Fifty-Second Street Elementary School
Professional Development

# Misis Gradebook Training
## Understanding the New LAUSD Report Card System

November 4th t , 2014                              Location: Library

Grades K-5

Facilitators: Community of Learners, Ms. Garibay, Ms. Nam, Ms. Howard, Ms. Guillory, and Ms. Carrasco

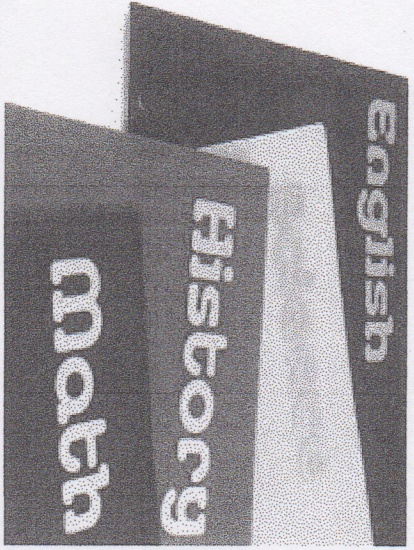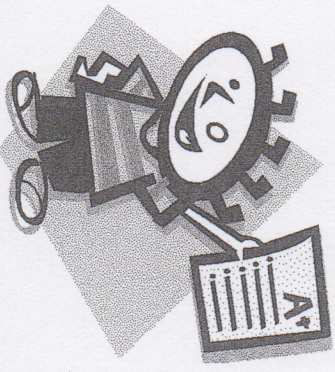| SPSA Performance Meter addressed: | AMAO Goal addressed: |
|---|---|
| ☐ Proficiency for all via data analysis and planning<br>☐ Accelerate the performance of subgroups_____<br>☐ Increase number of students scoring Proficient or Advanced on standardized assessments. (WPAs, Dibels, Periodic Assessments)<br>☐ Attendance (96% or above for staff and students)<br>☐ Parent and Community Engagement<br>☐ School Safety | Meet or exceed the percentage of ELs<br>   ☐ making annual progress in learning English<br>   ☐ scoring early advanced and advanced on the CELDT |

# AGENDA

1. Explore the format and layout of the Misis Gradebook system.

2. Understand the procedure for entering and submitting student grades.

3. Use the Misis Gradebook system to enter report card grades.

4. Questions?

5. Reflection

# How do I input my grades onto MiSiS?

| Grades by Subject | Grades by Student | Printing Teacher Verification Reports |
|---|---|---|
| Log in to MiSiS. | Log in to MiSiS. | Log in to MiSiS. |
| Click on Admin tab (gray section on top right hand corner). | Click on Students tab (gray section on top right hand corner). | Click on Reports tab (gray section on top right hand corner). |
| In the drop down box, highlight and click on "Grades by Class". | For whatever student you are grading, click on the white box called "Action". | In left hand menu, scroll down to "Grades" heading. |
| Go to right hand column, click on "View Grades" for whatever subject you're inputting grades for. | A drop down menu will appear. Highlight and click on "Grades". | Click on "Teacher Verification of Marks – Elem". |
| In top left hand corner, click on "Edit". | Scroll all the way down, and click on "View Grades". | Select "Campus" drop down menu. Click on "52ND ST EL – 3808". |
| Input your achievement (AC) and effort (EF) grade for each student in that subject. | At the bottom, click "Edit" button. | Select "School(s)" drop down menu. Click on "52ND STREET ELEMENTARY – 138080[1]". |
| Select comment(s) in drop down box on the right hand column for each subject, as needed. | Input your achievement (AC) and effort (EF) grades for each subject for that particular student. | Select "Term Code(s)" drop down menu. Click on 2014 – 2015 A-Track Elementary – Elementary – Single Track A". |
| Scroll all the way down, click "Submit". Grades will only be saved once you click "Submit", so DON'T FORGET! | Input comments by subject on the right hand side, as needed. | Select "Subject Category" drop down menu. Click on whatever report you are trying to print: Academic Subjects, Learning and Social Skills, or Work and Study Habits. |
| | Scroll all the way down, click "Submit". Grades will only be saved once you click "Submit", so DON'T FORGET! | In the top right hand corner, click on "View Report". |
| | | After the document loads, click on the save icon (blue disk with a green arrow), and select "PDF". |
| | | A small screen will pop open. Select "Open with Adobe Reader". Click "Ok" Verification report will appear ready to print. |
| | | Select "File" and then "Print" to get a hard copy of your report. |
| | | Repeat the process above for the remaining two verification reports. |

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# REFLECTION FORM
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| New information... | I still need information regarding... |
|---|---|
| Entering grades on Misis | n/A |

| I will now begin to... | I will continue to... |
|---|---|
| grade /input. | grade |

| Comments &/or Concerns |
|---|
| n/A. Thank you ! |