

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



For the 2017-18 school year, two norm dashboards are available to schools to monitor norm enrollment and norm staffing levels:

- **Norm Enrollment Dashboard** – The Norm Enrollment Dashboard was launched in 2016-17 to help schools monitor their enrollments and resolve data issues in a timely manner. For the 2017-18 school year, the dashboard has been upgraded to enhance the user experience and improve data transparency. The dashboard displays classification enrollment counts, adjustment counts, norm enrollment counts, and warning counts from the first day of school through Norm Day.
- **Norm Staffing Dashboard** – New for this school year, the Norm Staffing Dashboard helps schools monitor their staffing levels. The dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

Information from the Norm Enrollment and Staffing Dashboards is preliminary until posted as Final 2017-18 Norm Data by Budget Services.

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

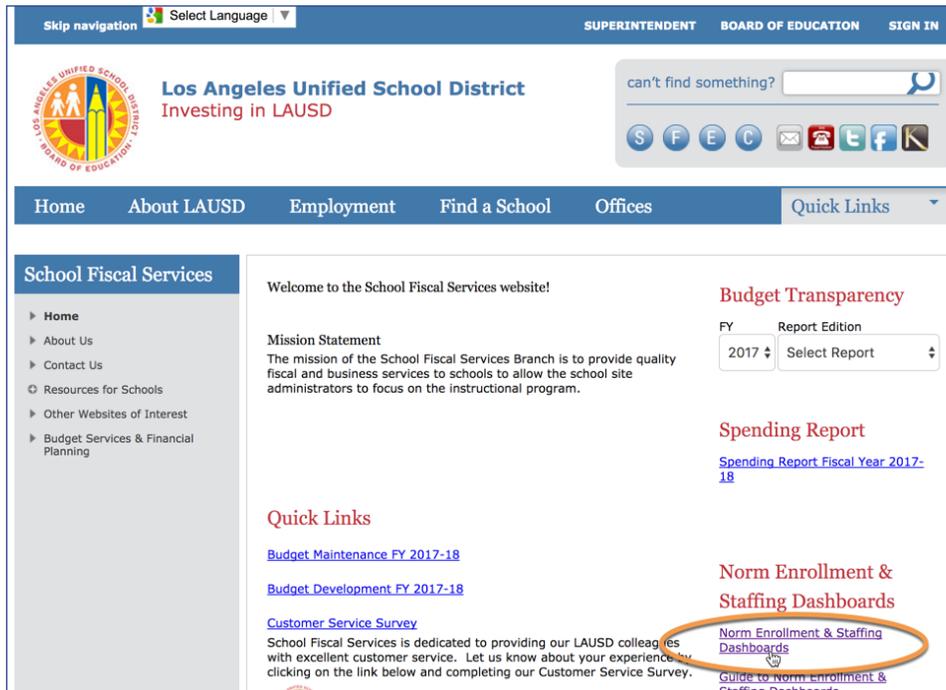
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Access the Dashboards

