

# Intro – Elementary Master Scheduling Basics

MiSiS Training Team

May 2014



My Integrated Student Information System

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My Integrated Student Information System

# TRAINING



## TOPICS

- **Pre-Committed Setup Processes**
- **Sections Editor**
  - Create New Section
  - Move Students
  - Section Attributes
- **Walk-In Scheduler**
- **Training and Resources**



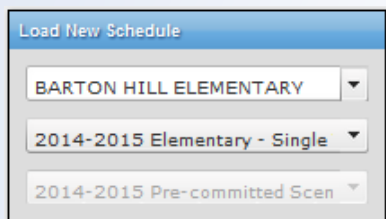
- **Spaces** – classrooms and facilities
- **Sections** – classes
- **Scenario** – schedule version
- **Course ID** – based on grade level
- **Commit** – publish final schedule
- **Section Type** – a code used to cluster a group of students together for scheduling purposes
- **Sections Editor** – screen that allows users to edit class info and section attributes
- **Walk-In Scheduler** – screen that allows users to edit an individual student's schedule, or assign a classroom to a new student

# Basic Process Flow - Elementary Master Scheduling

## Legend:

Process performed programmatically

Process to be performed by School



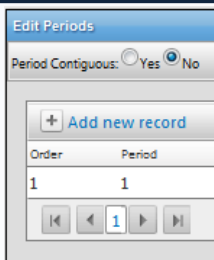
Load New Schedule

BARTON HILL ELEMENTARY

2014-2015 Elementary - Single

2014-2015 Pre-committed Scen

Create a Scenario  
(Name of Final Schedule)



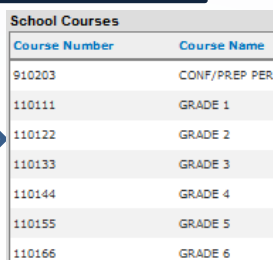
Edit Periods

Period Contiguous: ☐ Yes ☒ No

+ Add new record

Order	Period
1	1

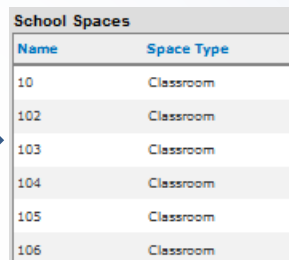
Create Periods  
(1 = Single-Track)



School Courses

Course Number	Course Name
910203	CONF/PREP PER
110111	GRADE 1
110122	GRADE 2
110133	GRADE 3
110144	GRADE 4
110155	GRADE 5
110166	GRADE 6

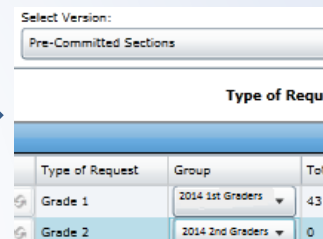
Create School Courses  
(Based on Grade Level)



School Spaces

Name	Space Type
10	Classroom
102	Classroom
103	Classroom
104	Classroom
105	Classroom
106	Classroom

Manage School Spaces  
(Screen 16, Option 2)



Select Version:  
Pre-Committed Sections

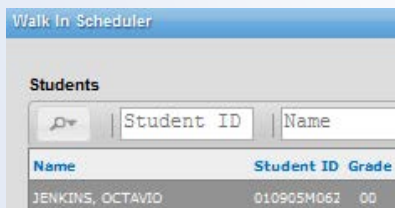
Type of Request

Type of Request	Group	Tot
Grade 1	2014 1st Graders	43
Grade 2	2014 2nd Graders	0

Create Pre-Committed Sections  
(One per Grade Level)

**Start HERE**

(following system login)



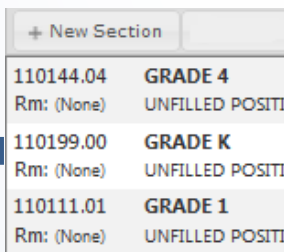
Walk In Scheduler

Students

Student ID Name

Name	Student ID	Grade
JENKINS, OCTAVIO	010905M062	00

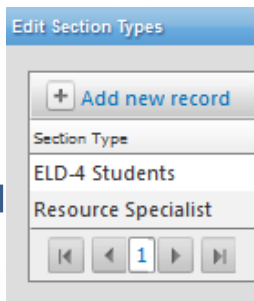
Walk-In Scheduler  
(Screen 10, Field 104 – New;  
Screen 32 – Existing Students)



