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Track Configuration

San Diego City Schools

Version 2.0
(updated 3/1/06)



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Track Configuration Task List

	Responsibility	Page #	Start date	Due date	Completed
1	Verify school information is correct	Sys. Admin. Handbook p.2-3	ASAP	4/8	
2	Verify campus locations are correct	SA Handbook p.5	ASAP	4/8	
3	Verify the list of classrooms numbers is complete	SA Handbook p.4	ASAP	4/8	
4	Verify the following track setup data is accurate: <ul style="list-style-type: none">• Periods per day• Days per cycle• Terms per year Please contact IT if the data are incorrect.	p.F	3/28	ASAP	
5	Verify your period definitions are correct.	SA Handbook p. 9-10	3/28	ASAP	
6	Enter the bell schedule information. Include a bell schedule for your minimum days.	SA Handbook p.11-12	3/28	4/8	
7	Adjust the titles of your cycle days if necessary	p.G-H	3/28	4/8	
8	Verify your cycle days are in the proper order on the cycle days tab	p.G-H	3/28	4/8	
9	Assign a default bell schedule to each cycle day	p.G-H	3/28	4/8	
10	Verify the accuracy of the Cycle Day Calendar	p.I-J	3/28	4/8	
11	Verify accuracy of the bell schedule calendar	SA Handbook p.16-17	3/28	4/8	
12	Close out existing facstats for staff members who no longer work at your site	SA Handbook p.38-39	ASAP	On going	



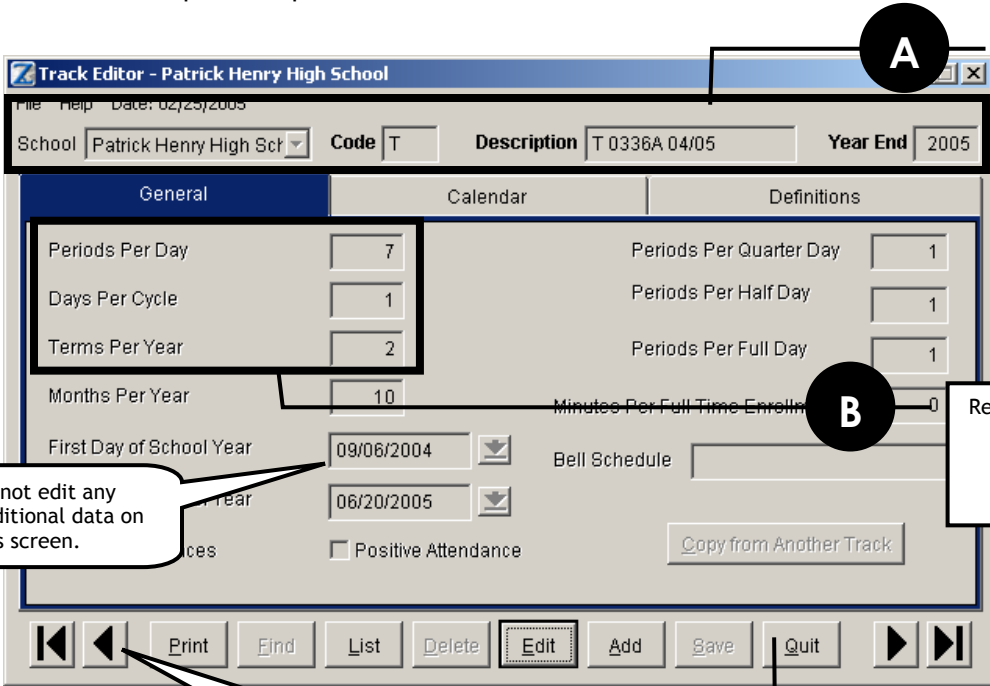
	Responsibility	Page #	Start date	Due date	Completed
13	Close out permissions for staff members who no longer work at your site	SA Supplement Handbook p.10-12	ASAP	On going	
14	Delete future facstats for staff members who will not work at your site next year	p.K-L	3/28	4/8	
15	Create a new facstat for employees new to your site	SA Supplement Handbook p.8-9	ASAP	On going	
16	Assign permissions to employees new to your site	SA Handbook p.10-12	ASAP	On going	
17	Review your permissions in PC Admin	SA Handbook p.30-31,35-36	ASAP	4/8	
18	Review the list of courses your site has access to using the Course Selection Application. Remove any courses if necessary	SA Handbook p.6	3/28	4/8	
19	Run the Course Directory Report	p. M-O	After completing #18	4/8	

