for applying for access can be found at <https://bit.ly/SGYoneaccess>.
4. **Role Permissions**
 - a. All users are given a role that grants them specific permissions and features within the LMS.
 - b. Complete descriptions of the different roles and permissions are available in *Attachment B*.
5. **Parent Access:** Access to the LMS is granted through a Parent Portal account.



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ATTACHMENT C

- a. Parents must create a Parent Portal account at <https://achieve.lausd.net/Page/10470>.
 - i. Parents will need a parent PIN number for each child they are registering in Parent Portal. (A parent PIN number is NOT the same as the student PIN, which is used for resetting a student MyMail account.)
 - ii. Parent PIN numbers can be downloaded by the school's Principal and School Administrative Assistant (SAA) from FOCUS Dashboard and Reporting at <https://focus.lausd.net>.
 - Operations > Parent Portal Dashboards
 - Parent Portal Registration by Student report
 - iii. Link the Parent Portal account to the LMS by selecting the "Monitor Grades and Assignments" option in Parent Portal. <http://bit.ly/PPtoSGY>
- b. Parent account creation guides and videos in English and Spanish are available at the Parent and Community Services website at <https://achieve.lausd.net/Page/10470>.
- c. Parent account management, including resetting of passwords, are done through the Parent Portal.
- d. Parents that have linked their Parent Portal account with Schoology will be listed under the associated student name in the "Member" list for the course within Schoology.

B. Desktop/Laptop Access

1. All certificated and classified employees with an @lausd.net and students with a @mymail.lausd.net email account may access the LMS via Single-Sign-On (SSO) at <http://lms.lausd.net>.
 - a. K-2 students may log in to Schoology using a QR code generated by their teacher.
 - i. Job aid can be found at <http://bit.ly/PLSQRCodes>
 - ii. Job Aid Video can be found at <http://bit.ly/PLSQRCODEVideo>
2. Parents/Guardians access the LMS by creating/accessing their Parent Portal account at <https://parentportalapp.lausd.net/parentaccess/>.
 - a. Parents select "Monitor Grades and Assignments" from the menu options to access Schoology. <http://bit.ly/PPtoSGYlink>
 - b. After Parent Portal account is linked to Schoology, parents may also access Schoology directly through <https://lms.lausd.net>.

C. Mobile/Tablet Device Access

1. Download the free Schoology mobile app available for iOS and Android devices.
 - a. Apple Store: <https://bit.ly/SGYIOSapp>
 - b. Google Play Store: <https://bit.ly/SGYAndroid>
 - c. Kindle Fire: <https://bit.ly/SGYKindleApp>



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- i. Log in directly using an L.A. Unified email, student MyMail, or Parent Portal account information.
 - Employee/Student: https://bit.ly/PLS_MobileApp
 - Parents: <https://bit.ly/SGYMobileApp>
2. Download the LAUSD Mobile app available for iOS and Android devices. (Parents Only)
 - a. Apple Store: https://bit.ly/LAUSDMobile_iOS
 - b. Google Play Store: https://bit.ly/LAUSDMobile_Android

D. Substitute Teachers

1. Substitute Teachers are provisioned with a general LMS account that is not connected to any specific school.
 - a. This general account will allow a substitute to log into the LMS as needed to join a course/group when provided an access code.
 - b. If the substitute does not have an account, a request through oneAccess (<http://oneaccess.lausd.net>) can be made by the substitute and authorized by the principal/designee.
2. Short-Term Substitutes (assignments < 21 days)
 - a. The roster-carrying teacher can provide an “access code” to join the course as a “member” and view course materials.
 - b. The roster-carrying teacher can assign the substitute as a course administrator when the teacher deems access to the gradebook is necessary to maintain the continuity of instruction and grading.
 - c. The roster-carrying teacher must unenroll the substitute from the course/section upon return from the absence and reset the course access code.
 - d. A paper register for recording assignments and marks can also be used in lieu of granting a substitute temporary access.
 - e. In the event that the roster-carrying teacher is unavailable, the school administrator may contact the MiSiS/Schoology Helpdesk for assistance, authorizing a substitute as course administrator, when deemed necessary to maintain continuity of instruction and grading.
3. Long-Term Substitutes (assignments \geq 21 days)
 - a. Substitute teachers identified as eligible for long-term assignments by Human Resources will be added to MiSiS.
 - b. The scheduling administrator will use the Sections Editor screen in MiSiS Master Scheduling, to replace the teacher with the long-term substitute for the course. A new course section should not be created. Use the existing course section.
 - c. The substitute will have full access to the gradebook and functionality of the LMS the next school day.