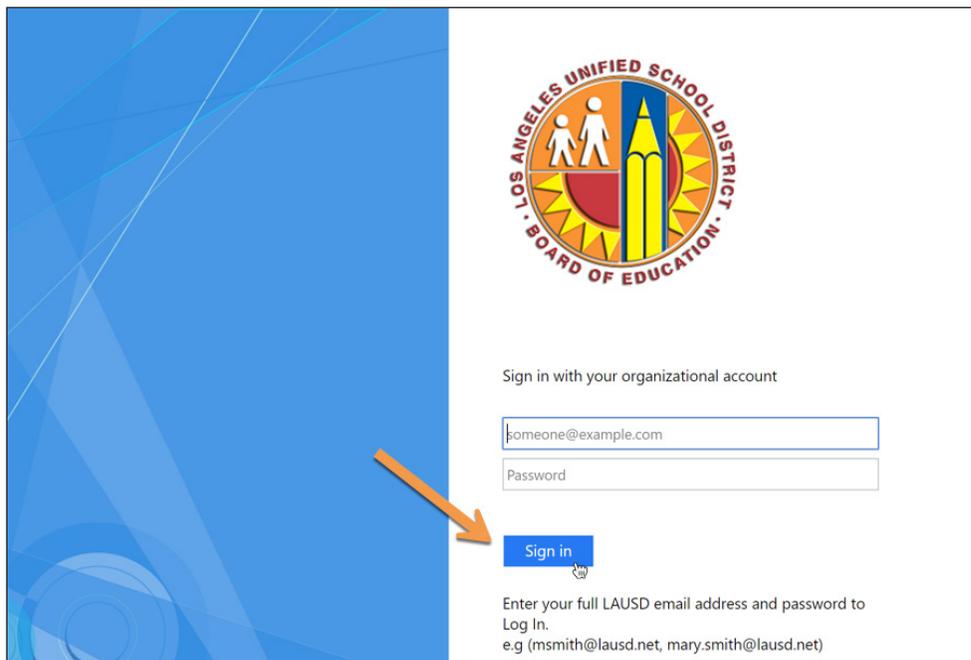
The Norm Enrollment and Staffing Dashboards can be accessed from the home pages of the following websites:

- 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>

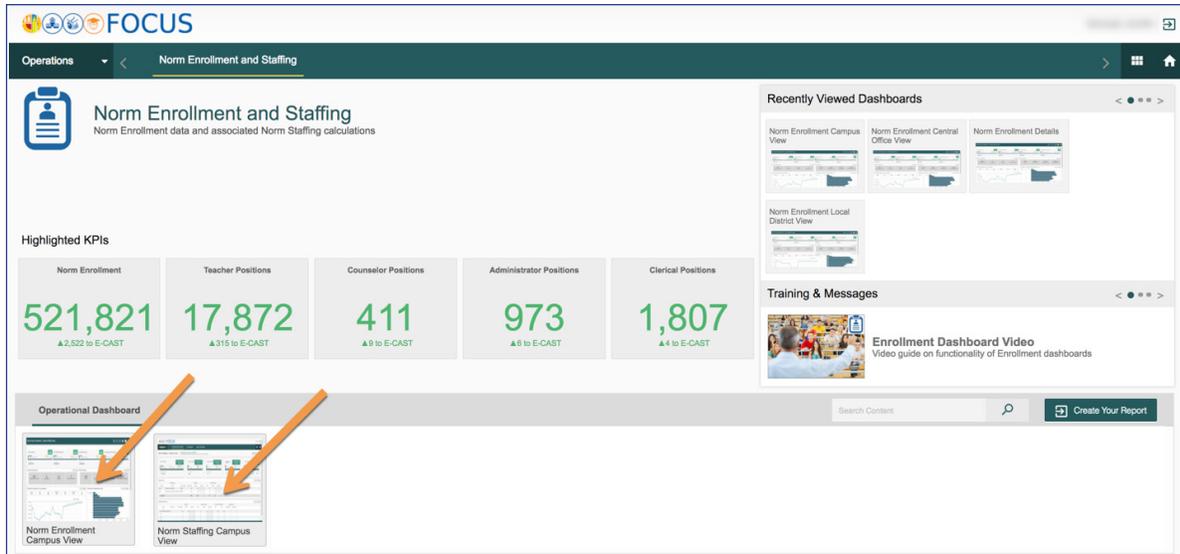
1. On the web page, click the link to the **Norm Enrollment and Staffing Dashboard**.
Note: The School Fiscal Services Division website is shown in the example below.



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 **Operational Dashboards**, click the name of the dashboard to open it, either **Norm Enrollment Campus View** or **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.

#	DESCRIPTION
1	In the Highlighted KPIs section, review metrics related to the selected subject.
2	In the Operational Dashboards section, click Norm Enrollment Campus View or Norm Staffing Campus View to open the 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 release notes 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 Norm Enrollment and Norm Staffing Dashboards.

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

To open the other dashboard (either the Norm Enrollment or Norm Staffing Dashboards) 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.

