

K-3 Class Size Average and Enrollment Dashboard User Manual

For Local District and Central Office Users

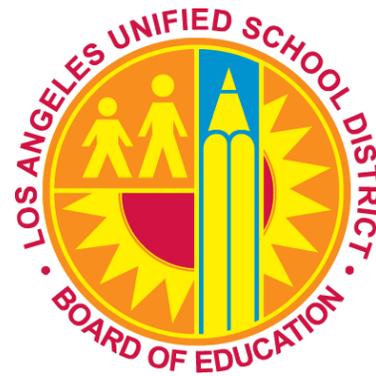


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The **K-3 Class Size Average and Enrollment Dashboard** is a tool that demonstrates a school’s compliance with the class size requirement for Kindergarten through 3rd grade classes. Based on the school’s latest monthly enrollment counts, the dashboard 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.

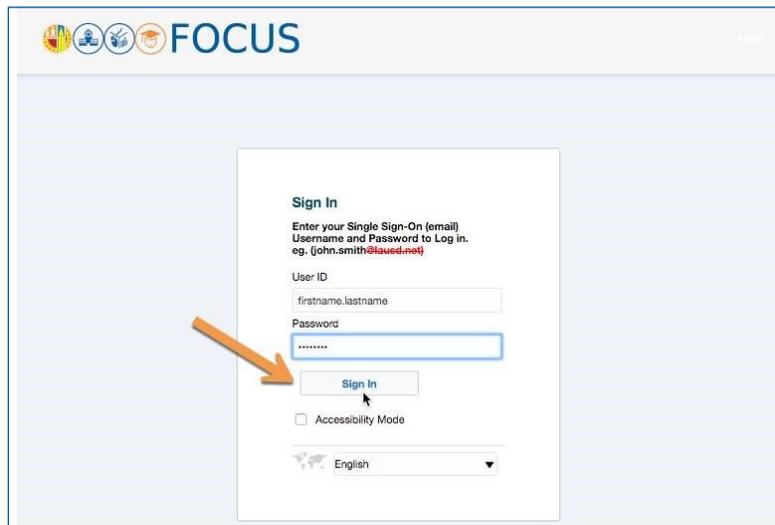
Access

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**.

