LAUSD MOBILE APP
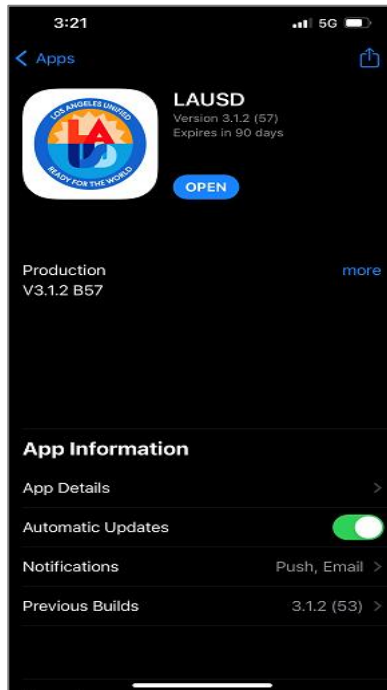
User Guide

Dec 07, 2022

1. How to install the 'LAUSD' mobile app

PROCEDURE

Step 1. iOS users can go to the App Store and download the 'LAUSD' App.
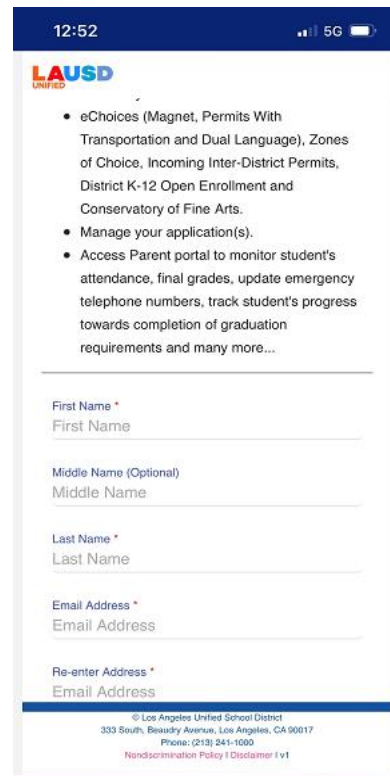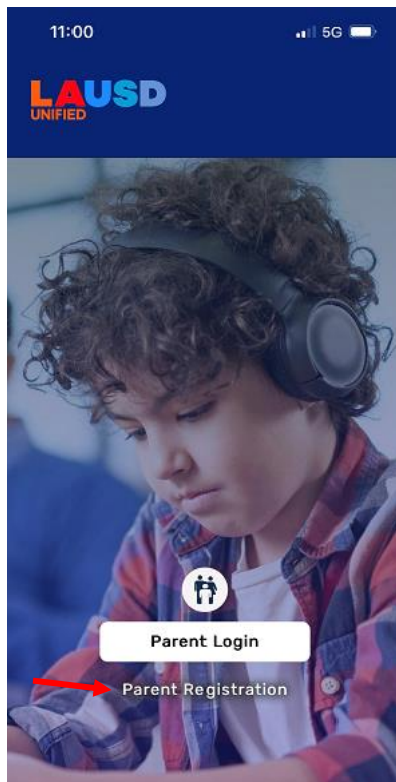

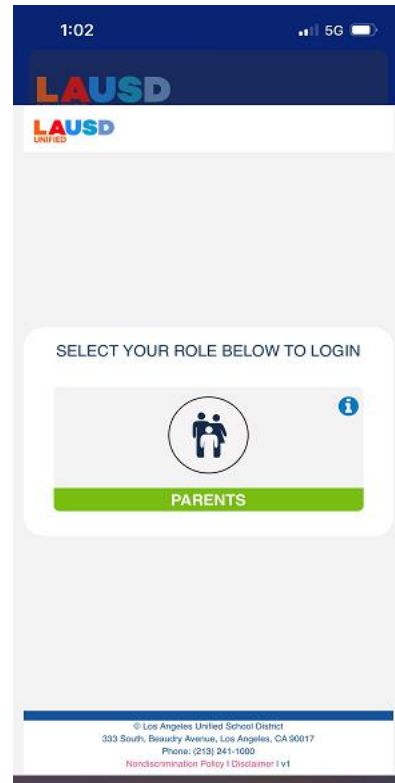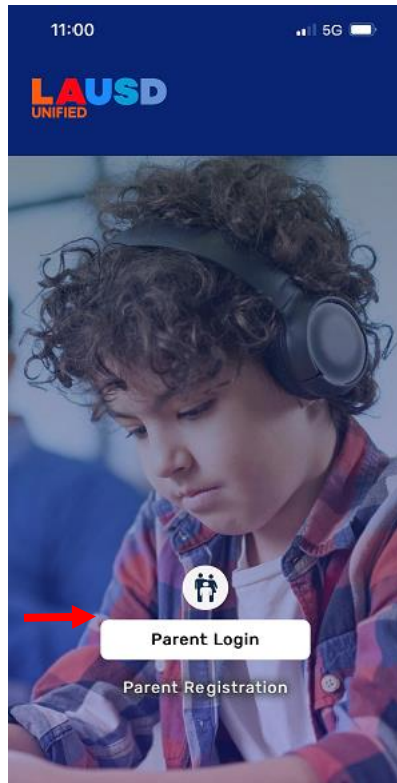**Step 2.** Android users can download the 'LAUSD' App from the Google Play Store.

2. How to access the LAUSD Mobile App

Once you open the 'LAUSD' mobile app, parents can register themselves (if they have not done it earlier) by clicking on the 'Parent Registration' button and filling in the required details.

Parents who have already registered can use their existing login credentials by clicking on the 'Parent Login' button and then selecting the 'Parents' role to access/log into the app.

3. How to view a student's recent activities

PURPOSE

Parents can use this procedure to view the recent activities of their child(ren).

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
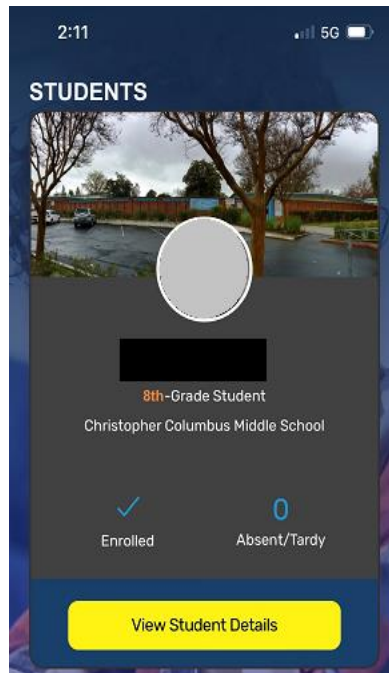
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials
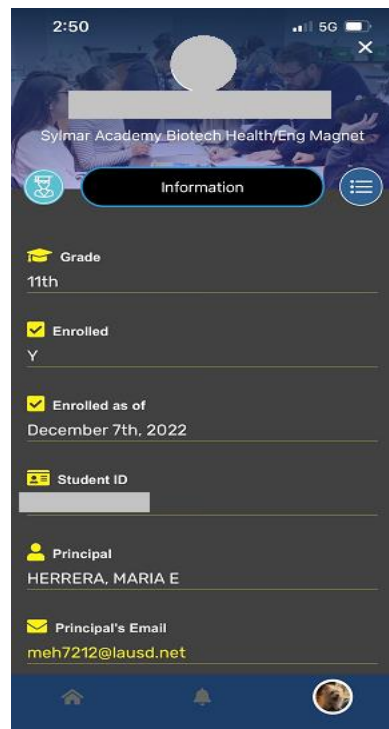
MENU PATH

    View Student Details > Timeline

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.
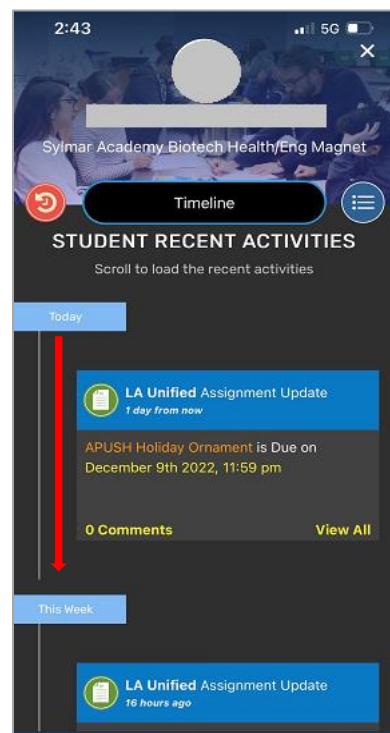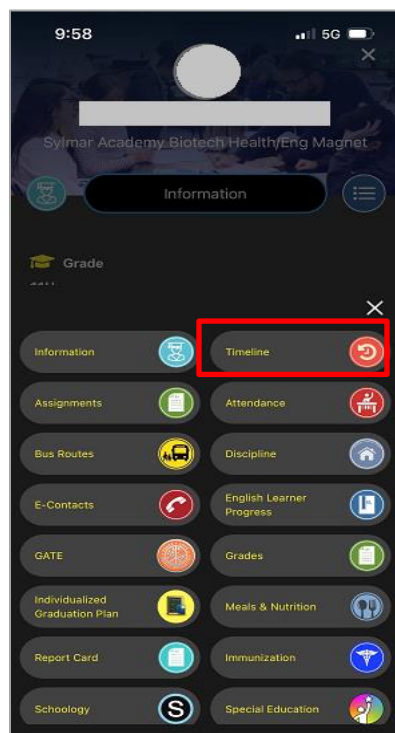
Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right (as shown below) to view the activities/interactions that can be performed.

Step 4. Click on 'Timeline' and scroll down to view the recent activities of the student starting from the most recent one to older ones.

4. How to Add Students

PURPOSE

Parents can access various district resources and information on district programs/initiatives at one convenient location, "Resources". It also provides students with online resources to help them achieve academic success.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
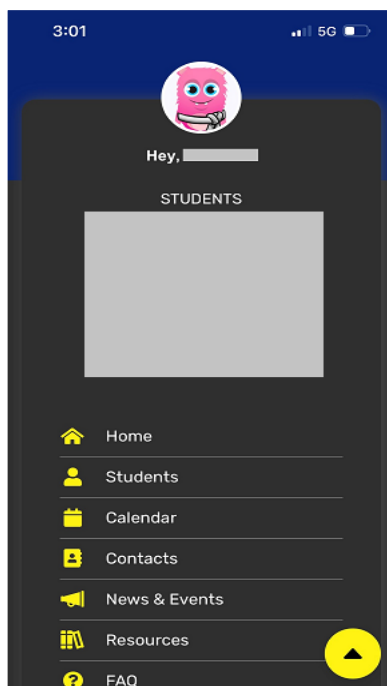
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

PROCEDURE

Resources

Step 1. ⌖Once logged-in, Click on the *Menu* icon on the bottom panel. Then click on 'Students'

Step 2. ⌘ To add students, Tab on the "Add Students" button located in the top right corner of the page.

