

**Quick Start Guide to the
Final Norm Enrollment and
Staffing Dashboards
for School Users**



In an effort to improve norm data transparency, two new dashboards for the 2017-18 school year are available to school users:

- **Final Norm Enrollment Dashboard** – The Final Norm Enrollment Dashboard displays the final norm enrollment and manual adjustment counts as of September 15, 2017.
- **Final Norm Staffing Dashboard** – The Final Norm Staffing Dashboard displays the final staffing levels for FY 2017-18. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

Note: The Final Norm Enrollment and Staffing Dashboards are used for school resources for the General Education Program, and do not include resources for the Special Education Program.

This *Quick Start Guide to the Final Norm Enrollment and Staffing Dashboards for School Users* describes the components of the dashboards and how to navigate them, including these topics:

- **Access the Dashboards**2
- **Navigate the Norm Enrollment and Staffing Subject Page**4
- **How to Use the Navigational Bar**.....5
- **Icon Glossary**5
- **Navigate the Final Norm Enrollment Dashboard**8
 - **Final Norm Enrollment Dashboard Cont'd**10
- **Navigate the Final Norm Staffing Dashboard** 11
- **Whom to Contact for Support**12

Access the Dashboards

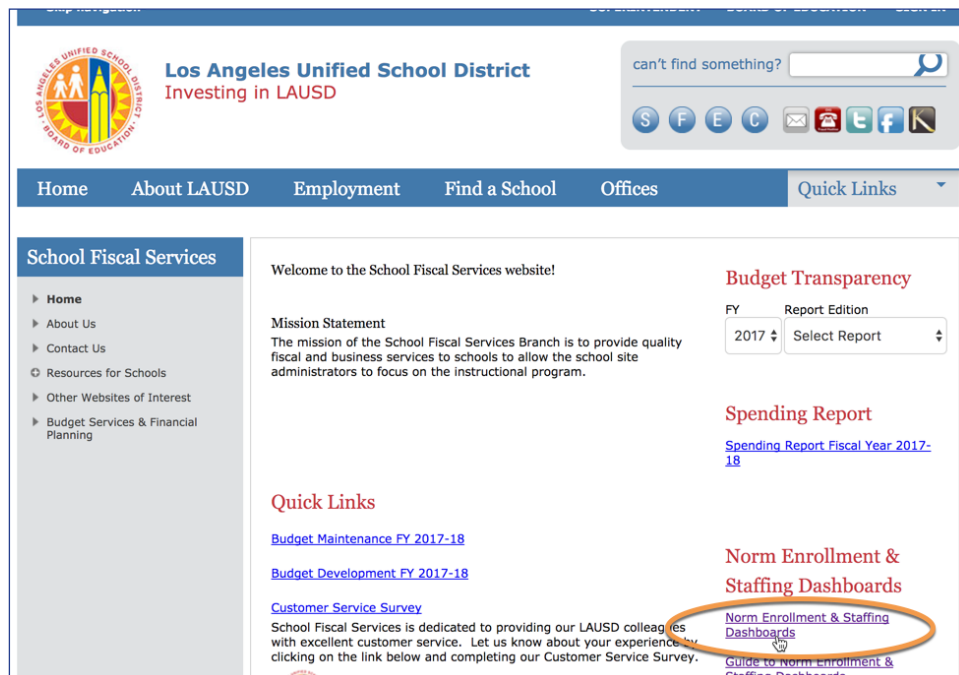
The Final Norm Enrollment and Staffing Dashboards can be accessed from the home pages of the following websites:

- Budget Services and Financial Planning Division - <https://achieve.lausd.net/Page/431>
- School Fiscal Services Division - <https://achieve.lausd.net/Page/794>
- Human Resources - <https://achieve.lausd.net/hr>

