K-3 Class Size Average and Enrollment Dashboard User Manual

For Campus Users

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The K-3 Class Size Average and Enrollment Dashboard is a tool that demonstrates a school's compliance with the class size requirement for Kindergarten through 3rd grade classes. Based on the school's latest monthly enrollment counts, the dashboard provides three reports which schools, local districts, and central offices can use to monitor each class' enrollment and enable schools to manage and organize classes to ensure that the school's K-3 class size average does not exceed the maximum average class size of 24 students at each school site. In addition to the dashboard, the K-3 Class Size Average Simulator is available for users to export to Excel and simulate future class size averages for each teacher at the school.

These reports are developed for central office, local district, and school users. All school users have access to their assigned school(s) only. Users who have access to multiple schools can use the filters in the dashboard toolbar to drill down to a specific school or to schools assigned to a specific Local District staff, such as Instructional Directors and School Operations Coordinators.
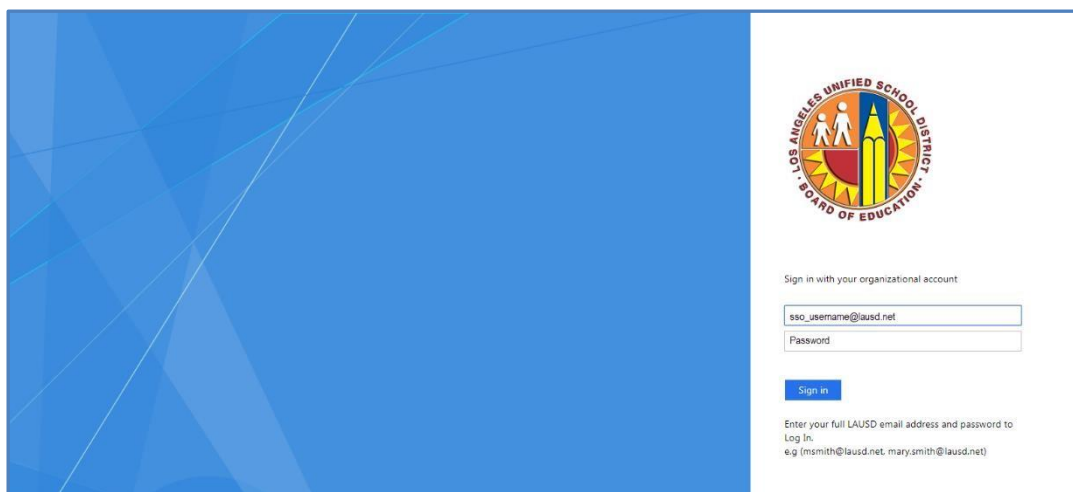
Access

1. To access the dashboard, enter this URL into your browser:

https://focus.lausd.net

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

2. Log into Focus by entering your Single Sign On username and password. Then, click Sign In.

3. This takes you to the Focus Welcome Page. (1) Click the Operations Analytic Area. Then (2) click Norm Enrollment and Staffing.

4. At the bottom of the Subject Page, (1) click the K-3 Class Size Average tab, and then (2) click the Class Size Average Campus View to navigate to the dashboard.

