

# Zangle

# 08-09

## Solution for Grouping SEI/MEC Students within a Secondary Master Schedule

**March 10, 2008**

Version 1.4

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# Overview

San Diego City Schools completed the Coordinated Compliance Review (CCR) process in 2008. The CCR results revealed two areas where our district was out of compliance in the area of English Learner (EL) placement in Structured English Immersion (SEI) and Mainstream English Cluster (MEC) programs.

1. Students with an Overall Proficiency Level (OPL) of EI or I were incorrectly listed as MEC because our district used "three years in the district" as a criterion for allowing MEC placement. **Resolution:** The criteria for MEC now only includes the OPL, the CELDT score, and test date.
2. Students who were correctly identified as MEC were scheduled into SEI English (ESL), Math, Science, and History classes. **Resolution:** The Zangle team has developed a solution to assist sites with separating SEI and MEC program students throughout the core subject areas.

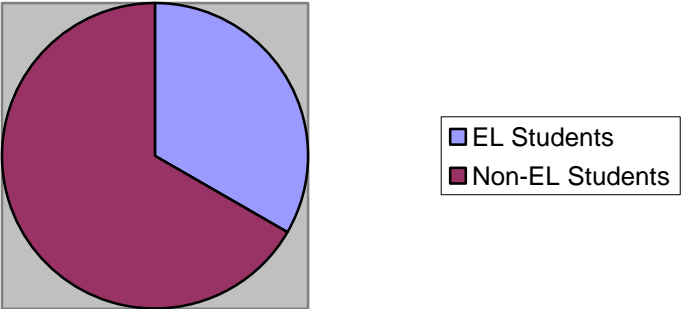
## PROCESS OVERVIEW

Sites need to replace existing sections and course requests for sheltered classes with variants to allow Zangle to group SEI and MEC students appropriately. Each variant has no meaning beyond its use to group students within the master schedule.

The Zangle team will be available to provide assistance to sites during our scheduled Open Lab sessions. The Open Lab/Training calendar is available online at: <http://www.sandi.net/zangle>

## GUIDELINES

Sites should use the following guidelines when evaluating the grouping of SEI and MEC program students within their current master schedule design:

	Guideline	Details
1.	SEI and MEC students should not be scheduled together within a math, science, English, or history/social science class.	Sites with extremely small numbers of ELs may be forced to schedule SEI and MEC program students in the same section. This is allowable only as a last resort when the total number of EL students needing a given course would be less than five. The assigned teacher would need to be highly aware of the required program for each student and explicitly differentiate for SEI and MEC instruction.
2.	<p>Sites should keep as close to a 1/3 EL to 2/3 non-EL student ratio as possible when combining EL and non-EL students* in core classes.</p> <p>*Non-EL students include native speakers of English (English-Only), Initially Fluent English Proficient (IFEP) and Reclassified Fluent English Proficient (RFEP)</p>	<p style="text-align: center;"><b>Core Classroom Population</b></p> 



## Proposed Solution For Implementation

We recommend sites follow the steps described below to successfully group their population of EL students into the optimal (and compliant) instructional program: SEI or MEC.

	Task	Details	Directions
1.	Identify SEI and MEC program students	Use the SEI and MEC dynamic groups to run the Student Directory Report and/or Course Request List Report. These reports will determine total number of students identified as SEI and MEC by grade level and the current course requests they may have.	p. 6 & 8
2.	Make adjustments to your master schedule plan	Use the Master Schedule Report to examine the current sections in your 08/09 master schedule. Use the information collected from task #1 to determine the total number of SEI and MEC sections that need to be created. Determine the placement of the new sections.	p. 13
3.	Change course requests for SEI and MEC students	Use the <b>Mass Requests application</b> and the SEI and MEC dynamic groups to mass change course requests for SEI and MEC students to the appropriate variant. Individual changes to student course requests can be made using the <b>Student Schedule Editor application</b> .	p. 10
4.	Add SEI and MEC sections to your master schedule	Use the Builder application to remove existing EL sections in your master schedule and add the new variant sections to represent SEI and MEC courses.	p. 13

The IT department has updated the Zangle application to assist with the grouping of SEI and MEC students in your master schedule. The following enhancements are now available:

	Enhancement	Details
1.	Update "SEI/MEC Identification" Codes	Re-wrote the application used to tag EL students as SEI and MEC to use the following criteria for identification: <ul style="list-style-type: none"> <li>• OPL</li> <li>• CELDT Score</li> <li>• Date CELDT test given</li> </ul>
2.	Develop SEI and MEC dynamic groups	Created dynamic groups to identify and group SEI and MEC students. Groups can be used for running reports and mass-changing course requests.
3.	Create a sheltered course for all core subjects grades 5-12	A sheltered "L" course now exists for all core courses.
4.	Create two scheduling variants for all sheltered courses in core subject areas grades 5-12	Sites can use these variants as needed to group SEI and MEC students into specific classes.