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ATTACHMENT D

Learning Management System (LMS) Key Features

The LMS consists of four primary areas where most users interact: Courses, Groups, the Grade Passback app, and the “home” page.

A. Courses

1. MiSiS provisioned course/section
 - a) Created automatically at the beginning of each academic term based on the master schedule developed in MiSiS.
 - b) The teacher designated in MiSiS for the course/section is automatically assigned as the course administrator.
 - c) The course administrator can manually add other members, such as a co-teacher, and grant/remove course administrator permissions to any “member”. Students should not be added through Schoology. All students are automatically added/removed through the school’s master schedule in MiSiS.
 - d) Course roster is created and updated automatically based on student enrollment for the course/section in MiSiS.
 - e) The course “grading period” is automatically set to the academic term and the course will automatically archive at the end of that term.
2. User created courses
 - a) Manually created by user with a “School Support” or “Principal” role.
 - b) The user that creates the course is designated as the course administrator.
 - c) “Members” can be manually added by the course administrator to include anyone associated with the school including students, parents, and other staff.
 - d) “Members” from other schools or L.A. Unified offices can join a course by being provided with an access code. This does not apply to students.
 - i. Access codes are available within the course to the course administrator.
 - ii. Access codes can be set to require approval from the course administrator.
 - iii. Access codes can be reset and members unenrolled from the course at any time by the course administrator.
 - e) Course administrators can set the course “grading period” in the course settings.
 - i. Use “PD Grading Period” to prevent the course from archiving at the end of the academic term, or,
 - ii. Use “Year Long Grading Period” if the course will end at the end of the current school year.
3. Course features include:
 - a) Gradebook with teacher determined grading scales/calculations.
 - b) Tools to create assignments, quizzes, tests, assessments, discussions, and rubrics.
 - c) Materials & resource management.
 - d) Grade Passback for MiSiS provisioned courses only.
 - e) Unified Digital Instructional Procurement Plan (UDIPP) digital content integration.
<https://udipp.lausd.net>



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B. Groups

1. User created groups
 - a) Manually created by user with a “Teacher, “School Support,” or “Principal” role.
 - b) The user that creates the group is designated as the group administrator.
 - c) “Members” can be manually added by the group administrator to include anyone associated with the school including students, parents, and other staff.
 - d) Members from other schools or L.A. Unified offices can join a group by providing an access code.
 - i. Access codes are available within the group.
 - ii. Access codes can be set to require approval from the group administrator.
 - iii. Access codes can be reset and members deleted from the group at any time.
2. Group features include:
 - a) Group updates and commenting
 - b) Direct messaging within the LMS
 - c) Materials & resource management
 - d) Discussion.

C. Grade Passback (Elementary & Secondary)

1. An L.A. Unified custom application available within any K-12 course provisioned from the MiSiS master schedule.
 - a) The Elementary Grade Passback screen aligns to the new *L.A. Unified CCS Progress Report Card (grades K-6)* by including all domains and subject areas required based on student grade-level and other factors.
 - b) The Secondary Grade Passback screen calculates a summative mark/grade for all students enrolled in the course based on the grading scales and custom weights used.
2. Available during the grading window for each reporting (grading) period.
3. Allows the teacher to override the marks/grade and select the L.A. Unified comment code(s).
4. Marks and comment codes are transmitted to MiSiS when the teacher clicks the “Publish” button on the screen.
5. Teachers can publish marks within the grading window for the mark reporting period as outlined in REF-4236, *Dates of Required Marks in Secondary Schools*, or MEM-5127, *Dates of Required Marks in Elementary Schools*, which are updated annually.
6. Only the teacher assigned to the course in MiSiS will be able to use the Grade Passback app to publish grades from the gradebook to MiSiS.