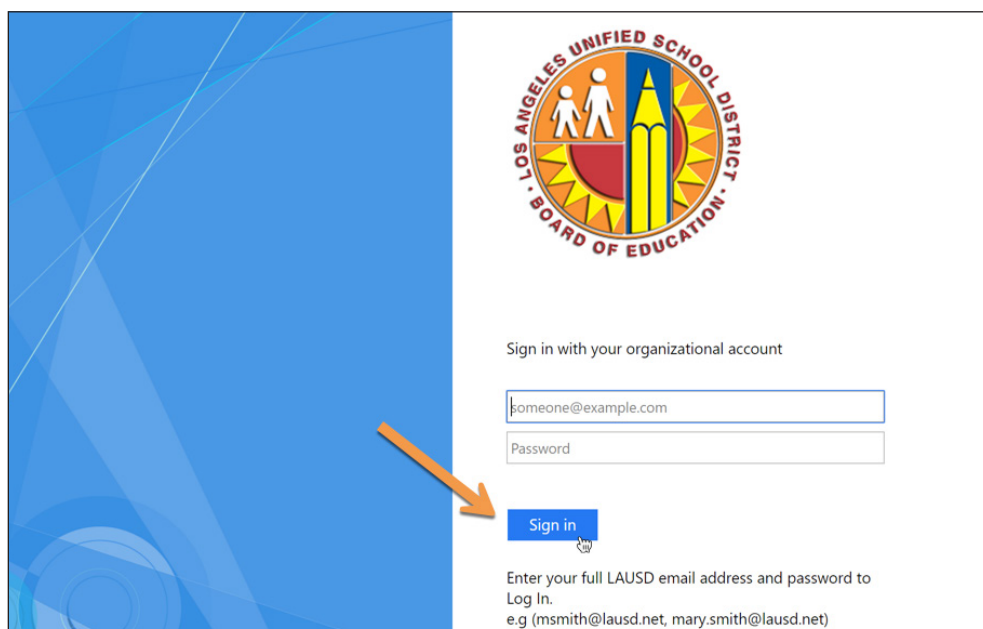
Note: The preferred browser is the most recent version of Google Chrome or Mozilla Firefox.

1. On the web page, click the link to the **Norm Enrollment and Staffing Dashboards**.

Note: The School Fiscal Services Division website is shown in the example below.

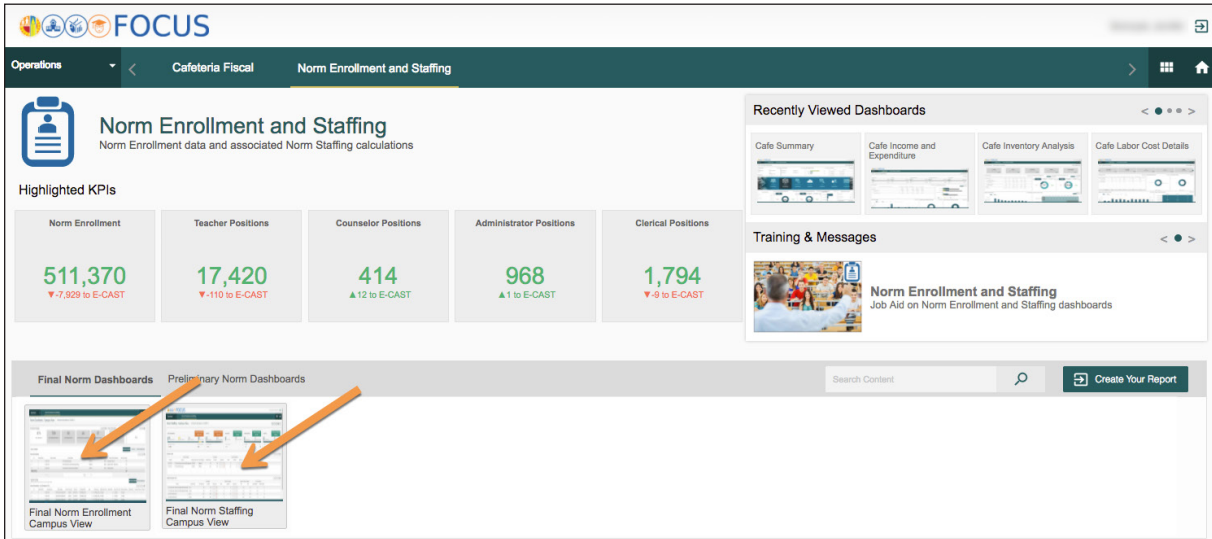


2. Log into Focus by entering your full **LAUSD email address** (including @lausd.net) and your single sign on (SSO) **Password**. Then, click **Sign In**.



- After logging in, you will be taken to the Norm Enrollment and Staffing Subject Page. At the bottom of the page under **Final Norm Dashboards**, click the name of the dashboard to open it, either **Final Norm Enrollment Campus View** or **Final Norm Staffing Campus View**.

Note: You can still view the Preliminary Norm Dashboards by clicking **Preliminary Norm Dashboards**.



