

MiSiS – My Integrated Student Information System

ENGLISH LEARNER ENROLLMENT BY TEACHER REPORT JOB AID

2/18/15

This job aid is designed to provide instruction in the process to generate the **English Learner (EL) Enrollment by Teacher Report**.

Several **school-based** roles can perform the task outlined in this document. The job aid was created using the **Office Manager** role at a senior high school.

Step 1 Log into MiSiS with the following URL: <http://misis.lausd.net/start>, from your internet browser, using your single sign-on (SSO) user ID and password.



Step 2 Select the correct **user role** from the landing page, as required. (Example: Office Manager)

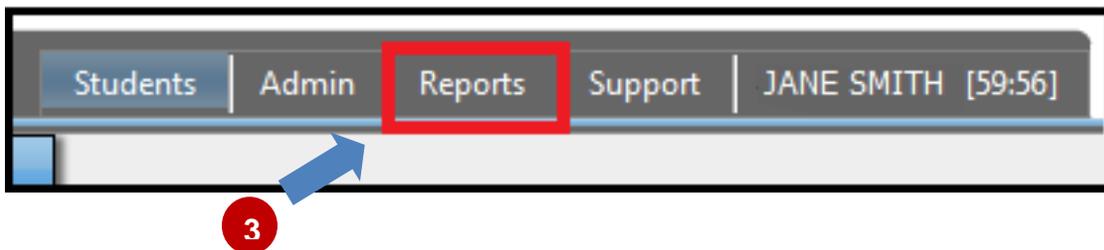


Hello , please login with one of the roles below, or click here to [Sign Out]

Select	User Role	School	Status	Access Type
	office manager	senior high		
Select	Office Manager	HOLLYWOOD SENIOR HIGH	Active	Read/Write
Select	Office Manager	LOS ANGELES SENIOR HIGH	Active	Read/Write
Select	Office Manager	NARBONNE SENIOR HIGH MATH/SCIENCE/TECHNOLOGY MAGNET	Active	Read/Write

EL Enrollment by Teacher Report

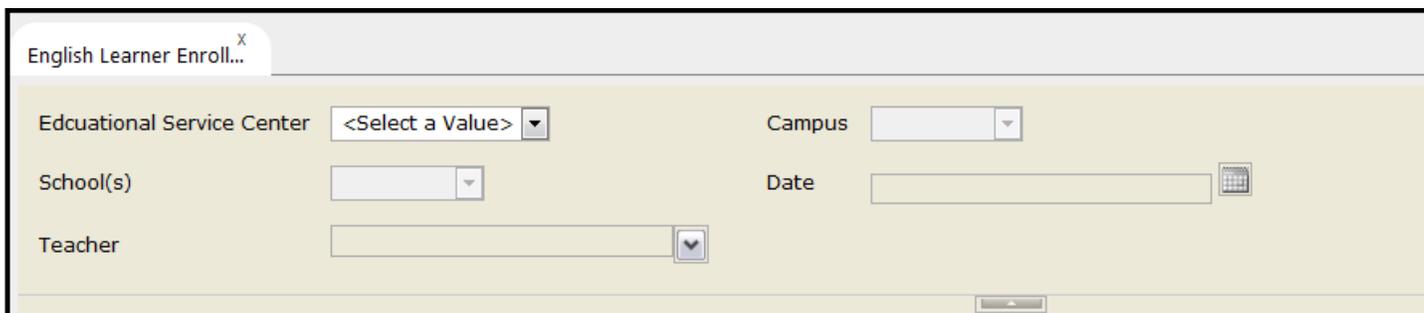
Step 3 Click the **Reports** button.



Step 4 From the *Enrollment* menu, select the **English Learner Enrollment by Teacher Report** link. It may be necessary to scroll the list of available reports.



The **default** report parameter screen is displayed below. A brief description of each field follows.