D. Home Page

1. The “home page” in the LMS represents a portal to various streams of information based on the school, courses, and groups a user is enrolled in or assigned to as a member.
 - a) The navigation menu that has different options depending on the user’s role.
 - b) Provides a view of all school, course, and/or group updates (Recent Activity) posted based on the users course/group membership.



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- c) Reminders and Upcoming course or group events are visible on the page in chronological order.
 2. Updates posted on the home page by users with a 'Principal' or 'School Support' role are visible to all school members, including teachers, students, and parents. Likewise, members may receive an email notice of the post and comment on the post which is also visible to all members depending on the member's personal notification settings and permissions.
- E. Additional features of the LMS
1. Content Integration
 - a) The LMS has the capability of integrating different types of digital content.
 - i. Unified Digital Instructional Procurement Plan (UDIPP)
 - (a) The integration of all digital content is contingent on the approval of a UDIPP application.
 - (b) More information on the UDIPP can be found at: <https://udipp.lausd.net>.
 - ii. Copyright
 - (a) Federal law grants specific rights to content creators to distribute and control the use of copyrighted content.
 - (b) BUL-714.0, *Compliance with the 1976 United States Copyright Law*, provides specific guidance that all District employees must follow to ensure compliance.
 - b) Content Types
 - i. District-purchased
 - (a) Digital content and materials from district-adopted materials.
 - (b) Licensed for enterprise use and digital distribution.
 - (c) Includes digital textbooks, online resources, and assessments.
 - ii. District-created/uploaded
 - (a) District-created curricular maps, pacing guides, instructional materials, assessments, etc.
 - (b) California Department of Education curricular guides and content standards
 - (c) Licensed content from other sources either through an app or other digital media
 - iii. School-purchased
 - (a) Digital content purchased by schools.
 - (b) Licensed by the school to be uploaded to the LMS and shared within the school site.
 - iv. School-created
 - (a) School created digital content, materials, guides, assessments, etc.
 - (b) Resources can be shared within LMS.



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2. Applications
 - a) App Center
 - i. The LMS includes an “LMS App Center” that includes a variety of UDIPP approved applications.
 - (a) District-approved applications that share content and may have student-level integration with the gradebook.
 - (b) Applications available to users or schools when purchased through the school site.
 - (c) Resource apps such as Khan Academy, YouTube, Google Drive, etc.
 - ii. Applications can be installed by the LMS user and integrated into specific courses so that resources or materials can be accessed and used during instruction by the teacher and/or students.
 - b) LMS App Catalog: A collection of UDIPP approved LMS apps can be found at <http://achieve.lausd.net/lmsappcenter>.
 3. Sharing resources and content
 - a) Personal Resources: Personal resources are also known as a users’ “digital filing cabinet”. Educators are able to create native Schoology curriculum within Personal Resources and copy it to a course when it is ready to be used with students.
 - b) Group Resources: Instructors can use Group Resources to create and distribute curriculum to members within their LMS group.
 - c) Collections: Instructors can create a collection within their personal resources. Collections are used to collaborate and create curriculum prior to distribution. Instructors can choose to share this collection with other educators or keep materials organized for personal use.
 4. Discussions
 - a) Can be created for a course or group.
 - b) Each Discussion has threaded commenting that allows members to respond to any post by another member.
 - c) Comments can also be moderated, which will require a Course Administrator (the teacher) to approve each post before it is published.
 5. Connections
 - a) Provides a way for educators to connect with other educators, either within an organization or globally throughout Schoology.
 - b) Connections offer a way to share with other educators on Schoology on an individual level, rather than via a shared School, Group or Course.
- F. Accessibility Features
1. The LMS is Section 508 compliant providing users with access to general accessibility features within the web browser or operating system.
 2. Accessibility features such as voiceover, screen readers, and other operating system level options can be utilized by users.