SCHOOLS' USER GUIDE ONLINE BELL SCHEDULE SYSTEM

LOS ANGELES UNIFIED SCHOOL DISTRICT

Version 2.0 March 7, 2018

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Online Bell Schedule System User Guide

This user guide provides step-by-step instructions on how to create, certify, and print bell schedules using the online bell schedule program.

System recommendations:

The online bell schedule system is supported by the following browsers: Chrome, Internet Explorer, Firefox, and Safari.

- I. Log in
 - A. There are two ways to access the online bell schedule program.
 - 1. <u>https://bellschedule.lausd.net</u>
 - 2. <u>https://principalportal.lausd.net</u>
 - B. At the Single Sign On screen, enter your full e-mail address and Single Sign-On password, then click the "Sign In" button. This takes you to the Principal's Dashboard. (Note: Only principals and authorized designees have access to create, edit, and certify bell schedules.)

🥳 Sign In 🛛 🗙	• ★ ¤
	👌 + 🔂 - 🖂 👼 + Page + Safety + Tools + 🕢 *
	STATE OF EDUCATION
	Sign in with your organizational account
/	someone@example.com
	Password Sign in Enter your full LAUSD email address and password to Log In. e.g. (msmith@lausd.net, mary.smith@lausd.net)

C. The Principal's Dashboard displays information regarding the home school, as well as other associated schools such as magnet centers and dual language centers, to which the principal is assigned. It also displays the two functions available to the principal—Create Bell Schedule and View Bell Schedule.

Dashboard		Assign	00001000						
Create Bell Schedule /iew Bell Schedule	School Year	2	2018-2019 •	<u>]</u>					
	Cost Center	Dist	trict Scho	ol Type	School Name	School St	atus LD App	roval Status	
	1585701	S	Eleme	entary	107th St El	Not Certifie	ed Pending)	Select
	Associated	Schools	5						
	Cost Center	District	School Type	School Na	ime	School Status	LD Approval Stat	us	
	1585702	S	Elementary	107th St E	S STEAM Magnet	Not Certified	Pending	Clone Bell Sch	edule Sel

Sample Principal's Dashboard of an elementary school with a magnet center:

Sample Principal's Dashboard of a span school with elementary and middle school grade levels:

Principal Functions	List of Your	- Assign	ed Schools									
Dashboard				_								
Create Bell Schedule View Bell Schedule	School Year	ar 2018-2019 •										
	Cost Center	District	School Type	School Name	School Status	LD Approval Status						
	1686701	S	Elementary	Bridges School	Not Certified	Pending	Select					
	1686701	S	Middle	Bridges School	Not Certified	Pending	Select					

II. Create Bell Schedule

- A. When creating a bell schedule, start with the bell schedule of the home school. Once the home school's bell schedule is certified, you will have the option to copy the bell schedule to the magnet or dual language centers through the "Clone Bell Schedule" button.
- B. Click on the home school's "Select" button, then on the "Create Bell Schedule" function.

Principal Functions	List of Your	Assign	ed Schoo	ols						
Dashboard Click this next Create Bell Schedule View Bell Schedule	School Year	2	2018-2019	¥						Click this first
	Cost Center	Dist	trict S	chool Type	School Name	School Status		LD Approval Status		
	1585701	S	E	ementary	107th St El	Not Certi	fied	Pending		Select
	Associated	School	s							
	Cost Center	District	School Ty	pe School Nan	ne School Status LD Appr		oval Status			
	1585702	S	Elementar	y 107th St ES	STEAM Magnet	Not Certified	lot Certified Pending		Clone Bell Sched	lule Select

This takes you to the Bell Schedule Tab screen (see sample below). Each of the Day category below is explained in the next section.

Calendar Schedule Selection	School Calendar	RD	Certification	
The items below are for schedu Select the appropriate box(es) Professional Development	ules other than Regula to indicate when the D Days	r Day, Mini ays(PD,OS	mum Day, and S S1,OS2) are sche	Shortened Day. eduled.
 District- allocated N Days 	londays 📄 Tuesdays	Wedne	sdays 📄 Thurs	days 📄 Fridays
Other Schedule 1 Days (Le	ave blank, if does not a	apply).		
🔲 Mondays 📄 Tu	iesdays 📄 Wedneso	days 🗆	Thursdays [Fridays
Other Schedule 2 Days (Le	ave blank, if does not a	apply).		
🛛 Mondays 📄 Tu	iesdays 📄 Wednesd	days 🗆	Thursdays [Fridays
Spring Pupil-Free Day				
01/07/2019	06/10/2019			
	Clear Save/Confirm			

C. In the bell schedule system, the types of Day are linked to specific dates in the school's calendar. The Bell Schedule Tab screen is where the types of Day are assigned to the instructional calendar, the bell schedule for each type of Day is entered, and the school's online bell schedule is certified.

There are 5 types of Day defined in BUL-6144: Regular Day (RD), Professional Development Day (PD), Minimum Day (MD), Shortened Day (SD), and Common Planning Time Day (CPT). Other Schedules (OS 1 through 10) were established to provide flexibility primarily to secondary schools to account for instructional days that do not follow the schedules of the 5 defined Days. All the instructional days in the calendar are assumed to follow the Regular Day (RD) schedule unless another type of Day is assigned to them.

Described below are the Tabs in the Bell Schedule Tab screen.

 Calendar Schedule Selection – This tab must be completed and saved before one may access the other tabs. Except for the Spring Pupil-Free Day, all the Days categories are multi-select. Selecting a weekday, e.g., "Mondays", results in all instructional Mondays to be coded with the type of Day. Selections made in this tab will be reflected in the School Calendar tab, where further Day assignments (for Minimum or Shortened Days) or modifications to Day assignments may be made.