## Variants for SEI/MEC Courses

The IT Department has created two scheduling variants for all sheltered courses in core subject areas. The grid below lists the variant courses created.

Code	Title
0520L	KEYBOARDING INTRO SH 6TH- 8TH
1501L	ELD ENGLISH 7TH
1520L	ELD ENGLISH 8TH
1540L	ELD ENGLISH 1
1541L	ELD ENGLISH 2
1542L	ELD ENG 6TH/LITERACY 6TH BLOCK
1543L	ELD ENG 7TH/LITERACY 7TH BLOCK
1544L	ELD ENG 8TH/LITERACY 8TH BLOCK
1548L	ELD LITERACY 5
1549L	ELD LITERACY 6
1550L	ELD ENGLISH 6TH/LITERACY 6TH
1551L	ELD ENGLISH 7TH/LITERACY 7TH
1552L	ELD ENGLISH 1 BLOCK
1553L	ELD ENGLISH 2 BLOCK
1554L	ELD ENGLISH 3 BLOCK
1555L	ELD ENGLISH 4 BLOCK
1559L	ELD ENGLISH 8TH/LITERACY 8TH
1562L	ELD LITERACY 1
1563L	ELD LITERACY 2
1564L	ELD LITERACY 3
1565L	ELD LITERACY 4
1570L	ELD ENGLISH 3
1571L	ELD ENGLISH 4
1583L	ELD AMERICAN LITERATURE 1
1584L	ELD AMERICAN LITERATURE 2
1591L	ELD ENG 9TH/LIT 9TH BRIDGE
1594L	ELD ENGLISH/LIT 6TH-8TH SUMMER
1598L	ENGLISH LANGUAGE ARTS 5TH SH
1599L	ELD LITERACY ADV ACADEMY 7TH
1600L	ELD LITERACY ADV ACADEMY 8TH
1606L	ELD ENGLISH 5TH/LIT 5TH BLOCK
1612L	ELD CONTEMP VOICES IN LIT 1
1613L	ELD CONTEMP VOICES IN LIT 2
1615L	ELD AMERICAN LIT 1 BLOCK
1616L	ELD AMERICAN LIT 2 BLOCK
1665L	ELD ENGL READG/WRITG ENRICHMT
1672L	ELD LANGUAGE ARTS 6TH
1673L	ELD LANGUAGE ARTS 7TH
1674L	ELD LANGUAGE ARTS 8TH

Code	Title
1675L	ELD STRATEGIC LANG ARTS 6TH
1676L	ELD STRATEGIC LANG ARTS 7TH
1677L	ELD STRATEGIC LANG ARTS 8TH
1679L	ELD READ & WRITE ACROSS CURR
1682L	ELD LITERACY ADV ACADEMY 1
1683L	ELD LITERACY ADV ACADEMEY 2
1684L	ELD LITERACY ADV ACADEMY 3
1685L	ELD LITERACY ADV ACADEMY 4
1705L	ELD WORLD LITERATURE 1
1706L	ELD WORLD LITERATURE 2
4001L	PRE-ALGEBRA 7TH SHELTERED
4002L	MATHEMATICS 6TH SHELTERED
4004L	MATHEMATICS 5TH SHELTERED
4006L	MATH EXPLORATION 6TH SHELTERED
4007L	PRE-ALGEBRA EXPLOR 7TH SHELTD
4008L	MATH EXPLOR 6TH BLOCK SHLTRD
4009L	MATHEMATICS 5TH BLOCK SHELTD
4012L	MATHEMATICS 6TH BLOCK SHELTD
4013L	PRE-ALGEBRA 7TH BLOCK SHELTD
4017L	ELD MATHEMATICS 9TH BRIDGING
4018L	PRE-ALGEBRA EXPLOR 7TH BLK SH
4019L	EXTENDED ALGEBRA 8TH 1 SHELTD
4020L	EXTENDED ALGEBRA 8TH 2 SHELTD
4021L	ALGEBRA 1 BLOCK SHELTERED
4022L	ALGEBRA 2 BLOCK SHELTERED
4025L	ALGEBRA EXPLOR 9TH 1 BLK SHEL
4026L	ALGEBRA EXPLOR 9TH 2 BLK SHEL
4032L	ALGEBRA EXPLOR 9TH 1 SHLTRD
4033L	ALGEBRA EXPLOR 9TH 2 SHLTRD
4041L	ALGEBRA 1 SHELTERED
4042L	ALGEBRA 2 SHELTERED
4044L	MATH EXPLORATION 9TH 1 SHLTRD
4045L	MATH EXPLORATION 9TH 2 SHLTRD
4050L	PRE-ALGEBRA 7TH ADVANCED BK SH
4051L	PRE-ALGEBRA ADVANCED SHELTER
4052L	MATH ADV ACADEMY 5TH SH
4057L	MATH ADV ACADEMY 6TH SH
4058L	MATH ADV ACADEMY 7TH SH
4059L	MATH ADV ACADEMY 8TH SH