Norm Enrollment and Staffing
Norm Enrollment data and associated Norm Staffing calculations

Highlighted KPIs

Norm Enrollment	Teacher Positions	Counselor Positions	Administrator Positions	Clerical Positions
511,370 ▼ 7,929 to E-CAST	17,420 ▼ 110 to E-CAST	414 ▲ 12 to E-CAST	968 ▲ 1 to E-CAST	1,794 ▼ 9 to E-CAST

Recently Viewed Dashboards

- Cafe Summary
- Cafe Income and Expenditure
- Cafe Inventory Analysis
- Cafe Labor Cost Details

Training & Messages

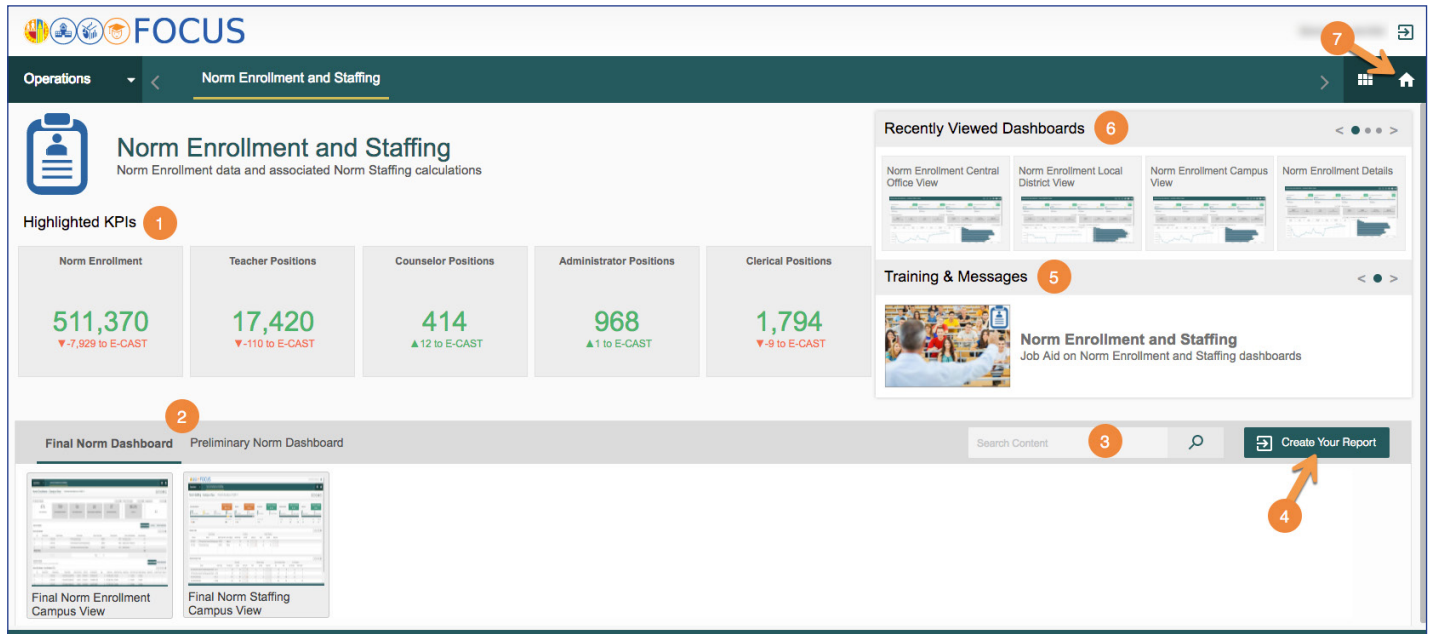
Norm Enrollment and Staffing
Job Aid on Norm Enrollment and Staffing dashboards

Final Norm Dashboards | **Preliminary Norm Dashboards**

Final Norm Enrollment Campus View | Final Norm Staffing Campus View

Navigate the Norm Enrollment and Staffing Subject Page

The purpose of the Subject Page is to provide a list of all available dashboards within the subject, as well as the related metrics to which users should pay attention.