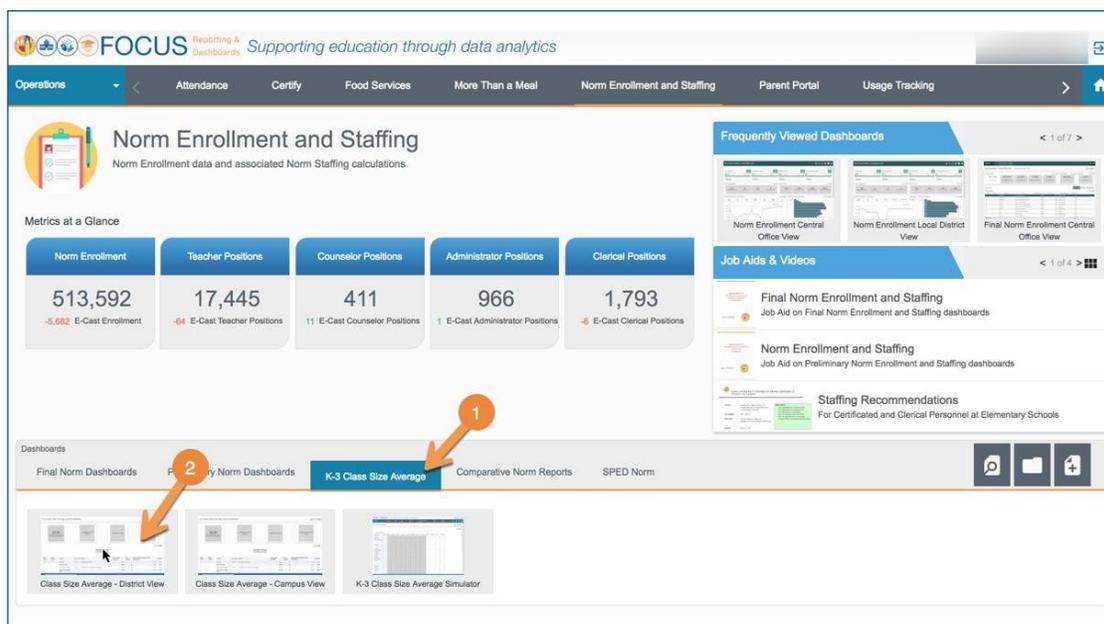


- This takes you to the Focus Welcome Page. (1) Click the **Operations Analytic Area**. Then (2) click **Norm Enrollment and Staffing**.



- 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.

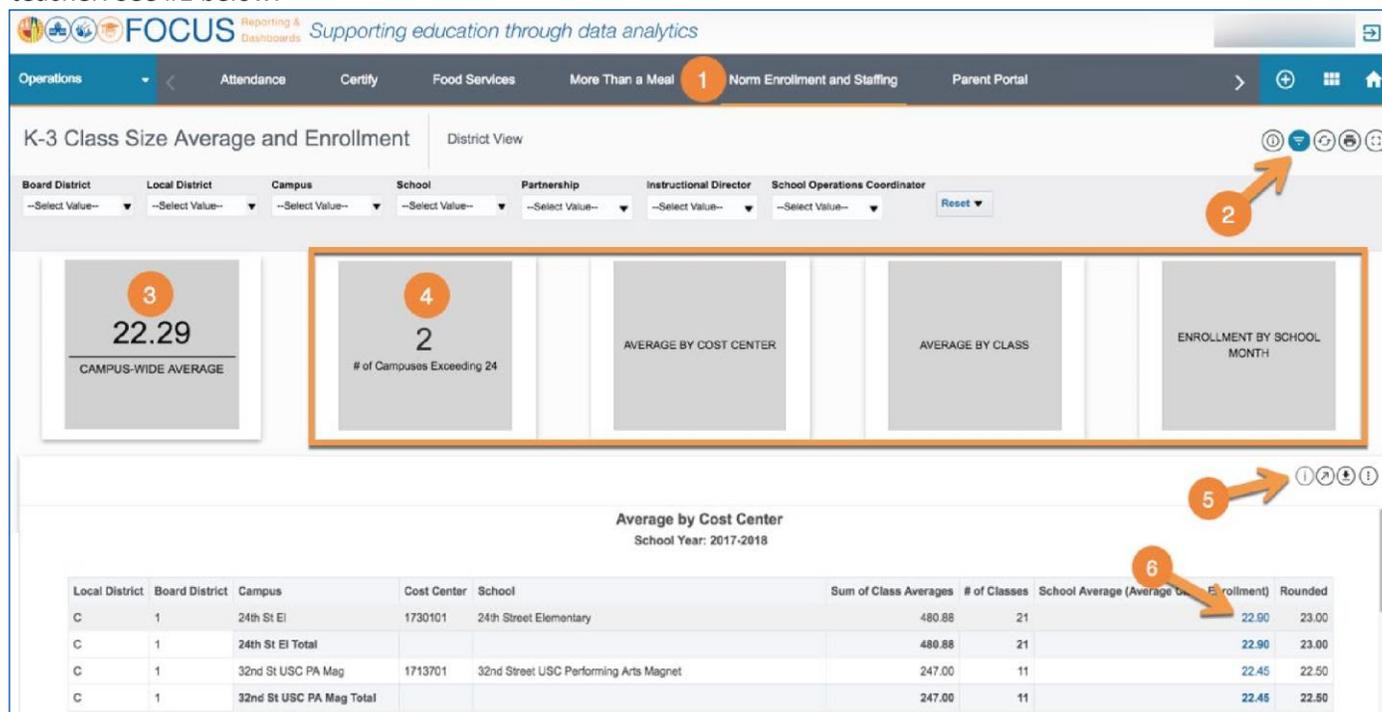


- The dashboard will display.