Code	Title
4060L	MID SCHOOL ALG ADV ACAD SHELTT
4061L	ALGEBRA 1 ADVANCED BLOCK SH
4062L	ALGEBRA 2 ADVANCED BLOCK SH
4063L	ALGEBRA 1 ADVANCED SHELTERED
4064L	ALGEBRA 2 ADVANCED SHELTERED
4065L	INTERMEDIATE ALGEBRA 1 ADV SH
4066L	INTERMEDIATE ALGEBRA 2 ADV SH
4073L	INTERACTIVE MTH-YEAR 2 1 SHELTT
4074L	INTERACTIVE MTH-YEAR 2 2 SHELTT
4075L	INTERACTIVE MTH-YEAR 3 1 SHELTT
4076L	INTERACTIVE MTH-YEAR 3 2 SHELTT
4077L	INTERACTIVE MTH-YEAR 4 1 SHELTT
4078L	INTERACTIVE MTH-YEAR 4 2 SHELTT
4080L	MIDDLE SCHOOL ALGEBRA SH
4083L	ELD MATHEMATICS 6TH-8TH SUMMER
4105L	INTERACTIVE MTH-YEAR 1 1 SHELTT
4106L	INTERACTIVE MTH-YEAR 1 2 SHELTT
4121L	UNIFYING ALG & GEOM 1 SHELTER
4122L	UNIFYING ALG & GEOM 2 SHELTER
4141L	GEOMETRY 1 SHELTERED
4142L	GEOMETRY 2 SHELTERED
4151L	INTERMEDIATE ALGEBRA 1 SHELTER
4152L	INTERMEDIATE ALGEBRA 2 SHELTER
4175L	GEOMETRY 1 ADVANCED SH
4176L	GEOMETRY 2 ADVANCED SH
4403L	EXPLORING COMPUTERS 5-8 SHELTT
6003L	SCIENCE 7TH SHELTERED
6005L	SCIENCE 8TH SHELTERED
6006L	SCIENCE 6TH SHELTERED
6008L	SCIENCE 7TH COMP TECH 1 SHLTRD
6009L	SCIENCE 7TH COMP TECH 2 SHLTRD
6023L	EARTH SCIENCE 1 SHELTERED
6024L	EARTH SCIENCE 2 SHELTERED
6041L	SCIENCE 1 8TH ADVANCED SH
6042L	SCIENCE 2 8TH ADVANCED SH
6111L	BIOLOGY 1 SHELTERED
6112L	BIOLOGY 2 SHELTERED
6210L	SCIENCE 5TH SHELTERED
6211L	CHEMISTRY 1 SHELTERED
6212L	CHEMISTRY 2 SHELTERED
6311L	PHYSICS 1 SHELTERED
6312L	PHYSICS 2 SHELTERED
6441L	MARINE SCIENCE 1 SHELTERED
6442L	MARINE SCIENCE 2 SHELTERED
6519L	SOCIAL STUDIES 5TH SHELTERED
6520L	SOCIAL STUDIES 6TH SHELTERED
6521L	WLD HIST & GEOG 7TH SHELTERED

