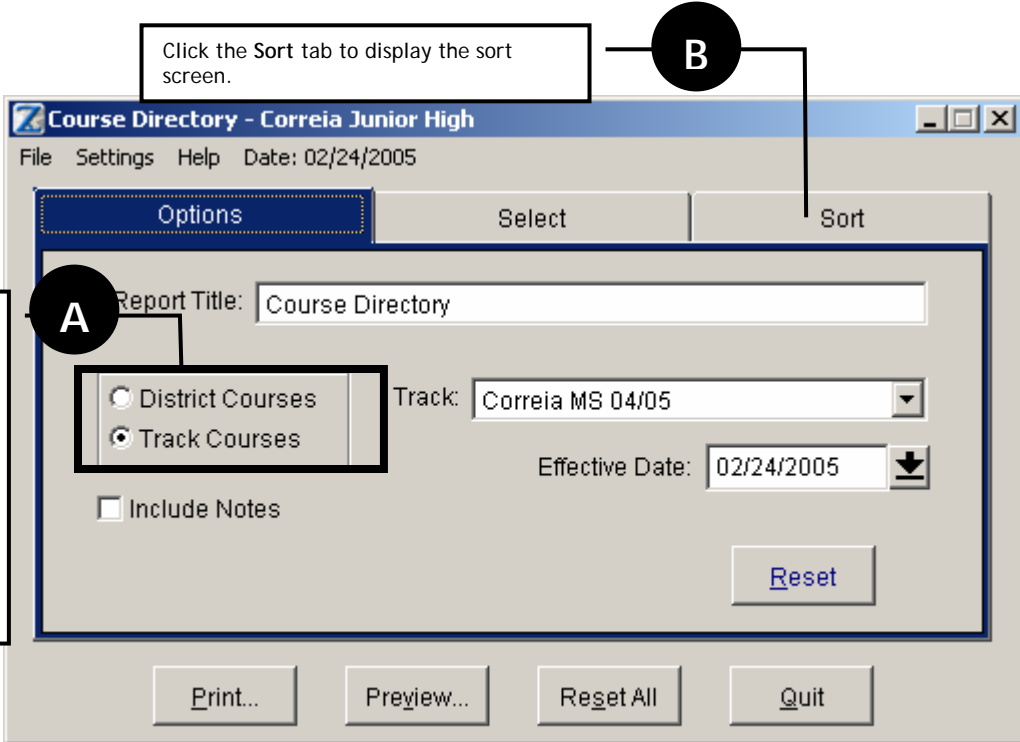


Course Directory Report

The **Course Directory Report** provides a list of courses your site currently has access to in Zangle. This report can be configured to display all courses assigned to your site or courses available district wide. **NOTE:** Not all sites have permission to offer all courses. Please direct questions regarding the district course file to **Standards, Assessment, and Accountability** at (619) 725-7166.

Follow the steps below to print a Course Directory Report.

- Open Zangle. Click on Scheduling. Click Reports. Select Course Directory.
- Complete Steps A-G. Steps A and B are shown below. Steps C-G are on the following pages.



Click the Sort tab to display the sort screen.

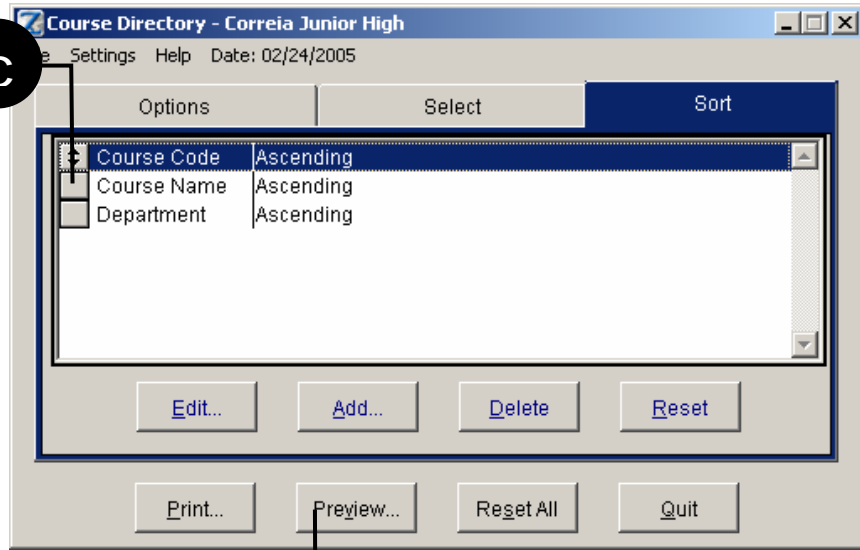
B

A

Select the list of courses that you want to display in the report.

