

User Guide to Online Bell Schedule – Middle Schools

**NOTE:**

**The online bell schedule was developed and tested using MS Internet Explorer version 6.1. If you encounter problems in using this application, try the following fixes:**

**Problem: When paging up/down, drop-down boxes in the form remain stuck in position.**

**Fix: Try updating your version of Explorer to version 6.1. As an alternative, download and install Netscape version 7.1. Simple instructions on how to do this are included at the end of this Attachment.**

**Problem: When clicking on a drop-down box, part of the form is obscured by "interference".**

**Fix: Click on any white space in the form to re-set it.**

**Problem: The form, or the PC, seems to "freeze" after saving data.**

**Fix: Work slowly and allow the page to load completely between actions.**

**Step 1:** Read these instructions completely before starting. Gather all the information on bell schedules for each school (organization) at your location, and each track at each school, and have this information in front of you before you begin to enter data. If you have a copy of last year's paper form, you may use it as a guide.

**Step 2:** For each school (organization) at your location, determine whether or not that school has been set-up to use the online bell schedule and calculator form. For the initial roll-out of the program, in order to simplify the number of form types required to three, only those schools that follow the normal alignment of grades were included: Elementary - K to 5; Middle – 6 to 8; High – 9 to 12. Therefore, because they could not be accommodated on one of the three standardized forms, the following types of schools have not been set-up to use the online bell schedule and calculator form: SPAN Schools, Special Education Schools, and Continuation/Opportunity/Community Day Schools. Magnet Schools can use the online form if their alignment of grades follows the normal pattern. If you have a question whether or not your school has been set-up (and since there may be some exceptions), try to log-on to the online form using your organization code, as described below. If you get a referral message to BUDGET SERVICES & FINANCIAL PLANNING DIVISION, or a "Certify Bell Schedule" link only, or nothing happens, then your school (organization) has not been set-up, and you must submit your bell schedule for that organization on an Excel spreadsheet.

**Step 3:** If your school (organization) has not been set-up to use the online bell schedule and calculator, email or call the BUDGET SERVICES & FINANCIAL PLANNING DIVISION at

the contact number given below to request a spreadsheet form with instructions. (A second phase roll-out of the program, which includes some, or all of the types of schools listed above are being considered. If this occurs, these schools will be notified.)

**Step 4:** If your school has been set-up to use the online schedule, go to <http://sib.lausd.net/bell>. At the log-in page, enter your school's four-digit organization code for both the username and password. The program will automatically retrieve and display the type of calendar (single or multi track) adopted by your school. The procedures for single and multi track schools are the same, except that a bell schedule form must be completed for each track (e.g., A, B, C, D) of a multi track school, as described below. To begin entering new data (or revised data if you have previously entered data) click "Edit Track".

**Step 5:** The data entry form for your type of school calendar is displayed. At this point, try paging up and down within the form to make sure that the program works with your browser. If not, return to the Main Menu, log-out, and update your browser or download and install Netscape Navigator before proceeding further.

Enter the number of Regular, Professional Development, Shortened, Minimum, and Common Planning Time (CPT) days, as applicable. If zero days are scheduled, enter zero. Do not leave this field blank, or the total annual minutes will not calculate correctly. It is recommended (but optional) to enter the dates to which the days are assigned, except that dates for CPT days must be entered. The total of all types of days must equal 180 days for those with single-track and four-track (90/30) calendars, or 163 days for three-track/concept 6 calendars.

**Step 6:** Beginning with Regular days, using the drop-down boxes, enter the starting and ending time for each period in the school day, including recess, and lunch periods, for each bell schedule in use at the school. Use the actual starting and ending time for the instructional (or recess//lunch) period. Do not add passing time to the ending time of a period; it will calculate and display automatically based on the beginning time of the following period. Using the dropdown boxes, enter the bell schedule for each period. All periods must be accounted for. Do not skip rows.