   Note: To go directly to the Simulator, click the corresponding image. Optionally, navigate to the dashboard first and then go to the Simulator using the navigational menu. See page 8 for more information.
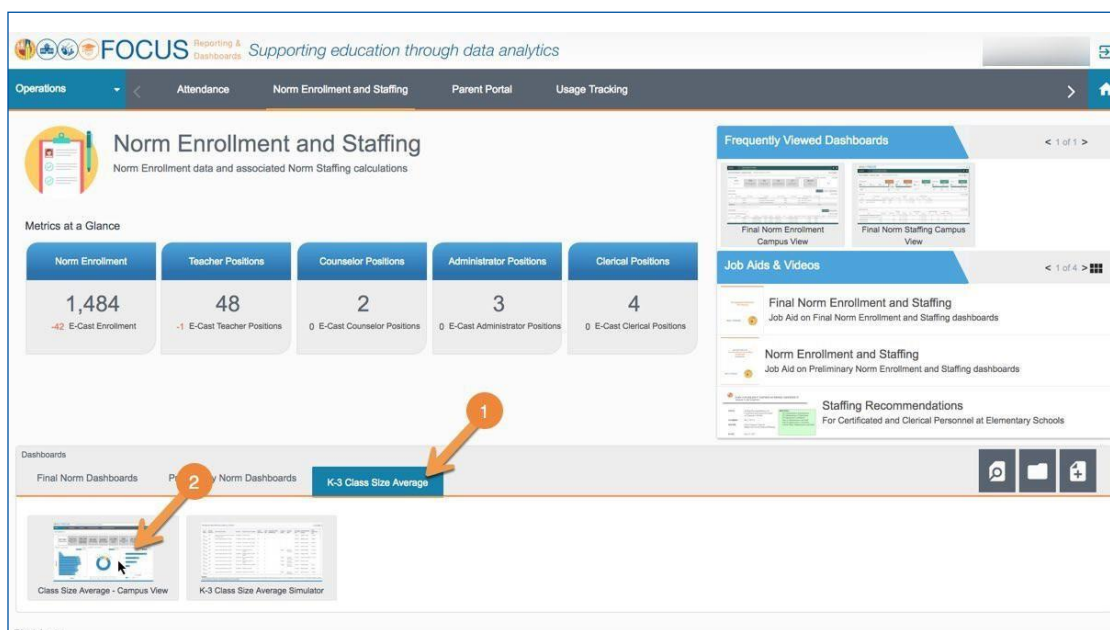

5. The dashboard will display.

Dashboard Overview

The K-3 Class Size Average and Enrollment dashboard displays a series of tiles and one of three reports. See below for an overview of the dashboard and refer to the following sections in this guide for more details.

Note: In addition to this dashboard, the K-3 Class Size Average Simulator is available to simulate future class size averages by teacher. See #1 below.
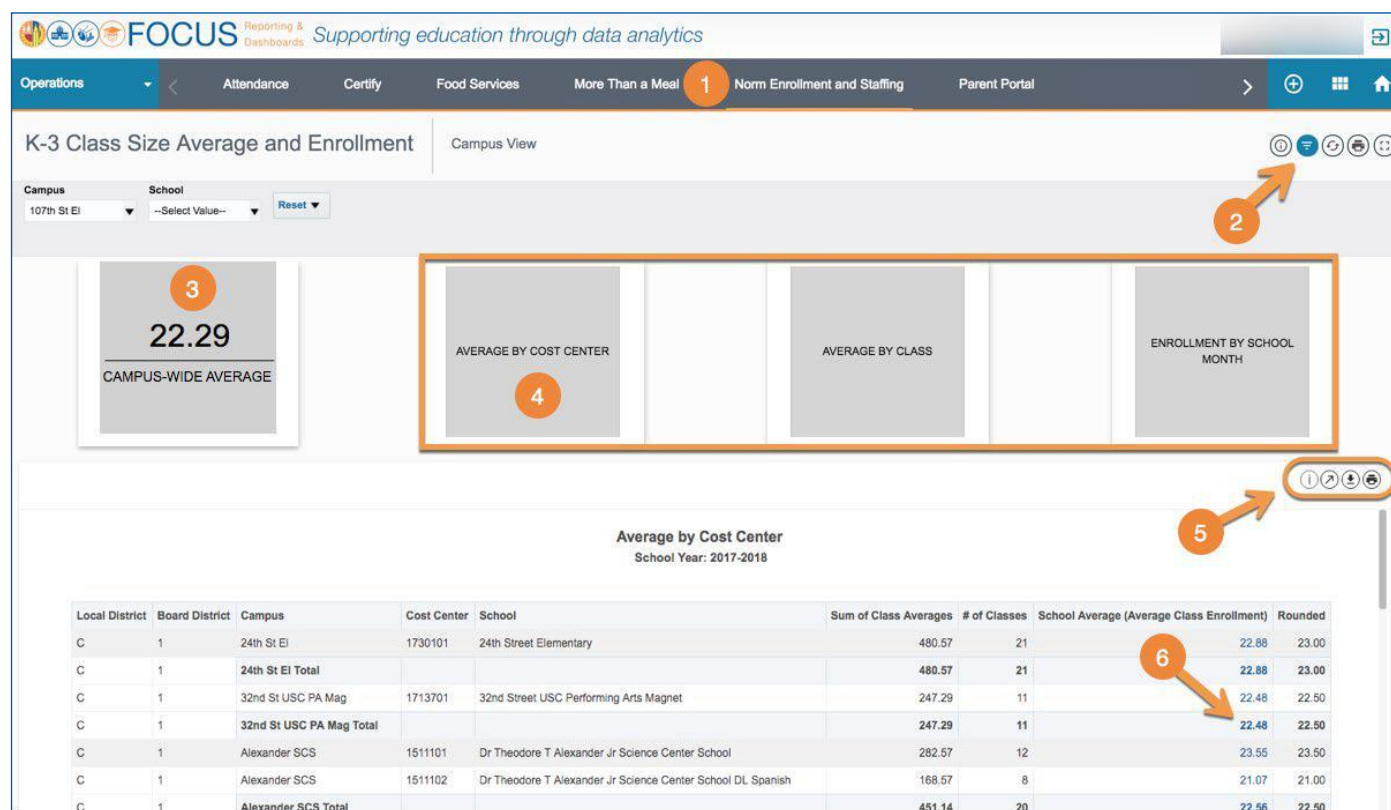
| #	DESCRIPTION
1	Click Norm Enrollment & Staffing in the navigational menu to access the Simulator (see page 8 for more information).
2	Use the filters in the dashboard toolbar (expanded above) to drill down to locations (see next page).
3	In the Campus-Wide Average tile, view the school class size average of each school to which the user has access. This number will update to reflect all filter selections.
4	Click the tile labeled Average by Cost Center, Average by Class, or Enrollment by School Month to view the related report below.
5	In the report toolbar, click the appropriate icons to Maximize the display in full screen, to Print the report displayed on the screen, or Export the full report in various available formats.
6	Click a blue or red number on the Average by Cost Center or Average by Class reports to drill to a report.