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.



The screenshot shows the dashboard interface with the following callouts:

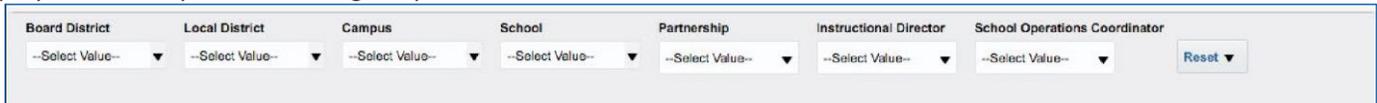
- 1:** Norm Enrollment and Staffing menu item.
- 2:** Dashboard toolbar filters.
- 3:** Campus-Wide Average tile showing 22.29.
- 4:** # of Campuses Exceeding 24 tile.
- 5:** Report toolbar icons (Maximize, Print, Export).
- 6:** Blue or red number on the # of Campuses Exceeding 24 report.

Local District	Board District	Campus	Cost Center	School	Sum of Class Averages	# of Classes	School Average (Average based on Enrollment)	Rounded
C	1	24th St El	1730101	24th Street Elementary	480.88	21	22.90	23.00
C	1	24th St El Total			480.88	21	22.90	23.00
C	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	247.00	11	22.45	22.50
C	1	32nd St USC PA Mag Total			247.00	11	22.45	22.50

#	DESCRIPTION
1	Click Norm Enrollment & Staffing in the navigational menu to access the Simulator (see page 9 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 # of Campuses Exceeding 24 , 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 # of Campuses Exceeding 24, Average by Cost Center, or Average by Class reports to drill to a report.

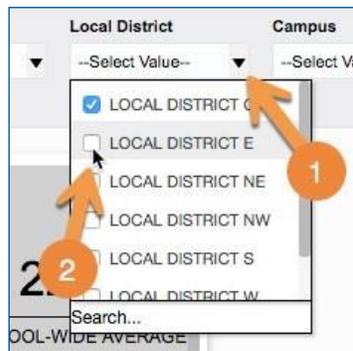
Filters

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.



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.

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 Campuses Exceeding 24
School Year: 2017-2018

Local District	Board District	Campus	Sum of Class Averages	# of Classes	School Average (Average Class Enrollment)	Rounded
C	1	Menlo Ave EI	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

An orange arrow points to the blue number 24.28 in the 'School Average' column of the Grand Total row.

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.

