

## Submitting your track setup to IT

In order to ensure your site has access to next year's track at the earliest date possible, your master schedule team must submit its track setup to IT by its due date. All track setups are submitted electronically via the Master Schedule web application.

*Follow the steps below to submit your track setup to the IT department.*

- Open a web browser. Enter the following address: <http://www.sandi.net/zangle>.
- Click on Master Schedule. Click on Complete Your Tasks.
- Complete Steps A-G. Step A is shown below. Steps B-G are on the following pages.

### Login

**You have attempted to access a portion of the Master Schedule Support System that is reserved for site master schedule team members only.**

Please use your six digit employee ID to identify yourself.  
Use your PeopleSoft/Zangle/OWA email pass

Employee ID:	<input type="text" value="111149"/>
Zangle/OWA password:	<input type="password" value="....."/>
	<input type="button" value="Login"/>

A

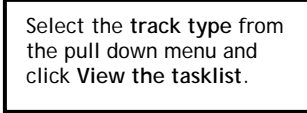
The Master Schedule Support System may ask you for your username and password. If it does, please enter your information and click Login.

Otherwise skip to Step B.

Please contact your site tech or power user if you receive a message that you are not allowed to login. You must be a member of your master schedule team to complete this task. They will be able to make the appropriate adjustments to your account.



home | get course info | learn | complete your tasks | compare & share

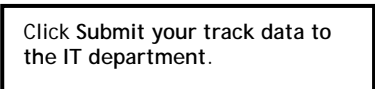
## Scott, which tasklist do you want to look at?

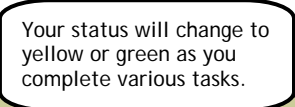
Track type	Traditional	
	View the tasklist!	

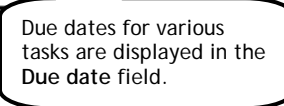
## DWA Team Master Schedule Tasklist for 2005-06

### Traditional track

Task	Responsibility	Due date	Status
1. <u>Submit your track data to the IT department</u>	School site	3/15/2005	
2. Complete track construction	IT Department	3/28/2005	







Enter data into the following fields:

- Track type
- Terms
- Elective Wheel pattern
- Cycles
- Max periods per day

**D**

### Current configuration for DWA Team - 2005-06

Please make any necessary adjustments and submit to IT. If no adjustments are necessary, leave the form "copy from last year" in the notes field, and click submit.

Enter additional information in the notes field.

<b>Track type</b>	<b>Terms</b>	<b>Elective wheel pattern</b>
Traditional	2	None
<b>Cycles</b>	<b>Max periods per day</b>	
1	8	
<b>Notes</b>	<b>Copy from last year</b>	
We are interested in offering a zero period this year. We will use the last period of the day for athletics. Thanks for your help!		
Submit track setup		

When you are finished click **Submit track setup**. Your data will be sent to the IT department and a confirmation page will be displayed.

**E**

### Your track setup data has been submitted to IT.

Check out your tasklist

Print this page for your records.

<b>Date submitted</b>	2/25/2005
<b>School name</b>	DWA Team
<b>School year</b>	2005-06
<b>Track type</b>	Traditional
<b>Terms</b>	2
<b>Cycles</b>	1
<b>Periods</b>	8
<b>Elective wheel pattern</b>	None
<b>Notes</b>	We are interested in offering a zero period this year. We will use the last period of the day

Click **Check out your tasklist!** To view your updated task list.

Print this screen as a copy for your records.

**C**