Filters

The K-3 Class Size Average reports contain a set of filters in the dashboard toolbar that can be used to narrow the dataset displayed on all reports according to the location.
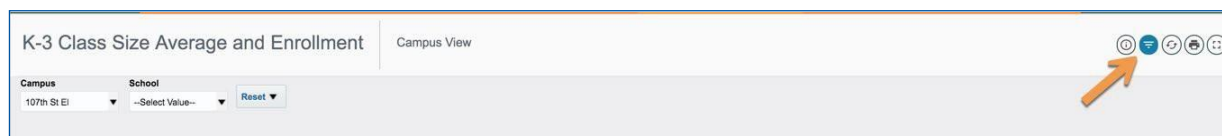

To use a filter, (1) click the down arrow to open the drop-down menu, and then (2) make a selection by checking the box next to a value.

Note: If the user has access to more than one location, the filters will allow the user to select more than one value.
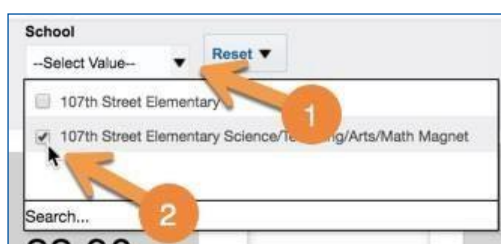
To reset the filters or to return to the default values, (1) click the Reset button at the end of the filter list. In the drop-down menu, (2) click Reset to default values.
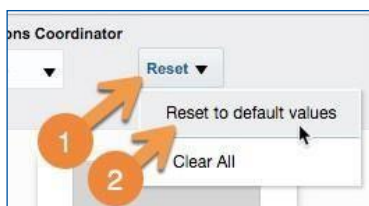
The list below includes the filters available in the K-3 Class Size Average reports. The available choices will vary based on the schools to which the user has access.

FILTER NAME	DESCRIPTION
Campus	Select a Campus to see data for the schools at that Campus.
School	Select a School to only see its data.

Average by Cost Center

Click the Average by Cost Center tile to view this report.

For each cost center code, the report calculates and displays the School Average by dividing the Sum of Class Averages by the Number of Classes. This is the average number of students enrolled in a class at the cost center. It also displays the School Average as rounded to the nearest multiple of 0.5. In addition, the report provides the same information at the Campus level.

Click a blue or red number in the School Average (Average Class Enrollment) column to drill down to the related Average by Class report.

