

Zangle Handbook

Standards-Based Report Cards for Elementary Power Users

Version 2.4
November 14, 2011





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Part I: Background Information

About Standards-Based Report Cards

Beginning the 2008-09 school year, all elementary schools within SDUSD will be participating in the **Standards-Based Report Card** program, or **SBRC** as it is often referred to. The work you and your colleagues are engaged in will strengthen our district's knowledge about building a standards-based system where instruction, assessment and progress reporting are in close alignment.

For more information regarding the SBRC program, please contact **Robert Grano**, Director of Student Programs and Professional Learning, at rgrano@sandi.net or 619-725-7335.

For information regarding English Learner marks, please contact **Mary Waldron** at the Office of Language Acquisition (OLA) at 619-725-7261 or mwaldron@sandi.net.

To access the IT Training Team's Standards-Based Report Card eLearning tutorials on our website, please go to:

<http://old.sandi.net/zangle/readandlearn/elearning/sbrc/>

These tutorials are mini-movies which walk you through the different steps of the Standards-Based Report Card process. From preparing teachers to enter their marks to printing the actual report cards for your students. This handbook and the tutorials found online will help guide you through all the steps of the SBRC process.

Part II: Power User Responsibilities

Procedure for Power Users

This information is designed to walk you through the process of handling elementary mark reporting. Please review the procedure prior to getting started. If you have any questions about how to use Zangle to complete these tasks, please contact the ITSS Help Desk at 619-209-HELP (4357).

1. Understanding SBRC responsibilities.

The table below identifies responsibilities for both Teachers (T) and PowerUsers (PU). The information listed below is recommended as each elementary school has the ability to define their roles and responsibilities. Use this legend to translate the abbreviations in the top row of the table.

T	PU	Responsibility
	✓	Determine/Communicate key reporting dates
	✓	Create job shares in Zangle Front Office (if necessary)
✓		Print Class Standards Legend
✓		Print roster of EL students (some teachers may need help)
✓		Enter marks in TeacherConnection
✓		Enter comments in TeacherConnection
✓		Check work by previewing and printing the Class Standards Listing Report
✓		Sign the Class Standards Listing Report and submit to office
	✓	Collect the Class Standard Listing Reports from Teachers
	✓	Enter marks in Zangle Front Office (if necessary)
	✓	Ensure the principal's name is correct in School Editor before printing
	✓	Print the Report Cards (3 passes)

2. Determine key reporting dates.

Refer to the current Administrative Circular with the subject *Pupil Progress Reporting Periods For 2011-12* (or current year) for key dates. The circular has been re-written for elementary schools that are using SBRC for progress reporting. **For 2011-12, use Administrative Circular #73 from April 5, 2011.** The table below explains how to use the circular if you are involved in the Standards-Based Report Cards (SBRC).

Administrative Circular says...	For SBRC this means...
End of Reporting Period	The date that is the end of the reporting period.
Deadline for Grade Entry	Date which all grades (marks) must be entered in Zangle.

3. Verify or Edit Mark Reporting dates in Zangle Connection.

Teachers need to be given a window of time to submit their marks and comments in TeacherConnection. After verifying the dates with an administrator, use the Marks screen in Zangle

Connection's Web Administrator to view and/or edit this window of time. Teachers will be able to submit marks and comments only within the date range you specify. Please see p.11 for more information.

4. Make sure that all student contacts have the correct primary language and Elem. SBRC flags in Student Editor.

PowerUser's must verify that the contact information is accurate. Each parent/guardian that is to receive a report card for a student has the Elem. SBC flag checked in Zangle's Student Editor. **When printing report cards, Zangle will print either an English or Spanish version based on the student's contact's language.** For more information, see Part IV of this handbook, *Printing Report Cards*.