Verify Your Track Setup

The IT department will use the data your site submitted to them via the Master Schedule web application to complete the initial setup of your track. Please verify this information and contact IT immediately if any changes are necessary.

Follow the steps below to verify your track setup.

- Open **Zangle**. Click on **System**. Click **System Setup**. Click **School Setup**. Select **Track Editor**.
- Complete Steps A-C shown below.



A Verify you are viewing the correct track.

B Review the following data:

- Periods Per Day
- Days Per Cycle
- Terms Per Year

C Click **Quit** when you are finished.

Do not edit any additional data on this screen.

The VCR buttons will allow you to view data from other tracks belonging to the same school.

Configure Your Cycle Days

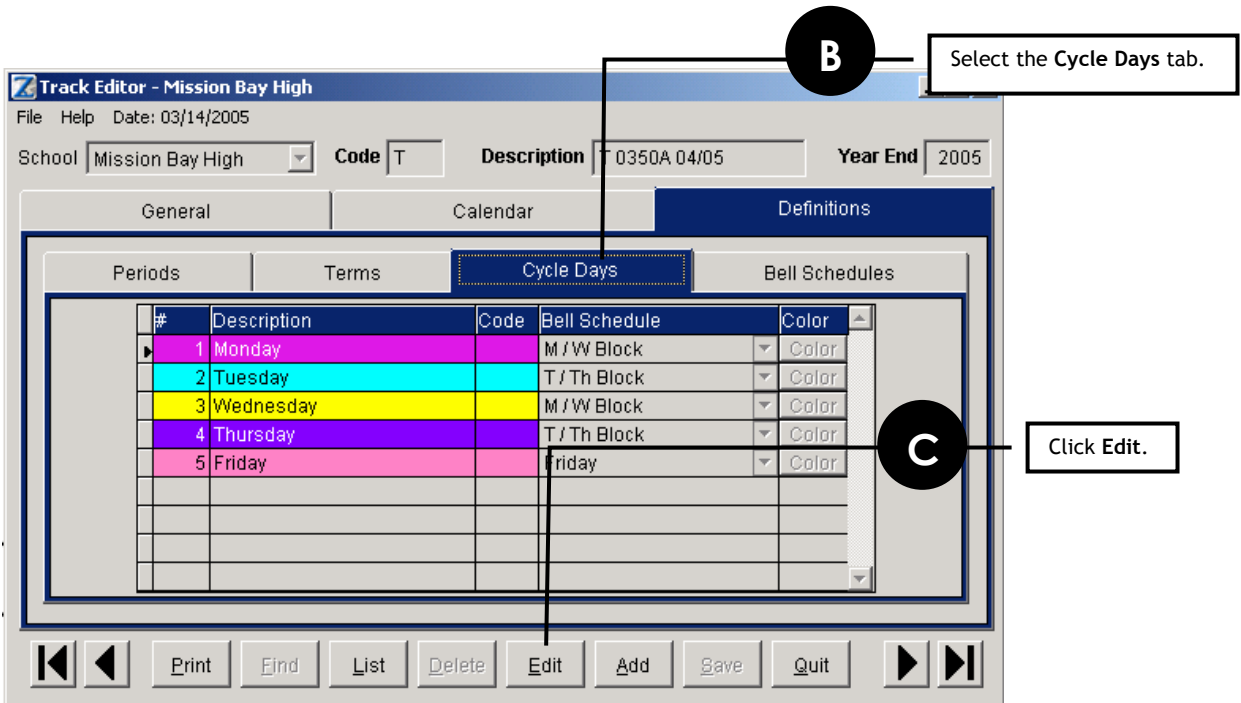
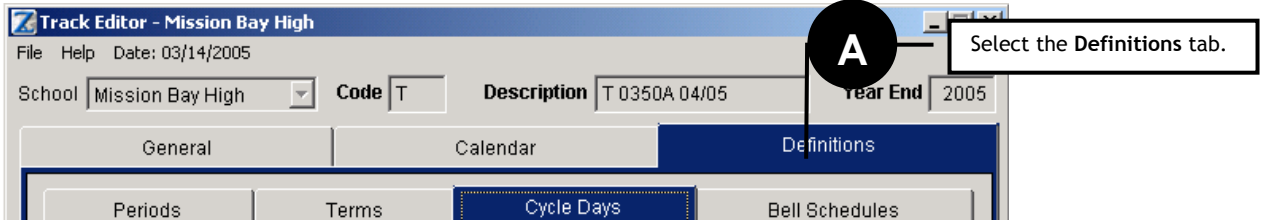
There are four important steps to configuring your cycle days.

