

MiSiS – My Integrated Student Information System

INDEPENDENT STUDY

(ASSIGN STUDENTS)

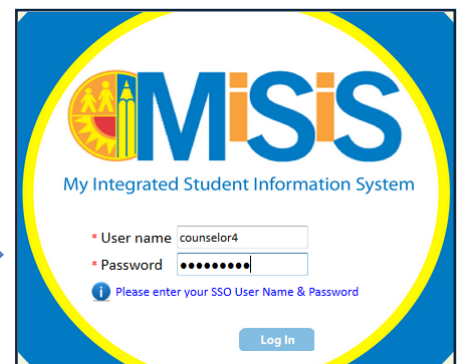
JOB AID
8/25/14

This job aid is designed to provide users with the process to perform the following tasks:

- Create a **section type** to identify Independent Study class sections
- Create a **class section** for Independent Study and identify the **section attribute**
- **Assign a student** to an Independent Study class section

Users with the **Principal** and **Scheduling Administrator** roles will be able to perform the tasks outlined in this document. The job aid was created using the **Scheduling Administrator** role.

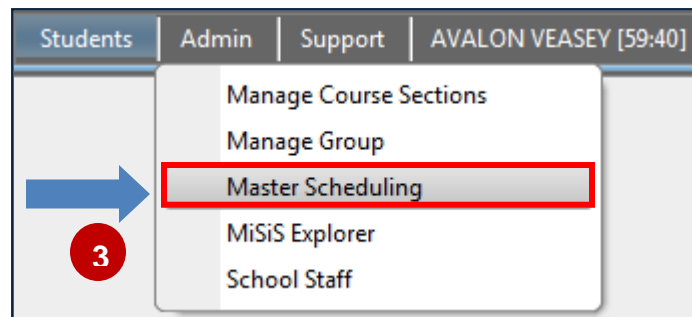
Step 1 Log into MiSiS with the following URL:
<http://misis.lausd.net/start>, from your internet browser,
using your single sign-on (SSO) user ID and password.



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

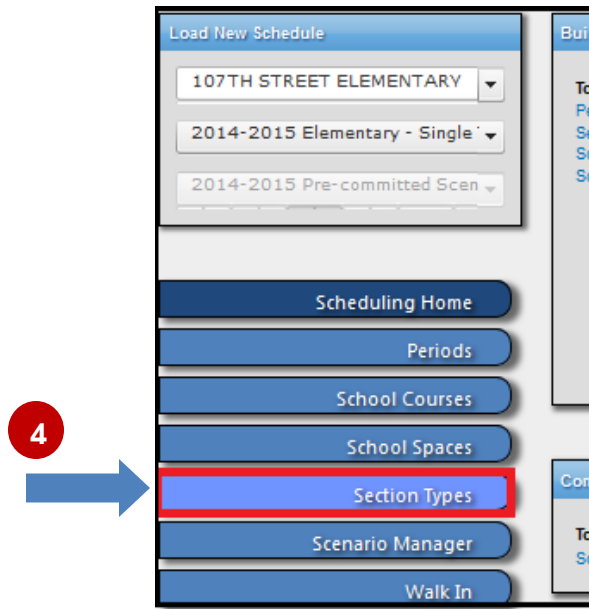
Select	User Role	School	Status	Access Type
Select	Summer School Counselor	107TH STREET ELEMENTARY	Active	Read/Write
Select	Office Manager	107TH STREET ELEMENTARY	Active	Read/Write
Select	Scheduling Administrator	107TH STREET ELEMENTARY	Active	Read/Write
Select	Teacher	107TH STREET ELEMENTARY	Active	Read/Write
Select	Principal	107TH STREET ELEMENTARY	Active	Read/Write
Select	Counselor	107TH STREET ELEMENTARY	Active	Read/Write

Step 3 Hover over the **Admin** menu tab and select **Master Scheduling**.