Norm Enrollment	Current	Norm GEN ED Enrollment	Current	Norm SDP Enrollment	Current	Norm Expanded TK Enrollment	Current
921 Enrollment Classification Report	921	847 Enrollment Classification Report	847	55 Enrollment Classification Report	55	19 Enrollment Classification Report	19
Enrollment Adjustment: 0		Enrollment Adjustment: 0		Enrollment Adjustment: 0		Enrollment Adjustment: 0	
School Year: 2016-2017		School Year: 2016-2017		School Year: 2016-2017		School Year: 2016-2017	

Enrollment Adjustments				Other Information	Warnings
0 Absence [13 Days or more]	0 Age Ineligible	0 Duplicates	0 Enrolled in One Course	103.48% E-Cast %	2 Absence [10 to 12 Days]

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.

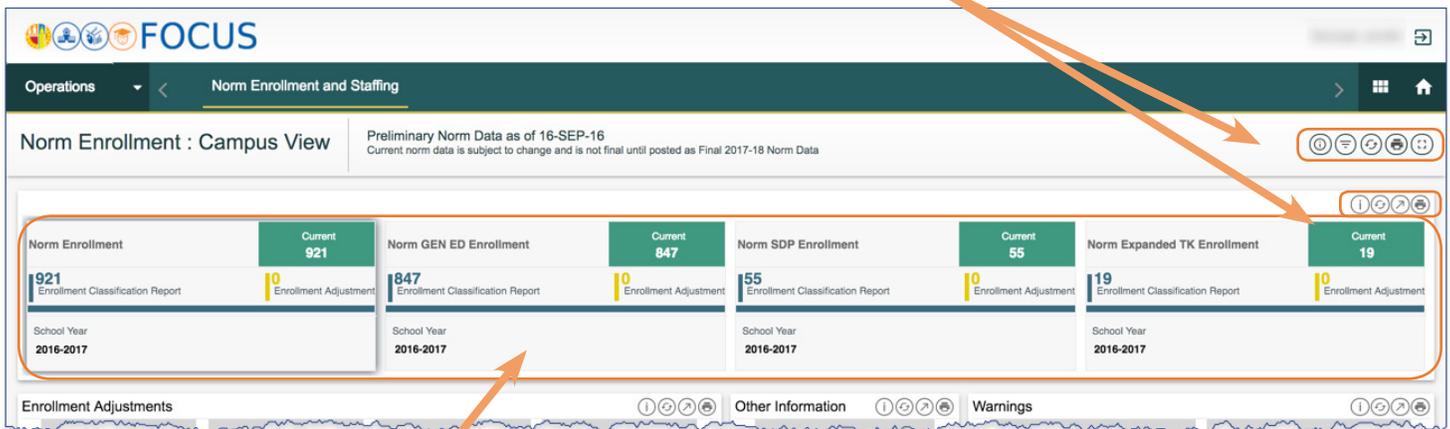
ICON	HOVER TEXT	ACTION PERFORMED
	Export	Export the component to an Excel, CSV, or PDF file.
	Print (Component Toolbar)	Print the component.
	Sort	Toggle between sorting the list in the component from best to worst or worst to best.
	Minimize	Minimize the component to display the full dashboard again.

Navigate the Norm Enrollment Dashboard

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

Note: Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

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 summary** to filter the dashboard to display only the data in that summary. See below for descriptions of all performance summaries.