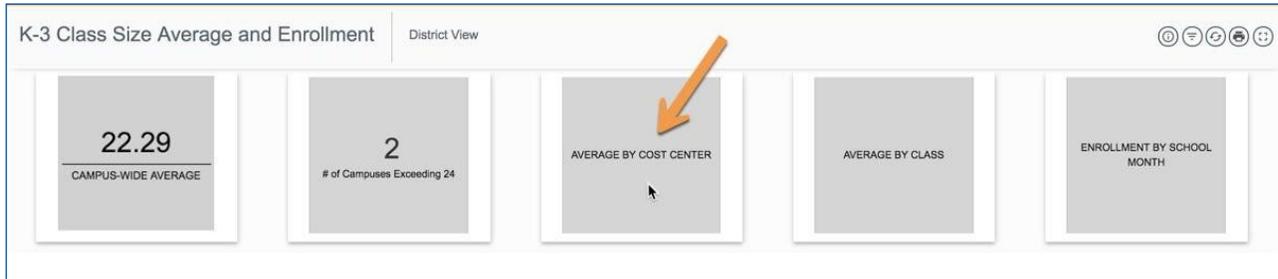
Average by Class
School Year: 2017-2018

Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class
S	7	107th St EI	1585701	107th Street Elementary	116110	18		1	182	8	22.75
S	7	107th St EI	1585701	107th Street Elementary	116111	19		1	180	8	22.50
S	7	107th St EI	1585701	107th Street Elementary	116112	22A		3	190	8	23.75
S	7	107th St EI	1585701	107th Street Elementary	116114	28		3	190	8	23.75
S	7	107th St EI	1585701	107th Street Elementary	116115	29		K	185	8	23.13
S	7	107th St EI	1585701	107th Street Elementary	116117	3		1	184	8	23.00
S	7	107th St EI	1585701	107th Street Elementary	116118	34		K	192	8	24.00
S	7	107th St EI	1585701	107th Street Elementary	116120	37		2	160	8	20.00

Report toolbar: (1) points to the blue number 22.75 in the 'Average by Class' column; (2) points to the 'Back' button in the toolbar.

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.

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
C	1	24th St El	1730101	24th Street Elementary	480.88	21	22.90	23.00
C	1	24th St El Total			480.88	21	22.90	23.00
C	1	32nd St USC PA Mag	1713701	32nd Street USC Performing Arts Magnet	247.00	11	22.45	22.50
C	1	32nd St USC PA Mag Total			247.00	11	22.45	22.50
C	1	Alexander SCS	1511101	Dr Theodore T Alexander Jr Science Center School	281.75	12	23.48	23.50
C	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

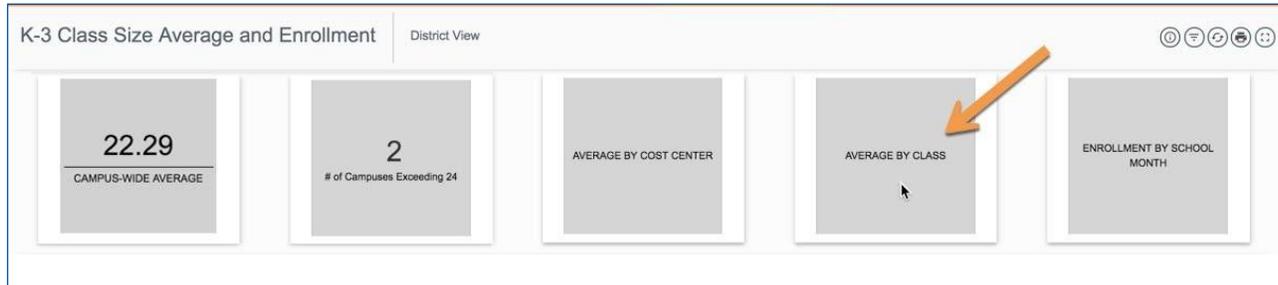
After drilling down to the Average by Class report, (1) click the **blue or red numbers** to drill down to a related Enrollment by School Month report. Or, (2) click **Back** in the report toolbar to return to the dashboard.

Average by Class
School Year: 2017-2018

Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class
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		K	185	8	23.13
S	7	107th St El	1585701	107th Street Elementary	116117	3		1	184	8	23.00
S	7	107th St El	1585701	107th Street Elementary	116118	34		K	192	8	24.00
S	7	107th St El	1585701	107th Street Elementary	116120	37		2	160	8	20.00

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.

(1) (2) (3) (4) (5)

Average by Class
School Year: 2017-2018

Local District	Board District	Campus	Cost Center	School	Class ID	Room	Teacher	Grade Level	Total Students	Months in Session	Average by Class
C	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		K	165	8	20.63
C	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
C	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.