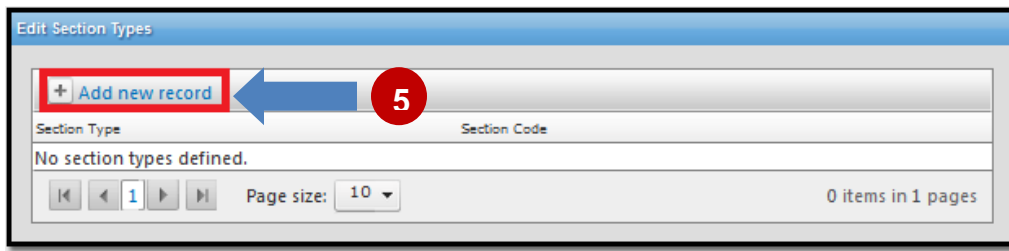


Create Independent Study Section Type

Step 4 Select Section Types

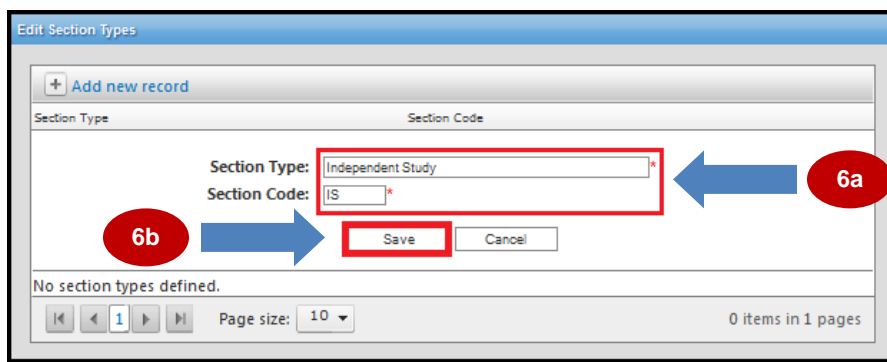


Step 5 Click the Add new record button.



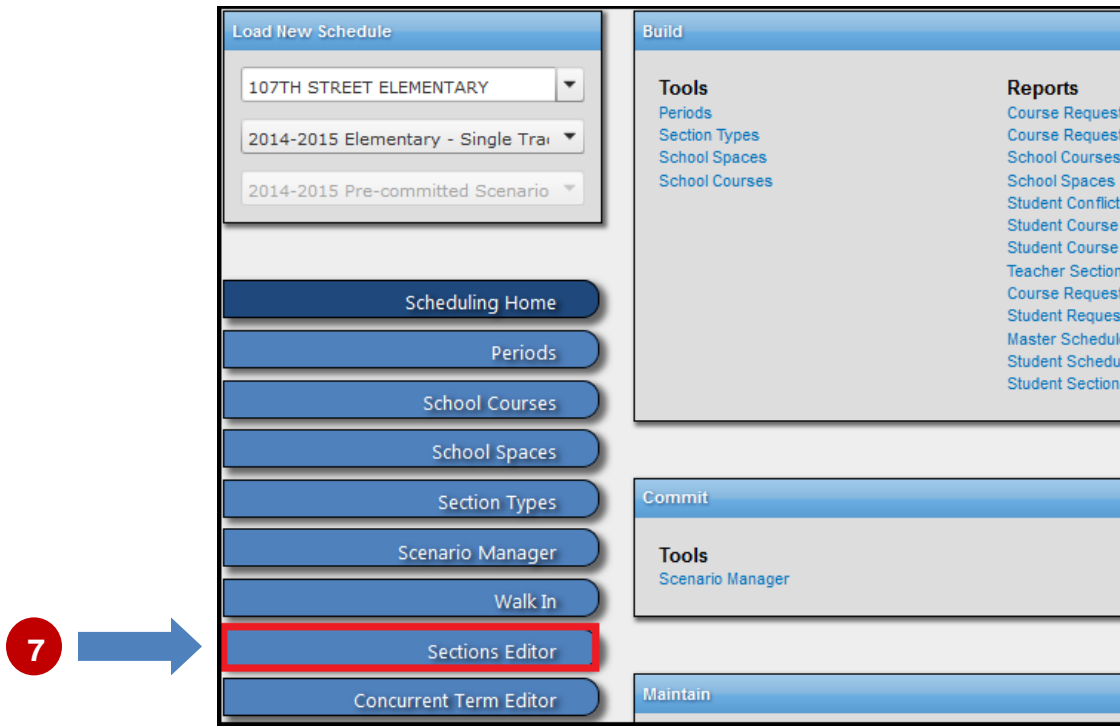
Step 6a Enter the section type and the section code. In this example, Independent Study and IS were entered, respectively.