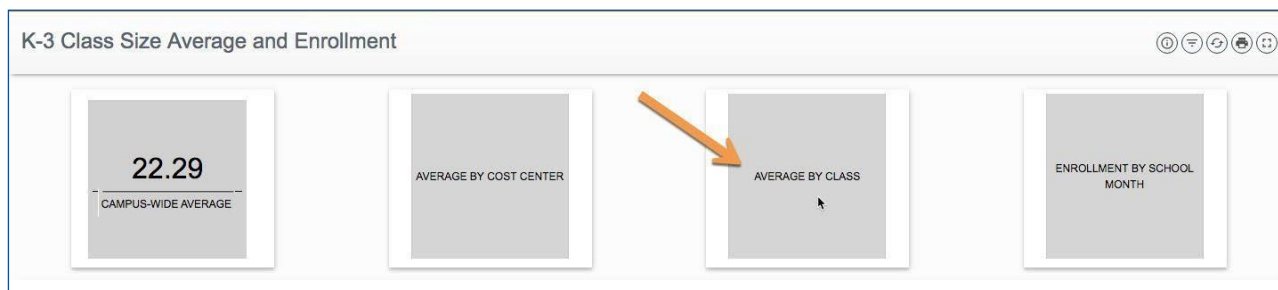
After drilling down to the Average by Class report, (1) click the blue or red numbers to drill down to a related Enrollment by School Month report. Or, (2) click Back in the report toolbar to return to the dashboard.

Average by Class

Click the Average by Class tile to view this report.

For each school, the report lists applicable K-3 classes including details such as the assigned Teacher, class Grade Level, total number of students enrolled in the class, the number of months the class has been in session, and the average number of students by class. In addition, information is provided at both the cost center and campus levels.

Click a blue or red number in the Average by Class column to drill down to the related Enrollment by School Month report.

After drilling down to the Enrollment by School Month report, click Back in the report toolbar to return to the dashboard.

Enrollment by School Month

Click the Enrollment by School Month tile to view this report.

For each cost center, the Enrollment by School Month displays the latest monthly enrollment counts of each class by grade level and school month as reported on the school's monthly classification reports. Enrollment counts for K also includes the count of students in the Transitional Kindergarten program. The monthly enrollment counts are the bases for the class averages and school averages displayed in this dashboard.

Note: The averages presented in this dashboard are for K-3 classes only, including combination classes with students   in grade levels 1, 2, or 3. The following are excluded: classes for grade levels 4, 5, or 6; Special Day Program classes; and students in independent study programs.

K-3 Class Size Average Simulator

The Simulator provides the class size average for each teacher and month in the current school year-to-date. Follow these steps to access the Simulator from the dashboard:
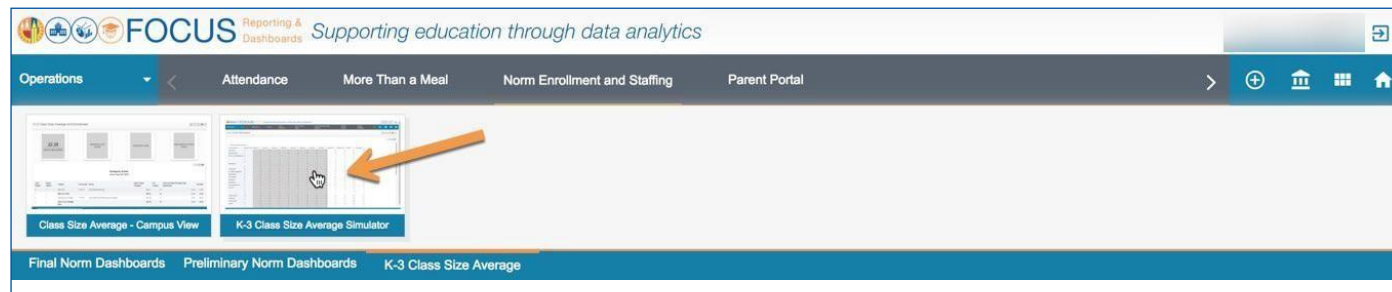
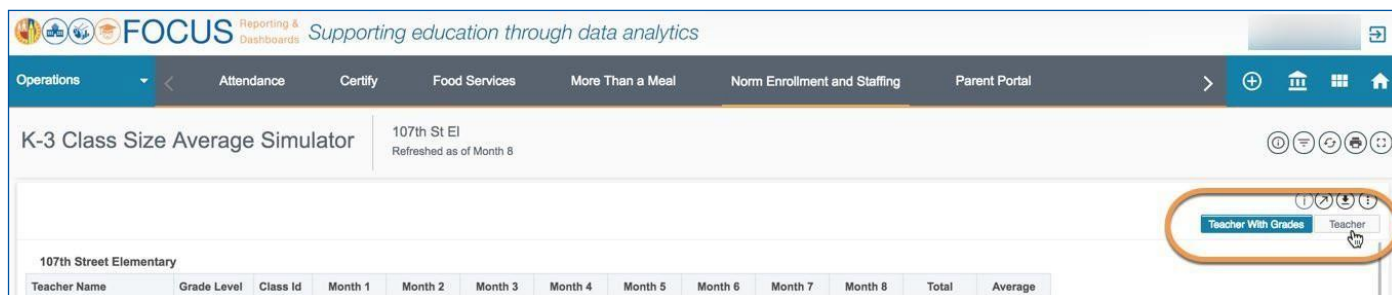1. Click Norm Enrollment & Staffing in the navigational bar.

