

SCHOOL LEVEL TIMELINE

Overview of Process at the School

January School Site Review Meeting with Local District Specialist

Monday, February 4

Principals provide overview and survey link to all teachers.

Monday, February 4 - Friday, February 15

Teacher Survey completion window

Type the URL given to you by your administrator in the address bar: _____

- All responses in this survey are anonymous.
- **Principals** can monitor the status of surveys at any point during the teacher survey window.

Tuesday, February 19 - Friday, February 29

Principal Survey completion window

Tuesday, February 19 - Friday, February 29

Discuss survey results and student outcomes data with faculty.

Friday, February 29

All schools must enter and submit critical findings, narrative section.

**Los Angeles
Unified School
District**

Closing the Achievement Gap
213-241-3340

General Navigation Questions

Call the IT Service Desk
213-241-5200
Options 6, 5

**Los Angeles Unified
School District**



Closing the Achievement Gap

Internal Monitoring System

**Moving All LAUSD Students to
Proficiency Plus**

Tel: 213-241-3340



Access Teacher Survey

Submit Teacher Survey by
February 4-15

1. Launch your Internet browser (e.g., Internet Explorer, Mozilla, Firefox, Safari)
2. Type the URL given to you by your administrator in the address bar.

3. Click 

4. You will be prompted to the **Internal Monitoring System** and rating scale for the survey.

5. Select your corresponding local district, school type and school site.

6. You will respond to survey and open ended questions regarding your experiences with professional development on culturally responsive teaching.

- All responses in this survey are anonymous.

7. Click on the **Submit** button when finished.

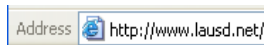
- **Principals** can monitor the status of surveys at any point during the teacher survey window.

Access Principal Surveys

Submit Principal Survey by
February 19-29

1. Launch your Internet browser (e.g., Internet Explorer, Mozilla, Firefox, Safari)

2. Type <http://www.lausd.net> in the address bar.



3. Click on **Discover LAUSD** located on the top red navigation bar.



4. Trace down to **District Initiatives**.

5. Click on [Closing the Achievement Gap](#) link. The Closing the Achievement Gap webpage will display.

6. Click on **Internal Monitoring System**

7. Enter your Single Sign-On Username and Password to log in to the Principal's Dashboard.

User Login

* Please use your Single Sign On Username & password

User Name:

Password:

Submit

8. From the Principal's Dashboard click on the link for **Step 1** to view and evaluate Teacher Survey responses.

Access Principal Surveys cont.

9. Click on **Convert To PDF** or **Export to Excel** button to save the report. Print for evaluation off line.

10. After saving the report and evaluating teacher responses continue to **Step II** to take the first survey.

11. Click on [Take Survey](#) link

12. Click on the **Submit** button when finished. Proceed to **Step III** to begin the narrative survey.

Submit Narrative Section by
February 29

13. Click on the [Take Survey](#) link

- Principals will share summary data with their staff, complete narrative survey and identify areas for improvement and strategies.
- It is suggested that Principals type narrative answers in a MS Word document then copy and paste final responses to their survey.
- **Important**-Once you click on the Submit button you will not have access to edit and/or modify your responses. Reports go to the Principal Dashboard.

14. Click on **Submit** when finished.

