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Online Bell Schedule System
User Guide

This user guide provides step-by-step instructions on how to create, certify, and print bell schedules using the online bell schedule program.

System recommendations:
The online bell schedule system is supported by the following browsers: Chrome, Internet Explorer, Firefox, and Safari.

I. Log in

A. There are two ways to access the online bell schedule program.
   1. https://bellschedule.lausd.net

B. At the Single Sign On screen, enter your full e-mail address and Single Sign-On password, then click the “Sign In” button. This takes you to the Principal’s Dashboard. (Note: Only principals and authorized designees have access to create, edit, and certify bell schedules.)

C. The Principal’s Dashboard displays information regarding the home school, as well as other associated schools such as magnet centers and dual language centers, to which the principal is assigned. It also displays the two functions available to the principal—Create Bell Schedule and View Bell Schedule.
Sample Principal’s Dashboard of an elementary school with a magnet center:

Sample Principal’s Dashboard of a span school with elementary and middle school grade levels:

II. Create Bell Schedule

A. When creating a bell schedule, start with the bell schedule of the home school. Once the home school’s bell schedule is certified, you will have the option to copy the bell schedule to the magnet or dual language centers through the “Clone Bell Schedule” button.

B. Click on the home school’s “Select” button, then on the “Create Bell Schedule” function.
This takes you to the Bell Schedule Tab screen (see sample below). Each of the Day category below is explained in the next section.

C. In the bell schedule system, the types of Day are linked to specific dates in the school’s calendar. The Bell Schedule Tab screen is where the types of Day are assigned to the instructional calendar, the bell schedule for each type of Day is entered, and the school’s online bell schedule is certified.

There are 5 types of Day defined in BUL-6144: Regular Day (RD), Professional Development Day (PD), Minimum Day (MD), Shortened Day (SD), and Common Planning Time Day (CPT). Other Schedules (OS 1 through 10) were established to provide flexibility primarily to secondary schools to account for instructional days that do not follow the schedules of the 5 defined Days. All the instructional days in the calendar are assumed to follow the Regular Day (RD) schedule unless another type of Day is assigned to them.

Described below are the Tabs in the Bell Schedule Tab screen.

1. **Calendar Schedule Selection** – This tab must be completed and saved before one may access the other tabs. Except for the Spring Pupil-Free Day, all the Days categories are multi-select. Selecting a weekday, e.g., “Mondays”, results in all instructional Mondays to be coded with the type of Day. Selections made in this tab will be reflected in the School
Calendar tab, where further Day assignments (for Minimum or Shortened Days) or modifications to Day assignments may be made.

a. Professional Development Days – If “District-allocated Days” is selected, the School Calendar Tab will reflect the pre-determined Banked Time Tuesday dates (26 for elementary or 14 for secondary) as PD days. **Click on the appropriate box(es).**

b. Common Planning Time Days – This category is available only to middle schools or middle school grades of span schools. Options for this category include “Tuesdays except PD Tuesdays” which will code all non-Banked Time Tuesdays as CPT. **Click on the appropriate box(es) or leave blank if does not apply.**

c. Other Schedule 1 / Other Schedule 2 Days – Typically, Other Schedules are used by Secondary schools, not elementary schools. However, in rare scenarios, an elementary school may use Other Schedules.

For example: A school follows the Odd/Even schedule where Odd periods meet on Mondays and Wednesdays, Even periods meet on Tuesdays and Thursdays, and All periods meet on Friday. In this scenario, school will use Other Schedule 1 and select Fridays. **Click on the appropriate box(es) or leave blank if does not apply.**

d. Spring Pupil-Free Day – Schools following the Single Track calendar have the option to select either the first day or the last day of the spring semester as their second pupil-free day. In 2018-19, the first day of the spring semester is January 7, 2019; the last day, June 10, 2019. **Click on the appropriate box.**

**CAUTION:** Do NOT click on the “Save/Confirm” button unless you are certain of your Pupil-Free Day (PFD) selection. Once saved, the PFD selection may only be changed by resetting the school’s bell schedule, which removes all schedules you created. Contact Attendance & Enrollment Section to reset your bell schedule.

**Click on the “Save/Confirm” button, then “OK” to generate the School Calendar.** The Calendar Schedule Selection tab disappears and the School Calendar tab opens.

2. **School Calendar** – This tab initially displays the school’s instructional calendar, updated with the selections made from the Calendar Schedule Selection tab. Users can then add more types of Day (e.g., Minimum/Shortened days, etc.) and/or change the Day assignments of any instructional day. Non-school days (HOL) and pupil-free day (PFD) cannot be changed.