5. Make sure all teachers know how to submit marks using TeacherConnection.

All teachers should refer to the *Zangle Standards-Based Report Cards Directions for Teachers* job aid by clicking [SBRC Directions for Teachers](#) at www.sandi.net/zangle on the Read & Learn Job Aids page. There is also an online tutorial showing how to enter and submit marks for students at: <http://old.sandi.net/zangle/readandlearn/elearning/sbrc/markentry/index.asp>

6. Review what is expected of teachers.

Read the *Zangle Standards-Based Report Cards Directions for Teachers* job aid ([SBRC Directions for Teachers](#)) so you know what is expected of teachers. A copy of the Teacher Directions is included in Section IV of this handbook.

7. Print English Learner Rosters and Distribute to Teachers if Teachers Cannot Do This on Their Own.

Your teachers will evaluate their English Learner (EL) students on three English Language Development benchmarks: Reading, Writing, and Listening/Speaking. Teachers can print their own English Learner rosters from TeacherConnection reports. (See page 58.) However, there could be times when you are asked to print an EL Roster for them from Zangle FrontOffice. To do so, see page 28.

8. Communicate important dates to teachers.

Teachers need to know three dates:

- (1) The date they can begin entering marks,
- (2) The date that marks and verification reports are due
- (3) The last day of the current grading period.

Note: Most schools state a due date and time, like "All marks must be submitted by Monday, November 7 at 8:00 A.M."

9. Set yourself up as an Alternate Faculty (Job Share) if you need to see what a teacher sees.

Unfortunately there are no screens in Zangle FrontOffice that show you what a teacher sees. Because you might need to troubleshoot issues related to entering marks, you can use **Alternate Faculty Editor** to set yourself up as an alternate faculty. This will give you the ability to log in to TeacherConnection with your own ID and password and see exactly what a teacher sees. **Note:** It is usually *not* necessary to add yourself as alternate faculty for all teachers, just for any teacher you need to troubleshoot.

Directions for setting up Alternate Faculty (Job Shares) begin on page 14.

10. Remind Teachers to print the Class Standard Listing report.

A few days before the due date, remind teachers when the **Class Standards Listing** is due. The teachers are responsible for printing this report from TeacherConnection to verify the accuracy of the marks they entered. Each teacher needs to review the report and then sign and submit it to the office. **Note:** If you have teachers at your school whose computers are not connected to printers, the teachers should use a computer at school (like one in the office, for example) that is hooked up to a printer.

11. Enter students' marks if necessary.

The expectation is that all teachers will use TeacherConnection to submit marks. However, there may be certain situations (hospitalization, emergency leave, etc.) where a teacher cannot submit marks. In this case, you will need to enter the students' marks. You will need the teacher to give you a paper copy of the marks that need to be entered.

The best way to enter marks is to set yourself up as Alternate Faculty as described in #9. Refer to the teacher directions handout for directions on how to enter marks. You can also opt to use **Standards History** (see p. 17) in Zangle, but this method does not allow you to enter marks by class.

12. Collect teachers' Class *Standards* Listing report and submit to the principal.

Make sure that teachers have submitted the signed and dated **Class Standards Listing** by the due date. The principal should review the reports.

13. Collect the Class *Marks* Listing report from the teachers for Cycle 3.

Check that each teacher assigned either comment 45 for students who will be promoted to the next grade level or comment 46 for students who will be retained at the same grade level. One of these comments must be assigned to the student for Cycle 3 and **only** Cycle 3. Entering comments 45 and 46 is required. This does not determine whether or not the student will be retained in Zangle, but it will display the respective comment on the student's report card.

14. Verify the Principal's name is correct in Zangle School Editor.

Check to ensure the Principal's name is correct in Zangle School Editor before printing report cards. If it is not correct, please contact IT Support.

15. Print the report cards, sorted by teacher, for distribution.

Print the report cards (see p.34) after the principal has indicated that all marks are in.

16. Print two additional batches of report cards, sorted by student or grade level, for the cumulative folders and for the teachers.

Print a set of report cards for teachers and cumulative folders. See p.46.