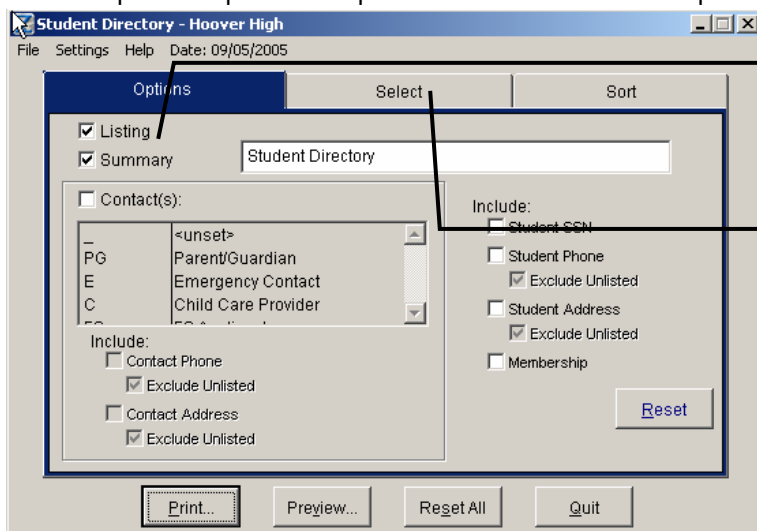
Code	Title
6551L	US HIST & GEOG 8TH SHELTERED
6605L	WORLD HIST & GEOG 1 SHELTERED
6606L	WORLD HIST & GEOG 2 SHELTERED
6645L	WORLD HISTORY 1 ADV SHELTERED
6646L	WORLD HISTORY 2 ADV SHELTERED
6701L	US HISTORY & GEOG 1 SHELTERED
6702L	US HISTORY & GEOG 2 SHELTERED
6721L	US HISTORY 1 AP SHELTERED
6722L	US HISTORY 2 AP SHELTERED
6757L	GOVERNMENT 1 SHELTERED
6758L	ECONOMICS 1 SHELTERED

# Identifying Total Number of SEI-MEC Students

You can use the **Student Directory** report to create a list of SEI and MEC students. This report can display a summary by grade level and gender as well.

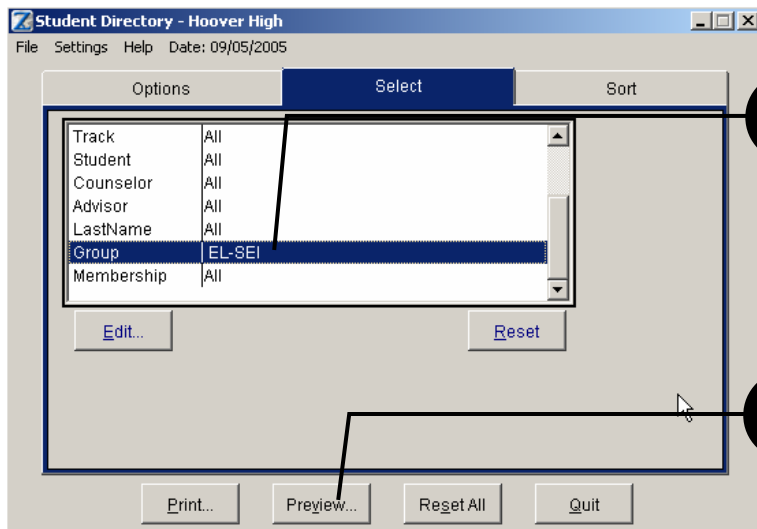
*Follow the steps below to identify SEI and MEC students using the Student Directory report.*

- Launch **Zangle**. Click on **Enrollment**. Click on **Reports**. Select **Student Directory**.
- Complete Steps A-H. Steps A-D are shown below. Steps E-H are shown on the following pages.



**A** Verify the Listing and Summary boxes are checked.

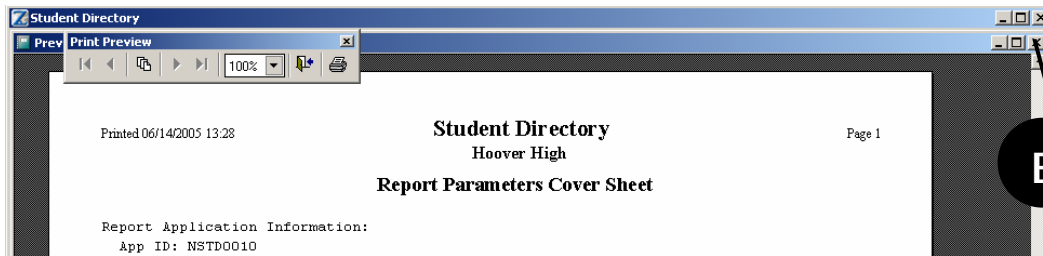
**B** Click the Select tab.