- Define the order of your cycle days
- Define a title for each cycle
- Select a color for each cycle
- Select a default bell schedule for each cycle

We recommend you complete these tasks in the order mentioned above. You can control how your cycle days appear on various reports and applications by adjusting the order and titles. Carefully selecting the order and titles of your cycle days can reduce the amount of confusion experienced by staff, students, and parents when viewing student schedules.

Follow the steps below to configure your cycle days.

- Open **Zangle**. Click on **System**. Click **System Setup**. Click **School Setup**. Select **Track Editor**.
- Complete Steps A-G. Steps A-C are shown below. Steps D-G are on the following page.



D Verify your titles are in the correct order. Cycles are displayed in the Student Schedule Editor from left to right in the same order as they are displayed in this window from top to bottom.

E Verify the Descriptions for each cycle day are correct. Use the following naming schema: "Primary letter - Complete title"

For example:
M-Monday

Using this naming schema, the letter "M" will appear in a Student Schedule and the Master Schedule and the title "M-Monday" will appear in the Student Schedule Editor.

F Click Color to select a color for the cycle day. The Color Selection window will be displayed.

G Select a Default Bell Schedule for each cycle day. Click the Bell Schedule menu to select the appropriate bell schedule.

#	Description	Code	Bell Schedule	Color
1	M-Monday		M / W Block	Color
2	T-Tuesday		T / Th Block	Color
3	W-Wednesday		M / W Block	Color
4	H-Thursday		T / Th Block	Color
5	F-Friday		Friday	Color

H Click Save when you are finished.