+ New Section

110144.04	GRADE 4	Rm: (None)	UNFILLED POSITI
110199.00	GRADE K	Rm: (None)	UNFILLED POSITI
110111.01	GRADE 1	Rm: (None)	UNFILLED POSITI

Sections Editor and  
Section Attributes  
(Screen 16, Option 2,7-9)



Edit Section Types

+ Add new record

Section Type

ELD-4 Students

Resource Specialist

Create Section Types  
(Assign students to classrooms  
in clusters/groups)



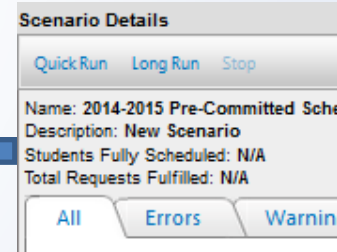
Step 1: Data to View

Search:

Demographics

Assessment

Create Ad Hoc Reports  
(English Sentences,  
Report Menus)



Scenario Details

Quick Run Long Run Stop

Name: 2014-2015 Pre-Committed Sche

Description: New Scenario

Students Fully Scheduled: N/A

Total Requests Fulfilled: N/A

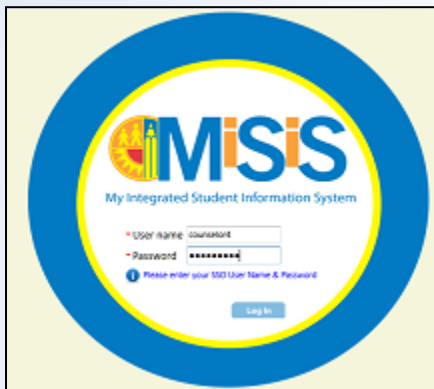
All Errors Warnin

Commit Scenario  
(Publish for Edits)

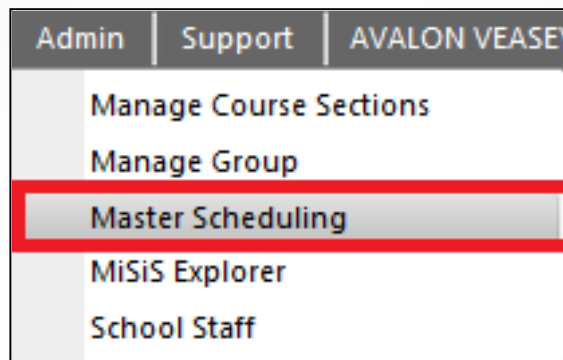
For elementary schools, some of the scheduling processes were performed **programmatically**:

- **Setup** - All elementary schools are on the single-track calendar. **Periods**, **Courses**, and **Spaces** were pre-defined.
- **Build** - **One course section** was created for each grade level, assigned to an Unfilled position, and all students enrolled as of 4/20/14 were scheduled to the section for their 2014-2015 grade level.
- **Commit** - The **Scenario** for the 2014-2015 master schedule was pre-committed in MiSiS effective April 21, 2014 (see next slide).
- **Maintain** - Users will utilize the **Sections Editor** to assign teachers, rooms, and **Section Types**, apply **Section Attributes**, and move students from the pre-committed sections to their actual classes. The **Walk-In Scheduler** allows users to add/drop individual students and assign a new student to a classroom.