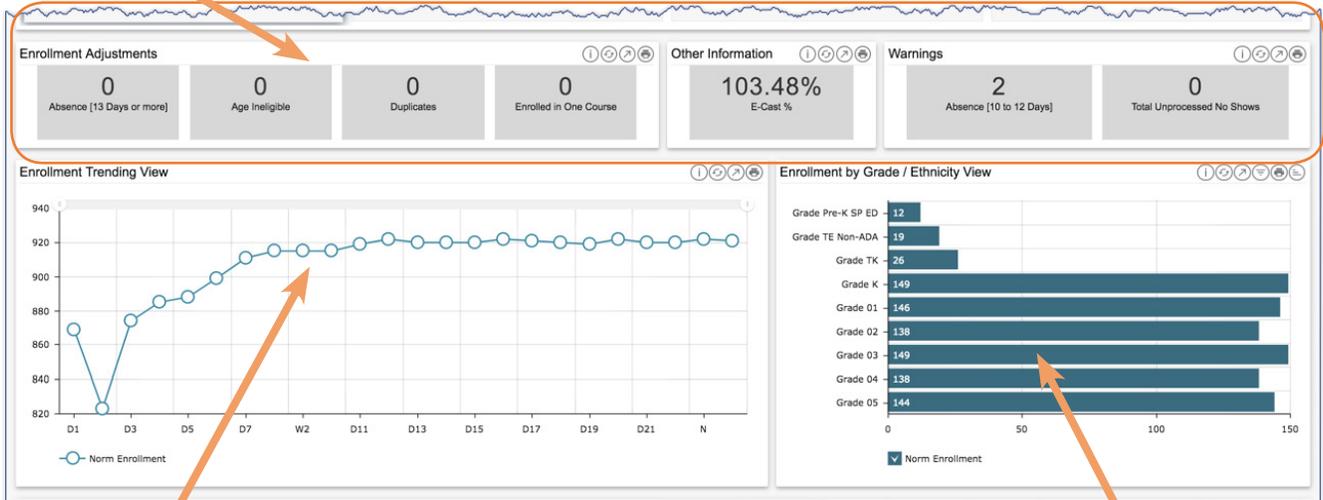
PERFORMANCE SUMMARY	DESCRIPTION
Norm Enrollment	Count of students enrolled from Grade TE (Expanded Transitional Kindergarten) to Grade 12, including Special Day Program (SDP) students.
Norm GEN ED Enrollment	Count of students enrolled from Grade TK to Grade 12, excluding Special Day Program (SDP) and Expanded TK students (TE).
Norm SDP Enrollment	For Elementary, this is the count of students enrolled in Special Day Program classes. For Secondary, 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.

Each tile has three components:

- 1. Enrollment Classification Report** – Enrollment counts from the classification report
- 2. Enrollment Adjustments** – Enrolled students to be deducted from Enrollment count. This is the sum of all adjustments: Duplicates, Absences, Enrolled in 1 course, and Age Ineligible
- 3. Norm Enrollment** – Count of students enrolled from Grade TE to Grade 12, including Special Day Program students (SDP) minus total Enrollment Adjustments

Norm Enrollment Dashboard Cont'd

See below for descriptions of all performance tiles.



The **Enrollment Trending View** displays the total norm enrollment from the first day of school through Norm Day.

The **Enrollment Grade/Ethnicity View** displays the ethnic breakdown by grade level for the selected capture date.

Enrollment Adjustments

Enrollment adjustments are applied to the classification enrollment counts, which include the following:

PERFORMANCE TILE	DESCRIPTION
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.

Other Information

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

Warnings

PERFORMANCE TILE	DESCRIPTION
Absence [10 to 12 Days]	Students with absences of 10-12 days from the enrollment date through Norm Day. These students are within 1-3 additional absences of being deducted from the enrollment count.
Total Unprocessed No Shows	Students flagged as no show in MiSiS by a school but the no show cannot be processed by the system because the students have a record of attendance, etc.

Norm Enrollment Dashboard Cont'd

The **School Details Report** provides a summary of the classification enrollment, adjustments, and the net or norm enrollment for each school on the campus (that is, home school, magnet center, other learning center, or dual language center). School Details are available for each of the following performance items:

- Enrollment Details
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- E-CAST %
- Warning: Absence [10 to 12 Days]
- Warning: Total Unprocessed No Shows

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

LD	Campus Name	School Name	School Cost Center	School Number	School Type Description	Enrollment	Adjustment	Norm Enrollment
S	107th St El	107th Street Elementary	1585701	5857	Elementary School	836	0	836
S	107th St El	107th Street Elem Science/Tech/Engineering	1585702	5858	Magnet Center - Elementary	85	0	85
GRAND TOTAL						921	0	921