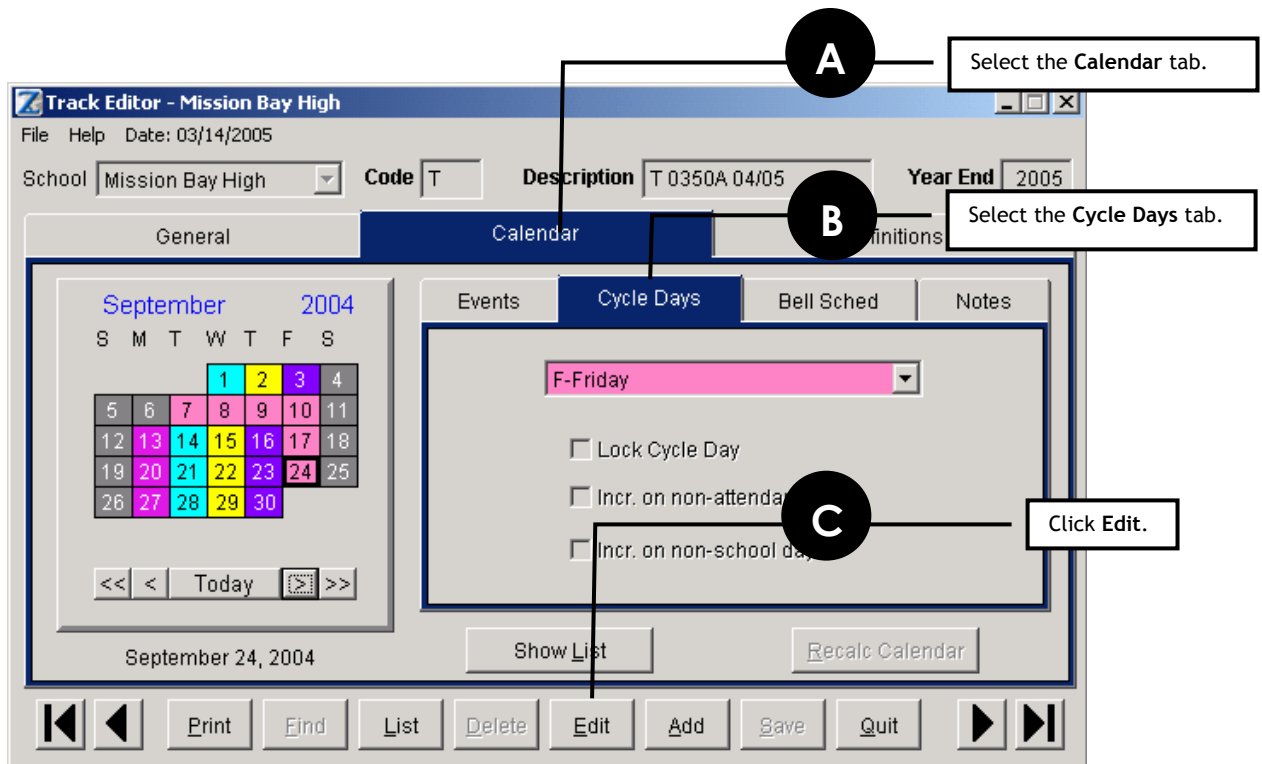
#	Description	Code	Bell Schedule	Color
1	M-Monday		M / W Block	Color
2	T-Tuesday		T / Th Block	Color
3	W-Wednesday		M / W Block	Color
4	H-Thursday		T / Th Block	Color
5	F-Friday		Friday	Color