- a. Professional Development Days If "District-allocated Days" is selected, the School Calendar Tab will reflect the pre-determined Banked Time Tuesday dates (26 for elementary or 14 for secondary) as PD days.
 Click on the appropriate box(es).
- b. Common Planning Time Days This category is available only to middle schools or middle school grades of span schools. Options for this category include "Tuesdays except PD Tuesdays" which will code all non-Banked Time Tuesdays as CPT.
 Click on the appropriate box(es) or leave blank if does not apply.
- c. Other Schedule 1 / Other Schedule 2 Days Typically, Other Schedules are used by Secondary schools, not elementary schools. However, in rare scenarios, an elementary school may use Other Schedules.

For example: A school follows the Odd/Even schedule where Odd periods meet on Mondays and Wednesdays, Even periods meet on Tuesdays and Thursdays, and All periods meet on Friday. In this scenario, school will use Other Schedule 1 and select Fridays.

Click on the appropriate box(es) or leave blank if does not apply.

d. Spring Pupil-Free Day – Schools following the Single Track calendar have the option to select either the <u>first day</u> or the <u>last day</u> of the spring semester as their second pupil-free day. In 2018-19, the first day of the spring semester is January 7, 2019; the last day, June 10, 2019.

Click on the appropriate box.

CAUTION: Do NOT click on the "Save/Confirm" button unless you are certain of your Pupil-Free Day (PFD) selection. Once saved, the PFD selection may only be changed by resetting the school's bell schedule, which removes all schedules you created. Contact Attendance & Enrollment Section to reset your bell schedule.

Click on the "Save/Confirm" button, then "OK" to generate the School Calendar. The Calendar Schedule Selection tab disappears and the School Calendar tab opens.

2. School Calendar – This tab initially displays the school's instructional calendar, updated with the selections made from the Calendar Schedule Selection tab. Users can then add more types of Day (e.g., Minimum/Shortened days, etc.) and/or change the Day assignments of any instructional day. Non-school days (HOL) and pupil-free day (PFD) cannot be changed.

Below is a sample of an initial School Calendar after choosing "District-allocated Days" for Professional Development Days, no Other Schedules, and June 10 for Spring Pupil-Free Day.

ichool Ca	llendar	RD	PD	Certificatio	n															
м	T	W	T	F	M	T	W	T	F	м	Т	w	Т	F	М	T	W	T	F	In
	AUG 14	AUG 15	AUG 16	AUG 17	AUG 20	AUG 21 FD	AUG 22	AUG 23	AUG 24	AUG 27	AUG 28 PD	AUG 29	AUG 30	AUG 31 HOL	SEP 03 HOL	SEP 04 PD	SEP 05	SEP 06	SEP 07	1
EP 10 HOL	SEP 11 PD	SEP 12	SEP 13	SEP 14	SEP 17	SEP 18 PD	SEP 19 HOL	SEP 20	SEP 21	SEP 24	SEP 25 PD	SEP 26	SEP 27	SEP 28	OCT 01	OCT 62 PD	OCT 03	OCT 04	OCT 05	
OCT 08	007 89 PG	OCT 10	OCT 11	OCT 12	OCT 15	OCT 15 PD	OCT 17	OCT 18	OCT 19	OCT 22	OCT 23 PD	OCT 24	OCT 25	OCT 26	OCT 29	OCT 30 PD	OCT 31	NOV 01	NOV 02	
NOV 05	NOV 05	NOV 07	NOV 08	NOV 09	NOV 12 HOL	NOV 13 PD	NOV 14	NOV 15	NOV 16	NOV 19 HOL	NOV 20 HOL	NOV 21 HOL	NOV 22 HOL	NOV 23 HOL	NOV 25	NOV 27 PD	NOV 28	NOV 29	NOV 30	
DEC 03	DEC 64 PD	DEC 05	DEC 06	DEC 07	DEC 10	DEC 11 PD	DEC 12	DEC 13	DEC 14	DEC 17 HOL	DEC 18 HOL	DEC 19 HOL	DEC 20 HOL	DEC 21 HOL	DEC 24 HOL	DEC 25 HOL	DEC 26 HOL	DEC 27 HOL	DEC 28 HOL	
EC 31 HOL	JAN 01 HOL	JAN 02 HOL	JAN 03 HOL	JAN 04 HOL	JAN 07	JAN 08 PD	JAN 09	JAN 10	JAN 11	JAN 14	JAN 15 PD	JAN 15	JAN 17	JAN 18	JAN 21 HOL	JAN 32 PD	JAN 23	JAN 24	JAN 25	
JAN 28	JAN 25 PD	JAN 30	JAN 31	FEB 01	FEB 04	FEB 05 PD	FEB 06	FEB 07	FEB 08	FEB 11	7E8 12 PD	FEB 13	FEB 14	FEB 15	FEB 18 HOL	FEB 19-PD	FEB 20	FEB 21	FE8 22	
FEB 25	FEB 26	FEB 27	FEB 28	MAR 01	MAR 04	MAR 05 PD	MAR 06	MAR 07	MAR 08	MAR 11	MAR 12 PD	MAR 13	MAR 14	MAR 15	MAR 18	MAR 19 PD	MAR 20	MAR 21	MAR 22	
MAR 25	MAR 26 PD	MAR 27	MAR 28	MAR 29	APR 01 HOL	APR 02	APR 03	APR 04	APR 05	APR 08	APR 09	APR 10	APR 11	APR 12	APR 15 HOL	APR 16 HOL	APR 17 HOL	APR 18 HOL	APR 19 HOL	
APR 22	APR 23	APR 24	APR 25	APR 25	APR 29	APR 30	MAY 01	MAY 02	MAY 03	MAY 06	MAY 07	MAY 08	MAY 09	MAY 10	MAY 13	MAY 14	MAY 15	MAY 15	MAY 17	
MAY 20	MAY 21	MAY 22	MAY 23	MAY 24	MAY 27 HOL	MAY 28	MAY 29	MAY 30	MAY 31	JUN 03	JUN 04	JUN 05	JUN 06	JUN 07	JUN 10 PFD					
154 - R	egular Day	s(RD)		26 - Profess	ional Devel	opment Day	/s(PD)		0 - N	/linimum Da	ys(MD)		0 - Shorter	ned Days(SI	D)	0 - 0	Common Pla	anning Time	(CPT)	
1 - Spri	ng Pupil Fr	ee Day(PFD	0)	Nor	n <mark>School Da</mark>	ys	Other	Schedule(<mark>O</mark>	S)	0 - 051	0 - OS2	0 - OS3	0 - OS4	0 - OS5	<mark>0 - OS6</mark>	0 - OS	7 0-05	58 0 - O	S9 0-	05

