

MiSiS – My Integrated Student Information System

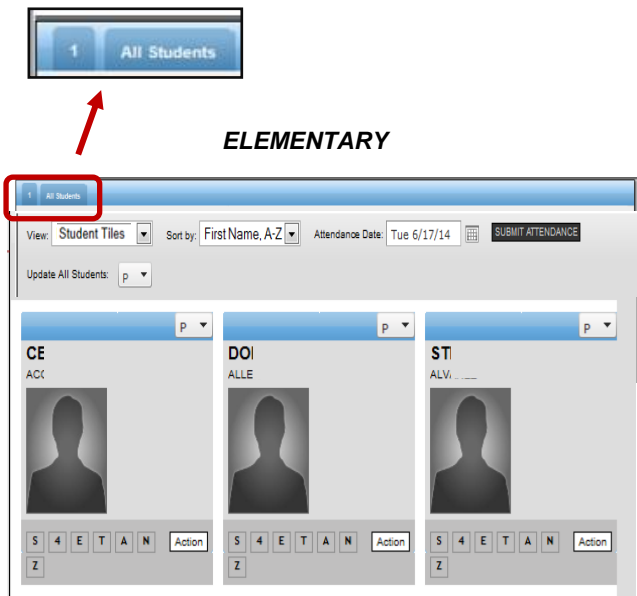
ATTENDANCE

TEACHER ATTENDANCE PROCESS

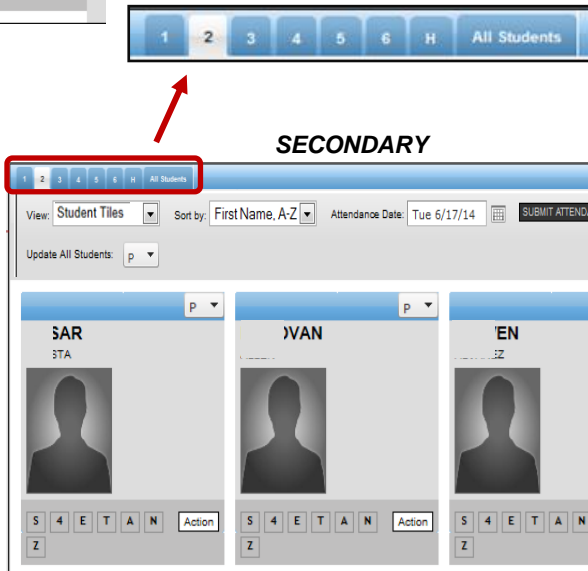
This job aid will demonstrate how to submit and certify attendance as a **Teacher** for elementary and secondary schools.

Step 1 Log into MiSiS at <https://misis.lausd.net/start>, using your single sign-on (SSO) account.

Step 2 Click the *tab* that represents the class (elementary) or period (secondary) and the list of students will display in the *Student Tiles* view.



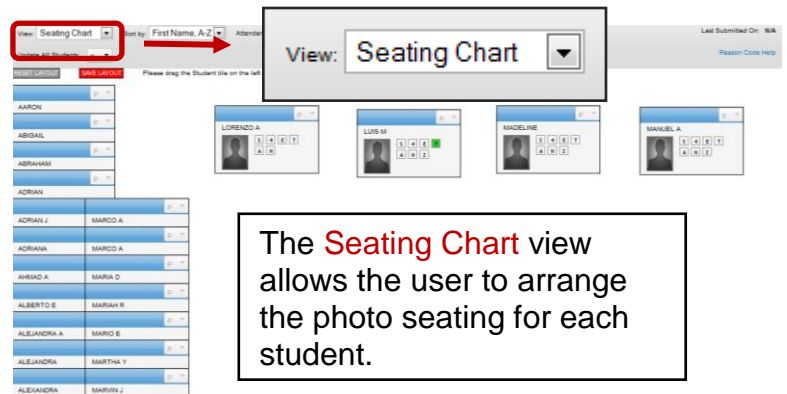
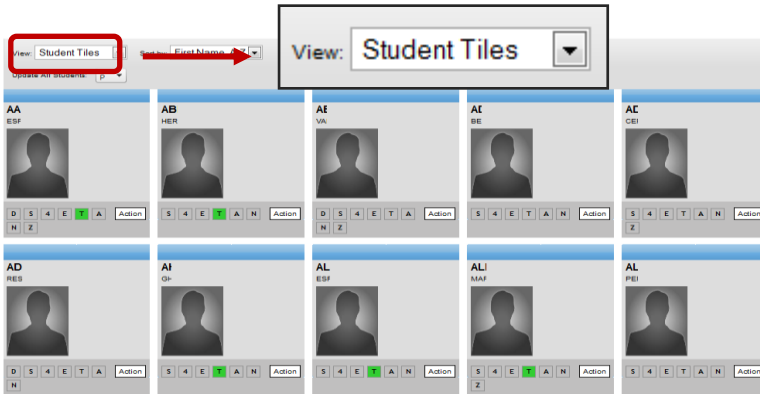
The screenshot shows the 'ELEMENTARY' view of the MiSiS interface. At the top, there is a navigation bar with a tab labeled '1 All Students'. Below this, the main content area displays three student tiles. Each tile includes a silhouette icon, a name (CE ACC, DOI ALLE, STI ALV...), and an 'Action' button with a keyboard layout (S, 4, E, T, A, N, Z). The interface also features a 'View' dropdown set to 'Student Tiles', a 'Sort by' dropdown set to 'FirstName, A-Z', and an 'Attendance Date' field set to 'Tue 6/17/14'. A 'SUBMIT ATTENDANCE' button is visible in the top right corner.