2. Click the tab labeled K-3 Class Size Average.

3. Click the image labeled K-3 Class Size Simulator.

Click the buttons under the component toolbar to toggle between the default view including grade levels (i.e., Teacher with Grades button) or a view excluding grade levels (i.e., Teacher button).

On either view, the cells in a column are shaded gray if the month has passed. If the teacher's average for a particular month exceeds the maximum average, the number is color-coded red.

107th Street Elementary

Teacher Name	Grade Level	Class Id	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Total	Average
	3	116121	21.00	22.00	23.00	21.00	21.00	22.00	22.00	22.00	174.00	21.75
	2	116459	19.00	21.00	22.00	20.00	20.00	20.00	20.00	21.00	163.00	20.38
	1	116117	23.00	22.00	24.00	24.00	23.00	23.00	22.00	23.00	184.00	25.63
	4	116451	21.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21.00	25.63
	K	116118	24.00	25.00	26.00	26.00	22.00	22.00	24.00	23.00	192.00	24.00
	3	116114	18.00	24.00	24.00	24.00	25.00	25.00	25.00	25.00	190.00	23.75
	4	116450	26.00	32.00	31.00	32.00	33.00	33.00	31.00	31.00	249.00	31.13

Note: If the user has access to multiple locations, the report lists all teachers at all schools, sorted by school. Scroll down to view data for another school or select a school using the filters in the dashboard toolbar at the top right of the screen.

To use the Simulator, follow these steps:

1. Click the Export icon in the report toolbar, and select Excel 2007+ as the export format.

2. Once the download is complete, a confirmation dialog box will appear. Click OK.

3. For instructions on how to use the K-3 Class Size Average Simulator, go to the below links:

    Budget Services and Financial Planning: https://achieve.lausd.net/Page/431

School Fiscal Services: https://ca01000043.schoolwires.net/Page/15956
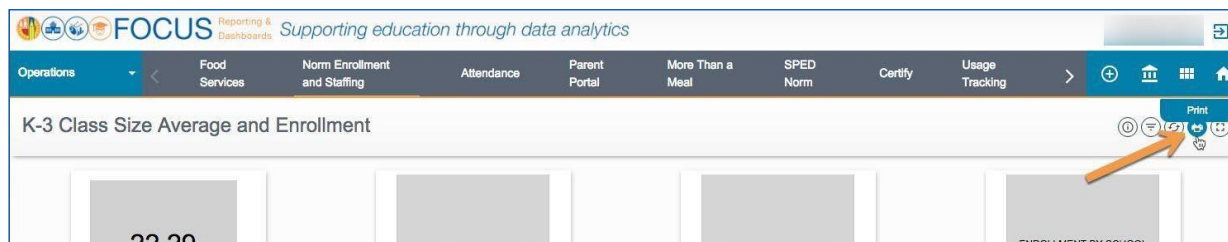
K-3 Class Size Average and Enrollment Dashboard 9

Print/Export Reports

All reports can be printed as displayed on the screen or exported in various available formats.

Note: Clicking the Print icon in the dashboard toolbar will print the entire report landing page, including the tiles.