Step 3. ⌘ Enter student ID number, Date of birth and PIN Code Confirm the student's information. and check I'm not a robot and tab submit Button.

5. How to access additional resources

PURPOSE

Parents can access various district resources and information on district programs/initiatives at one convenient location, "Resources". It also provides students with online resources to help them achieve academic success.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
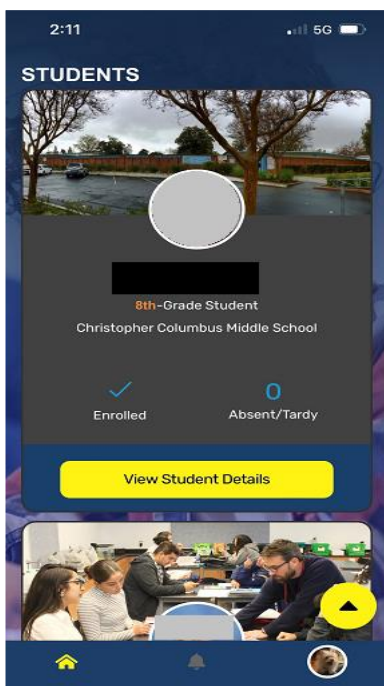
LOG IN

4. Launch the 'LAUSD' mobile App
5. Click on the 'Parent Login' icon
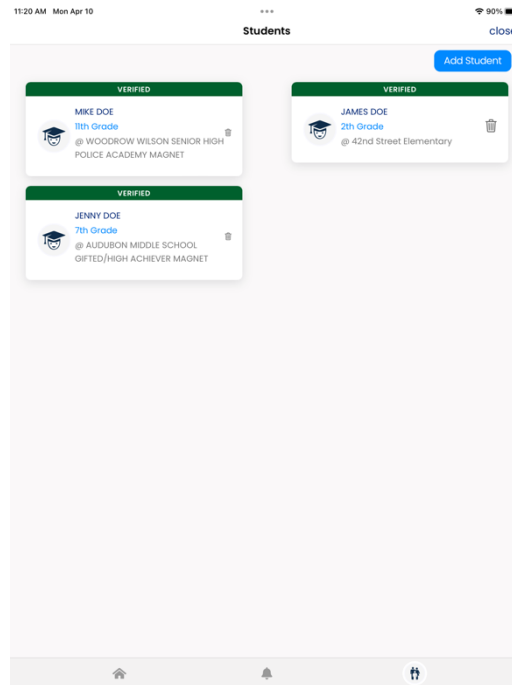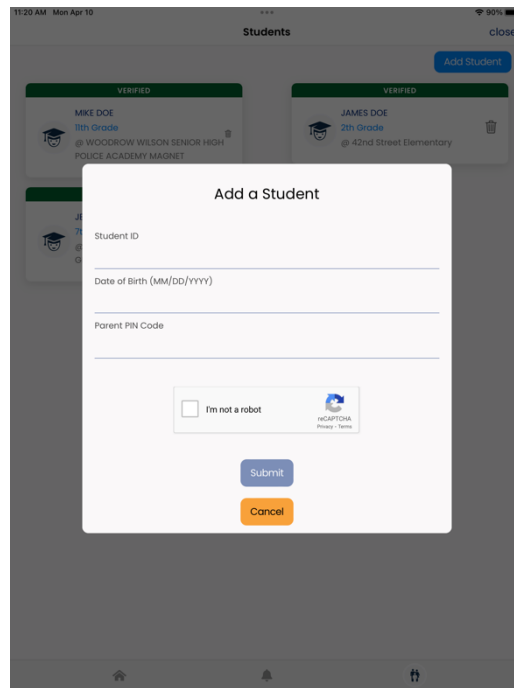6. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

Resources

PROCEDURE

Step 1. ⌷Once logged-in, Click on the *avatar* icon on the bottom panel. Then click on 'Resources'

Step 2. ⌷On the next screen, parents can click on the Resource links they want to access

Step 3. The available search feature allows users to quickly find the resources they are looking for.

6. How to view a student's assignments

PURPOSE

Parents can use this procedure to view the assignment details of their child(ren).

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
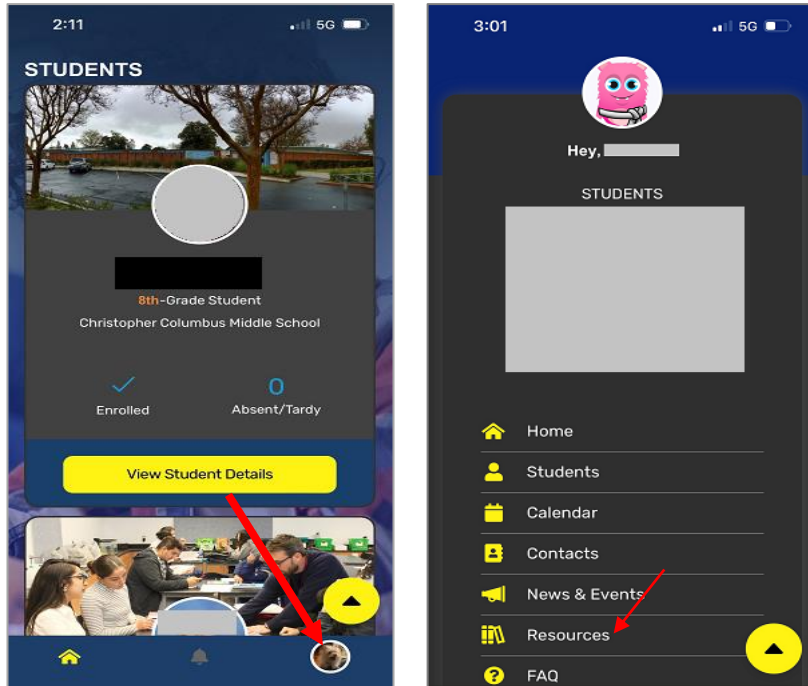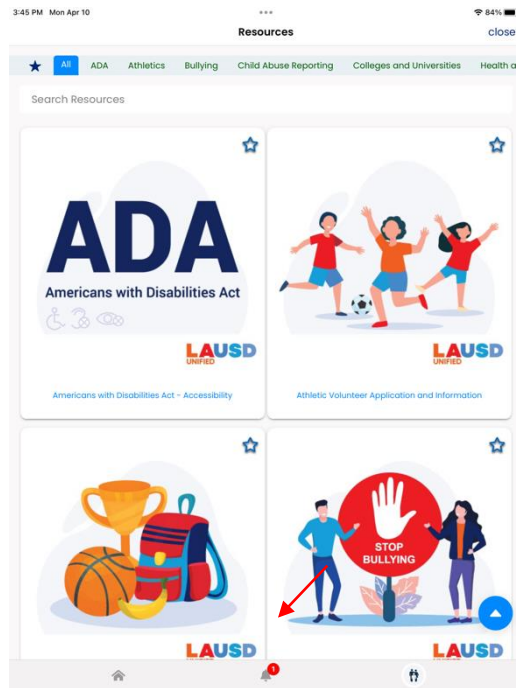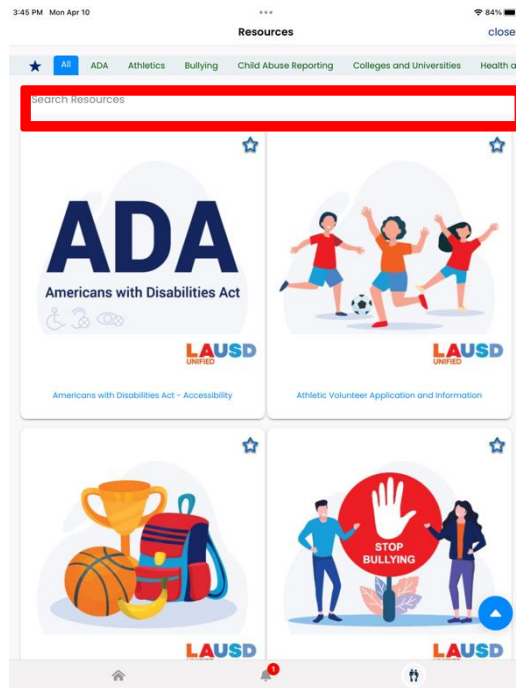
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Assignments**

PROCEDURE

Step 1.   Once logged in, the student cards will be displayed.

Step 2.   Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on Assignments.

Step 4. 🔲Scroll down to view the **Assignments**. In this section you can view the assignments that are due in the next seven days or filter them by Course or view all of them at once.

7. How to view a student's attendance records

PURPOSE

Parents can use this procedure to view the detailed attendance records of their child(ren).

