K-3 Class Size Average and Enrollment Dashboard User Manual For Local District and Central Office Users







# **Table of Contents**

Access	1
A Dashboard Overview	3
▲ Filters	4
▲ # of Campuses Exceeding 24	5
Average by Cost Center	6
Average by Class	7
▲ Enrollment by School Month	8
▲ K-3 Class Size Average Simulator	9
A Print/Export Reports	11
Appendix A: Norm Enrollment and Staffing Subject Page	12
Appendix B: Icon Glossary	13
Appendix C: Single Track Instructional Calendar	16
Whom to Contact for Support	16



he 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.

Sign In	
Enter your Single Sign-On (email) Username and Password to Log in. eg. (Johnsmith@laued.net) User ID firstname.lastname	
Password Sign In	
Accessibility Mode	



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



 At the bottom of the Subject Page, (1) click the K-3 Class Size Average tab, and then (2) click the Class Size Average District 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 9 for more information.

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Norr	n Enrollment	and Staffing			Frequently Viewed Das	hboards	< 1 of 7 >
Norm Enr	ollment data and associated f	form Staffing calculations			Norm Enrollment Central	Norm Enrollment Local District	Final Norm Enrollment Central
Norm Enrollment	Teacher Positions	Counselor Positions	Administrator Positions	Clerical Positions	Office View Job Aids & Videos	View	Office View
513,592 -5.682 E-Cast Enrollment	17,445 -64 E-Cast Teacher Positions	411 11 E-Cast Counselor Positions	966 1 E-Cast Administrator Positions	1,793 -6 E-Cast Clerical Positions	Final Norm Enro Job Ald on Final Nor	ollment and Staffing m Enrollment and Staffing dashboo nt and Staffing	ards
			9		Job Aid on Prelimina Discretification and a Discretification and a Discretificationon and a Discretificationo and a	ry Norm Enrollment and Staffing d fing Recommendations ertificated and Clerical Personnel a	ashboards at Elementary Schools
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		H. 5000					
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**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.

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ations	- < A1	ttendance Certify	Food	Services More Than a Meal	ment and Staffing	Parent Portal	>	⊕ ■
3 Class Si	ze Avera	ge and Enrollme	nt Dis	trict View			C	
d District lect Value	Local District	Campus •Select Value •	School Select Value	Partnership         Instructional Director         School           ✓         -Select Value         ✓         -Select Value         ✓	ect Value-	set 🔻	2	/
	3		4				ENDOL MENT BY	
CAMPUS-W	IDE AVERAGE	- # of Car	Z mpuses Exceed	AVERAGE BY COST CENTER	AVERA	GE BY CLASS	MONTH	SCHOOL
CAMPUS-W	ILZY	- #of Ca	Z mpuses Exceed	AVERAGE BY COST CENTER AVERAGE BY COST CENTER Average by Cost Center School Year: 2017-2018	AVERA	GE BY CLASS	6	) 
CAMPUS-W	Board District	f of Ca	Z mpuses Exceed	AVERAGE BY COST CENTER AVERAGE BY COST CENTER AVERAGE by Cost Center School Year: 2017-2018 School	AVERA Sum of Class Averages	# of Classes	6 School Average (Average to E rollment)	() () () () () () () () () () () () () (
CAMPUS-W Local District C	Board District	# of Car Campus 24th St El	Cost Center 1730101	AVERAGE BY COST CENTER AVERAGE BY COST CENTER AVerage by Cost Center School Year: 2017-2018 24th Street Elementary	AVERA Sum of Class Averages 480.88	# of Classes 21	School Average (Average to E rollment) 22.90	() (2) (2) (2) (2) (2) (2) (2) (2) (2) (
Local District C	Board District	Campus 24th St El 24th St El Total	Z mpuses Exceed Cost Center 1730101	AVERAGE BY COST CENTER AVERAGE BY COST CENTER AVERAGE by Cost Center School Year: 2017-2018 24th Street Elementary	AVERA Sum of Class Averages 480.88 480.88	# of Classes 21 21	School Average (Average to E rollment) 22.90 22.90	() (2) (2) (2) (2) (2) (2) (2) (2) (2) (
Local District C C	Board District	Campus 24th St El 24th St El Total 32nd St USC PA Mag	Cost Center 1730101 1713701	AVERAGE BY COST CENTER AVERAGE BY COST CENTER AVerage by Cost Center School Year: 2017-2018 School 24th Street Elementary 32nd Street USC Performing Arts Magnet.	Sum of Class Averages 480.88 480.88 247.00	# of Classes 21 21	School Average (Average to E rollment) 22.90 22.45	() (2) (2) (2) (2) (2) (2) (2) (2) (2) (