- a. Types of Day are color-coded on the calendar. Instructional dates are also coded with the Day codes as follows:
 - ➢ RD − Regular Day
 - PD Professional Development Day
 - MD Minimum Day
 - ➢ SD − Shortened Day
 - > CPT Common Planning Time Day
 - ➢ OS − Other Schedule 1 through 10
- b. At the bottom of the calendar, the counts of the types of Day are maintained. Each change in the Day assignment is automatically reflected in the counts.

154 - Regular Days(RD)		26 - Professional Developm	ent Days(PI	D)		0 - Minimum	Days(MD)		0 - Shorter	ned Days(S	D)	0 - Con	nmon Planr	ning Time(C	;PT)
1 - Spring Pupil Free Day(PFI	D)	Non School Days	Othe	er Schedule((OS)	0 - OS1	0 - OS2	0 - OS3	0 - OS4	0 - OS5	0 - OS6	0 - OS7	0 - OS8	0 - OS9	0 - OS10

c. To assign a type of Day or change the Day assignment, **right click on the specific date then click the type of Day** from the list.

Scho	ol Cale	ndar	RI	D	PD		Regular Day Professional Development Day		the Lis	k on the st of Da	Right click on the specific date then the List of Days will populate											
			-				Minimum Day	×														
M	т	W	т	F	М	٦	Shortened Days	т	W	т	F	M	т	W	т	F	Days					
	AUG 14	AUG 15	AUG 16	AUG 17	AUG 20	AUG	Other Schedule1	AUG 26 PD	AUG 29	AUG 30	AUG 31 HOL	SEP 03 HOL	SEP 04 PD	SEP 05	SEP 06	SEP 07	17					
SEP 10 HOL	SEP 11 PD	SEP 12	SEP 13	SEP 14	SEP 17	SEP Pl	Other Schedule2	SEP 25 PD	SEP 26	SEP 27	SEP 28	OCT 01	OCT 02 PD	OCT 03	OCT 04	OCT 05	18					
OCT 08	OCT DE PD	OCT 10	OCT 11	OCT 12	OCT 15	OCT P[Other Schedule3	OCT 23 PD	OCT 24	OCT 25	OCT 28	OCT 29	OCT 30 PD	OCT 31	NOV 01	NOV 02	20					
NOV 05	NOV 06	NOV 07	NOV 08	NOV 09	NOV 12 HOL	NOV PL	Other Schedule4	NOV 20 HOL	NOV 21 HOL	NOV 22 HOL	NOV 23 HOL	NOV 26	NOV 27 PD	NOV 28	NOV 29	NOV 30	14					
DEC 03	DEC 04 PD	DEC 05	DEC 06	DEC 07	DEC 10	DEC	Other Schedule5	DEC 18 HOL	DEC 19 HOL	DEC 20 HOL	DEC 21 HOL	DEC 24 HOL	DEC 25 HOL	DEC 28 HOL	DEC 27 HOL	DEC 28 HOL	10					
DEC 31 HOL	JAN 01 HOL	JAN 02 HOL	JAN 03 HOL	JAN 04 HOL	JAN 07	JAN	Other Schedule7	JAN 15 PD	JAN 16	JAN 17	JAN 18	JAN 21 HOL	JAN 22 PD	JAN 23	JAN 24	JAN 25	14					
JAN 28	JAN 29 PD	JAN 30	JAN 31	FEB 01	FEB 04	FEB	Other Schedule8	FEB 12 PD	FEB 13	FEB 14	FEB 15	FEB 18 HOL	FEB 19 PD	FEB 20	FEB 21	FEB 22	19					
FEB 25	FEB 26	FEB 27	FEB 28	MAR 01	MAR 04	MA 05 I	Other Schedule9	MAR 12/PD	MAR 13	MAR 14	MAR 15	MAR 18	MAR 19 PD	MAR 20	MAR 21	MAR 22	20					
MAR 25	MAR 28 PD	MAR 27	MAR 28	MAR 29	APR 01 HOL	APR	Other Schedule10	APR 09	APR 10	APR 11	APR 12	APR 15	APR 16	APR 17	APR 18	APR 19 HOL	14					

For middle schools, the list includes Common Planning Time Day.

For Options schools (i.e., Continuation, Opportunity, and Community Day Schools), only Regular Day and Other Schedules are available. Generally, Options schools follow only one schedule—the Regular Day. If needed, however, Other Schedule is available to capture a unique situation. <u>Continuation schools that plan to use Other Schedule are</u> <u>advised to contact Attendance & Enrollment Section to help ensure proper capture of</u> <u>attendance in MiSiS</u>.