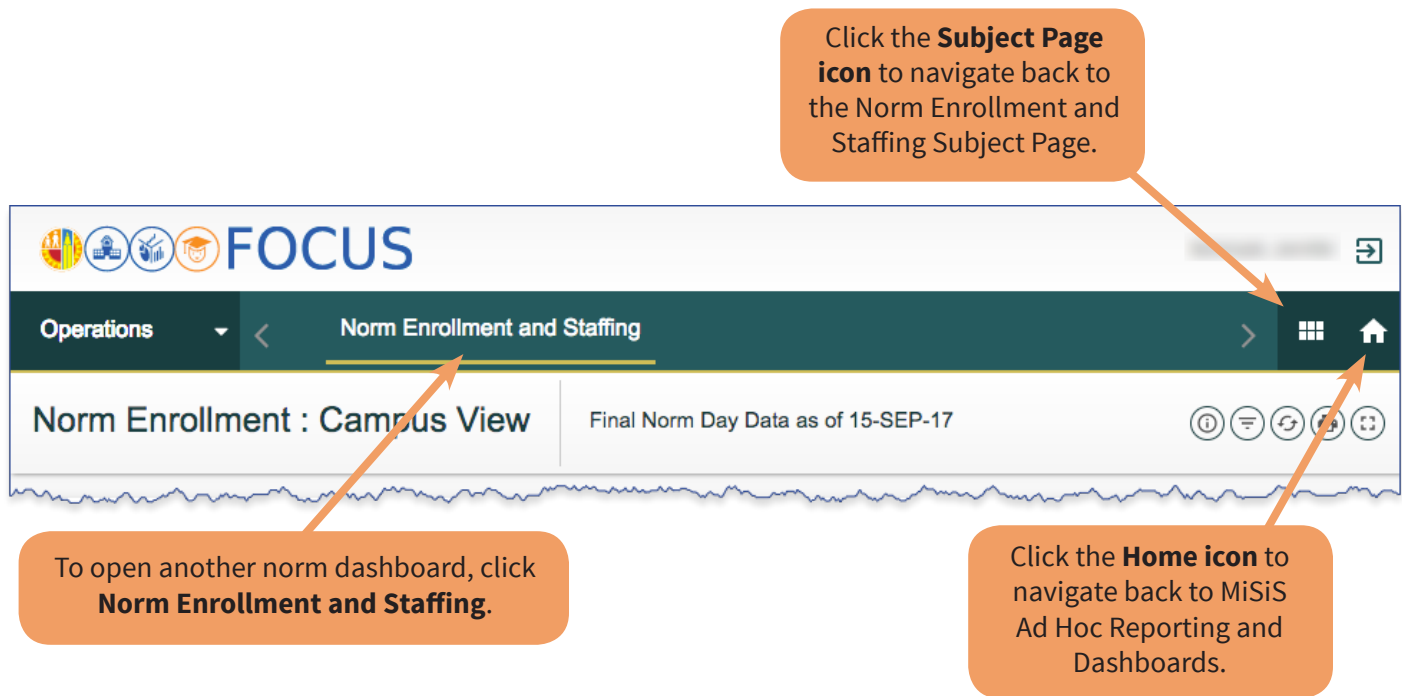
The screenshot shows the FOCUS interface for the 'Norm Enrollment and Staffing' subject. The page is divided into several sections:

- Highlighted KPIs (1):** A section showing five key metrics: Norm Enrollment (511,370), Teacher Positions (17,420), Counselor Positions (414), Administrator Positions (968), and Clerical Positions (1,794). Each metric includes a change indicator (e.g., ▼-7,929 to E-CAST).
- Final Norm Dashboards (2):** A section with two tabs: 'Final Norm Dashboard' and 'Preliminary Norm Dashboard'. Under 'Final Norm Dashboard', there are two sub-sections: 'Final Norm Enrollment Campus View' and 'Final Norm Staffing Campus View'.
- Search Bar (3):** A search bar labeled 'Search Content' with a magnifying glass icon.
- Create Your Report (4):** A button labeled 'Create Your Report' with a document icon.
- Training & Messages (5):** A section titled 'Norm Enrollment and Staffing' with a job aid on Norm Enrollment and Staffing dashboards.
- Recently Viewed Dashboards (6):** A section showing four thumbnails of recently viewed dashboards: Norm Enrollment Central Office View, Norm Enrollment Local District View, Norm Enrollment Campus View, and Norm Enrollment Details.
- Home Icon (7):** A home icon in the top right corner of the page.

#	DESCRIPTION
1	In the Highlighted KPIs section, review metrics related to the selected subject.
2	In the Final Norm Dashboards section, click Final Norm Enrollment Campus View or Final Norm Staffing Campus View to open the dashboards. It is important to note that you can still view the Preliminary Norm Dashboards by clicking Preliminary Norm Dashboards . (Note: Users will only see the dashboards to which their role grants access).
3	Use the Search Bar to search the entire application.
4	Click Create Your Report to create one from scratch.
5	Watch training videos or review job aids and other norm-related resources in the Training & Messages section.
6	Access the dashboards you visit most often in the Recently Viewed Dashboards section. Click the arrows to scroll through the list. (Updated nightly.)
7	Click the Home icon to return to MiSiS Ad Hoc Reporting and Dashboards.

How to Use the Navigational Bar

The navigational bar can be found at the top of the screen on the Final Norm Enrollment and Norm Staffing Dashboards.