Below is a sample of an initial School Calendar after choosing “District-allocated Days” for Professional Development Days, no Other Schedules, and June 10 for Spring Pupil-Free Day.
a. Types of Day are color-coded on the calendar. Instructional dates are also coded with the Day codes as follows:
   ➢ RD – Regular Day
   ➢ PD – Professional Development Day
   ➢ MD – Minimum Day
   ➢ SD – Shortened Day
   ➢ CPT – Common Planning Time Day
   ➢ OS – Other Schedule 1 through 10

b. At the bottom of the calendar, the counts of the types of Day are maintained. Each change in the Day assignment is automatically reflected in the counts.

c. To assign a type of Day or change the Day assignment, right click on the specific date then click the type of Day from the list.
For middle schools, the list includes Common Planning Time Day.

For Options schools (i.e., Continuation, Opportunity, and Community Day Schools), only Regular Day and Other Schedules are available. Generally, Options schools follow only one schedule—the Regular Day. If needed, however, Other Schedule is available to capture a unique situation. Continuation schools that plan to use Other Schedule are advised to contact Attendance & Enrollment Section to help ensure proper capture of attendance in MiSIS.

The School Calendar tab may be modified/updated anytime up until the bell schedules’ certification. **When ready, click on the “RD” tab or the “Next” button to continue to the next tab.**

3. The tabs between School Calendar and Certification are for the types of Day. For each type of Day assigned in the School Calendar, the system creates a tab for user to enter the bell schedule. Regardless of the type of Day, the tab displays information in the same format.

**Bell Schedule - Elementary Schools** *(For secondary schools, including Options schools, skip to page 9.)*

Below is a sample of a completed Regular Day schedule. Description of each field follows.
a. **No. of Days** – The count of days assigned to the type of day, as displayed in the School Calendar tab.

b. **Reuse Last Year’s Data** – When this box is clicked, the form auto populates with the prior year’s data. User should review the data, then decide to accept the data, change the data, or enter data manually. To remove data from screen, re-click the Reuse Last Year’s Data box.

c. **Lunch Duration** – Enter in minutes the length of the lunch break. If schedule has no lunch break, enter 0.

d. **Recess Duration** – Enter in minutes the length of the recess break. If schedule has no recess break, enter 0.

e. **Grade Groups** – Elementary schools assign a schedule to a specific grade level or to multiple grade levels as a group. Enter in the box the grade level(s) to be assigned to the schedule.
   - Click in the box to reveal the grade level selection, then click on the grade level. Repeat as necessary. Another way is to click in the box, type in the first grade level, then hit Enter. To enter more grade levels for the same schedule, type in the grade level then hit enter.
   - To remove a grade level, click on the “x” preceding the grade level.
   - To enter the grade level(s) for the next schedule, click on the “Add a grade group” link, then follow above for entering grade level.

f. **Start Time/Recess Start/Lunch Start/Dismissal** – Click on the clock icon, then change the time by clicking in the hour box, minute box, and/or AM/PM box or clicking the up or down arrows.

**Functions:**

- **Clear** – removes the data on the grade level/schedule line
- **Remove** – removes the entire grade level/schedule line
- **Clear All** – clears all data on screen; resets the screen
- **Save/Generate Schedule** – saves the data entered on screen as well as completes the schedules, calculates the instructional minutes, and performs validations on the data on screen. This button may be clicked anytime to save data on screen.
- **Previous and Next** – these buttons may be used to go from one tab to the next or back. Users may also click on the tab headers to select a specific screen.
Click on the “Save/Generate Schedule” button to display the schedule and the instructional minutes. Below is a sample of the screen after clicking on the “Save/Generate Schedule” button. See schedule and instructional minutes in the red box below.

![Schedule Screen](image)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Class Start</th>
<th>Recess Start</th>
<th>Recess End</th>
<th>Lunch Start</th>
<th>Lunch End</th>
<th>Dismissal</th>
<th>Instruction Min</th>
<th>Required Min</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K</td>
<td>08:00 AM</td>
<td>08:20 AM</td>
<td>08:30 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>02:19 PM</td>
<td>339</td>
<td>319</td>
<td>20</td>
</tr>
<tr>
<td>Grades 1</td>
<td>08:00 AM</td>
<td>08:20 AM</td>
<td>08:30 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>02:19 PM</td>
<td>339</td>
<td>319</td>
<td>20</td>
</tr>
<tr>
<td>Grades 2,3</td>
<td>08:00 AM</td>
<td>08:20 AM</td>
<td>08:30 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>02:19 PM</td>
<td>339</td>
<td>319</td>
<td>20</td>
</tr>
<tr>
<td>Grades 4</td>
<td>08:00 AM</td>
<td>08:20 AM</td>
<td>08:30 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>02:19 PM</td>
<td>339</td>
<td>319</td>
<td>20</td>
</tr>
<tr>
<td>Grades 5</td>
<td>08:00 AM</td>
<td>08:20 AM</td>
<td>08:30 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>02:19 PM</td>
<td>339</td>
<td>319</td>
<td>20</td>
</tr>
</tbody>
</table>

a. Instruction Min – These are the instructional minutes as calculated from the schedule. Recess and lunch minutes are non-instructional minutes.