For our incredibly awesome eLearning tutorials related to SBRC, please check out our newest tutorial additions at:

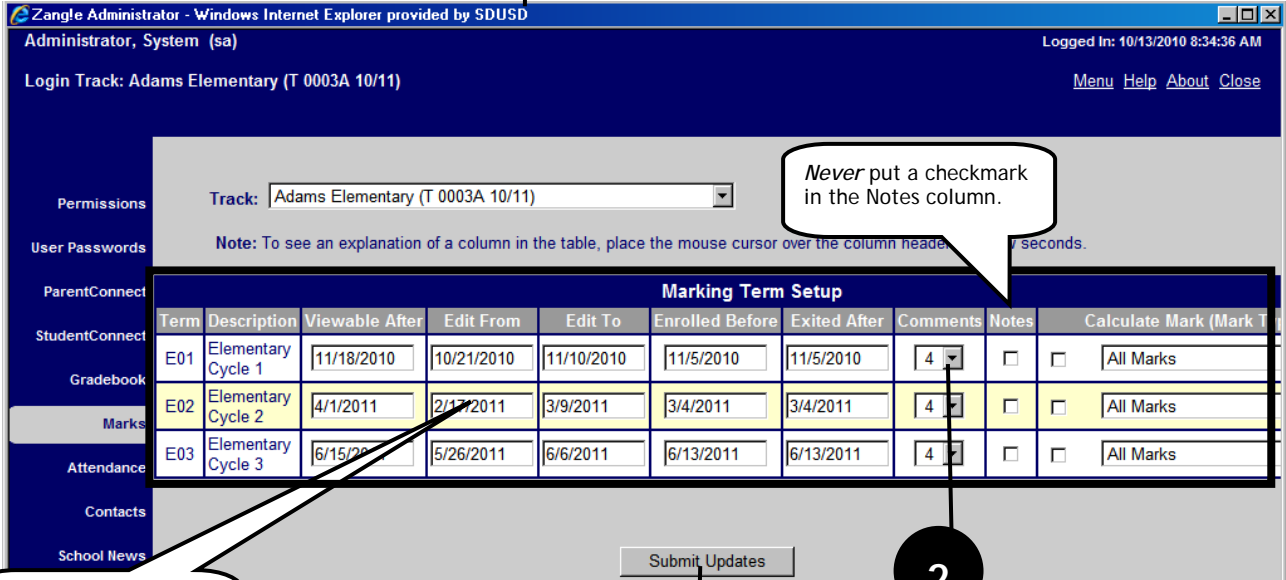
<http://old.sandi.net/zangle/readandlearn/elearning/index.asp>

Editing the Marks Tab dates in Web Administrator for Teachers to submit marks

Teachers are given a window of time to submit their marks in TeacherConnection. After verifying the dates with an administrator, use Zangle Web Administrator located at <https://dwa.sis.sandi.net/zangleconnect/> to set or edit this window of time. Teachers will be able to submit comments only within the date range specified. The district will populate recommended dates for all elementary sites based on information provided in an Administrative Circular, typically distributed to schools during March or April for the following academic year.

Follow the steps below to edit the marks entry window for teachers.

- Open your web browser. Navigate to ZangleConnection at <https://dwa.sis.sandi.net/zangleconnect/>.
- Log in with your SDUSD ID# and Password. If necessary, select the appropriate track.
- Choose Zangle Web Administrator. Click Marks. Complete the steps below:



1 Enter/Edit the appropriate dates for each grading period. See the next page for details.

2 Comments should be set to 4. Make sure notes are unchecked. See the next page for details.

3 Click Submit Updates.

Tip: Double-click in the cell to view a calendar.

Never put a checkmark in the Notes column.