The School Calendar tab may be modified/updated anytime up until the bell schedules' certification. When ready, click on the "RD" tab or the "Next" button to continue to the next tab.

3. The tabs between School Calendar and Certification are for the types of Day. For each type of Day assigned in the School Calendar, the system creates a tab for user to enter the bell schedule. Regardless of the type of Day, the tab displays information in the same format.

Bell Schedule - Elementary Schools (For secondary schools, including Options schools, skip to page 9.)

Below is a sample of a completed Regular Day schedule. Description of each field follows.

Reuse Last Year's Data	Last Year's Data						No of Regu	ılar Da	iys : 154	
unch Duration 30			Recess Du	ration	0					
Grade Groups	Start Time		Recess Sta	art	Lunch Star	t	Dismissal			
×K	8:00 AM	0	9:20 AM	O	11:30 AM	O	2:19 PM	0		Clear
×1	8:00 AM	0	10:05 AM	©	11:30 AM	©	2:19 PM	0		Remove
×2 ×3	8:00 AM	©	10:30 AM	O	12:10 PM	O	2:19 PM	0		Remove
*4	8:00 AM	O	10:25 AM	G	11:50 AM	O	2:19 PM	0	Click Save	Remove
×5	8:00 AM	0	10:50 AM	O	12:30 PM	0	2:19 PM	0		Remove

- a. No. of Days The count of days assigned to the type of day, as displayed in the School Calendar tab.
- Reuse Last Year's Data When this box is clicked, the form auto populates with the prior year's data. User should review the data, then decide to accept the data, change the data, or enter data manually. To remove data from screen, re-click the Reuse Last Year's Data box.
- c. Lunch Duration Enter in minutes the length of the lunch break. If schedule has no lunch break, enter 0.
- d. Recess Duration Enter in minutes the length of the recess break. If schedule has no recess break, enter 0.
- e. Grade Groups Elementary schools assign a schedule to a specific grade level or to multiple grade levels as a group. Enter in the box the grade level(s) to be assigned to the schedule.
 - Click in the box to reveal the grade level selection, then click on the grade level. Repeat as necessary. Another way is to click in the box, type in the first grade level, then hit Enter. To enter more grade levels for the same schedule, type in the grade level then hit enter.
 - > To remove a grade level, click on the "x" preceding the grade level.
 - To enter the grade level(s) for the next schedule, click on the "Add a grade group" link, then follow above for entering grade level.
- f. Start Time/Recess Start/Lunch Start/Dismissal Click on the clock icon, then change the time by clicking in the hour box, minute box, and/or AM/PM box or clicking the up or down arrows.

Functions:

- a. Clear removes the data on the grade level/schedule line
- b. Remove removes the entire grade level/schedule line
- c. Clear All clears all data on screen; resets the screen
- d. Save/Generate Schedule saves the data entered on screen as well as completes the schedules, calculates the instructional minutes, and performs validations on the data on screen. This button may be clicked anytime to save data on screen.
- e. Previous and Next these buttons may be used to go from one tab to the next or back. Users may also click on the tab headers to select a specific screen.

Click on the "Save/Generate Schedule" button to display the schedule and the instructional minutes. Below is a sample of the screen after clicking on the "Save/Generate Schedule" button. See schedule and instructional minutes in the red box below.

Reuse Last	Year's Data								No of Regu	ılar Days : 154		
unch Duratio	n 30				Recess Du	ration	10					
Grade Groups			Start Time		Recess Sta	irt	Lunch Sta	art	Dismissal			
×K			8:00 AM	O	9:20 AM	0	11:30 AM	G	2:19 PM	G		Clear
×1			8:00 AM	O	10:05 AM	O	11:30 AM	O	2:19 PM	O		Remove
×2 ×3			8:00 AM	G	10:30 AM	G	12:10 PM	G	2:19 PM	C		Remove
×4			8:00 AM	O	10:25 AM	G	11:50 AM	O	2:19 PM	O		Remove
×5			8:00 AM	O	10:50 AM	G	12:30 PM	G	2:19 PM	C		Remove
Add a grade g	roup								Clear All	Save / Generate	e Schedule	
Grade	Class Start	Recess Start	Recess End	L	inch Start	Lunc	h End	Dismissal	Instru	action Min	Required Min	Difference
Grades K	08:00 AM	09:20 AM	09:30 AM	11	:30 AM	12:00	PM	02:19 PM	339		319	20
Grades 1	08:00 AM	10:05 AM	10:15 AM	11	:30 AM	12:00	PM	02:19 PM	339		319	20
Grades 2,3	08:00 AM	10:30 AM	10:40 AM	12	:10 PM	12:40	PM	02:19 PM	339		319	20
Grades 4	08:00 AM	10:25 AM	10:35 AM	11	:50 AM	12:20	PM	02:19 PM	339		319	20
	09.00 01	10:50 AM	11:00 AM	12	:30 PM	01:00	PM	02:19 PM	339		319	20

- a. Instruction Min These are the instructional minutes as calculated from the schedule. Recess and lunch minutes are non-instrutional minutes.
- b. Required Min These are the instructional minutes required for the type of Day, as per District policy (BUL-6144).
- c. Difference Difference between Instructional Minutes and Required Minutes, i.e., column "a" less column "b". This column also validates the value in the Instructional Min column against the minimum day requirement of 249 minutes. The Difference column displays with a green highlight when column "a" is at least 249 minutes. If column "a" is less than 249 minutes, then column "c" displays with a red highlight. System does not allow principal to certify the bell schedule when any Day schedule is below 249 minutes.