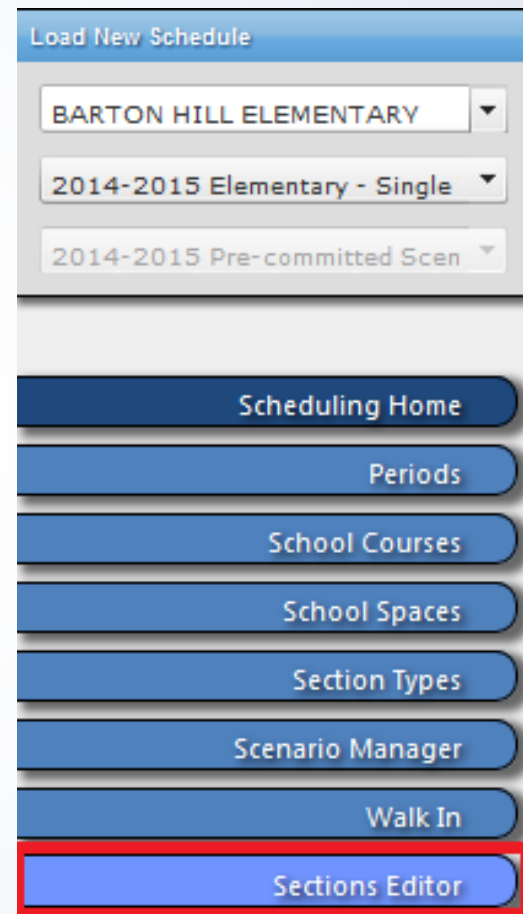


**1. Log in to  
MiSiS**



**2. Select Master  
Scheduling from  
the Admin menu**

**3. Select Sections Editor from  
the list of screens**



Click **New Section** button

## Section Values

- One section per 2014-2015 grade level
- Capacity = Enrolled + 25
- Teacher = Unfilled
- Room = None
- Period 1 for ALL
- Course ID based on grade level
- Term = Single Track

Sections Editor

Sections

Course or # Teacher Sort by asc

**+ New Section** + Add Off-Site Section Link Combine Separate

110144.04	GRADE 4	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 114/139
110199.00	GRADE K	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 4/29
110166.06	GRADE 6	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 92/117
110190.TK	GRADE TK	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 0/0
110111.01	GRADE 1	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 116/141
110122.02	GRADE 2	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 134/159
110133.03	GRADE 3	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 120/145
110155.05	GRADE 5	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 108/133

*In ESIS, classrooms are created/edited via Screen 16, Option 2  
In MiSiS, sections are created/edited in Sections Editor, Section Details...*

\*\*\* SIS -- ENTER/UPDATE ROOM ASSIGNMENTS \*\*\*

```

0 ROOM #      :      <
                CURRENTLY ASSIGNED TEACHER      ON LEAVE/SHARED TEACHER
1 EMP #       :
21 EMP #      :

2 GRADE       :
3 TRACK       :
11 120+ HOURS :
22 120+ HOURS :

23 EL MIXING  :

AIDE/TA EMP#  :
    
```

*Complete all required fields, and adjust capacity and start/end dates as needed*

## Section details

Number: N/A

Course:  \*  
**Required**

Section Type:  \*  
**Required**

Teacher:  \*  
**Required**

Room:  \*  
**Required**

Period:  \*  
**Required**

Spanned Periods:

Capacity:

Start Date:

End Date:



# Create New Section

*A sample of a completed “Section details” screen is displayed  
Once a user clicks Save, the new section is generated (as shown)*

Section details	
Number:	110199.1
Course:	GRADE K (110199)
Section Type:	(None)
Teacher:	DAVIES, WALTRAUD
Room:	102
Period:	1
Spanned Periods:	1
Capacity:	24
Start Date:	08/20/2014
End Date:	06/30/2015

110199.1

GRADE K

Rm: 102

DAVIES, WALTRAUD

110190.TK	GRADE TK	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 0/0
	08/20/2014-07/30/2015	
110199.00	GRADE K	Period: 1
Rm: (None)	UNFILLED POSITION 25, 2315	Size: 4/29
	08/20/2014-07/30/2015	
110199.1	GRADE K	Period: 1
Rm: 102	DAVIES, WALTRAUD	Size: 0/24
	08/20/2014-06/30/2015	

*In ESIS, class assignments for students are processed via Screen 16, Options 7-9 (by room, track/grade, or student ID)*

```
* * ENTER STUDENT DATA FOR A CLASS * *
```

```
DO YOU WANT TO SELECT BY (N)AME, (G)RADE OR (R)OOM?
```

```
* * ENTER NEW ROOM NUMBERS * *
```

```
ENTER TRACK OR 'ALL'      :
```

```
ENTER GRADE OR 'ALL'      :
```

```
*** SIS -- NEW ROOM NUMBER SCREEN ***
```

```
0 ID #                    :      <
```

```
194 NEW ROOM #           :
```

*In MiSiS, students are moved from section-to-section via Sections Editor – Move Students*

**STEP 1** – *Select section row at left; student names display at right*

**Sections**

Course or # Teacher Sort by asc

+ New Section + Add Off-Site Section Link @ Combine Separate

110166.06	GRADE 6	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 92/117
110190.TK	GRADE TK	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 0/0
110144.04	GRADE 4	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 114/139
110199.00	GRADE K	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 4/28
110111.01	GRADE 1	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 116/141
110122.02	GRADE 2	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 134/159
110133.03	GRADE 3	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 120/145
110155.05	GRADE 5	Period: 1
Rmc: (None)	UNFILLED POSITION 25, 2315	08/20/2014-07/30/2015 Size: 106/133
110199.1	GRADE K	Period: 1
Rmc: 102	DAVIES, WALTRAUD	08/20/2014-06/30/2015 Size: 0/24