**Step 7:** When finished entering data, click the "Calculate Minutes" button. The program will calculate and display the daily instructional minutes next to the required minutes for that type of day. They should be equal. If not, check for data entry errors and recalculate. If there are no data entry errors, check with the school principal to see if there are other instructional minutes that are not accounted for in the bell schedule or if the schedule may be otherwise approved.

**Step 8:** Repeat step 6 for other types of school days. When you have finished entering data for all types of school days, click on "Calculate Minutes". The program will calculate and display the annual instructional minutes offered next to the required annual minutes for your type of calendar. (The number of annual minutes required is 65,300 for schools that do not have CPT days, or 62,160 for schools that do.) The calculated minutes should not be less than the required minutes. If less, check your data entry for each type of school day as per above, and also check that the total of all types of days equals either 180 or 163.

**Step 9:** Complete the text boxes for contact information and special situations.

**Step 10:** If you are a single-track school, skip this Step and go to the next Step. If you are a multi track school and each track uses nearly the same bell schedule, click "Save and Duplicate." This button will copy the bell schedule information from the first track to the remaining tracks (e.g., B, C, D), so that that it does not have to be completely re-entered. Because this button can be used only once, do so only after it is certain that the information for the first track is correct – otherwise, you will be copying incorrect information. After clicking "Save and Duplicate," you will be returned to the Main Menu. From here, Click on "Edit Track B" to display the completed form for this track. Review and revise the bell times for any period which is different for this track (usually, lunch). After the new form has been revised, click "Save and Exit" to return to the Main Menu. Repeat this process until a bell schedule form for each track at your school has been revised and saved. (If you would prefer not to use this feature, the bell schedule information for the remaining tracks can also be entered manually. Instead of "Save and Duplicate," click on "Save and Exit" and instead of editing, complete the data entry process for each track as described above.)

**Step 11:** After the data for all tracks has been entered and checked, click on "Save and Exit". You will be returned to the Main Menu. (Note that clicking on any "Calculate Minutes" button will also recalculate and save any data on the form.)

**Step 12:** Print a copy of the bell schedule(s) for each track for the principal to review prior to certifying. On the Main Menu, click on "display a printer-friendly version" of the schedule(s). Use File, Page Setup to change the printer format to Portrait orientation. Then print using File, Print.

**Step 13:** After the principal has reviewed and signed the paper copy, you are ready to Certify the online schedule(s). Return to the Main Menu, and click on Certify Bell Schedule. A pop-up box will confirm that you want to certify. If so, click Certify; continue and then return to Main Menu. Note that after certifying, the online form is locked to prevent further changes.

**Step 14:** After certifying, forward the signed paper copy of the bell schedules to the Local District Office Superintendent, or designee, for approval. After they have been approved, the Local District should mail the forms to: Budget Services & Financial Planning Division, Floor 26 Attendance & Enrollment Section, Attn: Ted Porter. For assistance call 213.241.1118, or email [ted.porter@lausd.net](mailto:ted.porter@lausd.net).

**Note:** The signed copy of the bell schedule will be made available to auditors upon request. If there are changes to the instructional minutes, the bell schedule must be revised and evaluated under the same process. Contact the Budget Services and Financial Planning Division to "unlock" the form.

### **HOW TO DOWNLOAD AND INSTALL NETSCAPE NAVIGATOR**

1. Close all programs except Microsoft Explorer.
2. Go to [www.netscape.com](http://www.netscape.com), and click on the Netscape 7.1 link in the left-hand column.
3. Left-click on the "Download" Netscape 7.1 browser button.
4. Click OK – Save to Disk.
5. Save to Desktop.
6. Close Explorer.
7. Double-click the "MSSetup" icon on the desktop.
8. Follow the instructions: install Recommended Options; uncheck quick-launch; uncheck change home page.
9. Skip the Registration – click Cancel, Yes.
10. Change Default Browser – No.
11. Close Netscape and restart.
12. To open Netscape, click on the desktop icon or in the Programs menu.