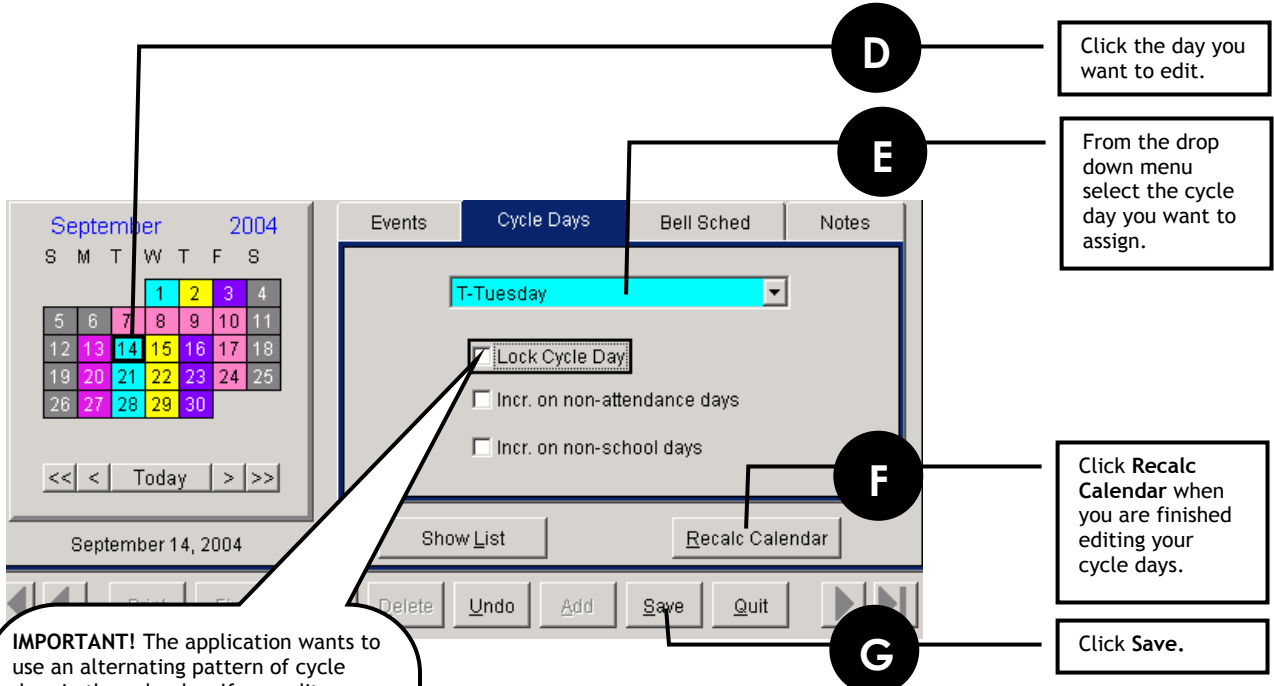
Edit your Cycle Day Calendar

The Zangle application uses the Cycle Day Calendar to determine which classes should take attendance on any given day. You can edit the Cycle Day calendar at any time in the year. It is **VERY** important you keep this calendar accurate. **Your site will experience serious attendance issues if this calendar becomes inaccurate.**

Follow the steps below to verify the accuracy of your cycle day calendar.

- Open **Zangle**. Click on **System**. Click **System Setup**. Click **School Setup**. Select **Track Editor**.
- Complete Steps A-G. Steps A-C are shown below. Steps D-H are on the following page.





The screenshot shows a calendar for September 2004 on the left and a 'Cycle Days' configuration window on the right. The window has tabs for 'Events', 'Cycle Days', 'Bell Sched', and 'Notes'. A dropdown menu is set to 'T-Tuesday'. Below it is a 'Lock Cycle Day' checkbox, which is checked. There are also two unchecked checkboxes: 'Incr. on non-attendance days' and 'Incr. on non-school days'. At the bottom of the window are buttons for 'Show List', 'Recalc Calendar', 'Delete', 'Undo', 'Add', 'Save', and 'Quit'. Callout D points to the calendar grid, E points to the dropdown menu, F points to the 'Recalc Calendar' button, and G points to the 'Save' button.

D Click the day you want to edit.

E From the drop down menu select the cycle day you want to assign.

F Click **Recalc Calendar** when you are finished editing your cycle days.

G Click **Save**.

IMPORTANT! The application wants to use an alternating pattern of cycle days in the calendar. If you edit one day in the middle of the calendar, the application may want to readjust all following days to match the pattern. You may not want this.

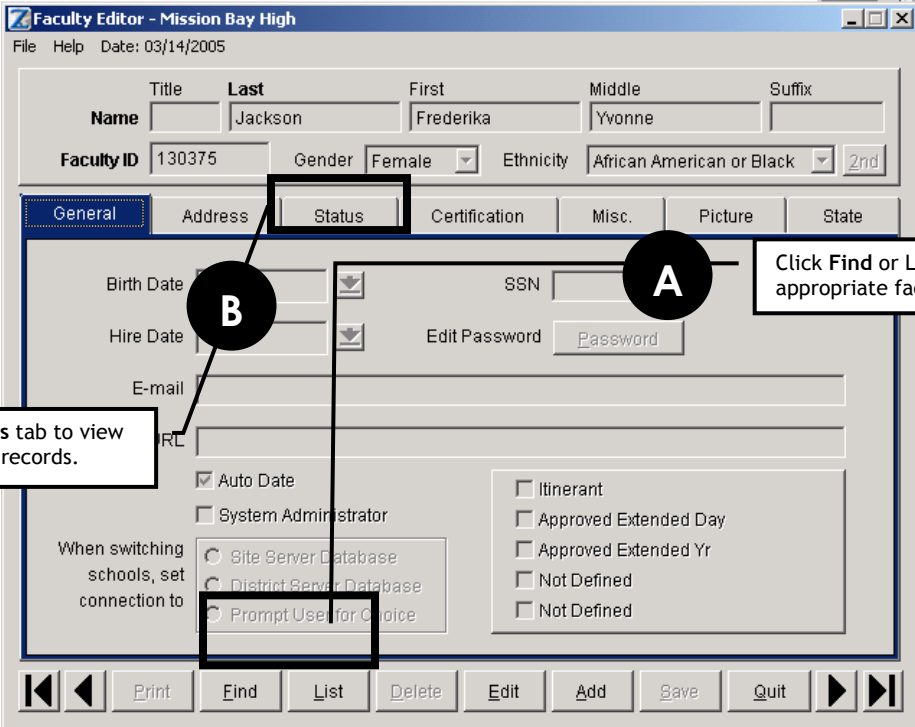
To change one day without impacting all other days, simply select the **day following the day you want to edit** and click **Lock Cycle Day**. The application will not automatically adjust future days.