Proceed to the next type of Day by either clicking on the "Next" button or clicking on the Day's tab. Enter the schedule for each type of Day. When all the schedules are entered and generated, go to the Certification tab. (*Skip to page 11*)

Bell Schedule – Secondary Schools

Middle schools, senior high schools, and Options schools' Day schedule follow the same format. Below is a sample of a blank Regular Day schedule. Description of each field follows.

School Name: Bridges School	School Type: Middle	Cost Center: 1686701 Local District: S	
School Calendar RD	PD CPT Certification		
Reuse Last Year's Data			No of Regular Days : 129
Start Time	StartTime ©	Lunch Duration	
Home Room Duration		Nutrition Duration	
Period Duration		Passing Minutes	
Period Sequence	_		Clear All
	•		Save / Generate Schedule
			Previous Xext

- a. No. of Days The count of days assigned to the type of Day, as displayed in the School Calendar tab.
- b. Reuse Last Year's Data When this box is clicked, the form auto populates with the prior year's data. User should review the data, then decide to either accept the data or change the data or enter data manually. To remove data from screen, re-click the Reuse Last Year's Data box.
- c. Start Time Click on the clock icon, then change the time by clicking in the hour box, minute box, and/or AM/PM box.
- d. Lunch Duration Enter in minutes the length of the lunch break. If schedule has no lunch break, enter 0.
- e. Nutrition Duration Enter in minutes the length of the recess break. If schedule has no recess, enter 0.
- f. Homeroom Duration Enter in minutes the length of the homeroom period. If schedule has no homeroom, enter 0.
- g. Period Duration Enter in minutes the length of the majority of the class periods scheduled to meet on the Day. These minutes will be used to populate the instructional minutes box for each class period entered in the schedule. User will be able to modify each period minutes in the Period Sequence before or after the schedule is generated.
- h. Passing Minutes Passing minutes is the actual and necessary minutes to go from one classroom to the next. Enter between 0 and 10 minutes.
- i. Period Sequence Before entering the period sequence, all fields described above must be populated. Enter the order that the homeroom(s), class periods, nutrition, and lunch break will follow for the given Day schedule. To select the period, click on the down arrow of the Period box to display the period selection, then click on the appropriate period. For each period selected, the Minutes box will auto populate based on the duration entered. Once a period is selected, it is greyed out in the list of periods and cannot be selected again. Enter periods in period boxes from left to right, and do not skip a period box. See screen shot below on next page.

Period Sequence	P1 • 59 P2 • 50 N • 15 I	P3 v 50 v	Clear All
			Save / Generate Schedule
	Period box Minutes box	L N P1 P2 P3	Previous Next
	List of Peric	ds P4 P5 P6 P7 P8	

Functions:

- a. Clear All clears all data on screen; resets the screen
- b. Save/Generate Schedule saves the data entered on screen as well as completes the schedules, calculates the instructional minutes, and performs validations on the data on screen. This button may be clicked anytime to save data on screen.
- c. Previous and Next these buttons may be used to go from one tab to the next or back. Users may also click on the tab headers to select a specific screen.

Click on the "Save/Generate Schedule" button to display the schedule and the instructional minutes. Below is a sample of the bell schedule after changing Period 1 minutes from 50 to 60, then clicking on the "Save/Generate Schedule" button.

Period Sequence	H1 v 20 P1 v P4 v 50 L v	60 P2 50 30 P5 \$50	N v 15	• 50	Clear All Save / Generate Schedule		
Period	Start Time	End Time	Passing	Duration	Inst. Minutes	Total Inst. Mins (a)	
Homeroom 1	08:15 AM	08:35 AM	0	20	20	20	
Period 1	08:38 AM	09:38 AM	3	60	60	63	
Period 2	09:41 AM	10:31 AM	3	50	50	53	
Nutrition	10:31 AM	10:46 AM	0	15	0	0	
Period 3	10:49 AM	11:39 AM	3	50	50	53	
Period 4	11:42 AM	12:32 PM	3	50	50	53	
Lunch	12:32 PM	01:02 PM	0	30	0	0	
Period 5	01:05 PM	01:55 PM	3	50	50	53	
Period 6	01:58 PM	02:48 PM	3	50	50	53	
		Total	18	375	330	348/377 (b)	

Based on the Start Time, Period Sequence, and durations entered, the bell schedule displays the start and end times of each period and the instructional minutes.

- a. Total Inst Mins Total Instructional Minutes column is the sum of Passing minutes and Instructional Minutes.
- b. Validation At the bottom of the Total Instructional Minutes column, the system displays the calculated total instructional minutes (348 in the sample above) and the required instructional minutes (377 in the sample above) for the type of Day as per District policy (BUL-6144). The system also validates the total instructional minutes against the minimum day requirement of 247 minutes. If the total instructional minutes is at least the minimum required, the total box will have a green highlight; otherwise, the box will be red. The system does not allow principal to certify the bell schedule when any Day schedule is below 247 instructional minutes.

Proceed to the next type of Day by either clicking on the "Next" button or clicking on the Day's tab. Enter the schedule for each type of Day. When all the schedules are entered and generated, go to the Certification tab. (Middle and Senior High schools, skip to page 13; Options schools, skip to page 15)

- III. Certification of Online Bell Schedule
 - A. Elementary Certification The Certification tab has 5 separate sections:
 - 1. Total Annual Minutes Based on bell schedules entered for each type of Day, the system calculates the total instructional minutes for the school year.
 - a. The system displays the annual instructional minutes by grade level. User needs to make sure that all of the grade levels have the same number of minutes.
 - b. The system validates the total annual minutes of each grade level against the minimum required annual instructional minutes of 55,100. If the total annual minutes is less than 55,100, the minutes for the grade level that fails to meet the minimum is displayed in red font.
 - c. The system does not allow principal to certify the bell schedule unless total instructional minutes for each of the grade levels are at least 55,100.