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
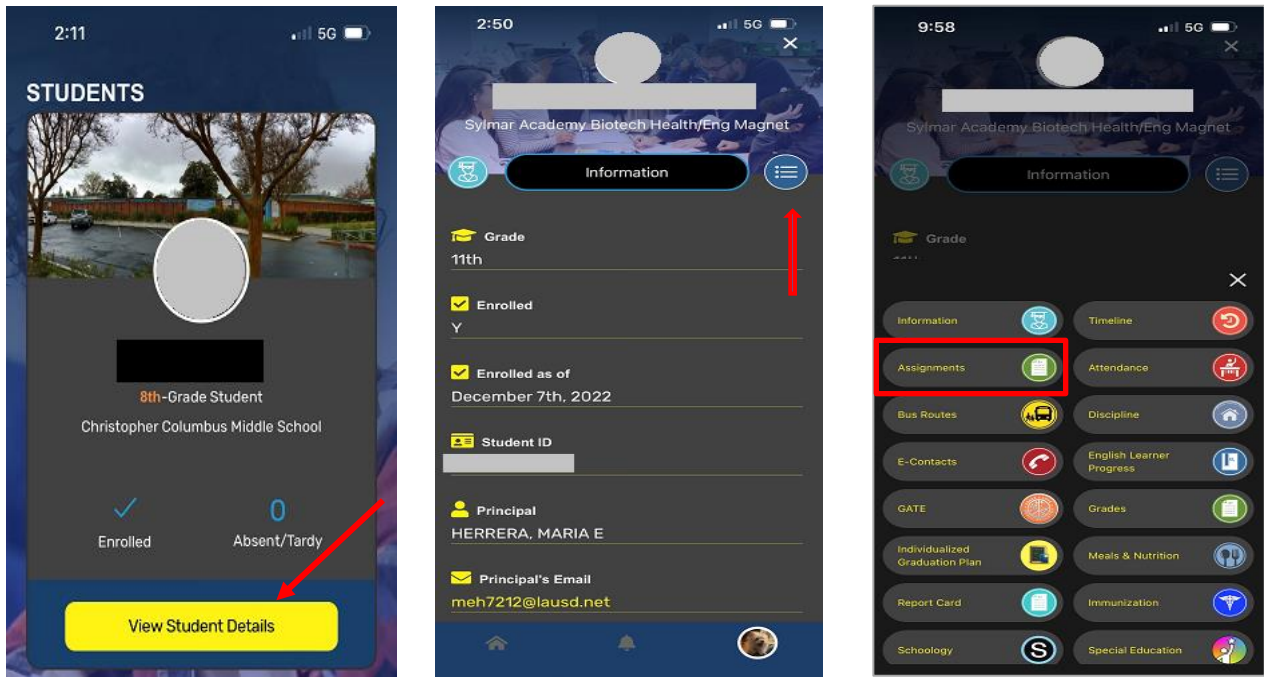3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

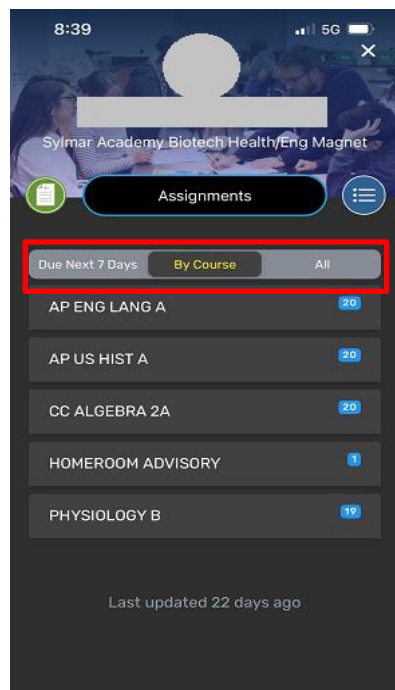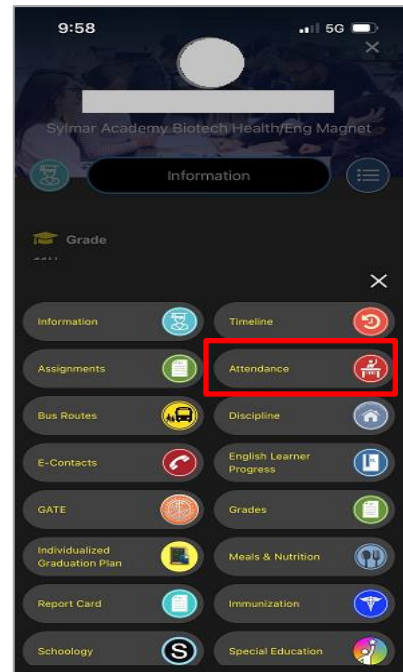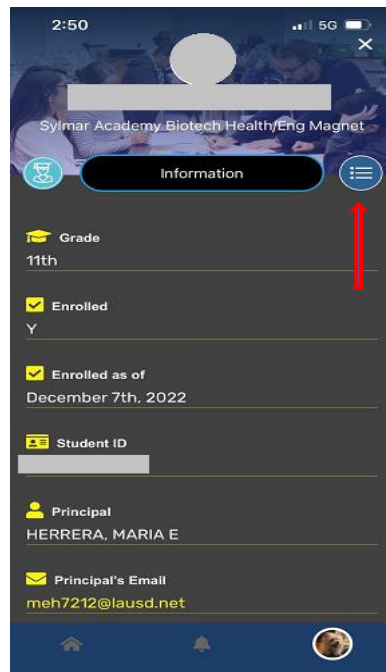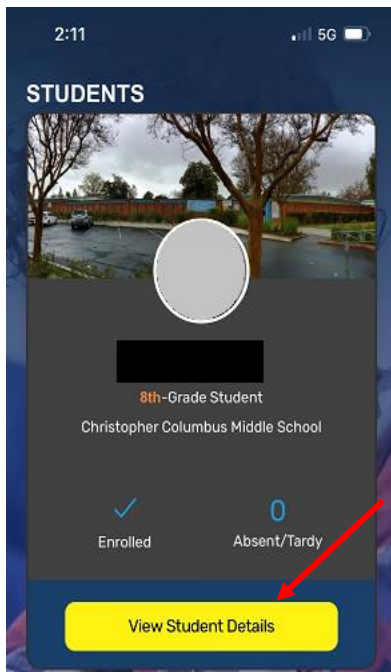> **View Student Details > Attendance**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on Attendance.

Step 4. ⌗Scroll down to view the attendance details. Choose the different filters to view the attendance records *By Date* or *By Course*

8. How to view a student's Test scores

PURPOSE

Parents can use this procedure to view the detailed test scores of their child and download the reports.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

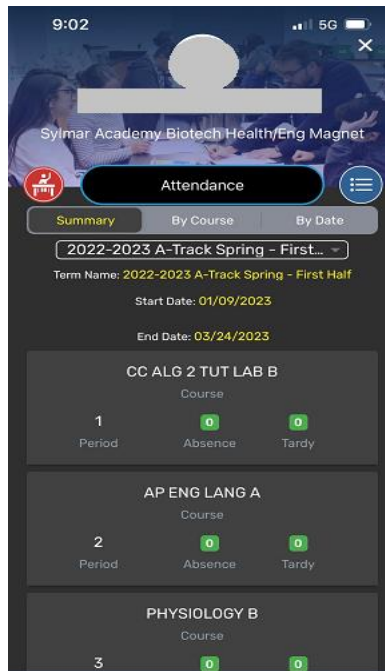View Student Details > Testing

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on Testing.

Step 4. Scroll down to view the **Standardized Test scores**. Select the test which you want to view. For this illustration let's choose *CAASPP*.

Step 5. Select the year from the year drop down list and then click on *Download* to download the test score report. Click on the *pdf* file to view the report.

NOTE: If for a particular student, the test score is not available for a specified year then the message "*No report available for this criteria'* is displayed.

9. How to view the Bus route information

PURPOSE

Parents can use this procedure to view the Bus route information for their child(ren) and also see the real time location of the Bus during transit.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
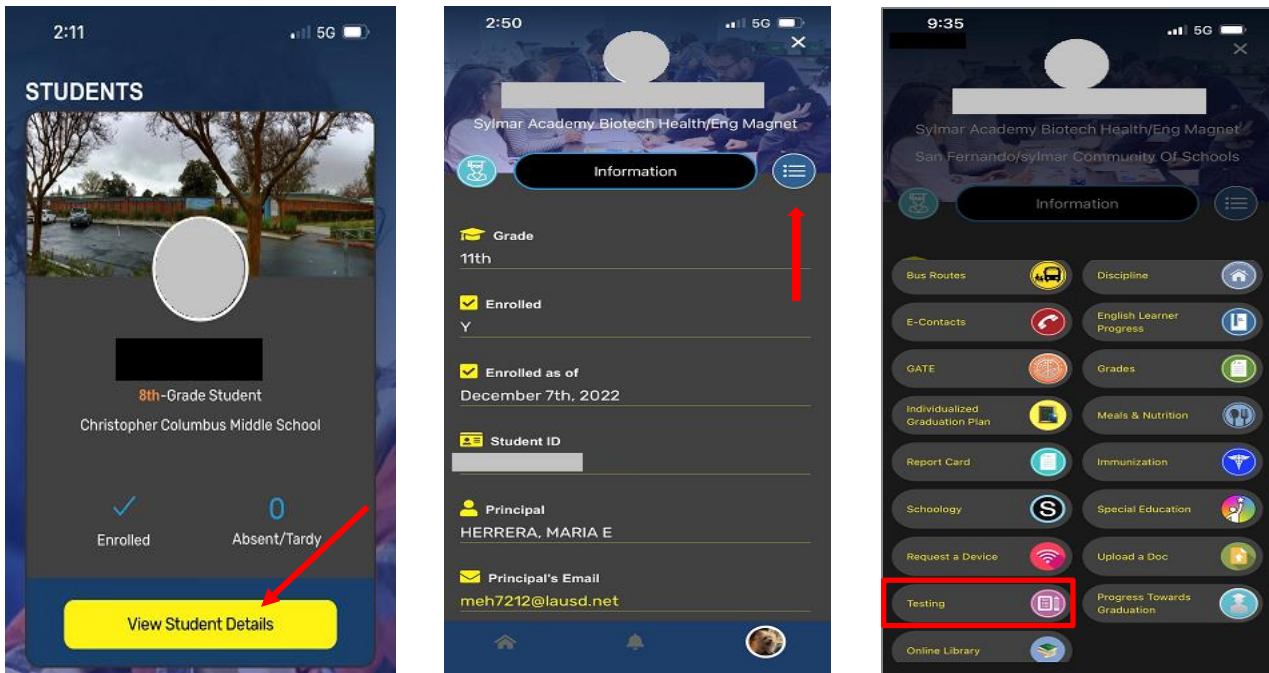3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Bus Routes**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information
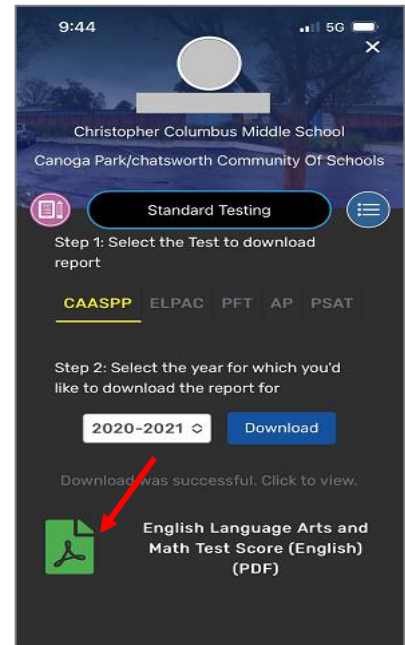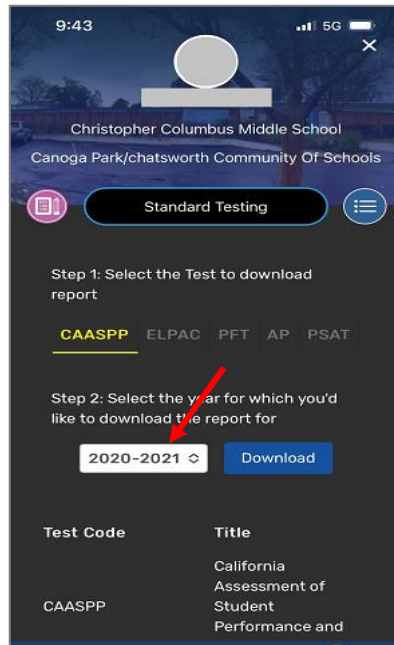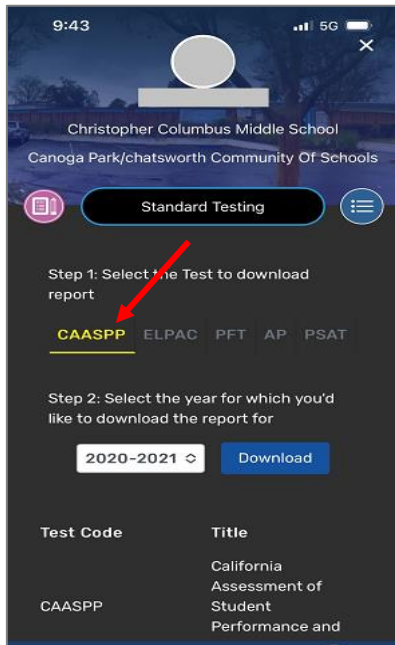
Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Bus Routes*
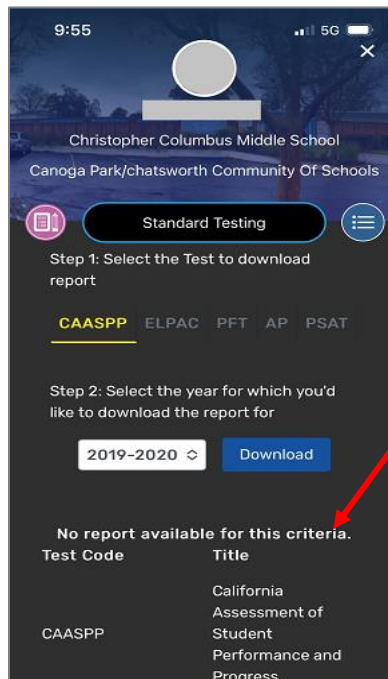
Step 4. Scroll down to view the **Bus Routes** information and to view the real time position/location of the bus.