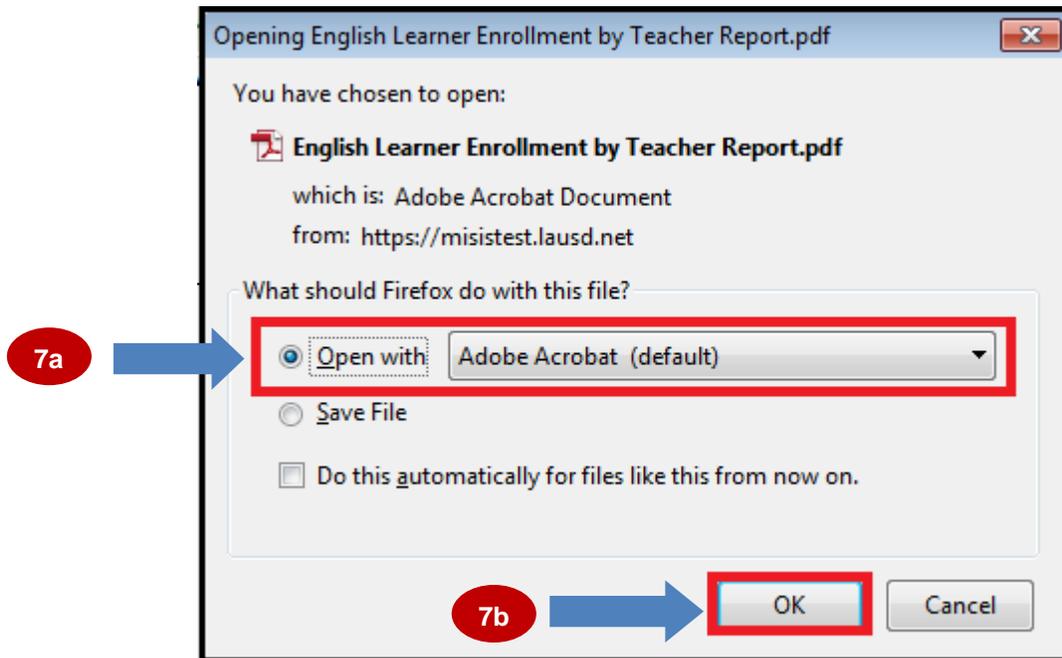
A screenshot of a web-based parameter screen for the 'English Learner Enrollment by Teacher Report'. The screen has a title bar with the text 'English Learner Enroll...' and a close button. Below the title bar, there are five input fields: 'Educational Service Center' (a dropdown menu with '<Select a Value>' selected), 'Campus' (a dropdown menu), 'School(s)' (a dropdown menu), 'Date' (a text input field with a calendar icon), and 'Teacher' (a dropdown menu). The background is a light beige color.

- **Educational Service Center** – Select the **ESC** that the school is located in
- **Campus** – Select the school **campus**
- **School(s)** – Select the appropriate **school, magnet, small learning community**, etc.
- **Date** – Select the **run date** for the roster – results will display EL students enrolled in the selected teacher(s)' courses as of that date (default is **current date**)
- **Teacher (s)** – Select **one or more teacher(s)** to generate a report for

EL Enrollment by Teacher Report

Step 7a Click the **Open with** radio button. This may display differently, based on your internet browser.

Step 7b Click the **OK** button.



A sample report in **PDF** format is shown below.

Step 8 Use Print Button or icon from the **Internet browser** to print the report(s).

English Learner Enrollment by Teacher Report.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

1 / 1 [Navigation icons] 90%

8 → [Print icon]

ENGLISH LEARNER ENROLLMENT BY TEACHER

HOLLYWOOD SENIOR HIGH - 1869301 RUN DATE/TIME: 02/18/2015 06:52 PM

Term: 2014-2015 A-Track Spring

Teacher	Per	Course	Room	MPP	ELS	%LEP	Tot	LEP	S	Lang Codes											ELD Level				
										A	C	K	R	F	M	Oth	0	1	2	3	4	Prp	Oth		
DISNEY, WALT 00987999	2	230437	WORLD LIT	211		14%	21	3	3	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0
	2	230437H	H WORLD LIT	211		10%	10	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
	3	230437	WORLD LIT	211		4%	24	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
	4	230201	CONTEMP COMP	211		16%	6	1	1	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0
	4	230201H	H CONTEMP COMP	211			25	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	5	230201	CONTEMP COMP	211		6%	32	2	2	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0
	6	230201	CONTEMP COMP	211		12%	24	3	2	0	0	0	0	0	0	0	0	1	0	1	0	2	0	0	0
	6	230201H	H CONTEMP COMP	211			10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0