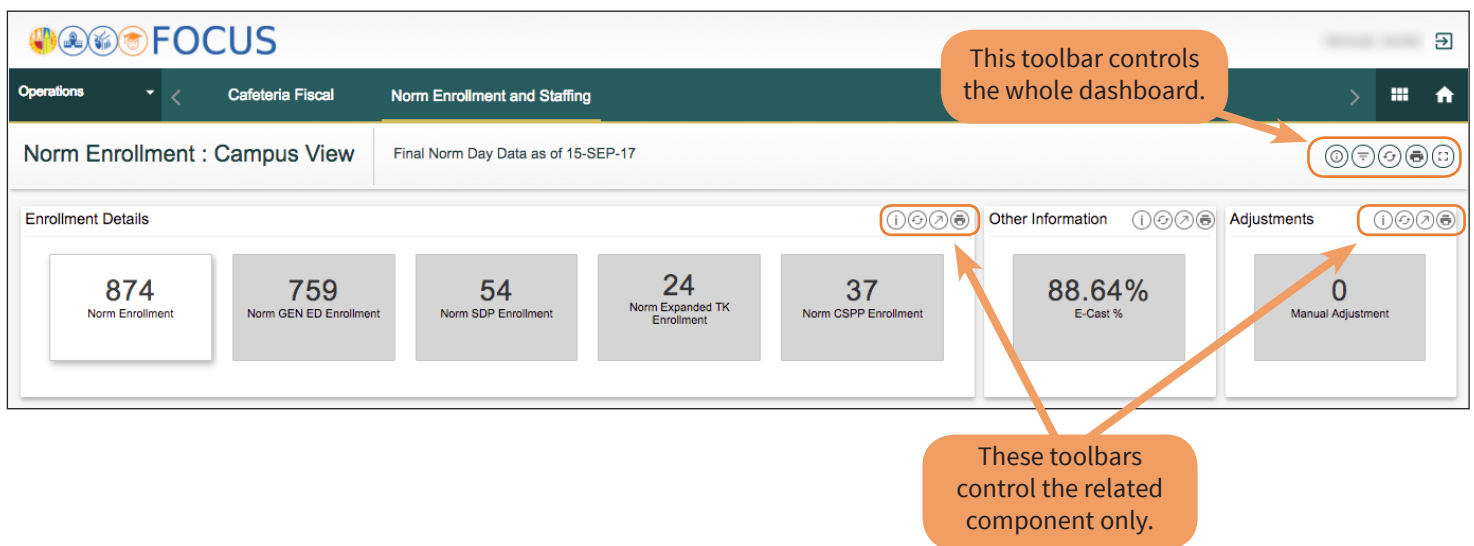
Click the **Subject Page icon** to navigate back to the Norm Enrollment and Staffing Subject Page.

To open another norm dashboard, click **Norm Enrollment and Staffing**.

Click the **Home icon** to navigate back to MiSiS Ad Hoc Reporting and Dashboards.

Icon Glossary













Focus displays many icons throughout the application, with the majority in toolbars. Both dashboards consist of multiple sets of toolbars. One toolbar controls the entire dashboard, located at the top right corner of the screen, and there are other toolbars throughout the dashboard that control each component individually. See the image below for an example, and refer to the next page for definitions of each tool icon on the dashboards.







This toolbar controls the whole dashboard.

These toolbars control the related component only.

Enrollment Details					Other Information	Adjustments
874 Norm Enrollment	759 Norm GEN ED Enrollment	54 Norm SDP Enrollment	24 Norm Expanded TK Enrollment	37 Norm CSPP Enrollment	88.64% E-Cast %	0 Manual Adjustment