Step 6b Click the Save button.

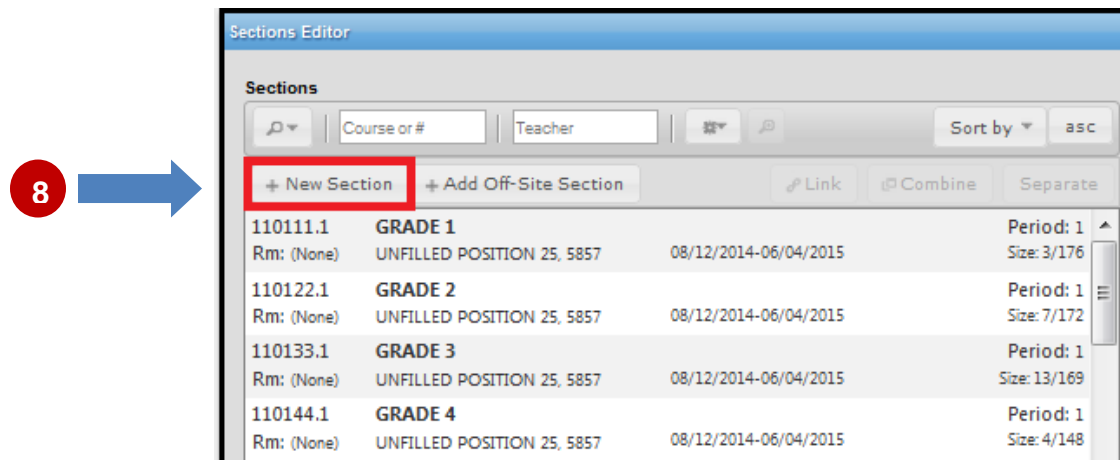


Create Independent Study Class Section and Apply Section Attribute

Step 7 Select Sections Editor.



Step 8 Click the + New Section button.



Independent Study

Step 9a Enter the **section details** for the independent study course. A completed sample is shown below.

Step 9b Click the **Save** button.

The screenshot shows a 'Section details' form with the following fields and values:

- Number: N/A
- Course: GRADE 5 (110155)
- Section Type: Independent Study
- Teacher: BUELLER, FERRIS
- Room: IS
- Period: 1
- Spanned Periods: 1
- Capacity: 10
- Start Date: 08/12/2014
- End Date: 06/04/2015

Annotations: A blue arrow labeled '9a' points to the 'Section details' title bar. A grey arrow points to the 'Section Type' dropdown with the text: 'Be sure to use the **Independent Study** section type to differentiate between other class sections.' A red circle labeled '9b' is next to a blue arrow pointing to the 'Save' button.

Step 10 Click the **Edit Section Attributes** button.

The screenshot shows the 'Sections Editor' interface. A table lists sections with columns for Course or #, Room, Teacher, and Dates. The first row is highlighted: 110155.8, GRADE 5-IS, Rm: IS, BUELLER, FERRIS, 08/12/2014-06/04/2015. A red circle labeled '10' is next to a blue arrow pointing to the '+' icon in the action column.

Step 11a Check the **Independent Study** check box.

Step 11b Click the **Save** button.

The screenshot shows the 'Add Section Attributes' form for Section: 110155.8. Fields include:

- Additional Educator Role: Additional Educator Role
- Additional Educator Name: Additional Educator Name
- Daily Hours: []
- SLC/Magnet: SLC/Magnet
- Master Plan Program: Master Plan Program
- Language of Instruction: Language of instruction
- Special Day Program: Special Ed
- English Learner Service: English Learner Service
- RSP:
- GATE:
- Core:
- Exclude Attendance:
- Exclude Grades:
- Independent Study:

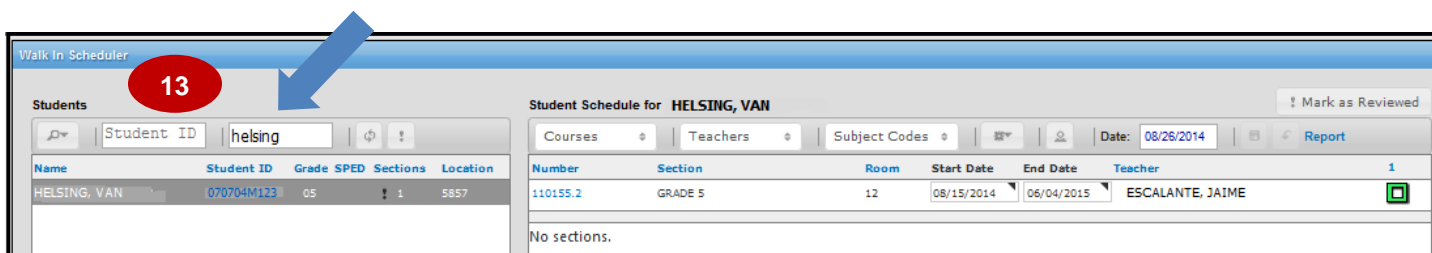
Annotations: A red circle labeled '11a' is next to a blue arrow pointing to the 'Independent Study' checkbox. A red circle labeled '11b' is next to a blue arrow pointing to the 'Save' button.

Assign Student to Independent Study Class Section

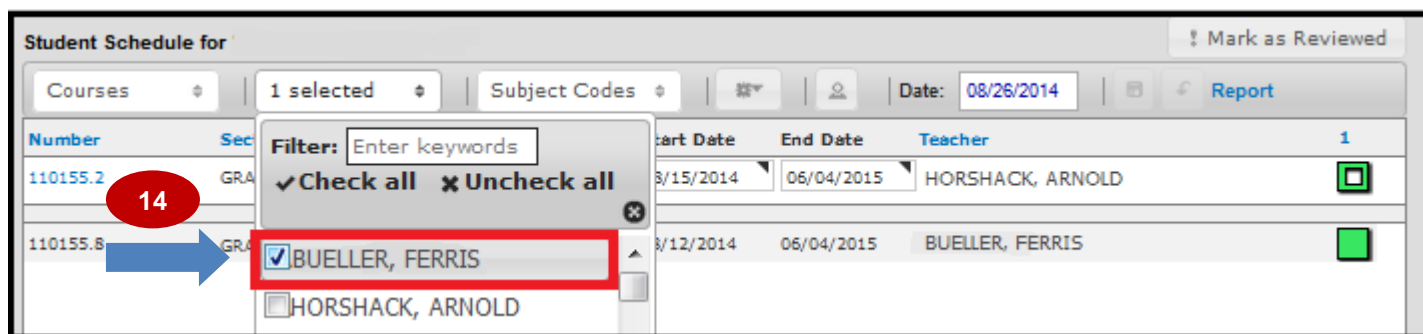
Step 12 Select Walk In.



Step 13 To filter for a specific student, type in the **student ID** or the **name**. In this example, **helsing** was entered.



Step 14 Click on the **Teacher** drop down list and select the educator assigned to independent study. In this example, **Ferris Bueller** was selected.



Independent Study

Step 15 Click on the **solid green square** to select Bueller's class section.

Number	Section	Room	Start Date	End Date	Teacher	
110155.2	GRADE 5	12	08/15/2014	06/04/2015	HORSHACK, ARNOLD	<input type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/12/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>

The effective dates of the section change will display on the screen. In this example, the hollow gray square indicates that former class section now has an end date. The section with the hollow green square indicates the new independent study class section – the effective date is highlighted in blue.

Step 17 Click the **Submit** button to save the changes.

Number	Section	Room	Start Date	End Date	Teacher	
110155.2	GRADE 5	12	08/15/2014	08/25/2014	HORSHACK, ARNOLD	<input type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/26/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>
110155.8	GRADE 5-IS	IS	08/12/2014	06/04/2015	BUELLER, FERRIS	<input type="checkbox"/>

The student's schedule is updated to reflect the new class assignment.

Number	Section	Room	Start Date	End Date	Teacher	
110155.8	GRADE 5	IS	08/15/2014	06/04/2015	BUELLER, FERRIS	<input checked="" type="checkbox"/>