**Students in GRADE K**

08/20/2014 View logs

Name	ID	Grade	Sections	Start	End	Lo
BROOKES, MAJOR	102607F065	00	1	08/20/14	07/30/15	23
FLORES, HUPPRECHT	110305M041	00	1	08/20/14	07/30/15	23
JENKINS, OCTAVIO	010905M062	00	1	08/20/14	07/30/15	23
KINOHAN, ALLEN	062908M049	00	1	08/20/14	07/30/15	23

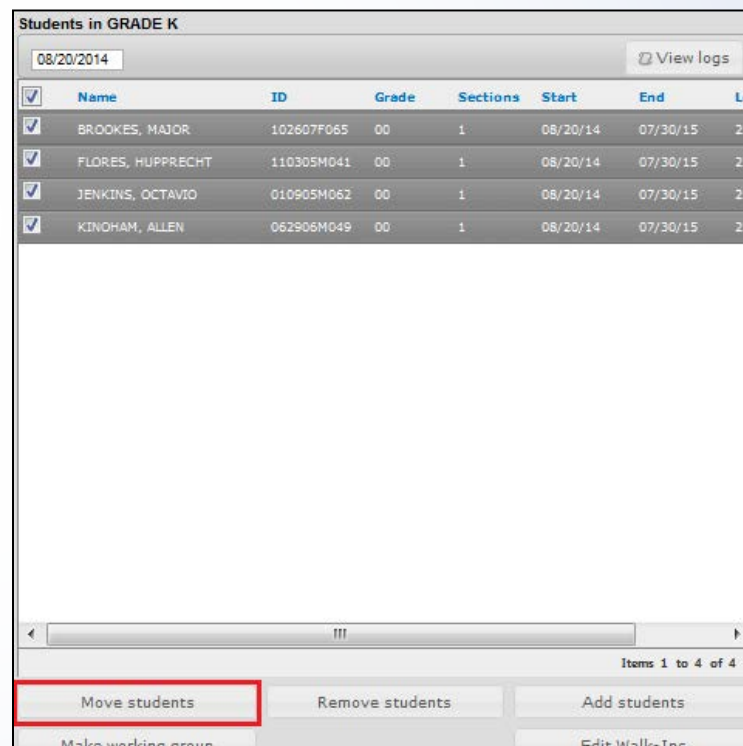
Items 1 to 4 of 4

*In MiSiS, students are moved from section-to-section via Sections Editor – Move Students*

**STEP 2** – Select students to move and click “Move Students” button

There are multiple ways to select student records:

- Click the corresponding **check box** next to each student name
- **Ctrl + Click** to select **multiple students** in **random order**
- **Shift + Click** to select **multiple students** in **sequential order**
- Click the **check box** to the left of the **Name** column to select **all records** on the current screen



Students in GRADE K

08/20/2014 View logs

<input checked="" type="checkbox"/>	Name	ID	Grade	Sections	Start	End	Lo
<input checked="" type="checkbox"/>	BROOKES, MAJOR	102607F065	00	1	08/20/14	07/30/15	23
<input checked="" type="checkbox"/>	FLORES, HUPPRECHT	110305M041	00	1	08/20/14	07/30/15	23
<input checked="" type="checkbox"/>	JENKINS, OCTAVIO	010905M062	00	1	08/20/14	07/30/15	23
<input checked="" type="checkbox"/>	KINOHAM, ALLEN	062906M049	00	1	08/20/14	07/30/15	23

Items 1 to 4 of 4

**Move students** Remove students Add students

Make working group Edit Walk-Ins

*In MiSiS, students are moved from section-to-section via Sections Editor – Move Students*

**STEP 3** – Highlight section to move students to, validate message, and click “**Submit Changes**” button

**Four (4)** Kindergarten students are being moved from one section to another

A validation message displays at the bottom of the screen.