To print or export the report displayed below the tiles, use the report toolbar.
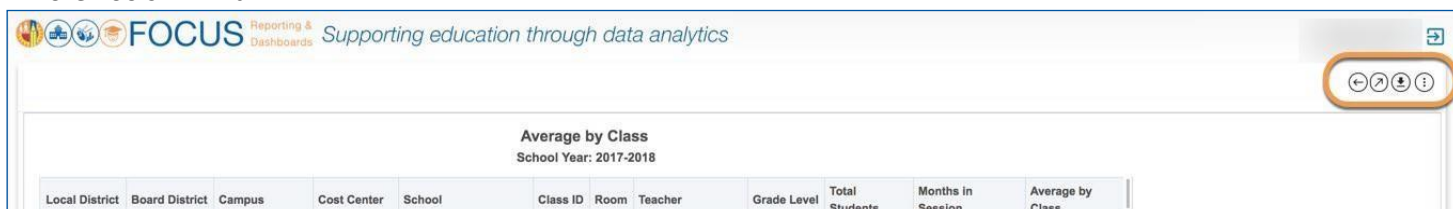

To print, (1) click the More Tools icon and then (2) click Print.

To export, click the Export icon and then select the format, such as PDF, Excel spreadsheet, or CSV file.
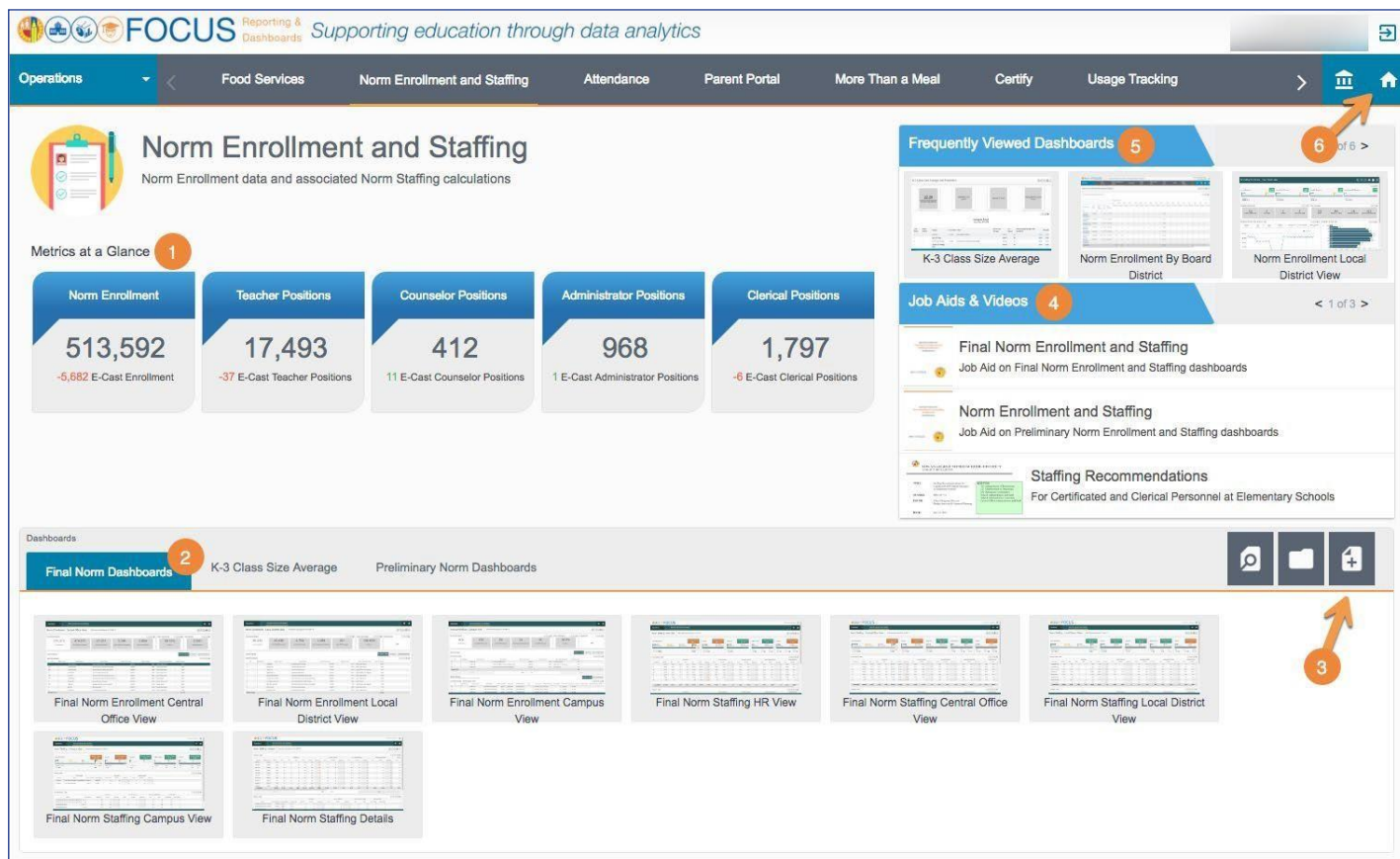