Term	Description	Viewable After	Edit From	Edit To	Enrolled Before	Exited After	Comments	Notes	Calculate Mark (Mark T
E01	Elementary Cycle 1	11/18/2010	10/21/2010	11/10/2010	11/5/2010	11/5/2010	4	<input type="checkbox"/>	All Marks
E02	Elementary Cycle 2	4/1/2011	2/17/2011	3/9/2011	3/4/2011	3/4/2011	4	<input type="checkbox"/>	All Marks
E03	Elementary Cycle 3	6/15/2011	5/26/2011	6/6/2011	6/13/2011	6/13/2011	4	<input type="checkbox"/>	All Marks

How to read the Web Administrator Marks screen

Label	Description
Term	The code used to define a reporting period. This code is displayed in Zangle applications and reports.
Description	The description associated with the term code. The teachers see these descriptions in TeacherConnection when selecting terms to enter marks.
Viewable After	This is the date that TeacherConnection (and ParentConnection and StudentConnection) will display students' marks. It is recommended that you set the View Date to your planned report card/progress report distribution date or later.
Edit From	The first day that you want teachers to be able to enter marks for the term.
Edit To	The last day that you want teachers to be able to enter marks for the term. Teachers will be able to enter marks through 11:59 p.m. for the date that is entered in this field.
Enrolled Before/ Exited After	Use the same date in both fields. This is the scheduling cut-off date and controls the students that teachers see on their rosters when entering marks for students in TeacherConnection. This is set to the end of the reporting period. These dates can be changed to accommodate the needs of students who have dropped close to the end of a marking period.
Comments	Set these to 4. This will allow teachers to select up to four comments for each grading period.
Notes	Make sure these are always unchecked. This will prevent teachers from being able to enter their own notes in TeacherConnection.
Calc	The district does not use this field.

How to close the window

Because most schools request that teachers finish grades by a time in the morning (8:00 A.M., for example), the window must be closed in a special way. Just after the deadline, go back to the Web Administrator Marks screen and **change the *Edit To* date to the day before the deadline**. For instance, if the deadline to submit marks is January 16 at 8:00 A.M., at 8:01 A.M., change the date to January 15 and submit this change. By setting the date back one day, this closes the window and teachers will no longer be able to submit marks via TeacherConnection.

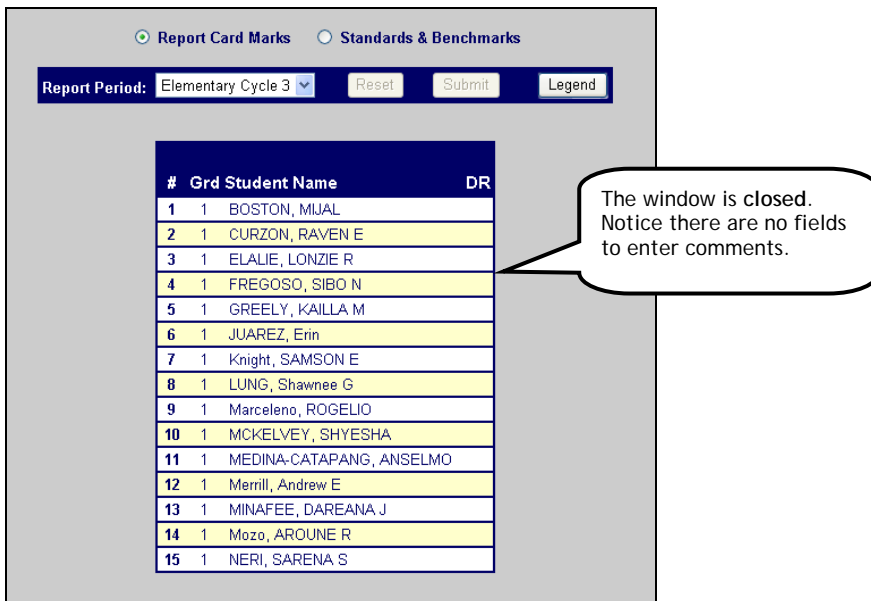
Note: If the teacher is in TeacherConnection when you make this change, the teacher will not be locked out until the next time he or she logs in.