Tota	I Annual Minutes									
Scl bel	School must offer at least the minimum required annual instructional minutes. Red highlight indicates failure to meet this requirement for a specific grade level. Certification of th bell schedule is not possible until this error is resolved. Contact Attendance & Enrollment section for assistance.									
	Kindergarten, including Transitional Kindergarten and Expanded Transitional Kindergarten (Required Minutes: 55,100)	К : 55,602								
	Grades 1-6 (Minimum Required : 55,100)	1 : 55,602 2 : 55,602 3 : 55,602 4 : 55,602 5 : 55,602 6 : 55,602								

 Explanations, Exceptions, and Special Situations – This section should be completed if the school's Professional Development Days (PD) exceed the 26 District-allocated PD days, if school has Other Schedule(s), or to explain a special situation. In the sample below, it indicates that school as requested a waiver for additional PD days.

B	Explanations, Exceptions, and Special Situations
	If Professional Development Days are other than the District-allocated days, indicate whether or not a waiver has been filed. If Other Schedule 1, 2, etc., is used or if a special situation exists, describe them here.
	Waiver requested for the additional PD days

3. Minimum and Shortened Day Certification – This is a required section. Each of the boxes must be checked off in order for principal to certify the bell schedule. Read each line, then click in the boxes.

Minimum and Shortened Day Certification

🗹 I have advised the Instructional Superintendent or designee at least three weeks in advance of these minimum and shortened day schedules.

- I have advised the following groups at least three weeks in advance of the purpose and plans for these minimum and shortened day schedules: School staff, Community Governing Council, Parents, Crossing guard coordinators, Playground directors and Youth Services, Neighboring School administrators, Local/county recreational center, Itinerant program staff, Children's Center Supervisors.
- I have informed the following offices and personnel at least two weeks in advance of these minimum and shortened day schedules: Division of Special Education, Transportation Branch, Student Integration Office, School Traffic & Safety, each sending / receiving school principal.

🗹 I understand that the Transportation Branch is not authorized to transport, beyond cost neutral, on discretionary minimum or shortened days without a funding source.

4. Spring Semester Pupil-Free Day – This is a required section. Read the statement, then click in the box.

Spring Semester Pupil-Free Day
The Spring Semester Pupil Free Day has been established with the agreement of the Local School Leadership Council. All District offices affected by this selection (such as, Attendance & Enrollment Section, Transportation, Food Services, the Special Education Division, the Integration Office) have been notified.

5. Certification – The name field will auto populate based on the user log-in. Enter the position and contact number.

c	ertification			
	I have reviewed the above bell schedules,	and I hereby certify that they are a true and correct.		
	Name			
	Position			
	Contact Number (Including Area Code)			
		Save Certify		
			Previous	Next

When the "Certify" button is clicked, the message below displays. Click on "Certify", then "OK".



An e-mail message notifying the LD Director that the school's bell schedule is ready for review and approval is sent automatically. The principal's dashboard reflects the home school's bell schedule as "Certified" (see screenshot below).

Principal Functions	List of Your	Assign	ed Scho	ools								
Dashboard												
Create Bell Schedule View Bell Schedule	School Year	School Year 2018-2019 V										
	Cost Center	Dist	trict	Schoo	ol Type School Name		School Stat		atus LD Appro		al Status	
	1585701	585701 S		Elemer	ntary	107th St El		Certified		Pending		Select
	Associated Schools											
	Cost Center	District	School 1	Туре	School Nan	ne	Sch	nool Status	LD Appr	oval Status		
	1585702	S	Elementa	ary	107th St ES	STEAM Magnet	Not	Certified	Pending		Clone Bell Schedu	le Select

- B. Middle and Senior High Certification The Certification tab has 6 separate sections.
 - 1. Total Annual Minutes Based on bell schedules entered for each type of Day, the system calculates the total instructional minutes for the school year.
 - a. The system displays the total annual minutes (62,400 in the sample below) next to the minimum annual instructional minutes (62,160 in the sample below).
 - b. The system validates the total annual minutes against the minimum required annual instructional minutes. Middle schools with Common Planning Time (CPT) are required to offer at least 62,160 instructional minutes; non-CPT schools and senior high schools, 65,300. If total annual minutes are at least the minimum required, the minutes box is highlighted in green (as shown below); otherwise, box is highlighted in red.
 - c. The system does not allow principal to certify the bell schedule unless total instructional minutes meet the minimum required.

School Calendar	RD	PD	СРТ	Certification	
Total Annual Minu	tes				
School must offer Certification of the	62,400 / 62,160				
Required Minute					

Schedule Type – Select the option that best describes the school's schedule type. If "Other" is selected, explain the school's schedule in the "Explanations, Exceptions, and Special Situations" box. Sample below is for a school that has Odd/Even schedule.

	chedule Type						
If your schedule is a 6-period or 7-period day, select "Does not apply" below. Otherwise, select the option that best describes your schedule. If "Other" is selected, exp schedule in the "Explanations, Exceptions, and Special Situations" box.							
	○ Does not apply 🔯 Odd / Even ○ Non-block Tuesday (or Monday) ○ 4x4 ○ Other						
1							

 Explanations, Exceptions, and Special Situations – This section should be completed if the school's Professional Development Days (PD) exceed the 14 District-allocated PD days, if school has Other Schedule(s), or to explain a special situation or schedule type. In the sample below, it indicates that school as requested a waiver to have CPT on non-PD Tuesdays.



4. Minimum and Shortened Day Certification – This is a required section. Each of the boxes must be checked off in order for principal to certify the bell schedule. Click in the boxes.