#	DESCRIPTION
1	Click <b>Norm Enrollment &amp; Staffing</b> in the navigational menu to access the Simulator (see page 9 for more information).
2	Use the <b>filters</b> in the <b>dashboard toolbar</b> (expanded above) to drill down to locations (see next page).
3	In the <b>Campus-Wide Average tile</b> , 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 <b>tile</b> labeled <b># of Campuses Exceeding 24, Average by Cost Center, Average by Class,</b> or <b>Enrollment by School Month</b> to view the related report below.
5	In the report toolbar, click the appropriate icons to <b>Maximize</b> the display in full screen, to <b>Print</b> the report displayed on the screen, or <b>Export</b> the full report in various available formats.
6	Click a <b>blue or red number</b> on the # of Campuses Exceeding 24, 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 specific criteria.

Board District Local District			Campus		School		Partnership		Instructional Director		School Operations Coordinator		ator	
Select Value	•	Select Value	•	Select Value	•	Select Value	•	Select Value	•	Select Value	•	Select Value	•	Reset <b>v</b>

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: Most filters 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 dropdown menu, (2) click **Reset to default values**.



The list below includes all 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
Board District	Select a Board District to only see data for the schools in that Board District.
Local District	Select a Local District to only see data for the schools in that Local District.
Campus	Select a Campus to see data for the schools at that Campus.
School	Select a School to only see its data.
Partnership	Select a Partnership acronym to only see data for schools with that partnership. The three Partnerships are: LA Promise Fund (LAP), Partnership for Los Angeles Schools (PLAS), and Youth Policy Institute (YPI).
Instructional Director	Select the name of an Instructional Director to only see data for his/her assigned schools.
School Operations Coordinator	Select the name of a School Operations Coordinator to only see data for his/her assigned schools.



### **# of Campuses Exceeding 24**

Click the # of Campuses Exceeding 24 tile to view this report.

K-3 Class Size Average and Enrollment	District View		@=0 <b>:</b> :
22.29 22 CAMPUS-WIDE AVERAGE # of Campused	AVERAGE BY COST CENTER	R AVERAGE BY CLASS	ENROLLMENT BY SCHOOL MONTH

This report displays a list of all campuses whose current class size average is above the maximum average. 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.

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

		# of Campuse	s Exceedir	ng 24		00
Local District Board D	strict Campus	Sum of Class Averages	# of Classes	School Average (Average Class Enrollment)	Rounded	
C 1	Menio Ave I	El 337.13	14	24.08	24.00	
NW 4	Encino CEI	415.50	17	24.44	24.50	
Grand Total		752.63	31	24.28	24.50	

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.

														<b>7</b> 0
					Average I School Year	by Cla : 2017-2	SS 2018						2	
Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Ave	erage by		
s	7	107th St El	1585701	107th Street Elementary	116110	18		1	11	32	8	22.75		
S	7	107th St El	1585701	107th Street Elementary	116111	19		1	11	30	8	22.50		
S	7	107th St El	1585701	107th Street Elementary	116112	22A		3	1	90	8	23.75		
s	7	107th St El	1585701	107th Street Elementary	116114	28		3	1	90	8	23.75		
s	7	107th St El	1585701	107th Street Elementary	116115	29		к	11	35	8	23.13		
s	7	107th St El	1585701	107th Street Elementary	116117	3		1	14	34	8	23.00		
S	7	107th St El	1585701	107th Street Elementary	116118	34		к	11	92	8	24.00		
s	7	107th St El	1585701	107th Street Elementary	116120	37		2	10	50	8	20.00		



#### **Average by Cost Center**

Click the **Average by Cost Center tile** o 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.