The **Student Details Report** provides a list of students enrolled at each school on the campus and displays any applicable adjustments or warnings for each student. 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
- Total Adjustments
- Norm Enrollment
- Absence Days 13 or More
- Age Ineligible
- Duplicate Enrollment
- Enrolled in One Course
- Warning: Absence 10 to 12 Days
- Warning: Unprocessed No Shows

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

LD	Campus Name	School Name	School Cost Cent	District ID	Full Name(LNF)	Age	Grade Level	Master Plan Prog	Absent Days	Room Num Code	Teacher Employe	Teacher(LNF)	Student Primary F	Student Additiona	SDP Status Flag	Enrollment Date
S	107th St El	107th Street Elementary	1585701			9	02	EI	1	41			White	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			9	02	EI	1	42			White	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			9	02	EI	0	42			White	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			11	04	No Data	0	35			White	No Data	Y	8/16/2016
S	107th St El	107th Street Elementary	1585701			9	02	No Data	2	37			African American	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			12	05	No Data	0	13			White	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			7	00	No Data	5	46			African American	No Data	Y	8/16/2016
S	107th St El	107th Street Elementary	1585701			12	05	No Data	1	13			White	No Data	N	9/8/2016
S	107th St El	107th Street Elementary	1585701			12	05	No Data	0	13			White	No Data	N	8/16/2016
S	107th St El	107th Street Elementary	1585701			10	03	No Data	5	28			White	No Data	N	8/16/2016

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

Navigate the Norm Staffing Dashboard

The Norm Staffing Dashboard includes a comparison of ECAST with the selected capture date for student enrollment and staffing allocations. This dashboard uses adjusted norm enrollment counts from the Norm Enrollment Dashboard to calculate teacher, administrator, counselor, and clerical allocations from the first day of school through Norm Day.

Note: Data on the dashboard is defaulted to the latest capture date unless the dashboard is filtered for a different date. Use the dashboard toolbar to filter the dashboard for another capture date.

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.

Norm Staffing : Campus View
Preliminary Norm Data as of 02-AUG-17
Current norm data is subject to change and is not final until posted as Final 2017-18 Norm Data

Capture Date: 08/02/2017 | Campus: DBM | **Reset**

Category	Norm Positions	E-CAST Position	Gain/Loss / Change%
Norm Enrollment	1,036	0	1,036 / 0 %
Teacher	38	0	38 / 0 %
Counselor	2	0	2 / 0 %
Administrator	2	0	2 / 0 %
Clerical	3	0	3 / 0 %

School View

School Details				Enrollment			Teacher Positions		
Campus	School	School Cost Cent	Norm Category	Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss
DBM	Downtown Business Magnet	1873801	Magnet 2	659	0	659	24	0	24
DBM	Downtown Business Magnet - Elec Info/Multi	1873803	Magnet 2	377	0	377	14	0	14
Grand Total				1,036	0	1,036	38	0	38

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	Grade Group	Enrollment			Teacher Positions			Norm Enrollment Range		# of Students to	
		Total Gen ED	E-CAST	Gain/Loss	Norm	E-CAST	Gain/Loss	Min	Max	Lose Position	Gain Positio
Downtown Business Magnet	9 to 12	659	658	1	24	24	0	657	665	3	:
Downtown Business Magnet - Elec Info/Multimedia Ma	9 to 12	377	377	0	14	14	0	374	401	4	:

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Whom to Contact for Support

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

QUESTIONS OR ASSISTANCE NEEDED	WHOM TO CONTACT
Assistance on where to find the links and other information on Norm Enrollment Dashboard.	Fiscal Specialists assigned to your school
Age Ineligible students	Early Childhood Education - Telephone: (213) 241-0415: LD East Ranae Amezcua 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

For questions about the **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

MiSi Help Desk

(213) 241-5200

Option 5, then option 2