10. How to view student's discipline records

PURPOSE

Parents can use this procedure to view the discipline records of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Discipline**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Discipline.* The discipline records of the student are displayed if they are available.

11. How to view emergency contact details

PURPOSE

This feature allows parents to view the emergency contacts of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this section.
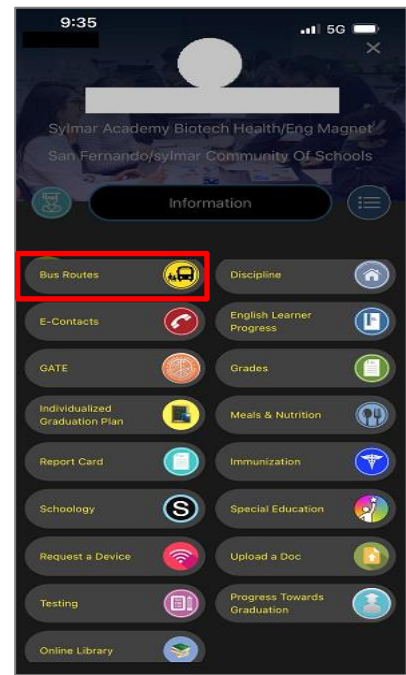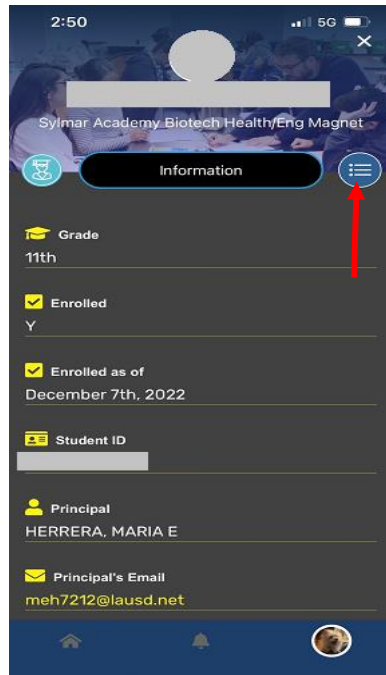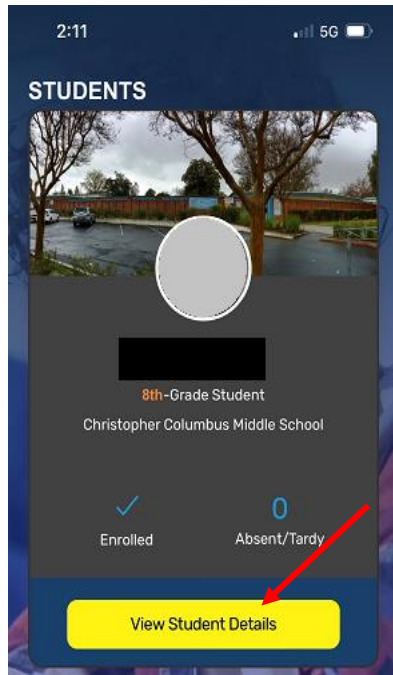
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH
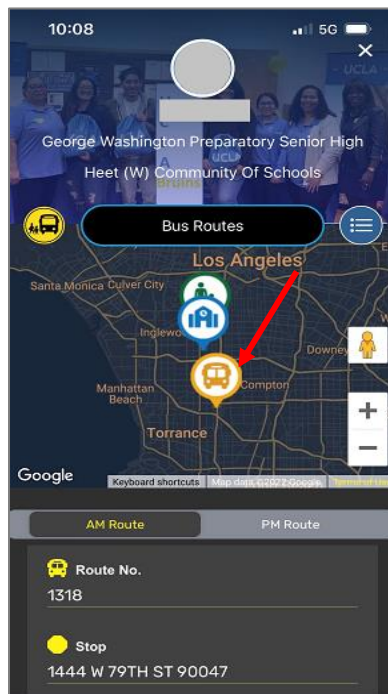
    View Student Details > E-Contacts

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *E-Contacts* to view the emergency contact details.

12. How to view meal & nutrition information

PURPOSE

This feature allows parents to view the nutrient information of the meals being provided to their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this section.
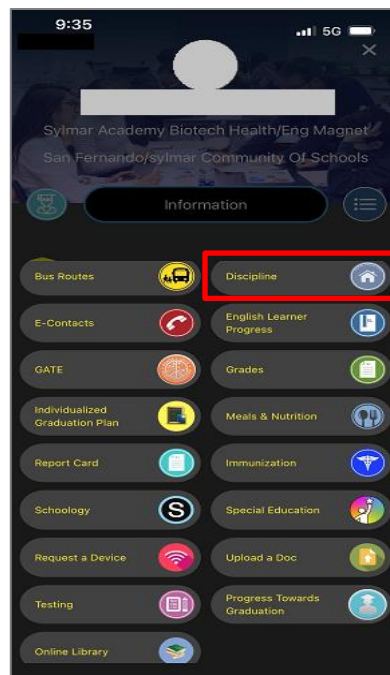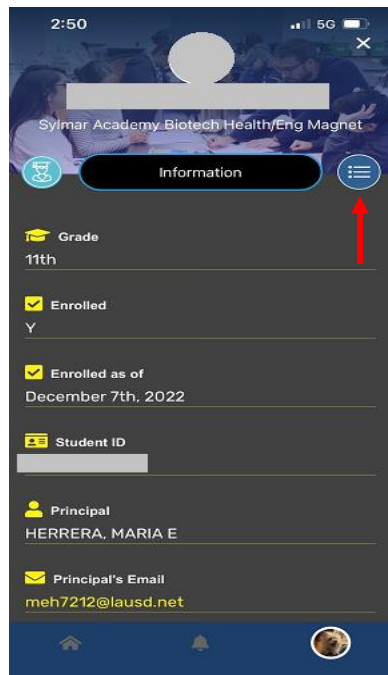
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

View Student Details > Meals & Nutrition

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Meals & Nutrition*

Step 4. This takes the user to the YumYummi portal where one can select the schools whose menu they want to view and check the food nutrient information as well.

13. How to view student's English Learner progress details

This procedure allows parents to view the English Learner progress details of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
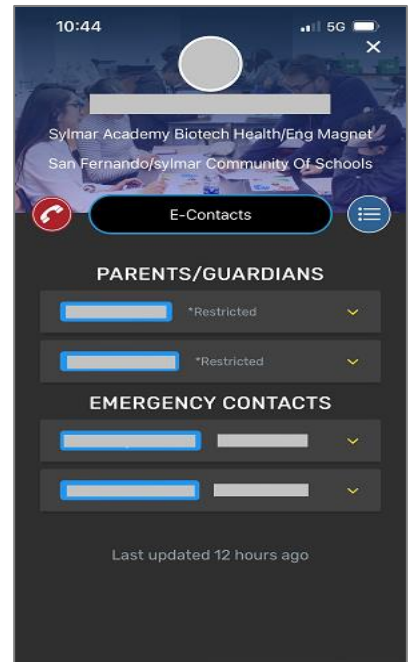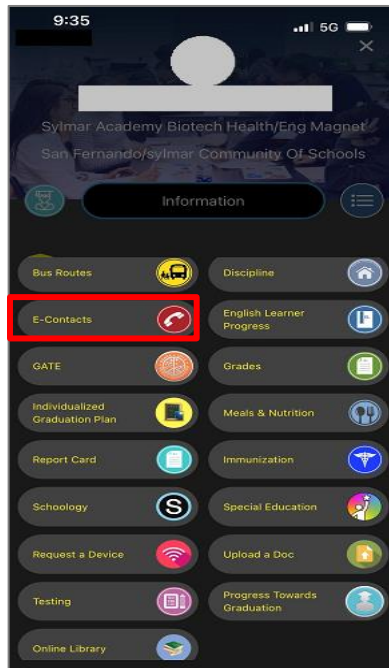3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Students Details > English Learner Progress**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *English Learner Progress* to view the details.