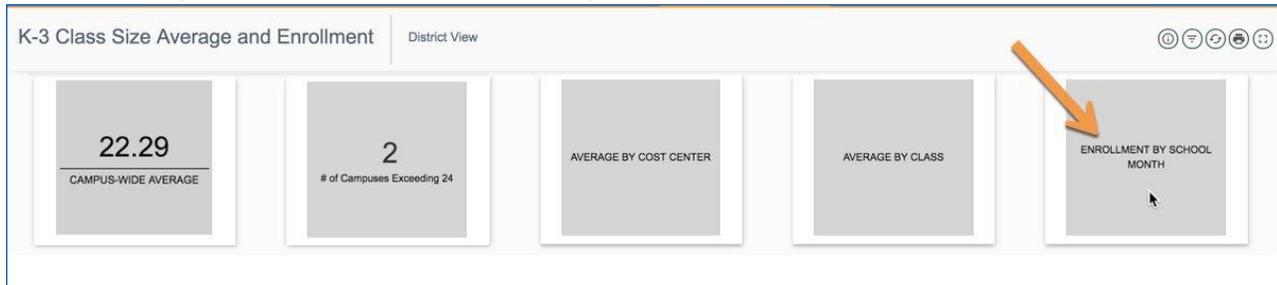
(1) (2) (3) (4) (5)

Enrollment by School Month
School Year: 2017-2018

Local District	Cost Center	School	Class ID	SDP (Y/N)	Room	Teacher	Grade Level	Classification Month	Grades	
									1	Total
S	1585701	107th Street Elementary	116110	N	18		1	1	22	22

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.

Enrollment by School Month
School Year: 2017-2018

Local District	Cost Center	School	Class ID	SDP (Y/N)	Room	Teacher	Grade Level	Classification Month	Grades					Total		
									TE	K	1	2	3		4	5
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.



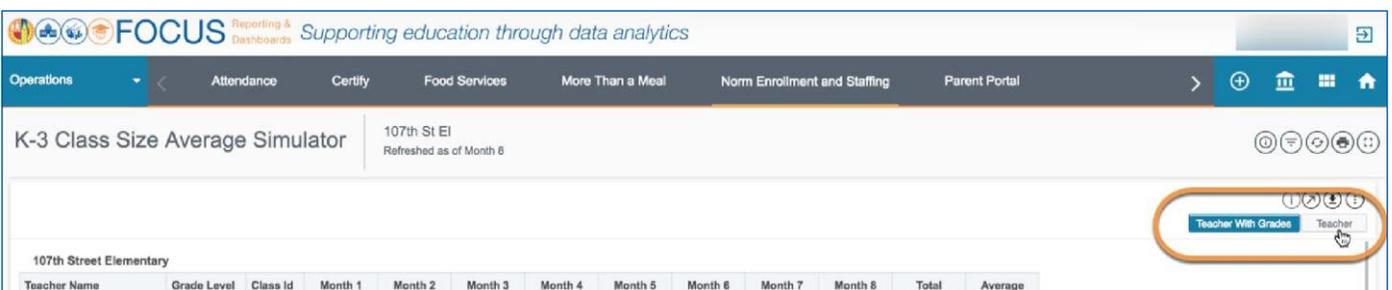
2. Click the tab labeled **K-3 Class Size Average**



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 Tool, go to the below links:

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

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.

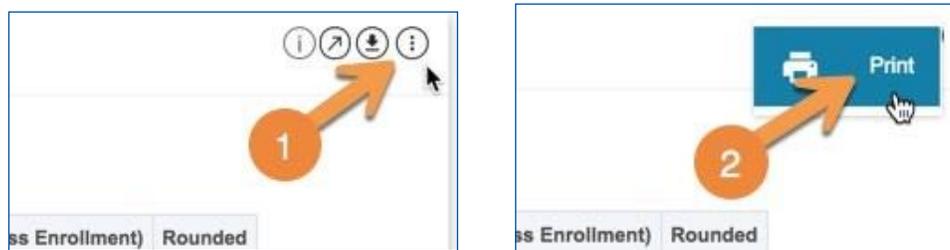
Note: Clicking the **Print icon** in the dashboard toolbar will print the entire report landing page, including the tiles.