**C** Verify the following information is selected:

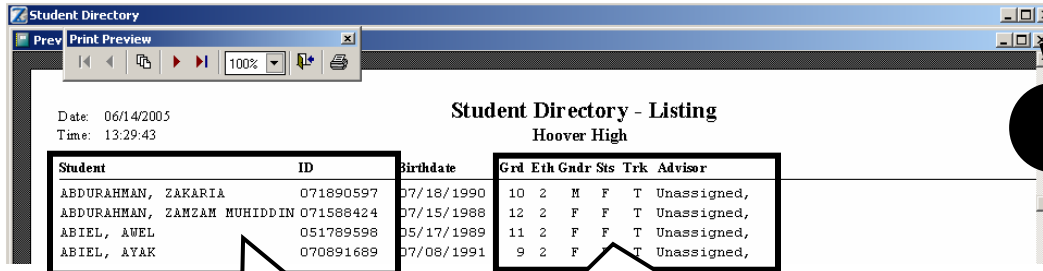
- **Future** is selected as the Enrollment type
- **SEI or MEC** is selected as the Group type

**D** Click Preview to display the report.



**E**

Read the cover page. Then click the X to close it. The report is "underneath" it.

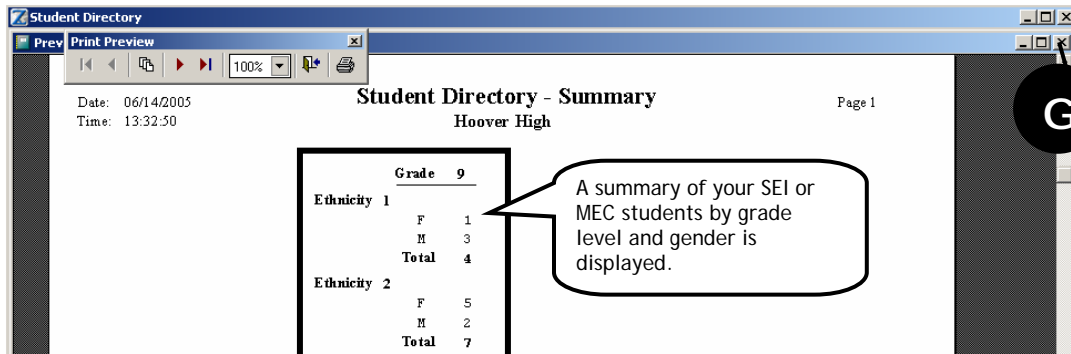


**F**

Preview the report. Then click the X to close the report. The summary report will appear.

Student names and ID's are displayed.

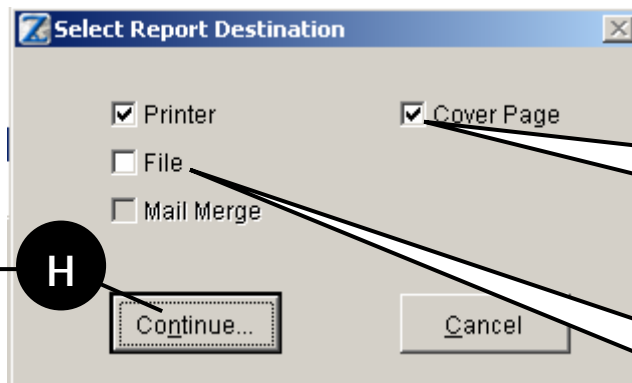
Demographic data such as grade, ethnicity and gender are displayed.



**G**

Preview the summary report. Then click the X to close the report. A print dialog box will appear.

A summary of your SEI or MEC students by grade level and gender is displayed.



Click Continue to print. Otherwise, click Cancel.

**H**

If you print the report, you may want to uncheck the Cover Page option.

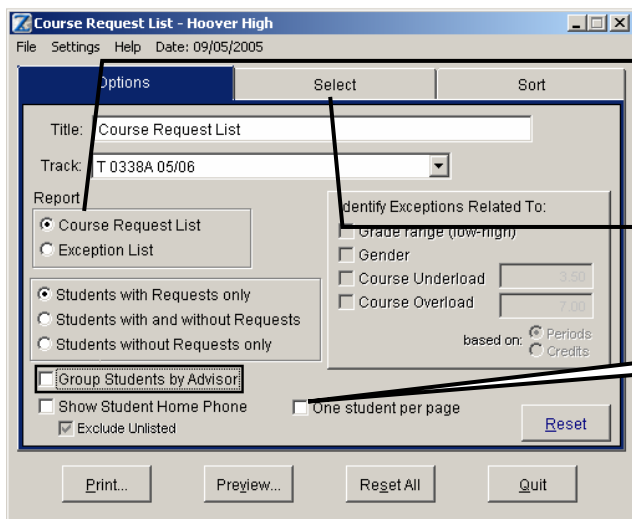
The Student Directory report is one of the few pre-defined reports that can be exported.