14. How to view student's GATE information

PURPOSE

This procedure allows parents to view the GATE (Gifted/Talented Program) details of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
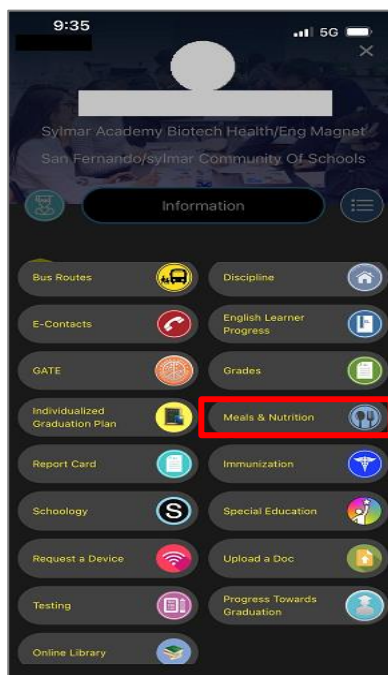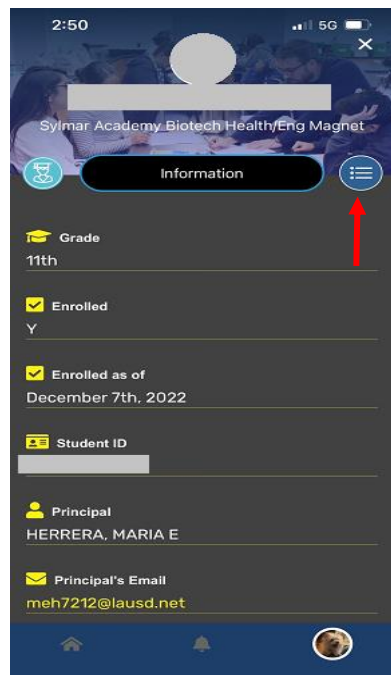3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

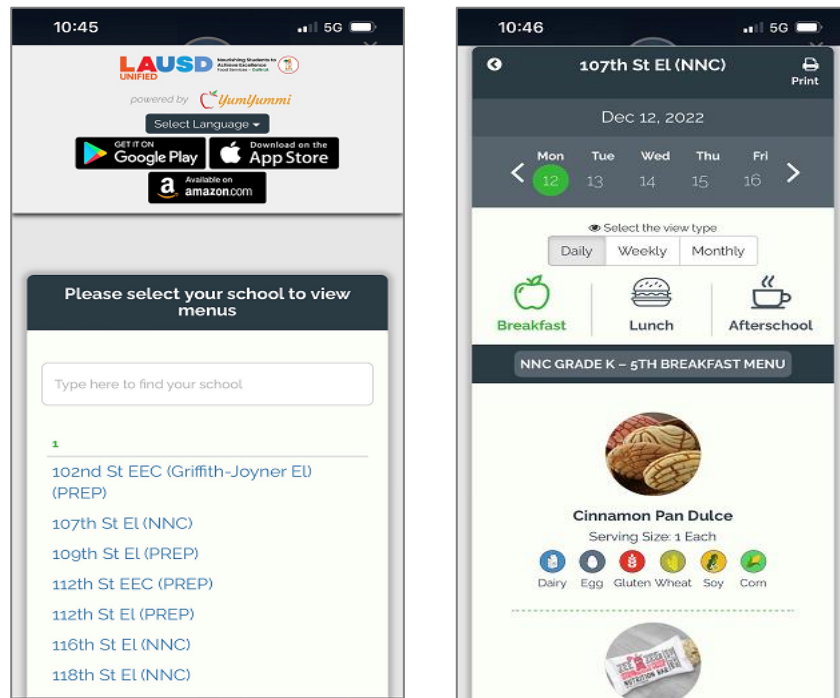> **View Student Details > GATE Programs**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on GATE to view the detailed information.

15. How to view student's Grade information

PURPOSE

Parents can use this procedure to view the grades information of their children for current as well as previous school years

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
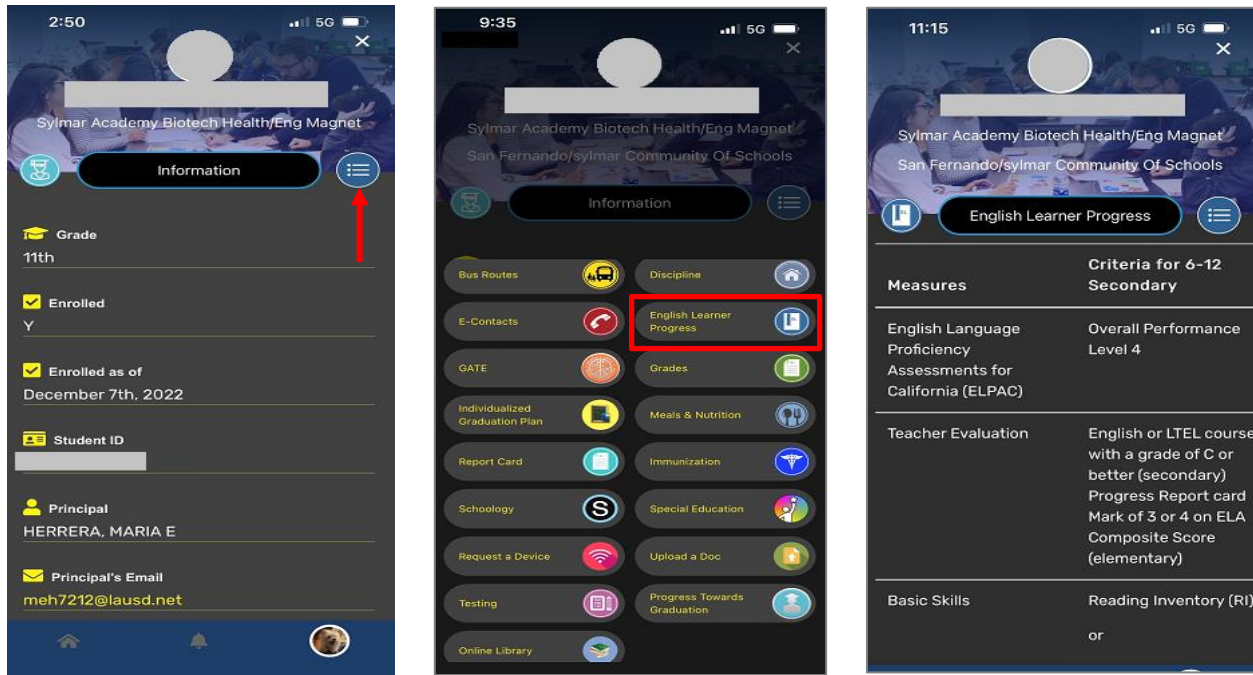
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

      View Student Details > Grades

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Grades* to view the grade information.

16. How to view student's Individualized Graduation Plan report

PURPOSE

Parents can use this procedure to view the Individualized Graduation Plan report of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
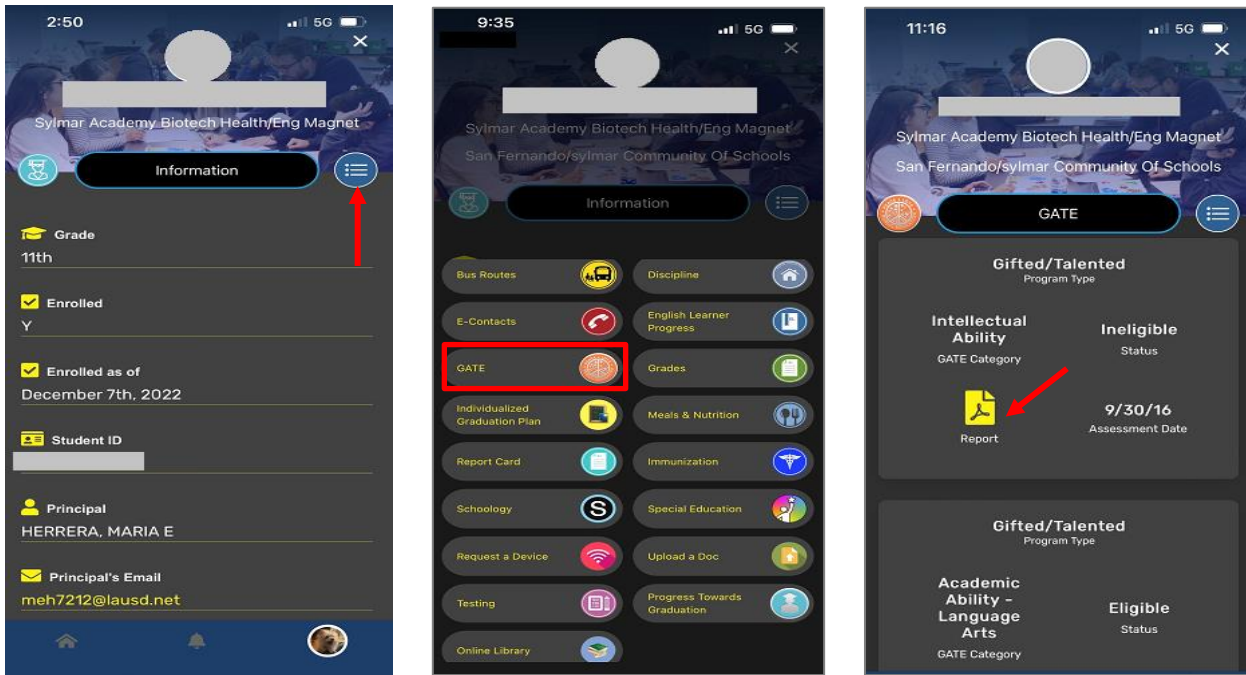3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Individualized Graduation Plan**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *the Individualized Graduation Plan* and download the report.