				Average by Cost Center School Year: 2017-2018				
Local District	Board District	Campus	Cost Center	School	Sum of Class Averages	# of Classes	School Average (Average Class Enrollment)	Rounded
с	1	24th St El	1730101	24th Street Elementary	480.88	21	22.90	23.00
с	1	24th St El Total			480.88	21	22,90	23.00
с	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	247.00	11	22.45	22.50
с	1	32nd St USC PA Mag Total			247.00	11	22.45	22.50
с	1	Alexander SCS	1511101	Dr Theodore T Alexander Jr Science Center School	281.75	12	23.48	23.50
с	1	Alexander SCS	1511102	Dr Theodore T Alexander Jr Science Center School DL Spanish	167.88	8	20.98	21.00
c	1	Alexander SCS Total			449.63	20	22.48	22.50

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 I School Year	oy Cla : 2017-2	SS 2018					2
.ocal District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average b Class	y Vi
S	7	107th St El	1585701	107th Street Elementary	116110	18		1	182		8	22.75
S	7	107th St El	1585701	107th Street Elementary	116111	19		1	180		8	22.50
S	7	107th St El	1585701	107th Street Elementary	116112	22A		3	190		8	23.75
S	7	107th St El	1585701	107th Street Elementary	116114	28		3	190		8	23.75
S	7	107th St El	1585701	107th Street Elementary	116115	29		к	185		8	23.13
S	7	107th St El	1585701	107th Street Elementary	116117	3		1	184		8	23.00
3	7	107th St El	1585701	107th Street Elementary	116118	34		к	192		8	24.00
3	7	107th St El	1585701	107th Street	116120	37		2	160		8	20.00



### **Average by Class**

Click the **Average by Class tile** o 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.

												()	$\odot$
				Ave	erage by Class pol Year: 2017-2018								
Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	<u>.</u>	Grade Level	Total Students	Months in Session	Average by Class	r -
с	1	24th St El	1730101	24th Street Elementary	119604	13			3	189	8	-	23.63
C	1	24th St El	1730101	24th Street Elementary	119605	15			3	174	8		21.75
c	1	24th St El	1730101	24th Street Elementary	119606	20			к	165	8		20.63
с	1	24th St El	1730101	24th Street Elementary	119608	22			TE	192	8		24.00
C	1	24th St El	1730101	24th Street Elementary	119609	27			2	182	8		22.75
5	1	24th St El	1730101	24th Street Elementary	119610	28			2	192	8		24.00

#### 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.

K-3 Class Size Average and Enrollmen	District View			@=0=:
CAMPUS-WIDE AVERAGE # of Camp	2 Sees Exceeding 24	AVERAGE BY COST CENTER	AVERAGE BY CLASS	ENROLLMENT BY SCHOOL MONTH

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.

				Enro	School `	by School M Year: 2017-2018	onth							
										Gra	des			Total
Local District	Cost Center	School	Class ID	SDP (Y/N)	Room	Teacher	Grade Level	Classification Month	TE K	1 :	2 3	4	5	Iotal
S	1585701	107th Street Elementary	116110	N	18		1	8		23				23
S	1585701	107th Street Elementary	116111	N	19		1	1		22				22
S	1585701	107th Street Elementary	116111	N	19		1	2		24				24
S	1585701	107th Street Elementary	116111	N	19		1	3		23				23
S	1585701	107th Street Elementary	116111	N	19		1	4		23				23



### 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.

<b>⊛</b> ⊛⊚F(	DCUS Reporting & Control of CONTR	Supporting edu	ication through data analyti	cs					ų
Operations -	< Attendance	More Than a Mea	Norm Enrollment and Staffing	Parent Portal	>	Ð	<u>ش</u>		A
K-3 Class Siz	ze Average and E	Enrollment	Campus View			(	D=(	90	