Delete a Facstat Record

You should delete the facstat record for any staff member who no longer works at your track. By deleting the facstat record, you remove the faculty member from your site and eliminate their ability to access your site information.

Follow the steps below to delete a facstat record

- Click on **System**, then click on **Faculty**, then select **Faculty Editor**.
- Complete Steps A-F. Steps A and B are shown below. Steps C-F are on the following pages.



Click the **Status** tab to view existing status records.

Click **Find** or **List** to select the appropriate faculty member.

Faculty Editor - Mission Bay High
File Help Date: 03/14/2005

Title Last First Middle Suffix
Name Jackson Frederika Yvonne

Faculty ID 130375 Gender Female Ethnicity African American or Black 2nd

General Address Status Certification Misc. Picture State

Entry Date	Exit Date	Track	Job	Tchr	Cnslr	Cert
08/24/2004		T 0350A 04/05	Senior High Financ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03/15/2004	06/11/2004	Mission Bay High 03/04	Senior High Financ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Print Find List Delete Edit Add Save Quit

C

Click to select the facstat record you want to delete.

D

Click Edit. Details about the facstat will be displayed.

Faculty Editor - Mission Bay High
File Help Date: 03/14/2005

Title Last First Middle Suffix
Name Jackson Frederika Yvonne

Faculty ID 130375 Gender Female Ethnicity African American or Black 2nd

General Address Status Certification Misc. Picture State

Entry Date 08/24/2004 Track T 0350A 04/05

Exit Date Status Active

Evaluation Date FTE 0.00

Job Class Senior High Financial Cle Sprvsr Class <Unset>

Teacher Counselor Certificated

Site Admin Database Admin

Last Changed By AdmSy
On 04/09/2004 12:00:00 AM

New Delete Copy Done Add Save Quit

Verify this is the facstat you want to delete.

E

Click Delete. The application will ask you to confirm you want to delete this record. Click Yes.