b. Required Min – These are the instructional minutes required for the type of Day, as per District policy (BUL-6144).

c. Difference – Difference between Instructional Minutes and Required Minutes, i.e., column “a” less column “b”. This column also validates the value in the Instructional Min column against the minimum day requirement of 249 minutes. The Difference column displays with a green highlight when column “a” is at least 249 minutes. If column “a” is less than 249 minutes, then column “c” displays with a red highlight. System does not allow principal to certify the bell schedule when any Day schedule is below 249 minutes.

Proceed to the next type of Day by either clicking on the “Next” button or clicking on the Day’s tab. Enter the schedule for each type of Day. When all the schedules are entered and generated, go to the Certification tab. *(Skip to page 11)*
Bell Schedule – Secondary Schools

Middle schools, senior high schools, and Options schools’ Day schedule follow the same format. Below is a sample of a blank Regular Day schedule. Description of each field follows.

- **No. of Days** - The count of days assigned to the type of Day, as displayed in the School Calendar tab.
- **Reuse Last Year’s Data** – When this box is clicked, the form auto populates with the prior year’s data. User should review the data, then decide to either accept the data or change the data or enter data manually. To remove data from screen, re-click the Reuse Last Year’s Data box.
- **Start Time** – Click on the clock icon, then change the time by clicking in the hour box, minute box, and/or AM/PM box.
- **Lunch Duration** – Enter in minutes the length of the lunch break. If schedule has no lunch break, enter 0.
- **Nutrition Duration** – Enter in minutes the length of the recess break. If schedule has no recess, enter 0.
- **Homeroom Duration** – Enter in minutes the length of the homeroom period. If schedule has no homeroom, enter 0.
- **Period Duration** – Enter in minutes the length of the majority of the class periods scheduled to meet on the Day. These minutes will be used to populate the instructional minutes box for each class period entered in the schedule. User will be able to modify each period minutes in the Period Sequence before or after the schedule is generated.
- **Passing Minutes** – Passing minutes is the actual and necessary minutes to go from one classroom to the next. Enter between 0 and 10 minutes.
- **Period Sequence** – Before entering the period sequence, all fields described above must be populated. Enter the order that the homeroom(s), class periods, nutrition, and lunch break will follow for the given Day schedule. To select the period, click on the down arrow of the Period box to display the period selection, then click on the appropriate period. For each period selected, the Minutes box will auto populate based on the duration entered. Once a period is selected, it is greyed out in the list of periods and cannot be selected again. Enter periods in period boxes from left to right, and do not skip a period box. See screen shot below on next page.
Functions:
a. **Clear All** – clears all data on screen; resets the screen
b. **Save/Generate Schedule** – saves the data entered on screen as well as completes the schedules, calculates the instructional minutes, and performs validations on the data on screen. This button may be clicked anytime to save data on screen.
c. **Previous** and **Next** – these buttons may be used to go from one tab to the next or back. Users may also click on the tab headers to select a specific screen.

Click on the “Save/Generate Schedule” button to display the schedule and the instructional minutes. Below is a sample of the bell schedule after changing Period 1 minutes from 50 to 60, then clicking on the “Save/Generate Schedule” button.

Based on the Start Time, Period Sequence, and durations entered, the bell schedule displays the start and end times of each period and the instructional minutes.

a. **Total Inst Mins** – Total Instructional Minutes column is the sum of Passing minutes and Instructional Minutes.

b. **Validation** – At the bottom of the Total Instructional Minutes column, the system displays the calculated total instructional minutes (348 in the sample above) and the required instructional minutes (377 in the sample above) for the type of Day as per District policy (BUL-6144). The system also validates the total instructional minutes against the minimum day requirement of 247 minutes. If the total instructional minutes is at least the minimum required, the total box will have a green highlight; otherwise, the box will be red. The system does not allow principal to certify the bell schedule when any Day schedule is below 247 instructional minutes.
Proceed to the next type of Day by either clicking on the “Next” button or clicking on the Day’s tab. Enter the schedule for each type of Day. When all the schedules are entered and generated, go to the Certification tab. *(Middle and Senior High schools, skip to page 13; Options schools, skip to page 15)*