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

	FOC	US Reporting & Dashboards	Supporting educat	ion through data analytics						€
Operations		Attendance	More Than a Meal	Norm Enrollment and Staffing	Parent Portal		>	Ð	<u>ش</u>	 ♠
Final Norm Enrolin	nent Campus View	Final Norm Staffing	3 Campus View							
Final Norm D	ashboards	Preliminary Norm D	ashboards K-3 Class Size	a Average			mon			

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

<b>\$</b> @@@F	OCL	JS Reporting & Dashboards	Supporting educat	ion through data analytic	5				€
Operations	• <	Attendance	More Than a Meal	Norm Enrollment and Staffing	Parent Portal	>	Ð	<u>ش</u>	 A
Class Size Average - Co	ampus View	K-3 Class Size Av	erage Simulator boards K-3 Class Size /	Average					

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**).

<b>()</b> A @ 🔊	FC	CU	S Rep Dat	orting & S	Support	ing educa	ation thro	ough data	a analyti	CS										ų
Operations			Attend	ance	Certify	Food	Services	More 1	'han a Meal	Nor	m Enroliment	and Staffing	Pa	rent Portal		> @	Ð	Ē		ŵ
K-3 Class	Size	e Aver	age	Simul	ator	107th St El Refreshed as	of Month 8										0	);	00	)(;;)
107th Street El Teacher Name	lement	ary Grade	Level	Class Id	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Total	Average	(	Teacher V	Vith Gr	ades	Teache	



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**.

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
	к	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.

K-3 Class Size Average Simulator	107th St El Refreshed as of Month 8	◎♥♡®♡
Campus Name School Name 107th St El   Select Value-  Reset		

#### To use the Simulator, follow these steps:

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

K-3 Class S	ize Average	Simul	ator	107th St El Refreshed as	of Month 8									0=0 <b>:</b> :
														1 () Teac DF
107th Street Elem	entary													Excel 2007+
Teacher Name	Grade Level	Class Id	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Total	Average		Powerpoint 2007+
	3	116121	21.00	22.00	23.00	21.00	21.00	22.00	22.00	22.00	174.00	21.75	2	B Web Archive (.mht)
	2	116459	19.00	21.00	22.00	20.00	20.00	20.00	20.00	21.00	163.00	20.38		Data

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

Confirmation	×
The Export process is co	mplete.
$\rightarrow$	ок

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

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

School Fiscal Services: https://achieve.lausd.net/Page/794



### **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.

<b>()</b> @@@F	OCI	US Reporting & C	Supporting ec	lucation through data analytics							€
Operations		Attendance	More Than a M	eal Norm Enrollment and Staffing	Parent Portal		>		<u>ش</u>		♠
K-3 Class S	ize Av	erage and E	Enrollment	District View				-	00	20	)(;;)
			Î.								

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

		Average by Cost Center	-	
		School Year: 2017-2018		

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**.

	FOCL	JS Reportin	<sup>ig &amp;</sup> Support	ting educa	tion through	h dat	a analytic	S					Ð
					Average b School Year	oy Cla 2017-2	SS 1018						
Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class		



## 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.

<b>€</b> €®®F	OCU	S Reporting & Supp	porting education thro	ough data analytics	3						€
Operations		Food Services	Norm Enrollment and Staffing	Attendance	Parent Portal	More Thar	n a Meal (	Certify	Usage Tracking	>	<u>n</u>
		Enrollmen	t and Staffing				Frequently Vie	ewed Das	hboards 5	6	016 >
Metrics at a Glan	ce 🚺						K-3 Class Size	Average	Norm Enrollment By Board District	Norm Enrollment District View	Local
Norm Enrolin	ment	Teacher Positions	Counselor Positions	Administrator Positions	Clerical Position	ons	Job Aids & Vi	deos 4		< 1	of 3 >
513,5 -6,682 E-Cast En	92	17,493	412 11 E-Cast Counselor Positions	968 1 E-Cast Administrator Positions	1,797 6 E-Cast Clerical P	7 Positions	Final I	Norm Enro on Final Norr	bliment and Staffing n Enrollment and Staffing dashbo	ards	
								Enrollmer on Prelimina	t and Staffing y Norm Enrollment and Staffing of	lashboards	
								Staff	ing Recommendations	at Elementary Schools	
Dashboards Final Norm Dashi	boards	K-3 Class Size Average	Preliminary Norm Dashboards	4						∅ ■	ŧ
Final Norm Enrol Office V	Iment Central View	Final Norm Enrollm	ent Local v View	ment Campus Final No	rm Staffing HR View	Final Norm	n Staffing Central Offic View	e Fina	Il Norm Staffing Local District View	3	
Final Norm Staffing	g Campus View	Final Norm Staffing	) Details								