# Identifying Existing Course Requests for SEI-MEC Students

You can use the **Course Request List** report to view the existing course requests for SEI and MEC students. You can choose if you want to view one student per page. Please note: this report may be long if your site has a large number of EL students.

*Follow the steps below to identify existing course requests for SEI and MEC students.*

- Launch **Zangle**. Click on **Scheduling**. Click on **Reports**. Select **Course Request List**.
- Complete Steps A-G. Steps A-D are shown below. Steps E-G are shown on the following pages.



Course Request List - Hoover High  
File Settings Help Date: 09/05/2005

Options Select Sort

Title: Course Request List  
Track: T 0338A 05/06

Report

Course Request List  
 Exception List

Students with Requests only  
 Students with and without Requests  
 Students without Requests only

Group Students by Advisor  
 Show Student Home Phone  
 Exclude Unlisted

Identify Exceptions Related To:

Grade range (low-high)  
 Gender  
 Course Underload  
 Course Overload

based on:  Periods  Credits

One student per page

Reset

Print... Preview... Reset All Quit

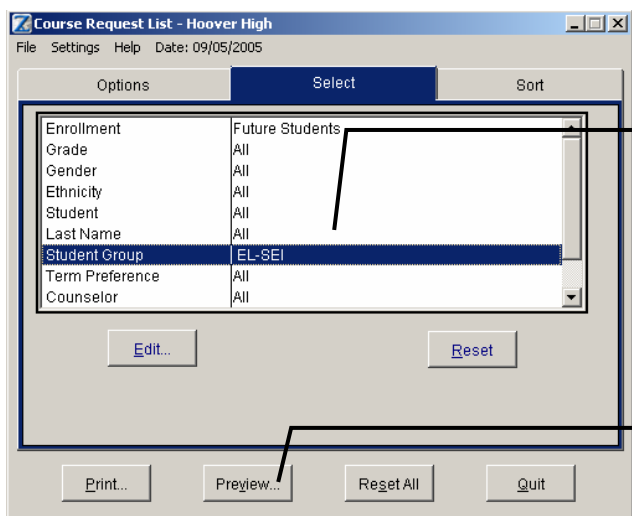
A

Verify the Course Request List radio button is selected.

B

Click the Select tab.

Check this box to display one student per page.



Course Request List - Hoover High  
File Settings Help Date: 09/05/2005

Options Select Sort

Enrollment	Future Students
Grade	All
Gender	All
Ethnicity	All
Student	All
Last Name	All
Student Group	EL-SEI
Term Preference	All
Counselor	All

Edit... Reset

Print... Preview... Reset All Quit

C

Verify the following information is selected:

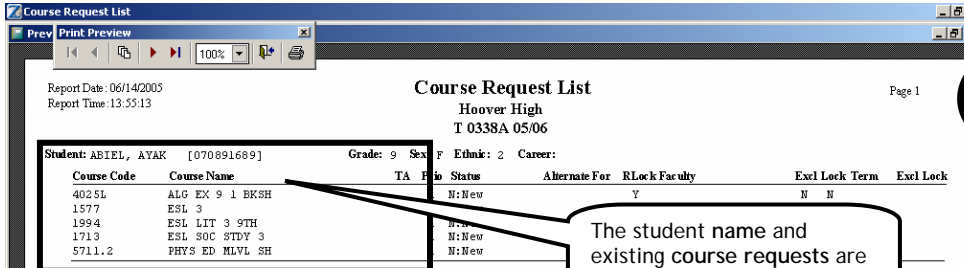
- Future is selected as the Enrollment type
- SEI or MEC is selected as the Group type

D

Click Preview to display the report.

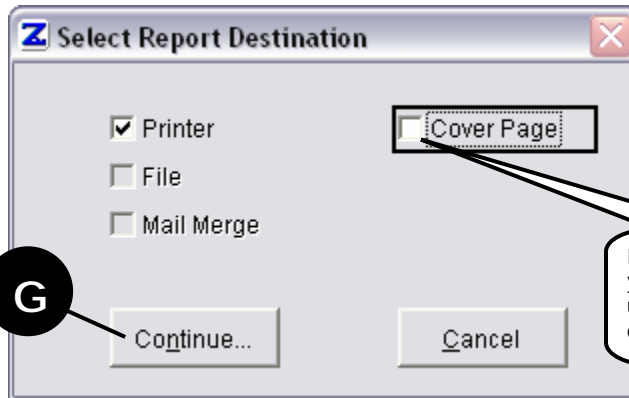


Read the cover page. Then click the X to close it. The report is "underneath" it.