The drill-down reports can be printed or exported. In the report toolbar in the top right of the screen, click Export or More Tools > Print.

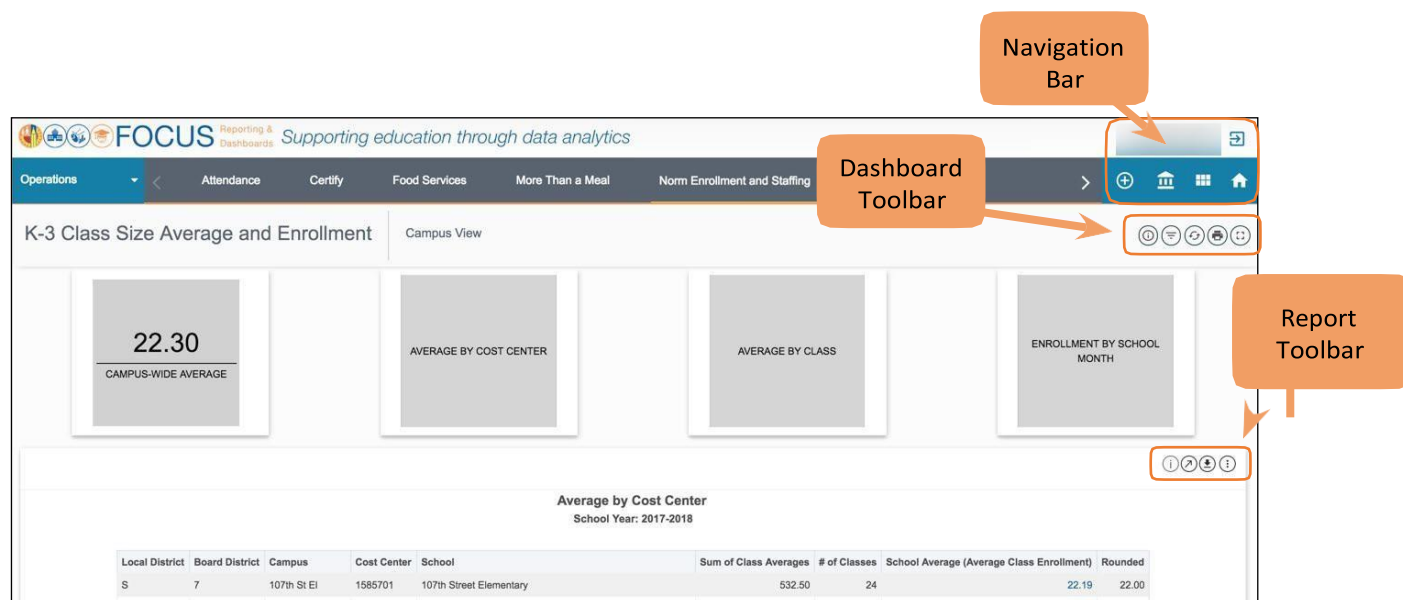# Appendix A: Norm Enrollment and Staffing Subject Page

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 Metrics at a Glance section, review metrics related to the selected subject.
2	Click a tab to view all related available dashboards, and click a dashboard image to open it.
3	Click Create Your Report to create one from scratch.
4	Download job aids and other norm-related resources in the Job Aids & Videos section.
5	Access the dashboards you visit most often in the Frequently Viewed Dashboards section. Click the arrows to scroll through the list. (Updated nightly.)
6	Click the Home icon to return to MiSiS Ad Hoc Reporting and Dashboards.