Update the effective date as needed

Click “**Submit changes**”

Course #	Course name	Staff	Period	Capacity
110166.06	GRADE 6	UNFILLED POSITION 25,	1	Size: 92/117
110190.TK	GRADE TK	UNFILLED POSITION 25,	1	Size: 0/0
110144.04	GRADE 4	UNFILLED POSITION 25,	1	Size: 114/139
110199.00	GRADE K	UNFILLED POSITION 25,	1	Size: 4/29
110111.01	GRADE 1	UNFILLED POSITION 25,	1	Size: 116/141
110122.02	GRADE 2	UNFILLED POSITION 25,	1	Size: 134/159
110133.03	GRADE 3	UNFILLED POSITION 25,	1	Size: 120/145
110155.05	GRADE 5	UNFILLED POSITION 25,	1	Size: 108/133
110199.1	GRADE K	DAVIES, WALTRAUD	1	Size: 0/24

1 selected 1 to 9 of 9




You are about to move 4 students from GRADE K to GRADE K.

**Effective date**  
08/20/2014

**Submit changes** Cancel



*Section Attributes combines the functions of several ESIS screens into one, and is key for data analysis and reports*

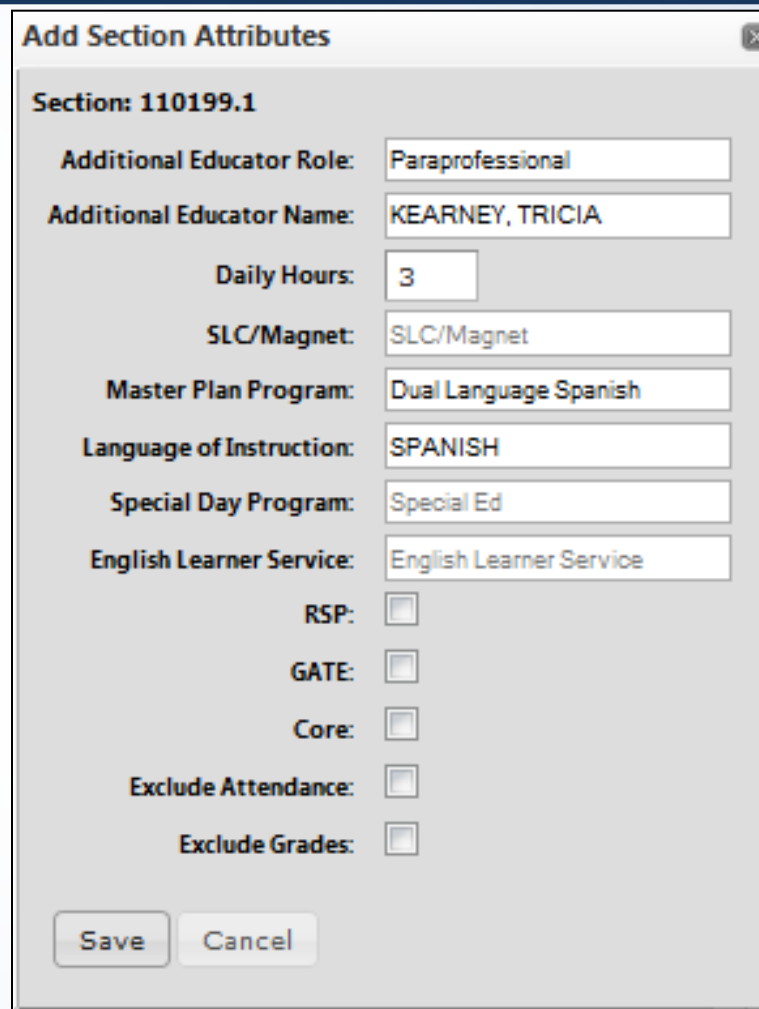
110199.1	GRADE K				
Rm: 102	DAVIES, WALTRAUD	08/20/2014-06/30/2015			
<div>Edit Section Attributes</div>					

**Some examples of the purpose of Section Attributes include:**

- Identifying **additional educators** in classroom
- Identifying **English Learner** classes
- **Special Day Program** classes
- Identifying sections that DO NOT require **attendance** or **mark reporting**

*In this example, we have added a **Paraprofessional**, a **Master Plan Program**, and a **Language of Instruction***

*Please refer to the **Guidelines for Section Attributes Job Aid** for additional information regarding the completion of this screen*



**Add Section Attributes**

Section: 110199.1

Additional Educator Role: Paraprofessional

Additional Educator Name: KEARNEY, TRICIA

Daily Hours: 3

SLC/Magnet: SLC/Magnet

Master Plan Program: Dual Language Spanish

Language of Instruction: SPANISH

Special Day Program: Special Ed

English Learner Service: English Learner Service

RSP: ☐

GATE: ☐

Core: ☐

Exclude Attendance: ☐

Exclude Grades: ☐

Save Cancel

***In ESIS, new students are enrolled into a classroom via Screen 10, Field 104. E and L (Add/Drop) changes are processed on Screen 32.***