III. Certification of Online Bell Schedule

A. Elementary Certification – The Certification tab has 5 separate sections:

1. Total Annual Minutes – Based on bell schedules entered for each type of Day, the system calculates the total instructional minutes for the school year.

   a. The system displays the annual instructional minutes by grade level. User needs to make sure that all of the grade levels have the same number of minutes.
   
   b. The system validates the total annual minutes of each grade level against the minimum required annual instructional minutes of 55,100. If the total annual minutes is less than 55,100, the minutes for the grade level that fails to meet the minimum is displayed in red font.

   c. The system does not allow principal to certify the bell schedule unless total instructional minutes for each of the grade levels are at least 55,100.

   **Total Annual Minutes**

   School must offer at least the minimum required annual instructional minutes. Red highlight indicates failure to meet this requirement for a specific grade level. Certification of the bell schedule is not possible until this error is resolved. Contact Attendance & Enrollment section for assistance.

<table>
<thead>
<tr>
<th>Kindergarten, including Transitional Kindergarten and Expanded Transitional Kindergarten (Required Minutes: 55,100)</th>
<th>K : 55,602</th>
</tr>
</thead>
</table>

   | Grades 1-6 (Minimum Required : 55,100) |
   | 1 : 55,602 |
   | 2 : 55,602 |
   | 3 : 55,602 |
   | 4 : 55,602 |
   | 5 : 55,602 |
   | 6 : 55,602 |

2. Explanations, Exceptions, and Special Situations – This section should be completed if the school’s Professional Development Days (PD) exceed the 26 District-allocated PD days, if school has Other Schedule(s), or to explain a special situation. In the sample below, it indicates that school as requested a waiver for additional PD days.

   **Explanations, Exceptions, and Special Situations**

   If Professional Development Days are other than the District-allocated days, indicate whether or not a waiver has been filed. If Other Schedule 1, 2, etc., is used or if a special situation exists, describe here.

   Waiver requested for the additional PD days.
3. Minimum and Shortened Day Certification – This is a required section. Each of the boxes must be checked off in order for principal to certify the bell schedule. Read each line, then click in the boxes.

<table>
<thead>
<tr>
<th>Minimum and Shortened Day Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ I have advised the instructional Superintendent or designee at least three weeks in advance of these minimum and shortened day schedules.</td>
</tr>
<tr>
<td>☑ I have advised the following groups at least three weeks in advance of the purpose and plans for these minimum and shortened day schedules: School staff, Community Governing Council, Parents, Crossing guard coordinators, Playground directors and Youth Services, Neighboring School administrators, Local/county recreational center, itinerant program staff, Children’s Center Supervisors.</td>
</tr>
<tr>
<td>☑ I have informed the following offices and personnel at least two weeks in advance of these minimum and shortened day schedules: Division of Special Education, Transportation Branch, Student Integration Office, School Traffic &amp; Safety, each sending/receiving school principal.</td>
</tr>
<tr>
<td>☑ I understand that the Transportation Branch is not authorized to transport, beyond cost neutral, on discretionary minimum or shortened days without a funding source.</td>
</tr>
</tbody>
</table>

4. Spring Semester Pupil-Free Day – This is a required section. Read the statement, then click in the box.

<table>
<thead>
<tr>
<th>Spring Semester Pupil-Free Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑ The Spring Semester Pupil Free Day has been established with the agreement of the Local School Leadership Council. All District offices affected by this selection (such as, Attendance &amp; Enrollment Section, Transportation, Food Services, the Special Education Division, the Integration Office) have been notified.</td>
</tr>
</tbody>
</table>

5. Certification – The name field will auto populate based on the user log-in. Enter the position and contact number.

When the “Certify” button is clicked, the message below displays. Click on “Certify”, then “OK”.

An e-mail message notifying the LD Director that the school’s bell schedule is ready for review and approval is sent automatically. The principal’s dashboard reflects the home school’s bell schedule as “Certified” (see screenshot below).
B. Middle and Senior High Certification – The Certification tab has 6 separate sections.

1. Total Annual Minutes – Based on bell schedules entered for each type of Day, the system calculates the total instructional minutes for the school year.

   a. The system displays the total annual minutes (62,400 in the sample below) next to the minimum annual instructional minutes (62,160 in the sample below).

   b. The system validates the total annual minutes against the minimum required annual instructional minutes. Middle schools with Common Planning Time (CPT) are required to offer at least 62,160 instructional minutes; non-CPT schools and senior high schools, 65,300. If total annual minutes are at least the minimum required, the minutes box is highlighted in green (as shown below); otherwise, box is highlighted in red.

   c. The system does not allow principal to certify the bell schedule unless total instructional minutes meet the minimum required.