Understanding Comments

When teachers are entering comments for the Standards-Based Report Card, the date window in ZangleConnection's Web Administrator must be open. The screenshots below demonstrate what a teacher would see if the window was opened and also if the window is closed. Comments are optional.

A closed window:

The screenshot below depicts what a teacher would see if they were to attempt to add comments when the window is closed.



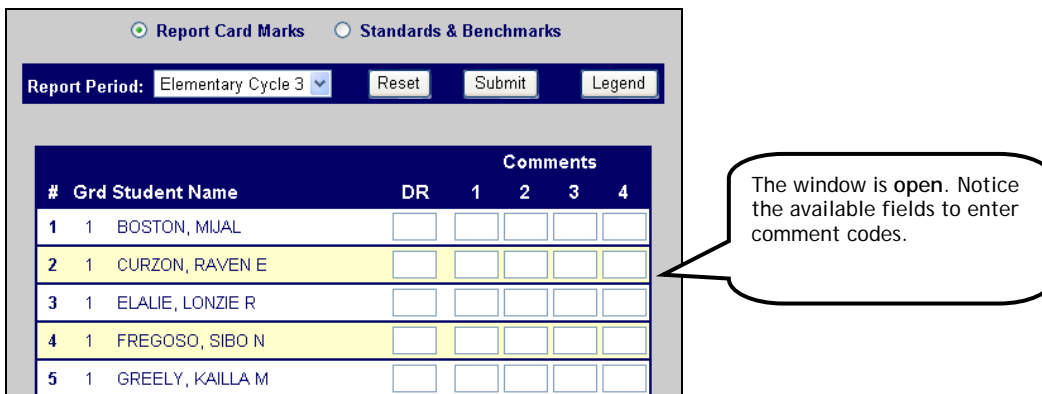
Report Card Marks Standards & Benchmarks

Report Period: Elementary Cycle 3 Reset Submit Legend

#	Grd	Student Name	DR
1	1	BOSTON, MIJAL	
2	1	CURZON, RAVEN E	
3	1	ELALIE, LONZIE R	
4	1	FREGOSO, SIBO N	
5	1	GREELY, KAILLA M	
6	1	JUAREZ, Erin	
7	1	Knight, SAMSON E	
8	1	LUNG, Shawnee G	
9	1	Marceleno, ROGELIO	
10	1	MCKELVEY, SHYESHA	
11	1	MEDINA-CATAPANG, ANSELMO	
12	1	Merrill, Andrew E	
13	1	MINAFEE, DAREANA J	
14	1	Mozo, AROUNE R	
15	1	NERI, SARENA S	

An open window:

The screenshot below depicts what a teacher sees when she adds comments during the open period of time.



Report Card Marks Standards & Benchmarks

Report Period: Elementary Cycle 3 Reset Submit Legend

#	Grd	Student Name	DR	Comments			
				1	2	3	4
1	1	BOSTON, MIJAL					
2	1	CURZON, RAVEN E					
3	1	ELALIE, LONZIE R					
4	1	FREGOSO, SIBO N					
5	1	GREELY, KAILLA M					

Setting Yourself Up as Alternate Faculty (Job Shares)