Minimum and Shortened Day Certification

- 🗹 I have advised the Instructional Superintendent or designee at least three weeks in advance of these minimum and shortened day schedules.
- I have advised the following groups at least three weeks in advance of the purpose and plans for these minimum and shortened day schedules: School staff, Community Governing Council, Parents, Crossing guard coordinators, Playground directors and Youth Services, Neighboring School administrators, Local/county recreational center, Itinerant program staff, Children's Center Supervisors.
- I have informed the following offices and personnel at least two weeks in advance of these minimum and shortened day schedules: Division of Special Education, Transportation Branch, Student Integration Office, School Traffic & Safety, each sending / receiving school principal.
- I understand that the Transportation Branch is not authorized to transport, beyond cost neutral, on discretionary minimum or shortened days without a funding source.

5. Spring Semester Pupil-Free Day – This is a required section. Click in the box.

Spring Semester Pupil-Free Day

The Spring Semester Pupil Free Day has been established with the agreement of the Local School Leadership Council. All District offices affected by this selection (such as, Attendance & Enrollment Section, Transportation, Food Services, the Special Education Division, the Integration Office) have been notified.

6. Certification – The name field will auto populate based on the user log-in. Enter the position and contact number.

•	Certification			
	I have reviewed the above bell schedules	and I hereby certify that they are a true and correct.		
	Name			
	Position			
	Contact Number (Including Area Code)			
		Save Certify		
			Previous	Next

When the "Certify" button is clicked, the message below displays. Click on "Certify", then "OK".



An e-mail message notifying the LD Director that the school's bell schedule is ready for review and approval is sent automatically. The principal's dashboard reflects the middle school's bell schedule as "Certified" (see below).

Principal Functions Dashboard	List of Your	- Assign	ed Schools				
Create Bell Schedule View Bell Schedule	School Year		2018-2019	•			
	Cost Center	District	School Type	School Name	School Status	LD Approval Status	
	1686701	s	Elementary	Bridges School	Not Certified	Pending	Select
	1686701	S	Middle	Bridges School	Not Certified	Pending	Select

- C. Options Certification The Certification tab has 4 separate sections.
 - 1. Total Annual Minutes Based on bell schedule entered for the Regular Day (and Other Schedule, if any), the system calculates the total instructional minutes for the school year.

School Calendar RD Certification	
Total Annual Minutes	
School must offer at least the minimum required daily instructional minutes on each instructional day.	45.000
Required Minutes: 45,000 for Opportunity/Continuation Schools; 64,800 for Community Day Schools	45,500

2. Explanations, Exceptions, and Special Situations – Options schools typically have only one schedule for each day of the school year. If Other Schedule is used, provide explanation in this section.

ſ	Explanations, Exceptions, and Special Situations									
	If Other Schedule 1, 2, etc. is used or if a special situation exists, describe them here.									

3. Spring Semester Pupil-Free Day – This is a required section. Read the statement, then click in the box.

ſ	Spring Semester Pupil-Free Day	
	The Spring Semester Pupil Free Day has been established with the agreement of the Local School Leadership Council. All District offices affected by this selection (such as, Attendance & Enrollment Section, Transportation, Food Services, the Special Education Division, the Integration Office) have been notified.	

4. Certification – The name field will auto populate based on the user log-in (see sample below). Enter the position and contact number.

Certification			
I have reviewed the above bell schedules	s,and I hereby certify that they are a true and corre	ect.	
Name	PHILLIP KOCH		
Position			
Contact Number (Including Area Code)			
	Save	ertify	Previous Next

When the "Certify" button is clicked, the message below displays. Click on "Certify" then "OK".

)5		<i>c</i>		-1									
s	By clicking on certify butte	By clicking on certify button, your school's bell											
¢	schedule will be certified and locked. Contact												
e	Attendance & Enrollment Section to unlock your bell												
t.	schedule.		,	e									
D				al									
		CANCEL	CERTIFY										
L													

An e-mail message notifying the LD Director that the school's bell schedule is ready for review and approval is sent automatically. The principal's dashboard reflects the school's bell schedule as "Certified" (see below).

Principal Functions	List of Your	⁻ Assign	ed Schools				
Create Bell Schedule View Bell Schedule	School Year		2018-2019 •	•			
	Cost Center Distri		School Type	School Name	School Stat	us LD Approval Status	
	1191701 S		Options	Riley HS Cyesis	Certified	Pending	Select

IV. Copy Bell Schedule and Certify Associated Schools

A school that has magnet center(s) and/or dual language center(s) may copy the home school's bell schedule to the associated schools once the home school's bell schedule has been certified.

From the Principal's Dashboard, follow the instructions below:

- 1. Ensure that the home school's bell schedule shows "Certified" in the School Status column.
- a. For the first associated school, click on the "Clone Bell Schedule" button. Upon clicking, a message regarding the schedule being cloned displays. Click "OK".

Note: Cloning the bell schedule simply copies the bell schedule. It does not certify it.

- b. When bell schedule is copied successfully, a message appears. Click "OK".
- 3. To certify, click the "Select" button of the associated school that has the cloned bell schedule.
- 4. Then, click on the Create Bell Schedule function. This opens to the Bell Schedule Tab screen. All of the information (i.e., calendar, Day bell schedules) from the home school displays. Update the tabs, as necessary.

Principal Functions Dashboard	List of Your Assigned Schools										
Create Bell Schedule 4 View Bell Schedule	School Year	School Year 2018-2019 •									
	Cost Center	Dis	District School T		School Name	School Sta	atus	LD Approv	val Status		
	1585701	S	Elem	ientary	107th St El	Certified		Pending		Select	
	Associated	School	S								
	Cost Center	District	School Type	School Na	me	School Status	LD Appro	oval Status	(2 a)	(3)	
	1585702	S	Elementary	107th St ES STEAM Magnet		Not Certified	d Pending		Clone Bell Schedu	le Select	

Success!
Schedule is cloned for school 107th St ES STEAM Magnet (Cost Center: 1585702)

 Click on the Certification tab, and update as necessary. Scroll to bottom of the tab, then click the "Certify" button. When the message below appears, click on the "Certify" button, then click "OK."

