

Elementary Physical Education Monitoring

Online Teacher Portal Certification Instructions

Step 1: Access the Teacher Portal

- To access the teacher portal for Elementary Physical Education Monitoring go to:
- <http://myapps.lausd.net/TeacherPortal/Pages/>
- Click on Physical Education

Step 2: Log in

Enter your Single Sign-On (email) username. Do not add domain. Enter password to Log in.



LOS ANGELES UNIFIED SCHOOL DISTRICT
TEACHER PORTAL SYSTEM

Log in using your LAUSD
Single Sign-On (email)
username here.



Enter your LAUSD
password here.



LOGON TO TEACHER PORTAL

Username:

Password:

- Enter your Single Sign-On(email) username and password to Log in.
eg. (mary.smith@~~lausd.net~~, mssmith@yourcharter.com)
- Do not add domain name (@lausd.net, @lausd.k12.ca.us).
- Having login problems? Please contact ITD Helpdesk at (213) 241-5200 or go to <http://achieve.lausd.net/helpdesk> for assistance.

Step 3: Certification (Attachment A)

The screenshot shows a web browser window titled "Teacher Portal System" with the URL "besintr2ta.lausd.net/TeacherPortal/PE/". The page header includes the Los Angeles Unified School District logo and the text "LOS ANGELES UNIFIED SCHOOL DISTRICT TEACHER PORTAL SYSTEM" and "CIMARRON EL Location 1308201".

Annotations on the left side of the form provide instructions:

- "Your school name should be here." points to the school name "CIMARRON EL".
- "Choose the correct month here." points to the "Month:" dropdown menu set to "January".
- "Select the correct Section." points to the radio button for "Section 1".
- "If you select Section 1, click on Submit and you are finished." points to the "Submit" button.

Annotations on the right side of the form provide instructions:

- "Select the correct year." points to the "School Year:" dropdown menu set to "2015-2016".
- "Enter grade if it is not there." points to the "Grade(s):" input field.

The form contains the following sections:

Reporting Period: Month: School Year: Grade(s):

Section 1 I provided students the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.

Section 2 I was unable to provide the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.

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Once you click Submit the form can be reviewed by the school principal in the Principal's Portal. You will get a message that says you successfully certified and the date.

Step 4: Section 1 of the Certification

Teacher Portal System
besintr2ta.lausd.net/TeacherPortal/PE/

**LOS ANGELES UNIFIED SCHOOL DISTRICT
TEACHER PORTAL SYSTEM**
CIMARRON EL Location 1308201

Verification of your monthly submissions will be stored and can be viewed in the "Month" pull down menu.

Reporting Period: Month: School Year: Grade(s):

Section 1
 I provided students the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.

Section 2
 I was unable to provide the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.

Successfully Certified at 1/29/2016 3:10:37 PM

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The message you will see after your submission.



Step 5 (only if you selected Section 2) Complete if you were unable to provide the minimum of 200 minutes of Physical Education instruction per 10 school days.

Reporting Period: Month: School Year: Grade(s):

Section 1

I provided students the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.
If you check this box, skip section 2 below and just sign and date the form.

Section 2

Selected →

I was unable to provide the minimum 200 minutes of PE instruction for every 10 school days during the reporting period.
If you check this box, complete the remaining items in this section

The amount of PE minutes that I was not able to provide, and the dates I was unable to provide them as follows

Date: Number of Scheduled PE Minutes Not Provided:

Total Minutes: 0

I was unable to provide all PE minutes on the above date(s) because of:

- Assembly
- Shortened day
- Other, Please Specify
- Field trip
- Weather
- Parent Conference
- Professional Development

I made up the missed number of PE minutes on the following dates at the following times.

Date: Time: Minutes:

I will make up the missed number of PE minutes on the following dates at the following times.

Date: Time: Minutes:

Total Minutes: 0

Fill in the date that you missed and the number of minutes missed.

If you need a second date select the Add Date button above the Date.

Select the reason.

Fill in the date, time and number of minutes regarding the instructional minutes made up. If you need another date select Add Date.

Complete this section if the make-up date is after the deadline to turn in your certification form (the last day of the month).

After you have filled in all information, click the Submit button. The form will be sent to the principal and you will receive a submission message, with the date that the certification form was completed.

Step 6: Revising a Submission (only if a revision is needed)

**LOS ANGELES UNIFIED SCHOOL DISTRICT
TEACHER PORTAL SYSTEM**

VINEDALE EL Location 1754801 ESC - NE

Reporting Period:

January
✓ February

In the Reporting Period under Month click on the pull down menu to select the month you want to revise.

School Year:

2015-2016

Section 1



I provided students the minimum 200 minutes of PE instruction for every 10 school days.

If you check this box, skip section 2 below and just sign and date the form.

Section 2



I was unable to provide the minimum 200 minutes of PE instruction for every 10 school days.

If you check this box, complete the remaining items in this section

The amount of PE minutes that I was not able to provide, and the dates I was unable to provide:

Add Date

Date: 2/1/2016

Number of Scheduled PE Minutes Not Provided: 30

Revision Continued “Retroactive Change Box”

I will make up the missed number of PE minutes on the following dates at the following times.

Add Date

Date: Time: Minutes:

Date: Time: Minutes:

You must first type in the reason for having to make-up minutes in the box below to unlock the document. Then you are free to make any changes you wish. An email will be sent to inform the principal that you are making changes.

Total Minutes: 60

**This is a retroactive change, please type in the reason for the change.
An email will be sent to the principal on submission change.**

After completing the changes, click Submit.

d
16 8:23:49 AM

Modified By:lireland
Modified At:2/2/2016 8:26:12 AM

Certification Completed

- Your certification form has been stored for the principal to review.
- Note: It's recommended that any missed instructional minutes for physical education are made up within the first 10 days of the following calendar month.

Note:

- **Combination Classes:** Teachers only need to certify once. All grades should be listed for a teacher with a combination class.
- **Assistance:** Contact the school principal if your grade level is listed incorrectly or you need other assistance.