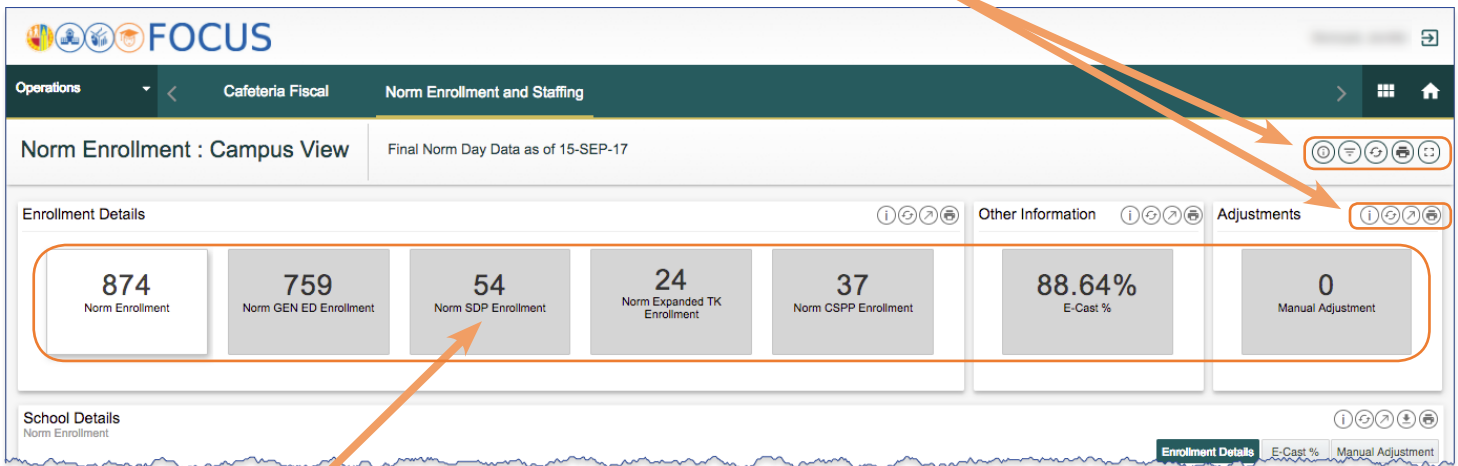
ICON	HOVER TEXT	ACTION PERFORMED
	Logout	Logout of Focus.
	Return to Subject Page	Return to the Subject Page you were previously on.
	Return to Welcome Page	Return to the Welcome Page.
	Info (Dashboard Toolbar)	View help information related to the current dashboard.
	Filter (Dashboard Toolbar)	Reveal options for modifying the data displayed on the dashboard. Use the Filters to narrow the set of students displayed in the dashboard. Available filters vary by dashboard.
	Refresh (Dashboard Toolbar)	Refresh the data on the dashboard.
	Print (Dashboard Toolbar)	Print the dashboard as it is currently displayed on the screen.
	Full Screen	Remove the header and display the dashboard full screen.
	Info (Component Toolbar)	View help information for the component.
	Refresh (Component Toolbar)	Update the data in the component, retaining all filters applied.
	Maximize	Display the component on the entire browser screen.
	Filter (Component Toolbar)	Reveal options for modifying the display of the component; click a filter name to display the list in a different configuration. Available filters vary by component.

ICON	HOVER TEXT	ACTION PERFORMED
	Export	Export the component to an Excel, CSV, or PDF file.
	Print (Component Toolbar)	Print the component.
	Sort	Toggle between sorting the list in the component from best to worst or worst to best.
	Minimize	Minimize the component to display the full dashboard again.

Navigate the Final Norm Enrollment Dashboard

The Final Norm Enrollment Dashboard captures final norm day data and applies adjustments to the data to arrive at the norm enrollment used for staffing schools.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 5.



Click a **performance tile** to view that group in the School and Student Details reports at the bottom of the dashboard. See below for descriptions of all performance tiles.

Enrollment Details

PERFORMANCE TILE	DESCRIPTION
Norm Enrollment	Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program (SDP) students and students enrolled in the California State Preschool Program (CSPP) at elementary schools.
Norm GEN ED Enrollment	Count of students enrolled from Grade TK (Transitional Kindergarten) to Grade 12, excluding SDP, TE, and CSPP students.
Norm SDP Enrollment	For elementary schools, this is the count of students enrolled in SDP classes taught by Special Ed teachers. For secondary schools, this is the count of students whose "Percent Outside General Ed" is 50% or more.
Norm Expanded TK Enrollment	Count of students enrolled in Grade TE.
Norm CSPP Enrollment	Count of preschool students enrolled in the CSPP program at elementary schools.

Other Information

PERFORMANCE TILE	DESCRIPTION
E-Cast %	Percentage of total norm enrollment to total E-CAST enrollment.

Adjustments

PERFORMANCE TILE	DESCRIPTION
Manual Adjustments	<p>Details of students where adjustments were applied for various reasons, which include but are not limited to:</p> <ul style="list-style-type: none"> • Absence [13 Days or more] – Students with absences of 13 days or more from the enrollment date through Norm Day. • Age Ineligible – Students enrolled as Kindergarten (K) or Transitional Kindergarten (TK) but turn 5 years old after December 2, 2017 or students enrolled as Expanded Transitional Kindergarten (TE) but turn 5 years old after June 30, 2018. • Duplicates – Students who have more than one enrollment record. • Enrolled in One Course – Students enrolled in one course only. • General Education to Special Day Program (SDP) – 50% or more courses with Special Ed teachers. • Special Day Program (SDP) to General Education – Less than 50% outside general education per IEP.

