

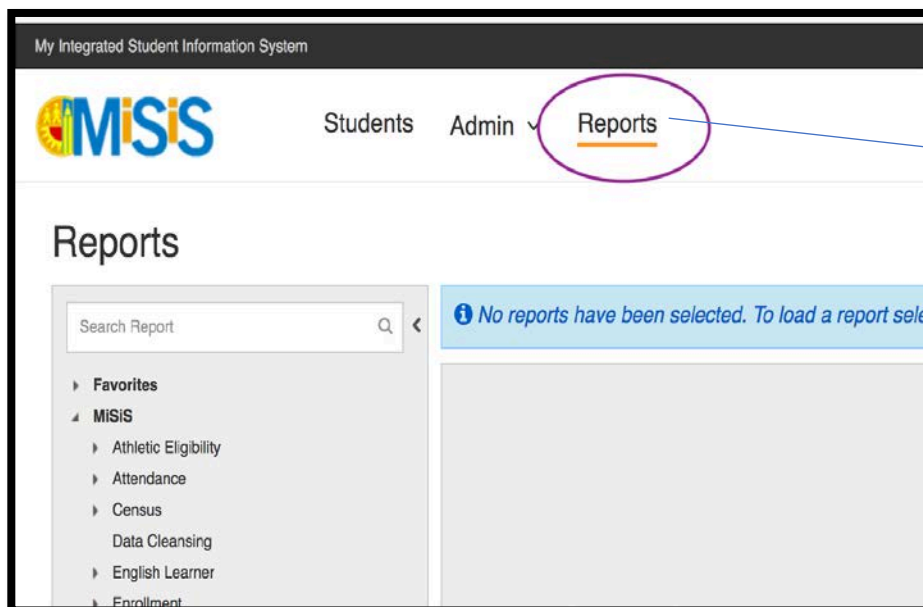


Monitoring EL Service Section Attributes entered in MiSiS

Job Aid

1. Use the SSO to log-in on MiSiS and click on 'Report'

Log in with your LAUSD username and password



Click on 'Reports'



2. Under the Report column on the left side of the screen, you will click on the following: Master Scheduling → Pre/Post-Commit → Section Attributes

A screenshot of the MiSiS report menu. The menu is titled 'MiSiS' and contains a list of reports. The following items are circled in blue: 'Master Scheduling', 'Pre/Post-Commit', and 'Section Attributes'. Blue arrows point from these circles to corresponding instruction boxes on the right.

- ▶ Athletic Eligibility
- ▶ Attendance
- ▶ Census
- ▶ Data Cleansing
- ▶ English Learner
- ▶ Enrollment
- ▶ Foster Youth
- ▶ GATE
- ▶ Gradebook
- ▶ Grades
- ▶ Graduation Standards
- ▶ **Master Scheduling**
- ▶ Other
- ▶ Post-Commit
- ▶ **Pre/Post-Commit**
- ☆ Class Enrollment Report
- ☆ Co-Teacher Section Assignment
- ☆ District Course
- ☆ Magnet Course Enrollment Report
- ☆ Placement Of Special Ed for Students
- ☆ Potential Course Deficiency (9-12)
- ☆ Repeating Courses Report (9-12)
- ☆ School Courses
- ☆ School Spaces
- ★ **Section Attributes**
- ☆ Teacher Section Assignment

a. Open the dropdown list for **Master Scheduling** by click on the triangle.

b. Select 'Pre/Post-commit' from the dropdown menu

c. Select 'Section Attributers' from the dropdown menu



Division of Instruction

Multilingual and Multicultural Education Department



3. Select Local District → School → Attributes (ONLY check English Learner Service)

a. Select the Local District from the dropdown menu

c. Select the school from the dropdown menu

b. Attributes: ONLY select 'English Learner Service'

4. View Report. File can be saved as Excel file.

d. Click on the floppy disk, to export the file with Excel file for further filtering.

*be sure to check the 'EL Count' column on the Excel file to ensure services are added where there's 1 or more ELs