17. How to view student's immunization records

PURPOSE

Parents can use this procedure to view the immunization records of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
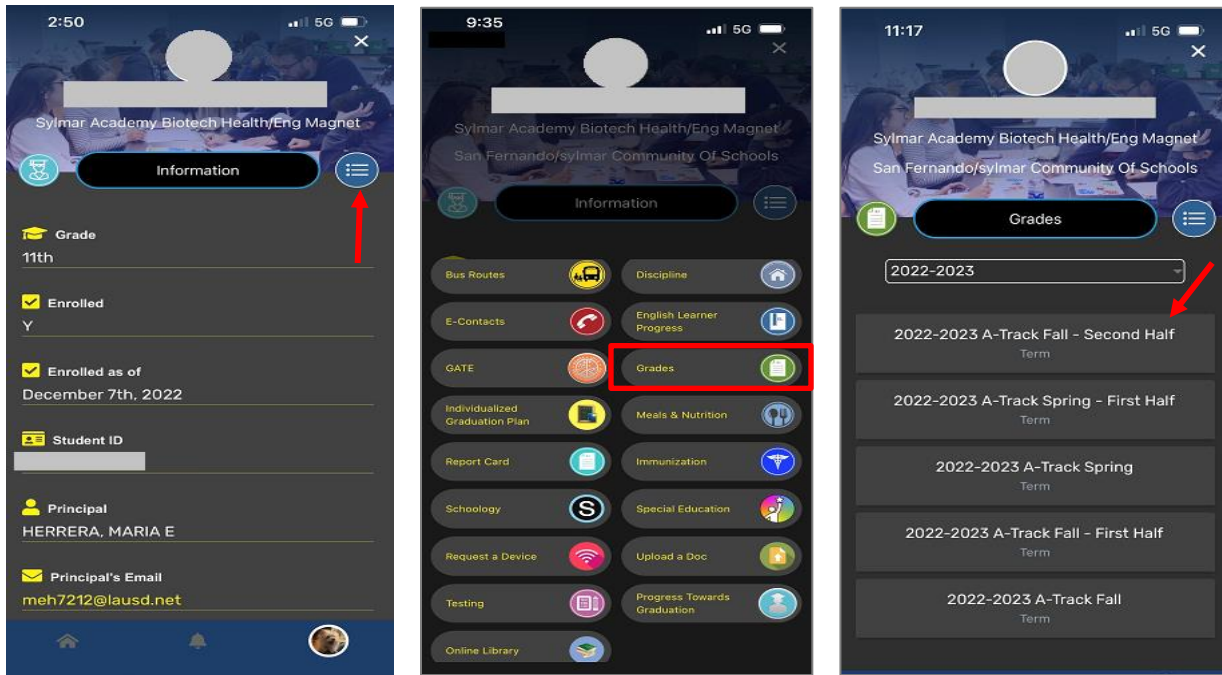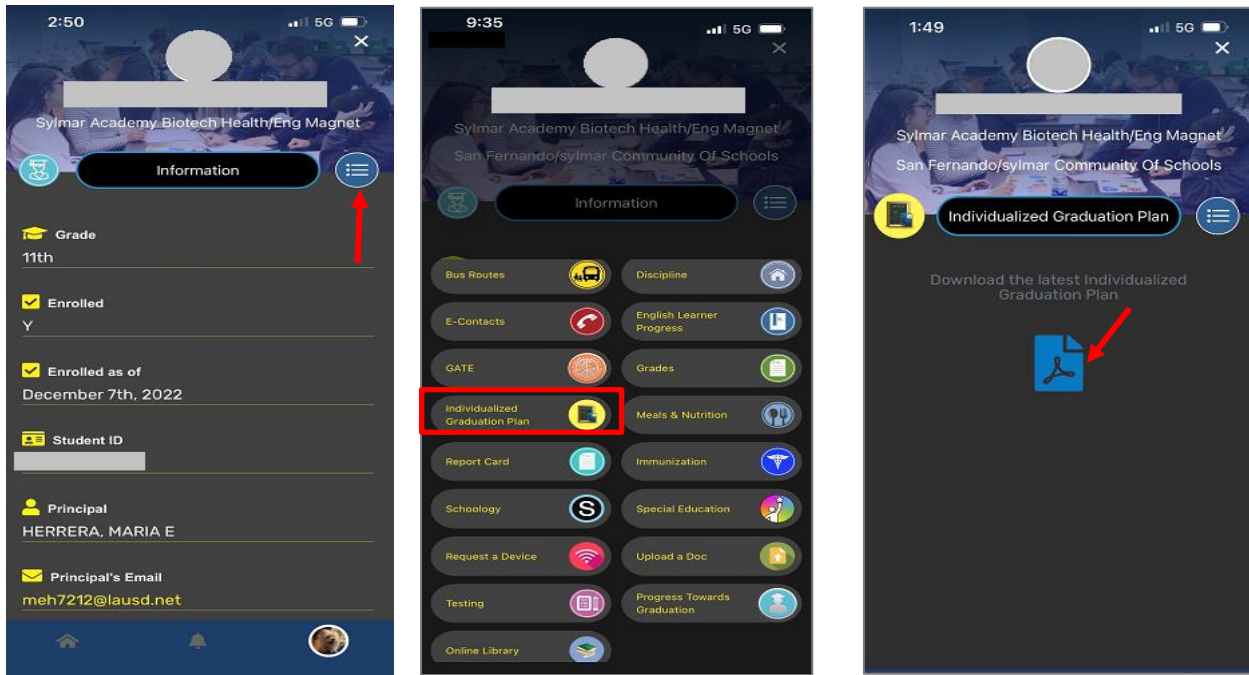
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Immunization**

PROCEDURE

Step 1.   Once logged in, the student cards will be displayed.

Step 2.   Click on the 'View Student Details' button to view the student information

Step 3.   On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Immunization* to view immunization data.

18. How to view student's Report card

PURPOSE

Parents can use this procedure to view/download the report cards of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
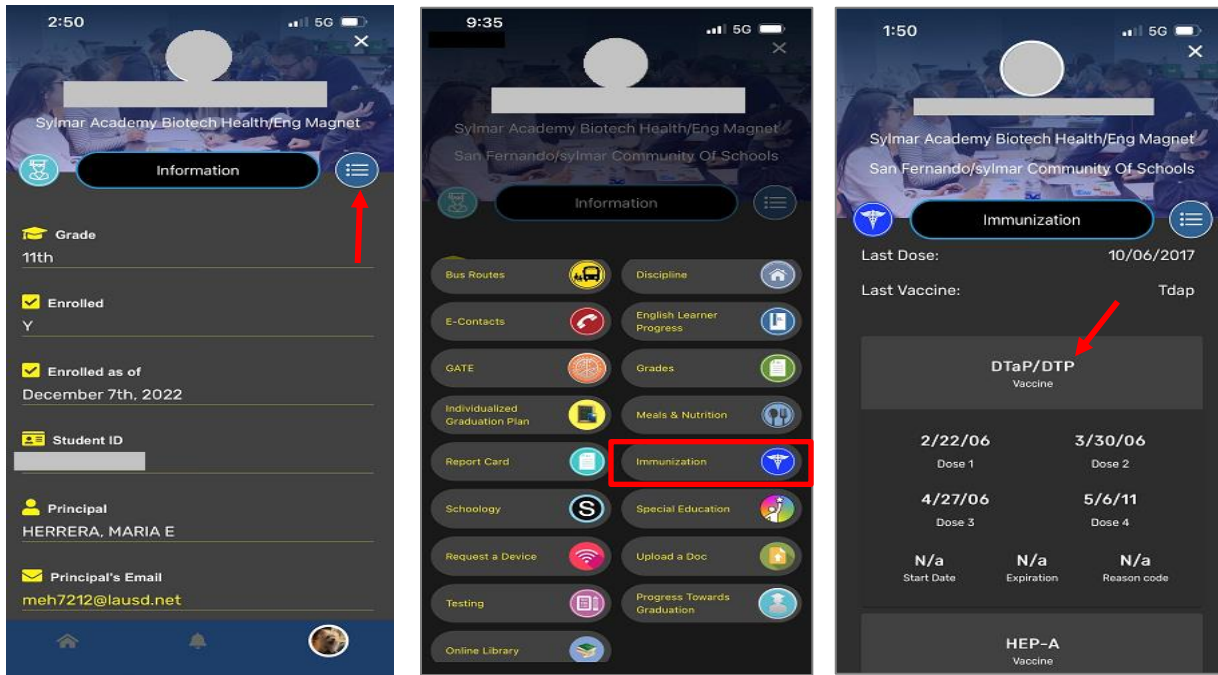
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

> **View Student Details > Report Card**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Report Card.* Download the report card to view the details.

19. How to request a device

PURPOSE

Parents can use this procedure to request a device for their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
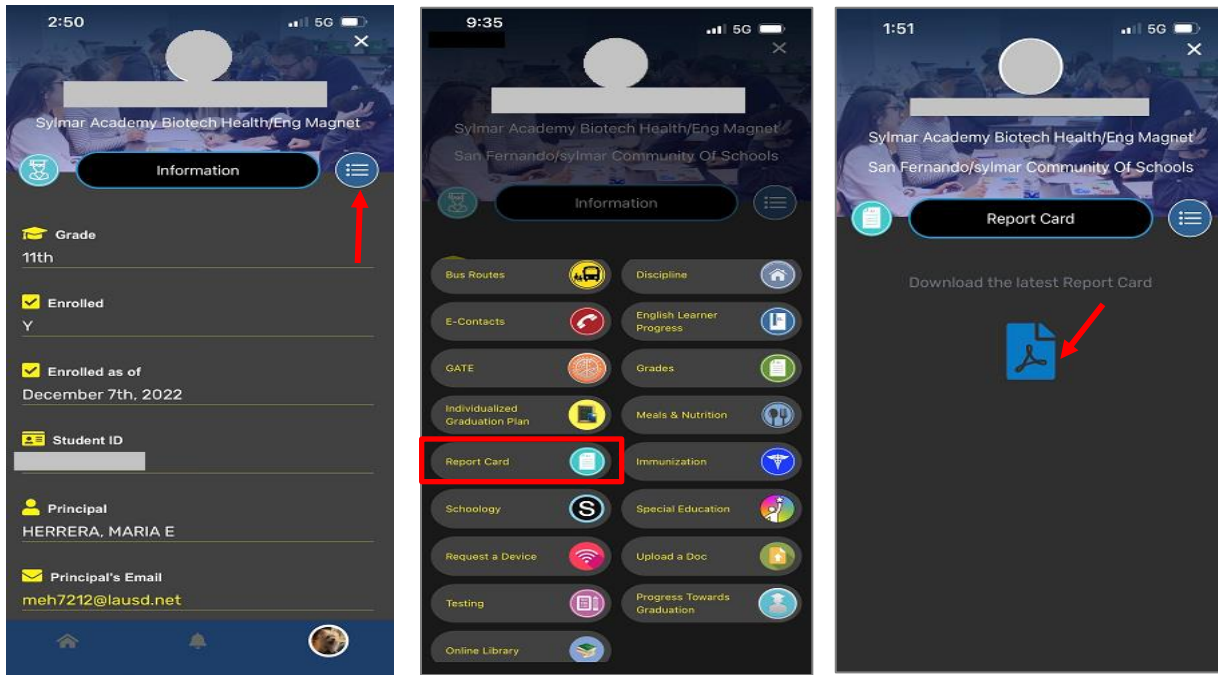
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

    View Student Details > Request a Device

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Request a Device* and fill in the requested details.