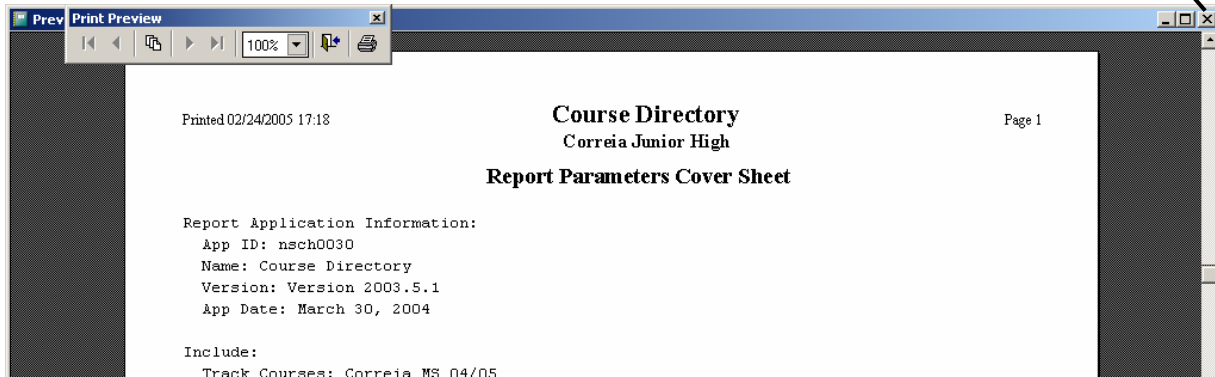
- **District Courses:** A list of courses available district-wide. Your site may not have access to courses displayed in this report.
- **Track Courses:** A list of courses your site currently has access to.

By default, the report will sort the courses by course code. Drag the gray box next to the sort criteria to change the order.



Click Preview to preview the report. A new window will open.

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



Use the arrow to go to the next page.

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

F

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Course Directory

Correia Junior High : Correia MS 04/05

Page 1

Course code	Course Description	Department	Section size	TAs	stat	Duration trms	pers	Grades lo	hi	gndr	sch	take att	cnt att	mark	hist	con	var	Alt code	F1	F2	Nsec	ppc	term	Period lo	hi
Subject	Grad credit	GPA credit	Credit type	CIP code	Mar/sect	SPE/DE/Es/PRESS	GPA level	Worklevel	GPA types	F3	F4	Effective Dates from	to												
0101	ART 7TH1	Visual Arts	36	0	A	1	1	7	7	C	Y	Y	Y	Y	Y	N	N	123456789	N	N	0	1	0	0	
	Visual/Performing Arts	.0000	1.000	Semester Hour	Scholarship	0101	0	<Unset>	123456789	N	N	12/10/1982													
0101Q	ART 7TH1	Visual Arts	36	0	A	1	1	7	7	C	Y	Y	Y	Y	N	N		123456789	N	N	4	1	0	0	
	Visual/Performing Arts	.0000	.5000	Semester Hour	Scholarship	0101Q	0	<Unset>	123456789	N	N	07/08/1991													
0102	ART 7TH2	Visual Arts	36	0	A	1	1	7	7	C	Y	Y	Y	Y	N	N		123456789	N	N	0	1	0	0	
	Visual/Performing Arts	.0000	1.000	Semester Hour	Scholarship	0102	0	<Unset>	123456789	N	N	12/10/1982													
010402	ART 5th - 6TH	Visual Arts	36	0	A	2	1	6	6	C	Y	Y	Y	Y	N	N		2135476	N	N	0	1	0	0	
	Visual/Performing Arts	.0000	2.000	Semester Hour	<Unset>	Scholarship	0104	<Unset>	2135476	N	N	06/22/2004													
0120	ART 8TH1	Visual Arts	36	0	A	1	1	8	8	C	Y	Y	Y	Y	N	N		123456789	N	N	0	1	0	0	
	Visual/Performing Arts	.0000	1.000	Semester Hour	Scholarship	0120	0	<Unset>	123456789	N	N	12/10/1982													

The Course Code and Course Description are listed here.

The grade range for the course is listed in the Grades lo-hi column.

The number of credits assigned is listed in the GPA credit field.

Note: Semester courses will give 1 credit. Year-long or block courses will give 2 credits.

Select Report Destination

Printer

File

Mail Merge

Cover Page

Continue... Cancel

Click Continue to print. Otherwise, click Cancel.

G

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