#	DESCRIPTION
1	In the <b>Metrics at a Glance section</b> , review metrics related to the selected subject.
2	Click a <b>tab</b> to view all related available dashboards, and click a <b>dashboard image</b> to open it.
3	Click <b>Create Your Report</b> 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 <b>Frequently Viewed Dashboards</b> section. Click the arrows to scroll through the list. (Updated nightly.)
6	Click the <b>Home icon</b> 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
<b>血</b>	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.
A		Return to Welcome Page	Return to the Welcome Page.
	Dashboard Toolbar	Info	View help information related to the current dashboard.
( <del>-</del>		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.
(C)	-	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.
í	Report Toolbar	Info	View help information for the component.
$\bigcirc$		Refresh	Update the data in the component, retaining all filters applied.
$\bigtriangledown$		Maximize	Display the component on the entire browser screen.
<b></b>		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.



	INSTRUCTIONAL CALENDAR SCHOOL XEAR 2022-23																				
					5	CHOOL		C 2022-2	23								Single	Паск			Days
School Month	м	т	w	т	F		т	w	т	F	м	т	w	т	F	м	т	w	т	F	of Inst.
1	<b>AUG</b> 15	16	17	18	19	22	23	24	25	26	29	30	31	SEP 1	2	6	6	7	8	9	18
2	<b>SEP</b> 12	13	14	15	16	19	20	21	22	23	<u>&lt; 26</u> 	27	28	29	30	ост 3	4	(5)	6	7	18
3	<b>ОСТ</b> 10	11	12	13	14	17	18	19 ★	20	21	24	25	26	27	28	31	<b>NOV</b> 1	2	3	4	19
	NOV	8	9	10	(11)	14	15	16	17	18	21	22	23	24	25	28	29	30	DEC	2	
4	7											Thank	sgiving I	g Break	( 				1		14
5	<b>DEC</b> 5	6	7 ★	8	9	12	13	14	15	16	JAN 9	10	11	12	13	(16)	17	18	19	20	18
6	<b>JAN</b> 23	24	25	26	27	30	31	FEB 1	2	3	6	7	8	9	10	13	14	15	16	17	20
7	<b>FEB</b> 20	21	22	23	24	27	28	MAR 1	2	3	6	7	8	9	10	13	14	15 ★	16	17	18
	MAR	21	22	23	24	27	28	29	30	(31)	APR	4	5	6	7	10	11	12	13	14	
8	20										3	Sp	ring Br	reak							14
9	<b>APR</b> 17	18	19 ★	20	21	<u>&lt;24</u> >	25	26	27	28	<b>MAY</b> 1	2	3	4	5	8	9	10	11	12	18
	<b>MAY</b> 15	16	17	18	19	22	23	24	25	26	29	30	31	JUN 1	2	5	6	7	8	9	
10	<b>JUN</b> 12	13	14	15	16																23
																					180
	Return	rning fro	om Wint	er Brea	k	0	Holiday	/	$\bigcirc$	Unass	igned D	ay	*	Accel	eration I	Day	<	> Pupi	I-Free D	ay	

#### **Appendix C: Single Track Instructional Calendar**

#### Whom to Contact for Support

For assistance with questions about the content of the reports, please contact Attendance & Enrollment Section at 213241-2115 or <u>AttendanceEnrollmentSection@lausd.net</u>. 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**."