20. How to access Schoology

PURPOSE

Parents can use this procedure to access Schoology through the 'The LAUSD App'.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
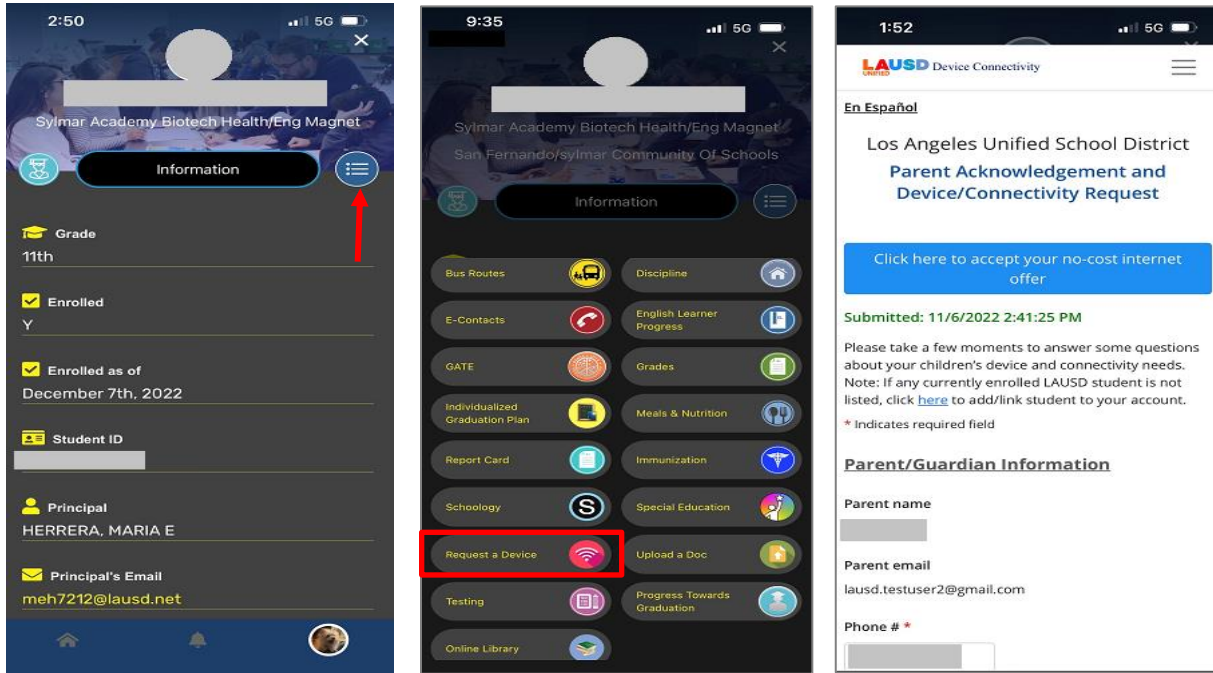
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials
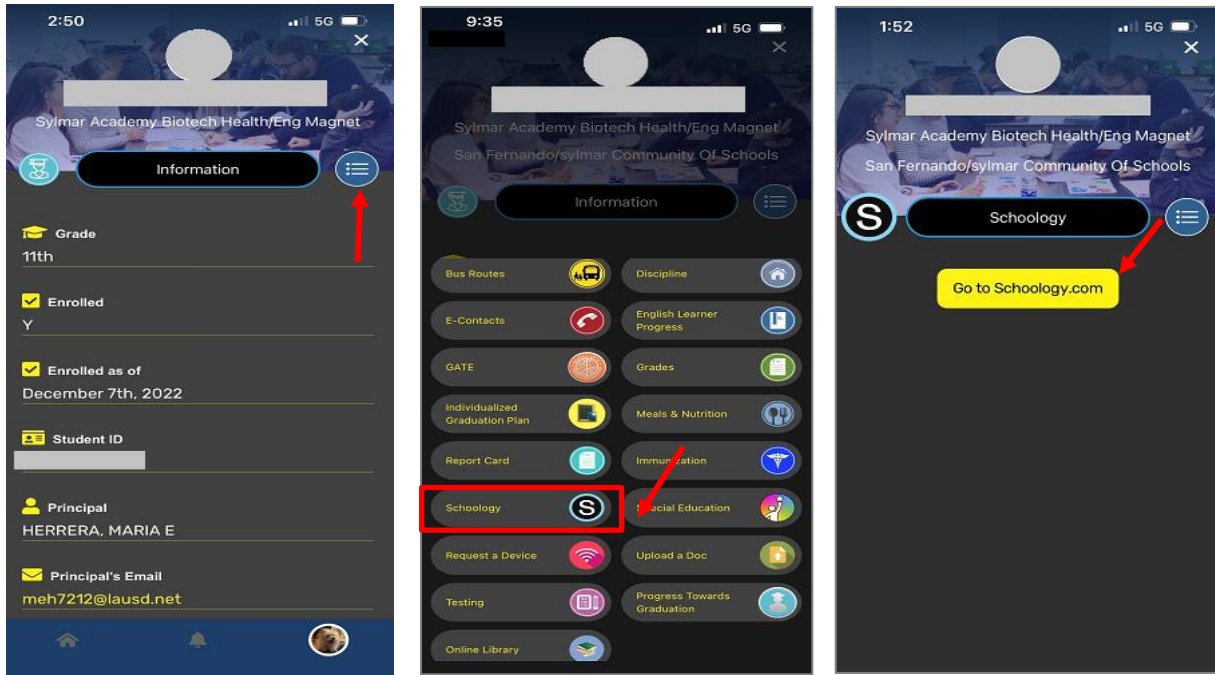
MENU PATH

> **View Student Details > Schoology**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Schoology.*

21. How to view special education information

PURPOSE

Parents can use this procedure to view the 'Special Education' information of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials
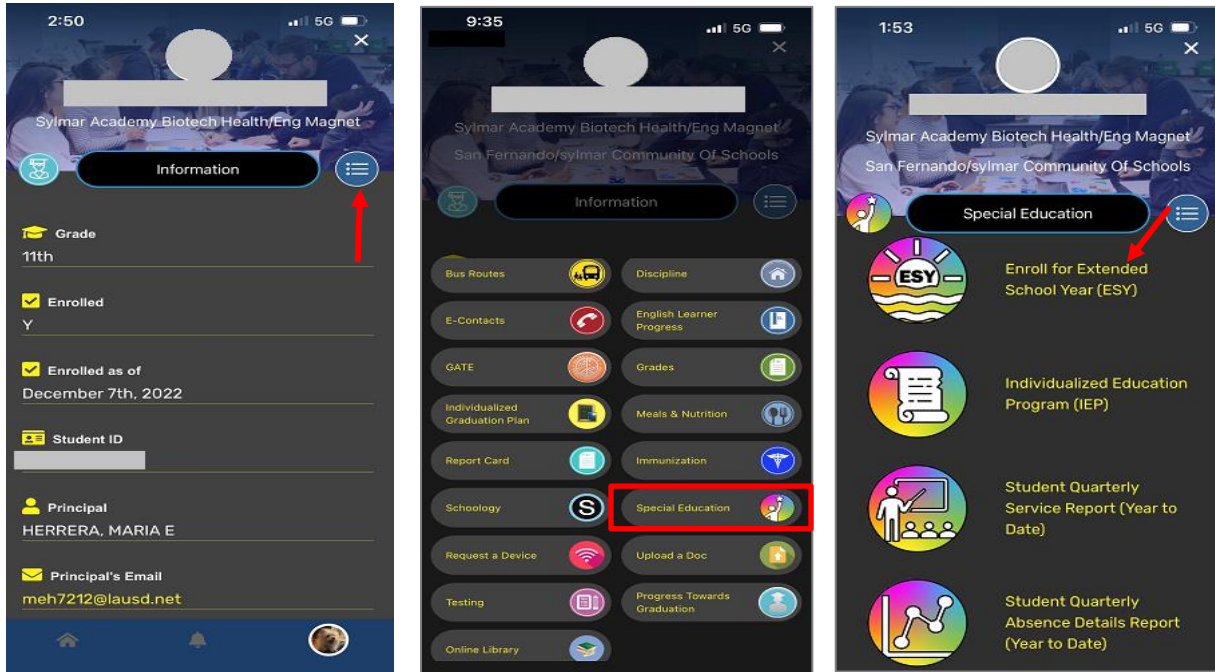
MENU PATH

> **View Student Details > Special Education**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Special Education. Click on the links to view the related information*

22. How to view Progress Towards Graduation report

PURPOSE

Parents can use this procedure to view the 'Progress towards Graduation' report of their children.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