οε	By clicking on certify buttor	ly clicking on certify button, your school's bell							
is	schedule will be certified a	chedule will be certified and locked. Contact							
(Attendance & Enrollment	ttendance & Enrollment Section to unlock your bell							
nti	schedule.	chedule.							
0		CANCEL	CERTIFY	1					

An e-mail message notifying the LD Director that the school's bell schedule is ready for review and approval is sent automatically. The Principal's Dashboard reflects "Certified" for the associated school's status.

- V. View/Print Bell Schedule
 - A. To view the bell schedule, click on the "Select" button, then click on the "View Bell Schedule" function.

Principal Functions Dashboard	List of Your Assigned Schools										
Create Bell Schedule View Bell Schedule	School Year	School Year 2018-2019 v									
T .	Cost Center	Dist	rict S	chool Type	School Name	School Sta	tus LD Appro		val Status	•	
Clcik this next	1585701		E	ementary	107th St El	Certified	Pending			Select	
	Associated S	chools	3								
	Cost Center [District	School Ty	pe School Na	ne	School Status	LD Approval Status Pending				
	1585702 9	3	Elementa	y 107th St ES	STEAM Magnet	Not Certified			Clone Bell Scher	dule Select	

The system displays the school calendar, the bell schedule for each type of day, all the sections in the certification tab, the school status, and the Local District approval status.

B. To print the bell schedule, click on the "Print Bell Schedule" button above the calendar. This will print the complete bell schedule in black and white.

Principal Functions Dashboard	1	Print Bell Sched	⊫ ell Sche	dule De	tails											
View Bell Schedule	Click Print	School Year: 2	018-2019	School I	Name: 107th	St El	School Type:	Elementary	Cost	Center: 15857	01					
		м	т	W	т	F	м	Т	w	T	F	М	Т	w	T	F
			AUG 14	AUG 15	AUG 16	AUG 17	AUG 20	AUG 21 PD	AUG 22	AUG 23	AUG 24	AUG 27	AUG 28 PD	AUG 29	AUG 30	AUG 31 HOL
		SEP 10 HOL	SEP 11 PD	SEP 12	SEP 13	SEP 14	SEP 17	SEP 18 PD	SEP 19 HOL	SEP 20	SEP 21	SEP 24	SEP 25 PD	SEP 26	SEP 27	SEP 28
		OCT 08	OCT 09 PD	OCT 10	OCT 11	OCT 12	OCT 15	OCT 15 PD	OCT 17	OCT 18	OCT 19	OCT 22	OCT 23 PD	OCT 24	OCT 25	OCT 25
		NOV 05	NOV 05	NOV 07	NOV 08	NOV 09	NOV 12 HOL	NOV 13 PD	NOV 14	NOV 15	NOV 16	NOV 19 HOL	NOV 20 HOL	NOV 21 HOL	NOV 22 HOL	NOV 23 HOL
		DEC 03	DEC 04 PD	DEC 05	DEC 05	DEC 07	DEC 10	DEC 11 PD	DEC 12	DEC 13	DEC 14	DEC 17 HOL	DEC 18 HOL	DEC 19 HOL	DEC 20 HOL	DEC 21 HOL
		DEC 31 HOL	JAN 01 HOL	JAN 02 HOL	JAN 03 HOL	JAN 04 HOL	JAN 07	JAN 08 PD	JAN 09	JAN 10	JAN 11	JAN 14	JAN 15 PD	JAN 15	JAN 17	JAN 18
		JAN 28	JAN 29 PD	JAN 30	JAN 31	FEB 01	FEB 04	FEB 05 PD	FEB 06	FEB 07	FEB 08	FEB 11	FEB 12 PD	FEB 13	FEB 14	FEB 15
		FEB 25	FEB 26	FEB 27	FEB 28	MAR 01	MAR 04	MAR 05 PD	MAR 06	MAR 07	MAR 08	MAR 11	MAR 12 PD	MAR 13	MAR 14	MAR 15
		MAR 25	MAR 26 PD	MAR 27	MAR 28	MAR 29	APR 01 HOL	APR 02	APR 03	APR 04	APR 05	APR 08	APR 09	APR 10	APR 11	APR 12
		APR 22	APR 23	APR 24	APR 25	APR 25	APR 29	APR 30	MAY 01	MAY 02	MAY 03	MAY 05	MAY 07	MAY 08	MAY 09	MAY 10
		MAY 20	MAY 21	MAY 22	MAY 23	MAY 24	MAY 27 HOL	MAY 28	MAY 29	MAY 30	MAY 31	JUN 03	JUN 04	JUN 05	JUN 06	JUN 07

- VI. Resources and Assistance
 - A. The various documents related to bell schedules will be provided in one repository through the Budget Services and Financial Planning website. The documents will be posted in this repository as they become available. Access the repository through the following link: <u>http://achieve.lausd.net/Page/12894</u>

Or, click on the "Help" link in the online bell schedule system. This opens to the Budget Services & Financial Planning website. Then, click on the "Bell Schedule Resources" then select "Fiscal Year 2018-19" (see second screenshot below).



- B. For assistance with the completion of the online bell schedule form, contact Attendance & Enrollment Section at 213-241-2115 or <u>AttendanceEnrollmentSection@lausd.net</u>.
- C. For assistance with technical issues, contact ITD HelpDesk.