SIS - STUDENT ENROLLMENT SCREEN \*\*

6 STREET NAM:

8 ZIP CODE :

10 SEX :

16 AGE VERIF :

29 LIVES WITH:

17 BIRTHPLACE:

41 E DATE :

43 LAST SCH :

102 GRADE :

104 ROOM :

476 HAS 504 PLAN:

***The current method requires most users to maintain a paper list or report of classrooms with available space...***

SCREEN 32- ENROLLMENT HISTORY SCREEN CHANGES

\*\*\* E AND L CHANGE SCREEN \*\*\*

0 ID # : \_\_\_\_\_

----- ENROLL -----

LI CD E DATE ROOM GRADE TRACK SDP

--- -- -- -- --

----- LEAVE -----

CD L DATE ROOM GRADE TRACK SDP

--- -- -- -- --

*In MiSiS, the Walk-In Scheduler allows users to process schedule changes or assign a class to a new student quickly.*

Load New Schedule

BARTON HILL ELEMENTARY

2014-2015 Elementary - Single

2014-2015 Pre-committed Scen

- Scheduling Home
- Periods
- School Courses
- School Spaces
- Section Types
- Scenario Manager
- Walk In**
- Sections Editor

Walk In Scheduler

Students

Student ID Name

Name	Student ID	Grade	SPED	Sections	Location
JENKINS, OCTAVIO	010905M062	00		1	2315
FLORES, HUPPRECHT	110305M041	00		1	2315
KINOHAM, ALLEN	062906M049	00		1	2315
BROOKES, MAJOR	102607F065	00		1	2315
WHYMAN, ADAN	053104M003	01		1	2315
RAWLINS, OTHO	022103F004	01		1	2315
GILES, EMORY	050905M060	01		1	2315
ALDERSMITH, OSBOURNE	110505M062	01		1	2315
TRELOAR, OSAMA	060207M034	01		1	2315
AUSTEN, EMERSON	072805F017	01		1	2315
FINCH, DEMETRIO	101308F019	01		1	2315

1 selected 1 to 19 of 762











*The left pane of the screen displays a list of students at the school*

*To see the individual schedule of a student, highlight the row as shown*




*The right pane of the screen displays the selected student's current schedule and additional filter criteria. Users can opt to view the schedule for the entire school by selecting ALL COURSES.*

Student Schedule for JENKINS, OCTAVIO ! Mark as Reviewed

8 selected Teachers Subject Codes Date: 08/20/2014

Number	Section	Room	Start Date	End Date	Teacher	1
<b>110199.1</b>	GRADE K	102	08/20/2014	06/30/2015	DAVIES, WALTRAUD	
110144.04	GRADE 4	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110199.00	GRADE K	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110166.06	GRADE 6	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110190.TK	GRADE TK	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110111.01	GRADE 1	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110122.02	GRADE 2	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110133.03	GRADE 3	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110155.05	GRADE 5	(None)	08/20/2014	07/30/2015	UNFILLED POSITION 25,	
110199.1	GRADE K	102	08/20/2014	06/30/2015	DAVIES, WALTRAUD	

**NOTE: Please see below for a legend of the colored squares in the Walk-In Scheduler**

-  Reflects the course section that the selected student is currently assigned
-  Reflects a course section with seats available for assignment – hover to see the capacity
-  Reflects a course section at maximum capacity – click the square to override the capacity



*Support and resources are available to elementary users via the following methods:*

- **MiSiS Web Portal:** <http://achieve.lausd.net/misis>
  - **Scheduling** simulations and job aids
  - **Summer School** simulations and job aids
  - **Next Year Enrollment** simulations and job aids
- **MiSiS Scheduling Sandbox:** <http://tinyurl.com/misissb>
  - **IDs**=Counselor71-Counselor90; **Password**=misis2013
  - **Role**=Scheduling Administrator (select elementary)
- **MiSiS Open House – Elementary Basics:** <http://lz.lausd.net>
  - **Program**=MiSiS; **Course ID**=MES999
  - **Dates**=Check regularly
  - Must have Production ID and password (<http://ezaccess.lausd.net>)
  - **Roles**=**Elementary Scheduling Administrator**; **Office Manager**; **Summer School Counselor**



My Integrated Student Information System

# TRAINING



**On behalf of the  
MiSiS Training  
Team**

**THANK YOU FOR  
ATTENDING**