Appendix B: Icon Glossary

Focus displays many icons throughout the application, with the majority in toolbars. Each dashboard consists of multiple sets of toolbars. The Dashboard Toolbar, located at the top right corner of the screen, controls the entire dashboard, while the Component or Report Toolbars throughout the dashboard control each component individually. In addition to the toolbars, the Navigation Bar contains icons to navigate to other screens. See the image below for an example, and refer to this section of the guide for definitions of all icons.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Welcome Page	Classic View	Return to the classic look and feel of MiSiS Ad Hoc Reporting and Dashboards.
	Welcome Page / Subject Page	Search	Click this button on the Welcome Page to search the entire application. Click this button on the Subject Page to search the displayed Subject.
	Welcome Page / Subject Page	Create Your Report	Create an ad hoc report. It is recommended that only users who have taken the ad hoc reporting in-class training use this feature, as it is not supported as a part of the Meal Counts and Revenue Dashboards.
	Navigation Bar	Logout	Log out of Focus.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Navigation Bar	Return to Subject Page	Return to the Subject Page you were previously on.
		Return to Welcome Page	Return to the Welcome Page.
	Dashboard Toolbar	Info	View help information related to the current dashboard.
		Filter	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	Refresh the data on the dashboard.
		Print	Print the dashboard as it is currently displayed on the screen.
		Full Screen	Remove the header and display the dashboard full screen.
	Report Toolbar	Info	View help information for the component.
		Refresh	Update the data in the component, retaining all filters applied.
		Maximize	Display the component on the entire browser screen.
		Filter	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.
		Export	Export the component to an Excel, CSV, or PDF file.

ICON	TOOLBAR LOCATION	HOVER TEXT	ACTION PERFORMED
	Component Toolbar	Print	Print the component.
		Sort	Click to toggle between sorting the list in the component from best to worst or worst to best.
		View By	Click to select a different view for the component.

Appendix C: Single Track Instructional Calendar

INSTRUCTIONAL CALENDAR
SCHOOL YEAR 2022-23

Single Track

School Month	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	Days of Inst.
1	AUG 15	16	17	18	19	22	23	24	25	26	29	30	31	SEP 1	(2)	(5)	6	7	8	9	18
2	SEP 12	13	14	15	16	19	20	21	22	23	(26)	27	28	29	30	OCT 3	4	(5)	6	7	18
3	OCT 10	11	12	13	14	17	18	19 ★	20	21	24	25	26	27	28	31	NOV 1	2	3	4	19
4	NOV 7	8	9	10	(11)	14	15	16	17	18	21	22	23	24	25	28	29	30	DEC 1	2	14
											Thanksgiving Break										
5	DEC 5	6	7 ★	8	9	12	13	14	15	16	JAN 9 ▶	10	11	12	13	(16)	17	18	19	20	18
6	JAN 23	24	25	26	27	30	31	FEB 1	2	3	6	7	8	9	10	13	14	15	16	17	20
7	FEB (20)	21	22	23	24	27	28	MAR 1	2	3	6	7	8	9	10	13	14	15 ★	16	17	18
8	MAR 20	21	22	23	24	27	28	29	30	⟨31⟩	APR 3	4	5	6	7	10	11	12	13	14	14
											Spring Break										
9	APR 17	18	19 ★	20	21	(24)	25	26	27	28	MAY 1	2	3	4	5	8	9	10	11	12	18
10	MAY 15	16	17	18	19	22	23	24	25	26	(29)	30	31	JUN 1	2	5	6	7	8	9	23
	JUN 12	13	14	15	⟨16⟩																
																					180

▶ Returning from Winter Break   ◯ Holiday   ⬡ Unassigned Day   ★ Acceleration Day   ◇ Pupil-Free Day

Whom to Contact for Support

For assistance with questions about the content of the reports, please contact Attendance & Enrollment Section at 213-241-2115 or AttendanceEnrollmentSection@lausd.net. In the e-mail's subject line, enter "K-3 Class Size Average" and the school's name and cost center code.

For assistance with technical issues, such as...
- Difficulty accessing the application or dashboards
- Difficulty finding something

Please submit a Service Request to the ITD Help Desk. Enter this URL into your browser:

https://achieve.lausd.net/Page/11176

Scroll down and click Online Ticket. In the new window, choose Request Assistance with MiSiS. In the Select the Affected Module drop-down menu, select "MiSiS - Focus Reporting & Dashboards."