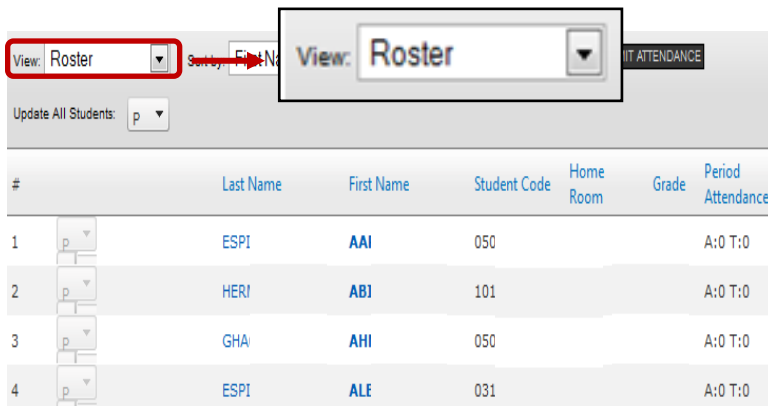
The screenshot shows the 'SECONDARY' view of the MiSiS interface. At the top, there is a navigation bar with tabs labeled '1', '2', '3', '4', '5', '6', 'H', and 'All Students'. The 'All Students' tab is selected. Below this, the main content area displays three student tiles. Each tile includes a silhouette icon, a name (SAR STA, YVAN, 'EN ...:Z), and an 'Action' button with a keyboard layout (S, 4, E, T, A, N, Z). The interface also features a 'View' dropdown set to 'Student Tiles', a 'Sort by' dropdown set to 'FirstName, A-Z', and an 'Attendance Date' field set to 'Tue 6/17/14'. A 'SUBMIT ATTENDANCE' button is visible in the top right corner.

There are multiple ways to display the class roster for attendance (**Student Tiles**, **Roster** and **Seating Chart**).


The system will default to the **Student Tiles** view.



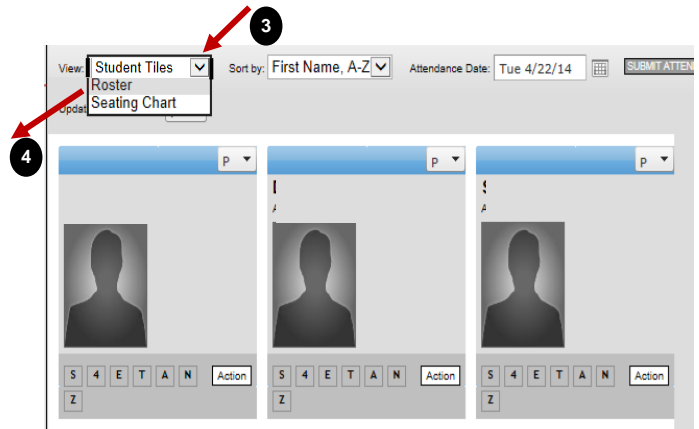
The **Seating Chart** view allows the user to arrange the photo seating for each student.



The following steps will demonstrate the attendance process via the **Roster** option, after the Roster option is selected.


Step 3 Click the drop down arrow  icon to view a list of display types.

Step 4 Select the **Roster** option.