Preview the summary report. Then click the X to close the report. A print dialog box will appear.

The student name and existing course requests are displayed.



Click Continue to print. Otherwise, click Cancel.

If you print the report, you may want to uncheck the Cover Page option.

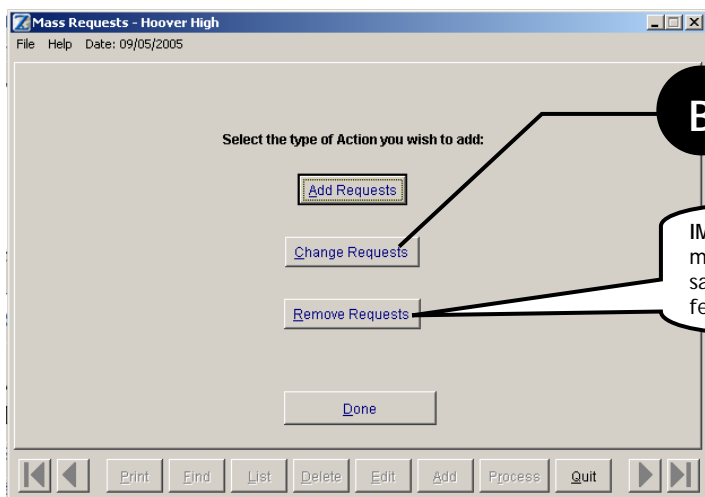
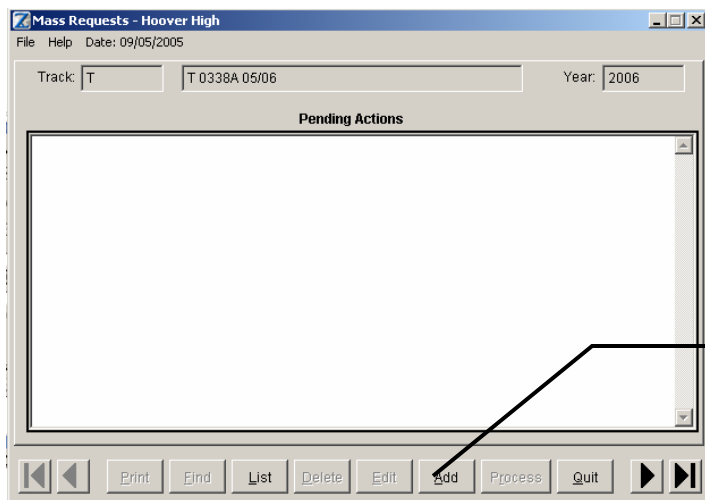
# Mass Changing Course Requests

You can use the **Mass Requests** application to mass change course requests for SEI and MEC students to the appropriate variant. This job-aid describes the process for mass changing one course request for all SEI or MEC students. Sites would be expected to repeat this process for all course requests for EL sections.

NOTE: Your site may choose to use the **Student Schedule Editor** to individually edit student course requests.

*Follow the steps below to mass change an existing course request for SEI or MEC students.*

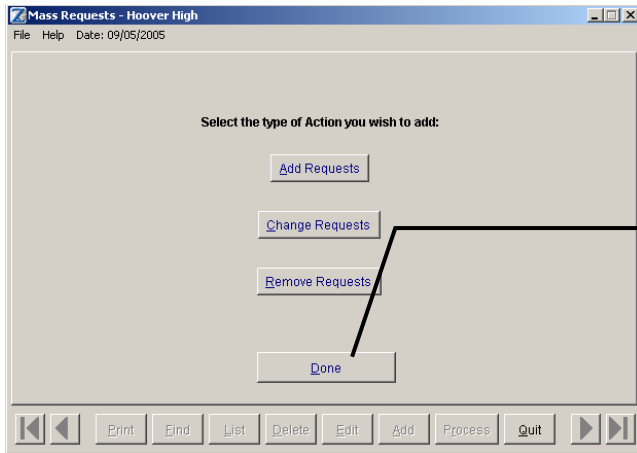
- Launch Zangle. Click on **Scheduling**. Select **Mass Requests**.
- Complete Steps A-M. Steps A and B are shown below. Steps C-M are on the following pages.