Final Norm Enrollment Dashboard Cont'd

The **School Details Report** provides a summary of the enrollment details (net of manual adjustments), E-CAST %, and list of manual adjustments for each school on the campus (i.e., home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

- Enrollment Details
- E-CAST %
- Manual Adjustment

Click these buttons to switch between the different **performance items**.

School Details

Norm Enrollment

LD	Board District	Campus Name	School Name	School Cost Center	School Number	School Type Description	Norm Enrollmer
S	7	107th St EI	107th Street Elementary	1585701	5857	Elementary School	719
S	7	107th St EI	107th Street Elementary Science/Tech/Eng/A	1585702	5858	Magnet Center - Elementary	118
S	7	107th St EI	107th Street Cal State Preschool Program	1223101	2231	State Preschool	37
GRAND TOTAL							874

Previous

Page1of1

Next

Student Details : [Select school from the list above to see the Student Details]

Norm Enrollment - (# of Students: 874)

LD	Board District	Campus Name	School Name	School Cost Ce	District ID	Full Name(LNF)	Age	Grade Level	Master Plan Prc	Absent Days	Room Num Coc	Teacher Employ	Teacher(LNF)
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			4	ST_PRE_SCH_f	No Data	0	No Data	NaN	
S	7	107th St EI	107th Street Cal State Pre	1223101			5	ST_PRE_SCH_f	No Data	0	No Data	NaN	

Previous

Page1of88

Next

Click **Next** and **Previous** to scroll through the pages on the report.

The **Student Details Report** provides a list of students enrolled/counted at each school on the campus. It also displays the manual adjustments, listing the students not counted for various reasons and/or listing the students counted with adjustments made between programs (e.g., adjustment from Gen Ed program to Special Ed program or vice versa), etc. The Student Details will only be displayed when a school is selected from the School Details. Student level details are available for each of the following performance items:

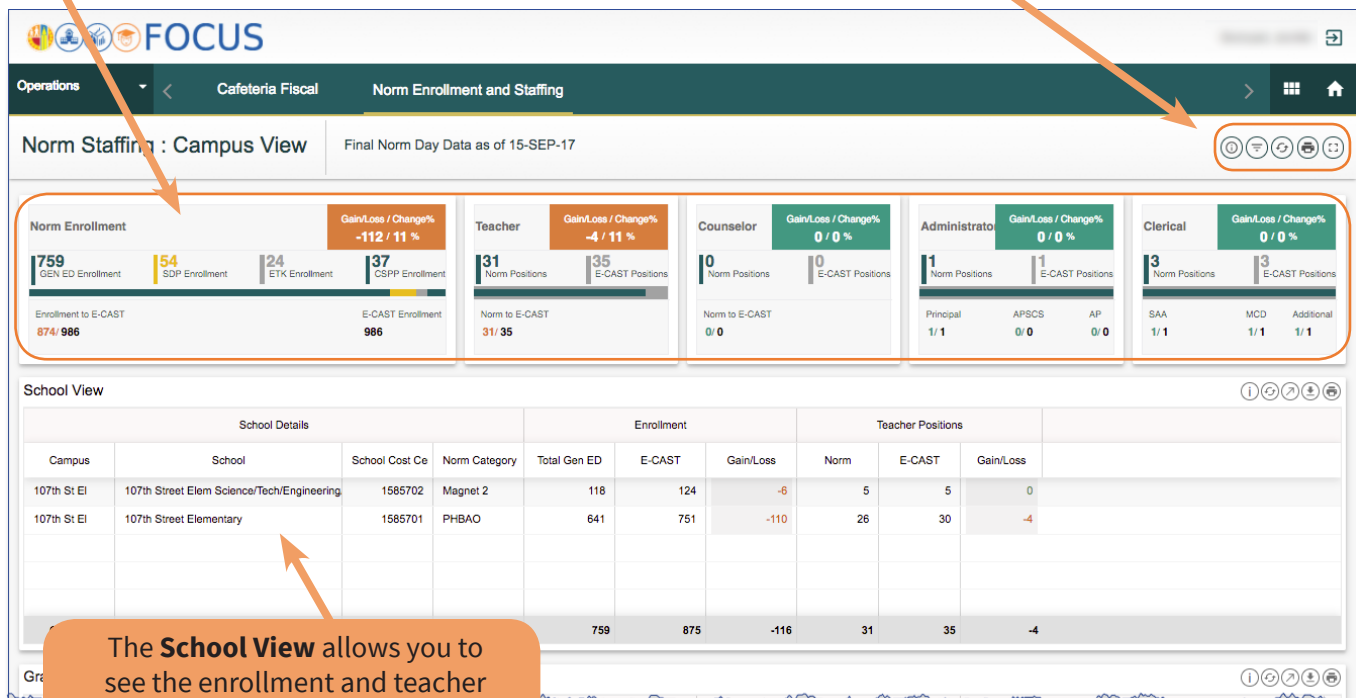
- Enrollment Details
- Manual Adjustment