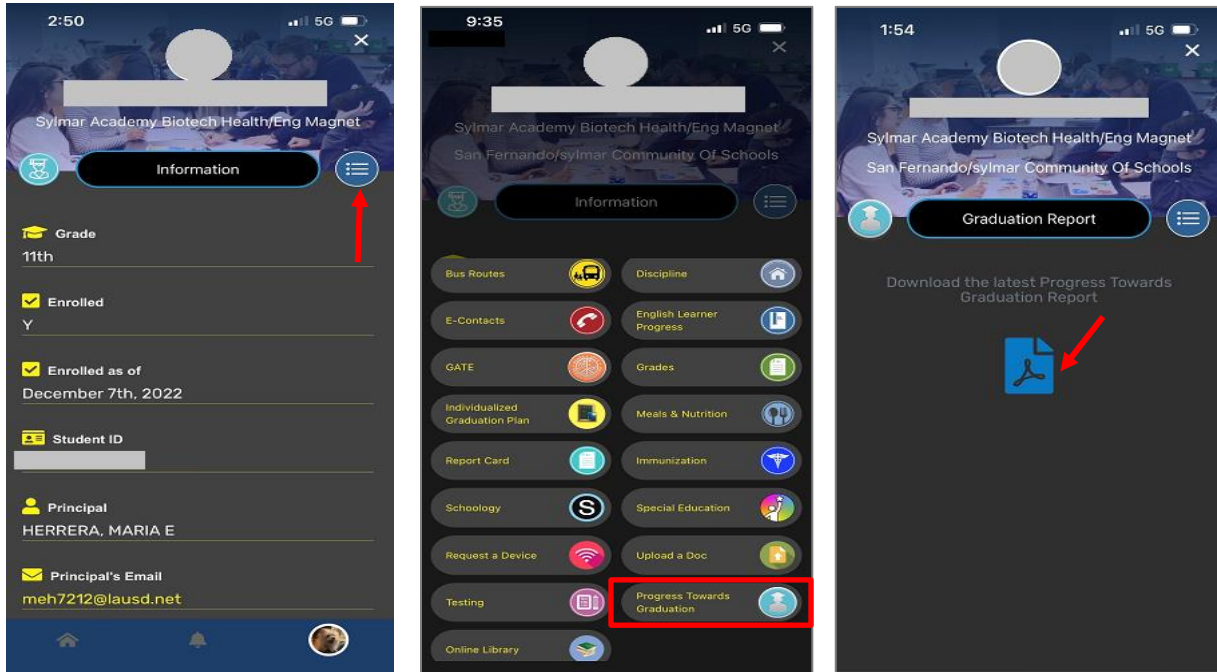   **View Student Details > Progress towards Graduation**

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Progress towards Graduation.* Download the report to view the details

23. How to upload a doc

PURPOSE

Parents can use this procedure to upload a document to the LAUSD app.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials
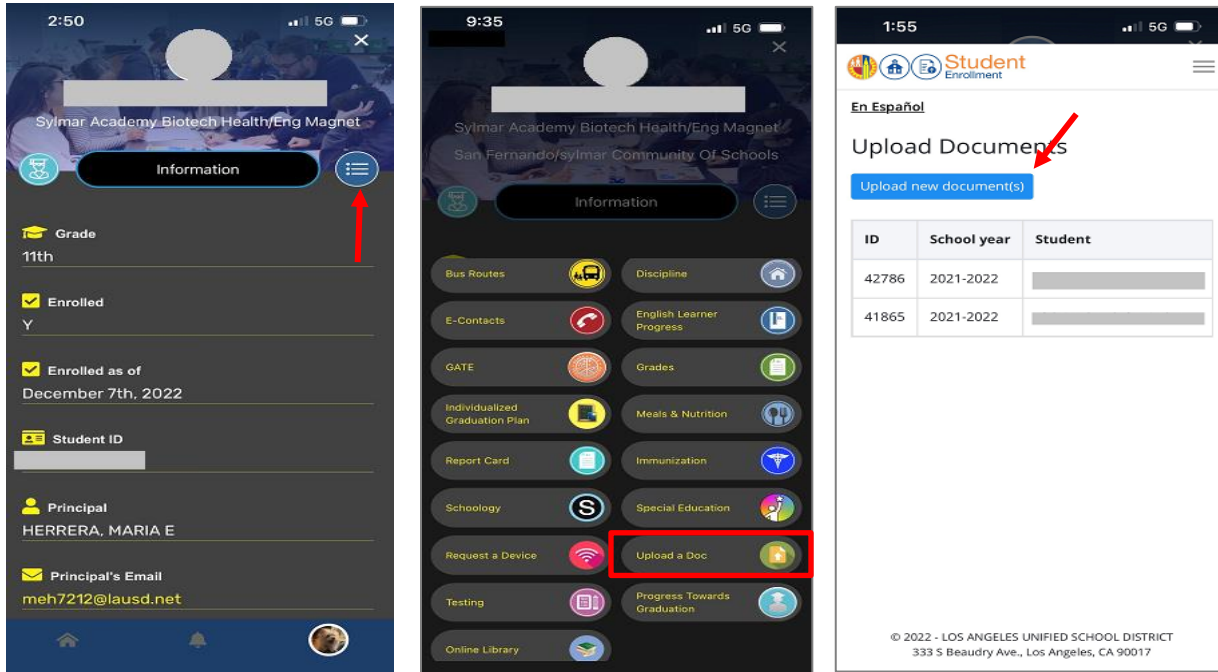
MENU PATH

   View Student Details > Upload Doc

PROCEDURE

Step 1. Once logged in, the student cards will be displayed.

Step 2. Click on the 'View Student Details' button to view the student information

Step 3.   On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Upload a Doc* to upload a new document or view previously uploaded ones.

24. How to access online library resources

Parents can use this procedure to view the *Online Library* resources

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.

LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
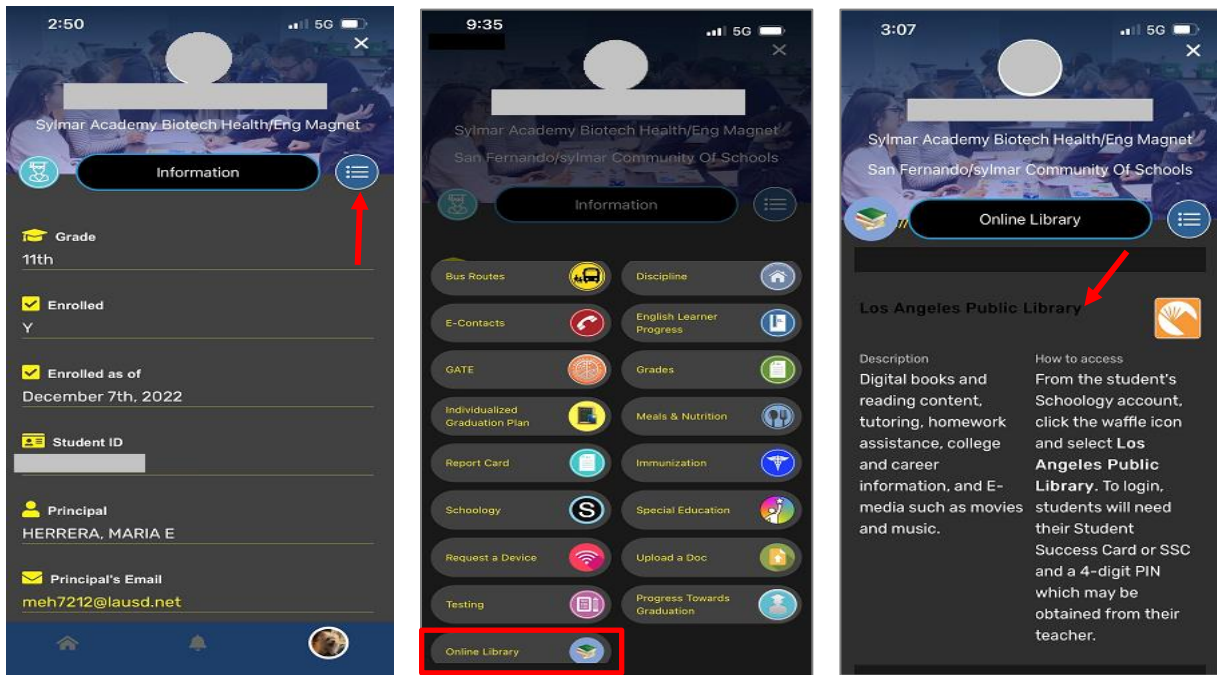3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

View Student Details > Online Library

Step 1.   Once logged in, the student cards will be displayed.

Step 2.   Click on the 'View Student Details' button to view the student information

Step 3. On the student information page, click on the icon on the right to view the activities/interactions that can be performed. Next click on *Online Library* to view the resources.

25. How to update preferences

Parents can use this procedure to view/update their preferences/app settings.

WHO CAN PERFORM THIS TASK?

Users with the **Parent** role will be able to perform the tasks outlined in this document.
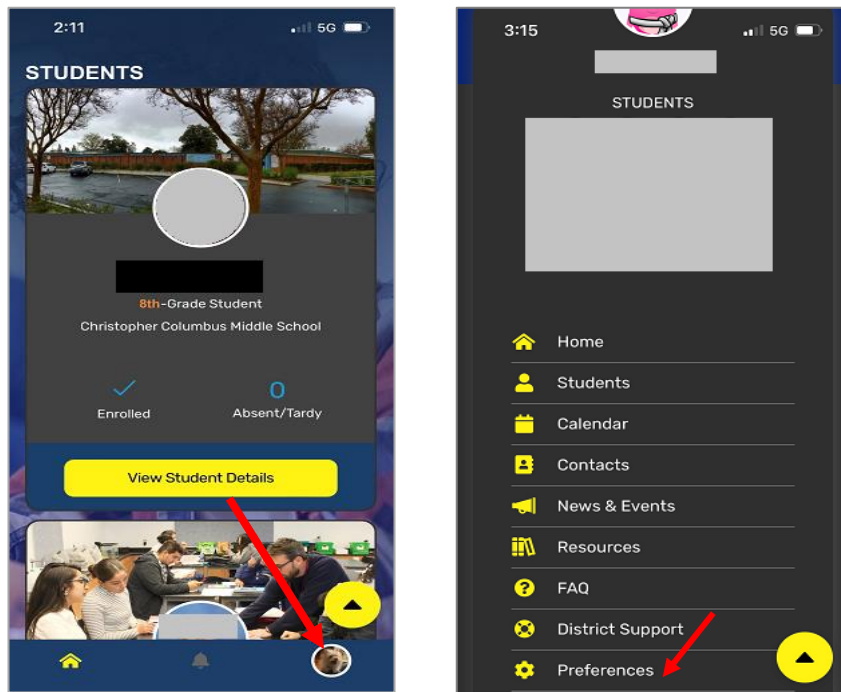
LOG IN

1. Launch the 'LAUSD' mobile App
2. Click on the 'Parent Login' icon
3. On the next screen, select the 'Parents' role and log in with your credentials

MENU PATH

Preferences

PROCEDURE

Step 1. Once logged-in, Click on the *avatar* icon on the bottom panel. Then click on 'Preferences'

Step 2. ⌗On the next screen, parents change/update their preferences and app settings.