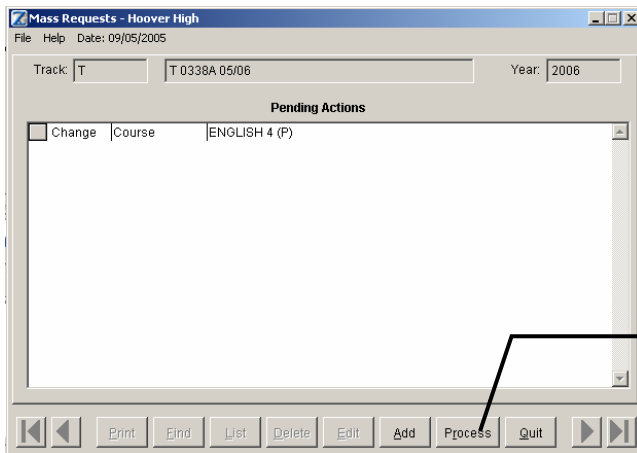
- C** Select any as the Change type.
- D** Select Course as the Request type.
- E** Select the Code or Description for the existing course request you want to change.
- F** Verify the Change Course box is checked and select the new course you want to change the existing course to.
- G** Click Select Students.

- H** Select SEI or MEC from the Group menu and Future as the Enrollment type.
- I** When you are finished click done.

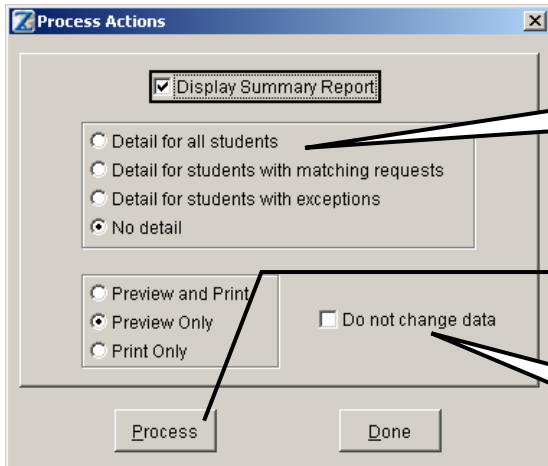
- J** Click save then click done.



**K** Repeat steps B through J to change additional course requests. When you are finished click done.



**L** Click Process.



**IMPORTANT!** You can choose to view a report that displays details regarding the course requests added.

**M** Click Process.

**IMPORTANT!** Check this box if you want to test your mass change before making permanent changes. No changes will be made to student data when you click Process.

# Adding/Editing SEI/MEC Sections In Your Master Schedule

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## PROCESS OVERVIEW

Sites need to replace existing sections for sheltered classes with variants to allow the Zangle Loader to group SEI and MEC students appropriately. Sites will need to analyze the total number of course requests for each variant section to determine the total number of variant sections needed. We recommend sites use the following process:

1. Determine total number of course requests for a given variant.
2. Determine how many sections will be needed to create the ideal 1/3 EL to 2/3 Non-EL student ratio in each core course. Factor in that SEI and MEC students should not be scheduled together, except as a last resort when the total number of EL students needing a given course would be less than five. (In this case it would be allowable to schedule SEI and MEC students together, but the assigned teacher must be highly aware of the required program for each student and explicitly differentiate for SEI and MEC instruction and the principal would be responsible to carefully monitor provision of such instruction.)
3. Place new sections in the master schedule while avoiding potential conflicts with SEI and MEC variants for core courses in other subject areas for which any given EL student might have a request.

## EDITING SECTIONS IN THE MASTER BUILDER

There is no automatic method for replacing sections within the **Master Builder** application. Sites must locate the existing class, delete the section, and add a new section with the appropriate variant to the teacher during the same period, term, and room.

**Please note:** You must add at least one course request to a student before the course will appear in the Master Builder. Sites that choose to add sections before adding course requests can avoid this problem by assigning one request for each desired course to the first student in the alphabet. Please remember to remove these course requests after you have finished with using the **Master Builder** application and before you run the **Loader**.

Please refer to the **Master Builder Handbook** for instructions on adding/editing/deleting sections using the **Master Builder** application. This document was distributed during the 08-09 Master Schedule Builder classes and is available online at:

<http://prod031.sandi.net/dwa/training/exp/masterschedule/learn/index.asp>