2. Schedule Type – Select the option that best describes the school’s schedule type. If “Other” is selected, explain the school’s schedule in the “Explanations, Exceptions, and Special Situations” box. Sample below is for a school that has Odd/Even schedule.
3. Explanations, Exceptions, and Special Situations – This section should be completed if the school’s Professional Development Days (PD) exceed the 14 District-allocated PD days, if school has Other Schedule(s), or to explain a special situation or schedule type. In the sample below, it indicates that school as requested a waiver to have CPT on non-PD Tuesdays.

![Explanations, Exceptions, and Special Situations](image)

4. Minimum and Shortened Day Certification – This is a required section. Each of the boxes must be checked off in order for principal to certify the bell schedule. Click in the boxes.

![Minimum and Shortened Day Certification](image)

5. Spring Semester Pupil-Free Day – This is a required section. Click in the box.

![Spring Semester Pupil-Free Day](image)

6. Certification – The name field will auto populate based on the user log-in. Enter the position and contact number.

![Certification](image)
When the “Certify” button is clicked, the message below displays. Click on “Certify”, then “OK”.

An e-mail message notifying the LD Director that the school’s bell schedule is ready for review and approval is sent automatically. The principal’s dashboard reflects the middle school’s bell schedule as “Certified” (see below).

C. Options Certification – The Certification tab has 4 separate sections.

1. Total Annual Minutes – Based on bell schedule entered for the Regular Day (and Other Schedule, if any), the system calculates the total instructional minutes for the school year.

2. Explanations, Exceptions, and Special Situations – Options schools typically have only one schedule for each day of the school year. If Other Schedule is used, provide explanation in this section.
3. Spring Semester Pupil-Free Day – This is a required section. Read the statement, then click in the box.

4. Certification – The name field will auto populate based on the user log-in (see sample below). Enter the position and contact number.

When the “Certify” button is clicked, the message below displays. Click on “Certify” then “OK”.

An e-mail message notifying the LD Director that the school’s bell schedule is ready for review and approval is sent automatically. The principal’s dashboard reflects the school’s bell schedule as “Certified” (see below).
IV. Copy Bell Schedule and Certify Associated Schools

A school that has magnet center(s) and/or dual language center(s) may copy the home school’s bell schedule to the associated schools once the home school’s bell schedule has been certified.

From the Principal’s Dashboard, follow the instructions below:
1. Ensure that the home school’s bell schedule shows “Certified” in the School Status column.
2. a. For the first associated school, click on the “Clone Bell Schedule” button. Upon clicking, a message regarding the schedule being cloned displays. Click “OK”.
   Note: Cloning the bell schedule simply copies the bell schedule. It does not certify it.
   b. When bell schedule is copied successfully, a message appears. Click “OK”.
3. To certify, click the “Select” button of the associated school that has the cloned bell schedule.
4. Then, click on the Create Bell Schedule function. This opens to the Bell Schedule Tab screen. All of the information (i.e., calendar, Day bell schedules) from the home school displays. Update the tabs, as necessary.
5. Click on the Certification tab, and update as necessary. Scroll to bottom of the tab, then click the “Certify” button. When the message below appears, click on the “Certify” button, then click “OK.”
An e-mail message notifying the LD Director that the school’s bell schedule is ready for review and approval is sent automatically. The Principal’s Dashboard reflects “Certified” for the associated school’s status.

V. View/Print Bell Schedule

A. To view the bell schedule, click on the “Select” button, then click on the “View Bell Schedule” function.

B. To print the bell schedule, click on the “Print Bell Schedule” button above the calendar. This will print the complete bell schedule in black and white.
VI. Resources and Assistance

A. The various documents related to bell schedules will be provided in one repository through the Budget Services and Financial Planning website. The documents will be posted in this repository as they become available. Access the repository through the following link:

http://achieve.lausd.net/Page/12894

Or, click on the “Help” link in the online bell schedule system. This opens to the Budget Services & Financial Planning website. Then, click on the “Bell Schedule Resources” then select “Fiscal Year 2018-19” (see second screenshot below).

B. For assistance with the completion of the online bell schedule form, contact Attendance & Enrollment Section at 213-241-2115 or AttendanceEnrollmentSection@lausd.net.

C. For assistance with technical issues, contact ITD HelpDesk.