Faculty Editor - Mission Bay High
File Help Date: 03/14/2005

Title Last First Middle Suffix
Name Jackson Frederika Yvonne

Faculty ID 130375 Gender Female Ethnicity African American or Black 2nd

General Address Status Certification Misc. Picture State

Entry Date 03/15/2004 Track Mission Bay High 03/04

Exit Date 06/11/2004 Status Active

Evaluation Date FTE 0.00

Job Class Senior High Financial Cle Sprvsr Class <Unset>

Teacher Counselor Certificated

Site Admin Database Admin

Last Changed By SKPHR
On 03/06/2004 12:00:00 AM

New Delete Copy Undo Add Save Quit

F

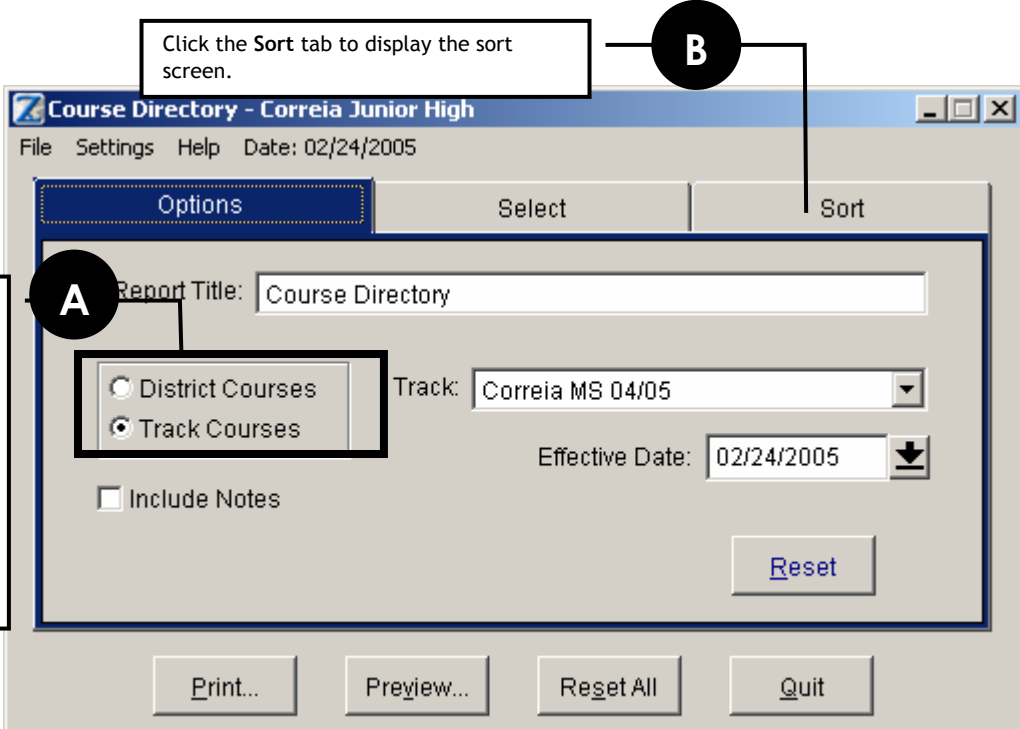
Click Save.

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.

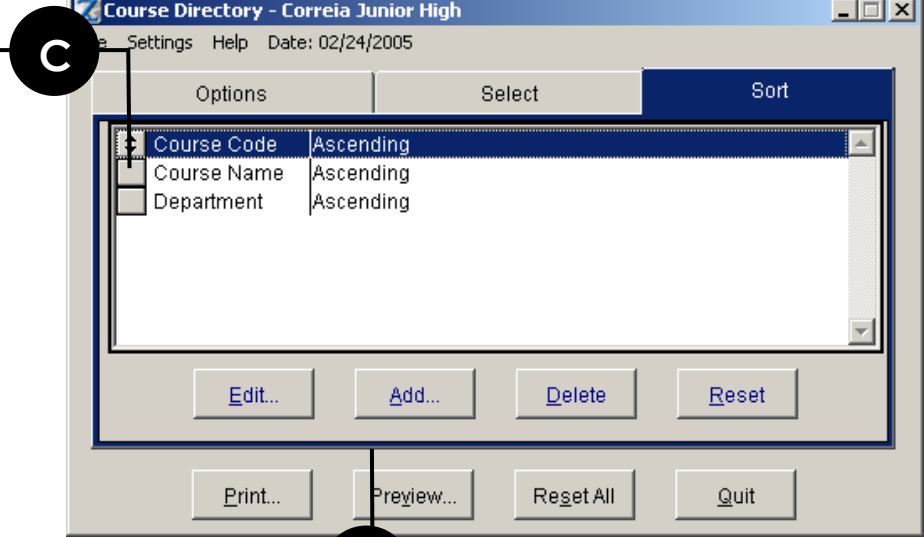
Follow the steps below to print a Course Directory Report.

- 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.