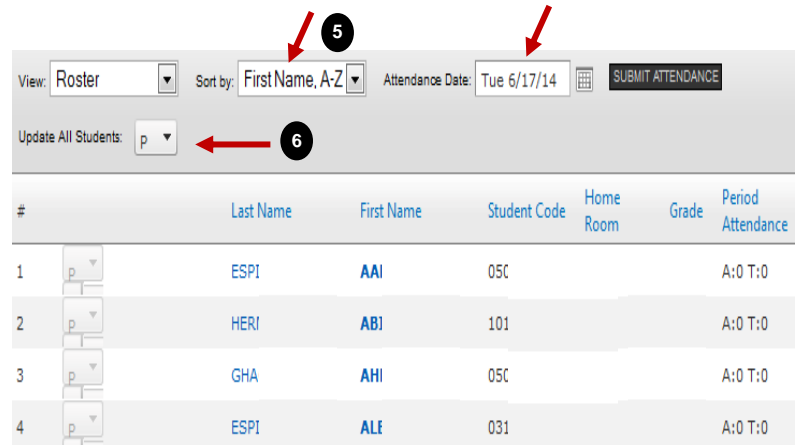


Please note that the attendance status will default to **P- Present** and students are listed in alphabetical order.

****Even though attendance status defaults to P-Present, failure to submit attendance will result in #: Attendance Not Submitted for the student. The system will no longer assume the student as present.**


Step 5 To change how student records are displayed, click the **Sort by** drop down arrow  icon to view a list of available options to change as desired.


The **Attendance Date** defaults to the current date.



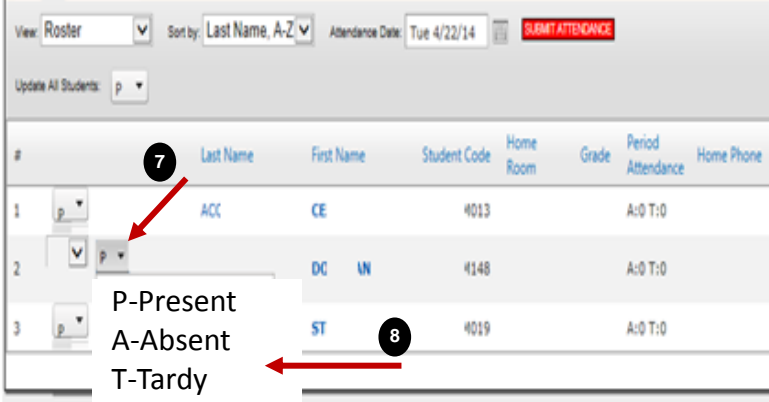
Elementary Teachers can go back four (4) calendar days to submit attendance and update reason codes.

Secondary Teachers can only submit attendance for the current day, and enter tardy and left early reason codes.

Step 6 The **Update All Students** field allows users to apply the same attendance status for all student records. Click the drop down arrow  icon and select the appropriate attendance status.

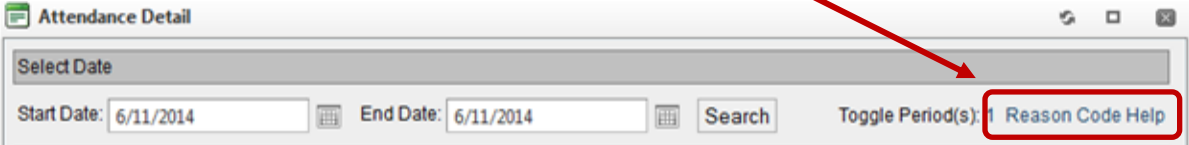
Step 7 To update an individual attendance status, click the drop down arrow  icon to view the available options.

Step 8 Select the appropriate attendance status.

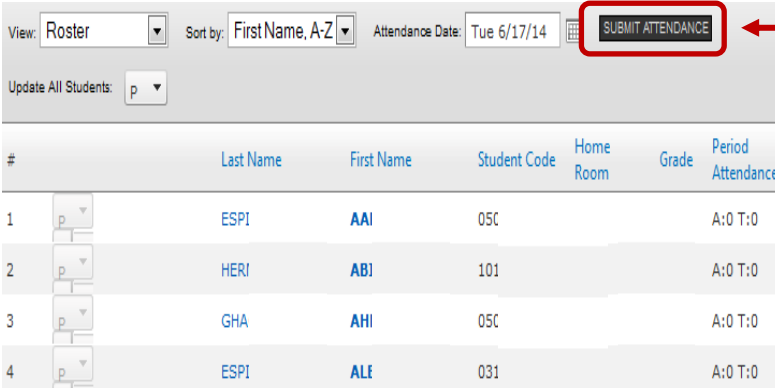


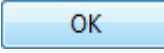
P-Present
A-Absent
T-Tardy
LE-Left Early

Include reason codes as appropriate for **A-Absent**, **T-Tardy** and **LE-Left Early**. To view a comprehensive list of reason codes, click **Reason Code Help**.



Step 9 Once the attendance has been entered for the class; click the **SUBMIT ATTENDANCE** button to certify the attendance.



Step 10 A confirmation message will display, click the **OK**  button to complete the process.