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



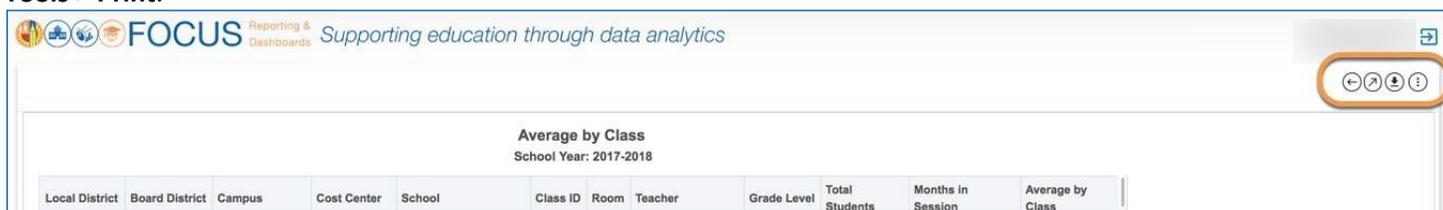
To print, (1) click the **More Tools icon** and then (2) click **Print**.



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**.



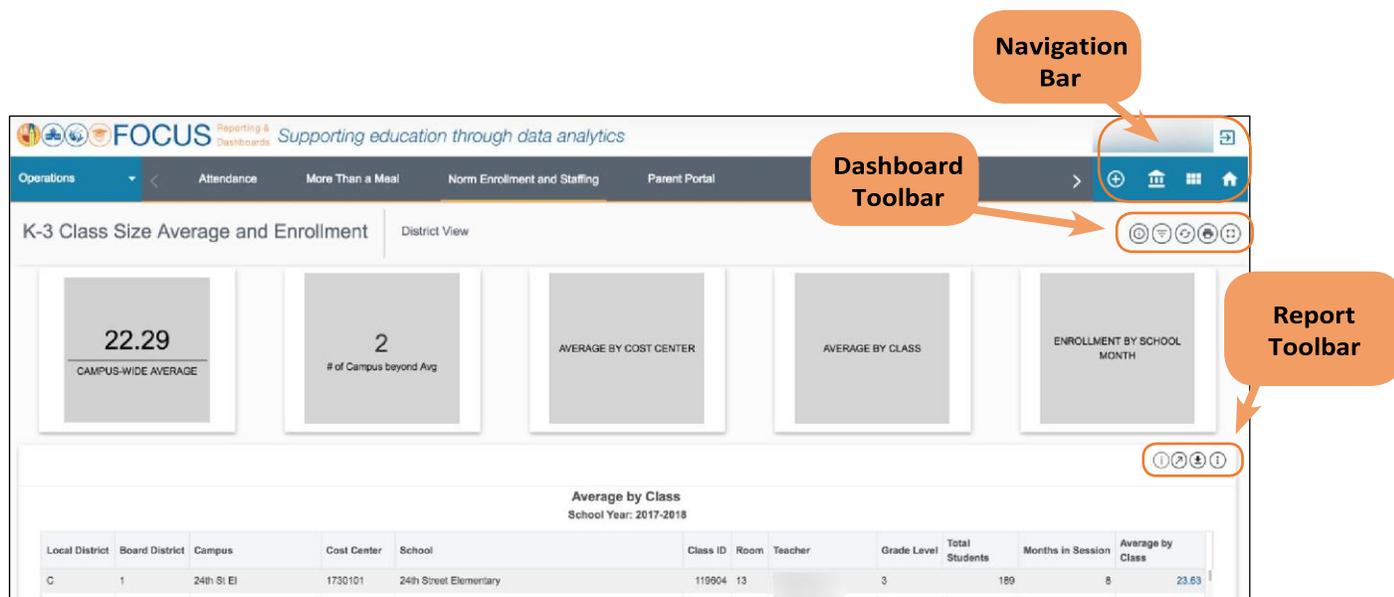
Appendix A: Norm Enrollment and Staffing Subject Page

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. <i>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.</i>
	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
	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					Days of Inst.
School Month	M	T	W	T	F	S	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
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 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 213241-2115 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**."