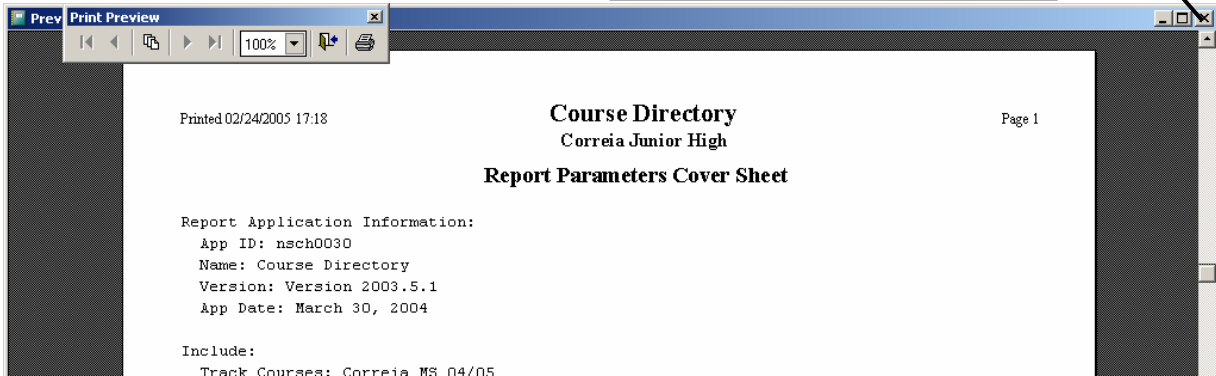
The screenshot shows the 'Course Directory - Correia Junior High' application window. At the top, there is a menu bar with 'File', 'Settings', and 'Help', and a date field showing 'Date: 02/24/2005'. Below the menu bar are three tabs: 'Options' (highlighted with a dotted border), 'Select', and 'Sort'. A callout box labeled 'B' points to the 'Sort' tab with the text 'Click the Sort tab to display the sort screen.' The main area of the window contains a 'Report Title' field with the text 'Course Directory'. Below this are two radio buttons: 'District Courses' and 'Track Courses', with 'Track Courses' selected. A callout box labeled 'A' points to these radio buttons with the text 'Select the list of courses that you want to display in the report.' To the right of the radio buttons is a 'Track' dropdown menu showing 'Correia MS 04/05'. Below the radio buttons is an 'Include Notes' checkbox, which is unchecked. To the right of the 'Track' dropdown is an 'Effective Date' dropdown menu showing '02/24/2005'. At the bottom of the main area is a 'Reset' button. At the very bottom of the window are four buttons: 'Print...', 'Preview...', 'Reset All', and 'Quit'.

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.

Printed 02/24/2005 17:16

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	ale att	cnt att	mrk hist	con	var	Alt code	F1	F2	Nsec	ppc	term	Period lo	hi				
Subject	Grad credit	GPA credit	Credit type	CIP code	Mariset	SPEEDE/EXPRESS	GPA level	Worklevel	GPA types	F3	F4	Effective Dates from to																
0101	ART 7TH1 Visual/Performing Arts	Visual Arts	.0000	1.000	Semester Hour	36	0	A	1	1	7	7	C	Y	Y	Y	Y	Y	Y	Y	N	N	N	0	1	0	0	
0101Q	ART 7TH1 Visual/Performing Arts	Visual Arts	.0000	.5000	Semester Hour	36	0	A	1	1	7	7	C	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	4	1	0	0
0102	ART 7TH2 Visual/Performing Arts	Visual Arts	.0000	1.000	Semester Hour	36	0	A	1	1	7	7	C	Y	Y	Y	Y	Y	Y	Y	N	N	N	0	1	0	0	
010402	ART 5th - 6TH Visual/Performing Arts	Visual Arts	.0000	2.000	Semester Hour	36	0	A	2	1	6	6	C	Y	Y	Y	Y	Y	Y	N	N	N	N	0	1	0	0	
0120	ART 8TH1 Visual/Performing Arts	Visual Arts	.0000	1.000	Semester Hour	36	0	A	1	1	8	8	C	Y	Y	Y	Y	Y	Y	N	N	N	N	0	1	0	0	

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.

Click Continue to print. Otherwise, click Cancel.

Select Report Destination

Printer

File

Mail Merge

Cover Page

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