Navigate the Final Norm Staffing Dashboard

The Final Norm Staffing Dashboard includes a comparison of E-CAST with the final norm day data for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Final Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations.

The tiles in the header of the dashboard provide the **Gain/Loss/Change data** regarding Norm Enrollment, Teacher, Counselor, Administrator and Clerical positions.

Use the **dashboard toolbar** at the top of the page to control the whole dashboard, or use a **component toolbar** to control only that component. For more info, see page 5.



The **School View** allows you to see the enrollment and teacher positions for all campuses to which you are assigned.

In the **Grade Groups View**, based on the type of school, Elementary, Middle, High School, you will be able to view the Grade Group enrollment for determining your norm teacher positions. In addition, there is a "Norm Enrollment Range" and "# of Students to" to determine if you are losing or gaining a position.

Grade Groups View

School		Enrollment			Teacher Positions			Norm Enrollment Range		# of Students to	
School	Grade Group	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	Min	Max	Lose Position	Gain Position
107th Street Elem Science/Tech/Engineering/Arts/Mat	TK to 3	62	64	-2	3	3	0	49	72	14	11
107th Street Elem Science/Tech/Engineering/Arts/Mat	4 to 5(6)	56	60	-4	2	2	0	32	61	25	6
107th Street Elementary	TK to 3	454	547	-93	19	23	-4	433	456	22	3
107th Street Elementary	4 to 5(6)	187	204	-17	7	7	0	184	214	4	28

Page 1 of 1

Whom to Contact for Support

For questions about the **Final Norm Enrollment Dashboard**:

QUESTIONS OR ASSISTANCE NEEDED	WHOM TO CONTACT
Age Ineligible students	Early Childhood Education - Telephone: (213) 241-0415: LD East Ranae Amezcuita ramezqui@lausd.net LD Northeast Martha Borquez mlb6470@lausd.net LD South Ifetayo Ewing patricia.yeldell@lausd.net LD West Dr. Cherise Roper cherise.roper@lausd.net LD Northwest Desiree De Bond Vargas desiree.debond@lausd.net LD Central Dr. Patricia Yeldell patricia.yeldell@lausd.net
Regarding % of program time outside General Education	Local District LRE Specialists assigned to your school
Secondary students enrolled in one course; Students enrolled but not scheduled in any classes	School Counselor
Inquiry on Norm and Manual Adjustments Counts	AttendanceEnrollmentSection@lausd.net

For questions about the **Final Norm Staffing Dashboard**, please contact the Specialist(s) in your Local District:

LOCAL DISTRICT	SPECIALIST	PHONE NUMBER	EMAIL ADDRESS
CENTRAL	WILLIAM MASIS	(213) 241-4580	william.masis@lausd.net
EAST	ELISE CHO	(213) 241-4193	esc8642@lausd.net
	EDWARD SALAZAR	(213) 241-4193	exs3827@lausd.net
NORTHEAST	DEBRA DILLARD	(213) 241-4950	debra.dillard@lausd.net
NORTHWEST	MIGUEL GARZA	(213) 241-6102	miguel.garza@lausd.net
SOUTH	CAROLYN CHANG	(213) 241-4550	cchang@lausd.net
	DARVINA BRADLEY	(213) 241-2091	darvina.bradley@lausd.net
WEST	KAREN CASTRO	(213) 241-5436	karen.castro@lausd.net
	MICHAEL THOMPSON	(213) 241-2533	michael.a.thompson@lausd.net
SUPPORT SERVICES	OSCAR HERNANDEZ	(213) 241-6923	oherna2@lausd.net
SPECIAL ED/ ITINERANTS/PSA	CAROL SHIMIZU	(213) 241-2505	cms6440@lausd.net

For questions about technical issues, such as...

- School does not show in drop-down menu
- No data found
- Access denied to the dashboard

MiSiS Help Desk

(213) 241-5200

Option 5, then option 2