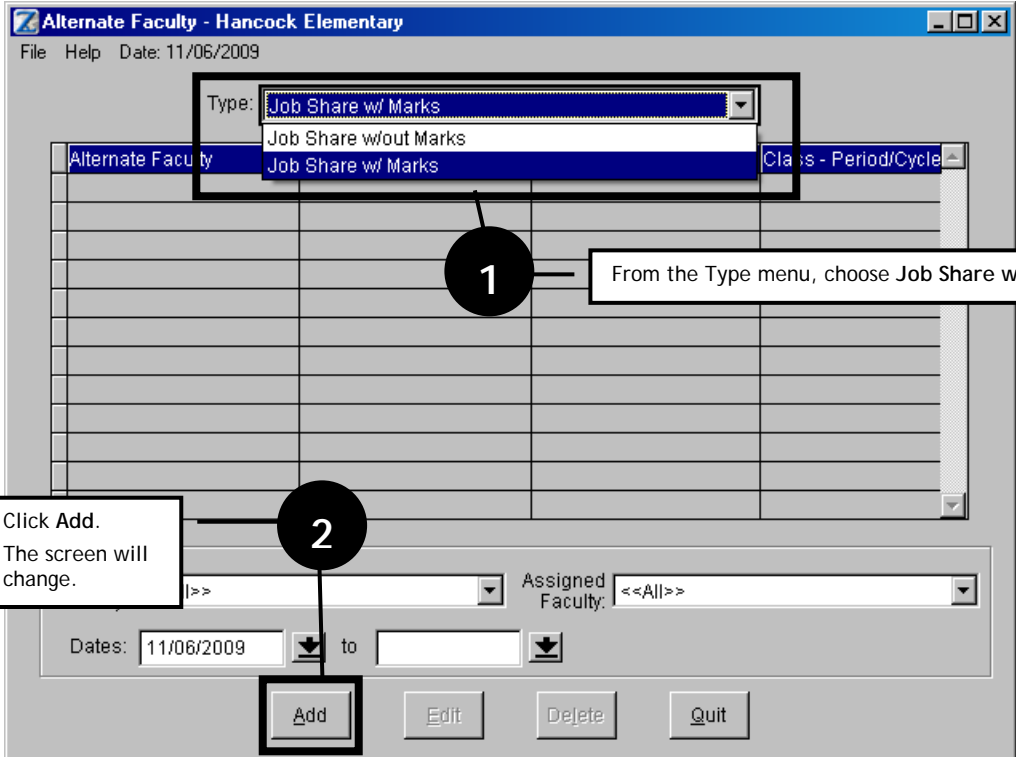
If you need to enter marks for a teacher or multiple teachers, consider setting yourself up as Alternate Faculty. You can access the same information in TeacherConnection as a Teacher. To do this, use **Alternate Faculty Editor**. This is the same process as setting up Job Shares.

If you are setting yourself up as alternate faculty for a teacher (or several teachers), Zangle requires that the main faculty member for each class be identified as the **Assigned faculty** and you as the **Alternate Faculty**. You must assign sections to the Assigned Faculty in the master schedule prior to creating the job share.

Note: Job shares cannot extend past the last day of the school track.

Follow the steps below to create a job share.

- Launch Zangle. Click System. Click Faculty Info. Click Alt Faculty.



Alternate Faculty - Hancock Elementary

Add Job Share w/ Marks

Date Range: 11/06/2009 to 11/14/2009

Assigned Faculty: Anorga, Caroline

Alternate Faculty: Johnson, Alice

Classes:

Add	Course	Section	Track	Periods
<input checked="" type="checkbox"/>	E2-S - Second Grade -	8	S 0136A 2009/1	1
<input checked="" type="checkbox"/>	E3-M - Third Grade - Ma	8	S 0136A 2009/1	1

Sections
 Meetings

3 IMPORTANT! Set the date range for the job share. The screen defaults to only a one-day job share. You probably want to change the date in the to-field to the last day of the academic year.

4 Choose the current teacher.

5 Choose *your* name. This name will *not* appear on class rosters.

6 Click the checkboxes for each section that you want to have access to in ZangleConnection.

7 Click Save. You will return to the previous window.

Alternate Faculty - Hancock Elementary
File Help Date: 11/06/2009

Type: Job Share w/ Marks

Alternate Faculty	Assigned Faculty	Dates	Class - Period/Cycle
Johnson, Alice	Anorga, Caroline	11/06/2009 - 11/14/2009	E2-S-8 1
Johnson, Alice	Anorga, Caroline	11/06/2009 - 11/14/2009	E3-M-8 1

The shared classes appear on the screen. Check the dates!

When you are done, click Quit.

8

Filter

Alternate Faculty: Assigned Faculty: <<All>>

Dates: 11/06/2009 to

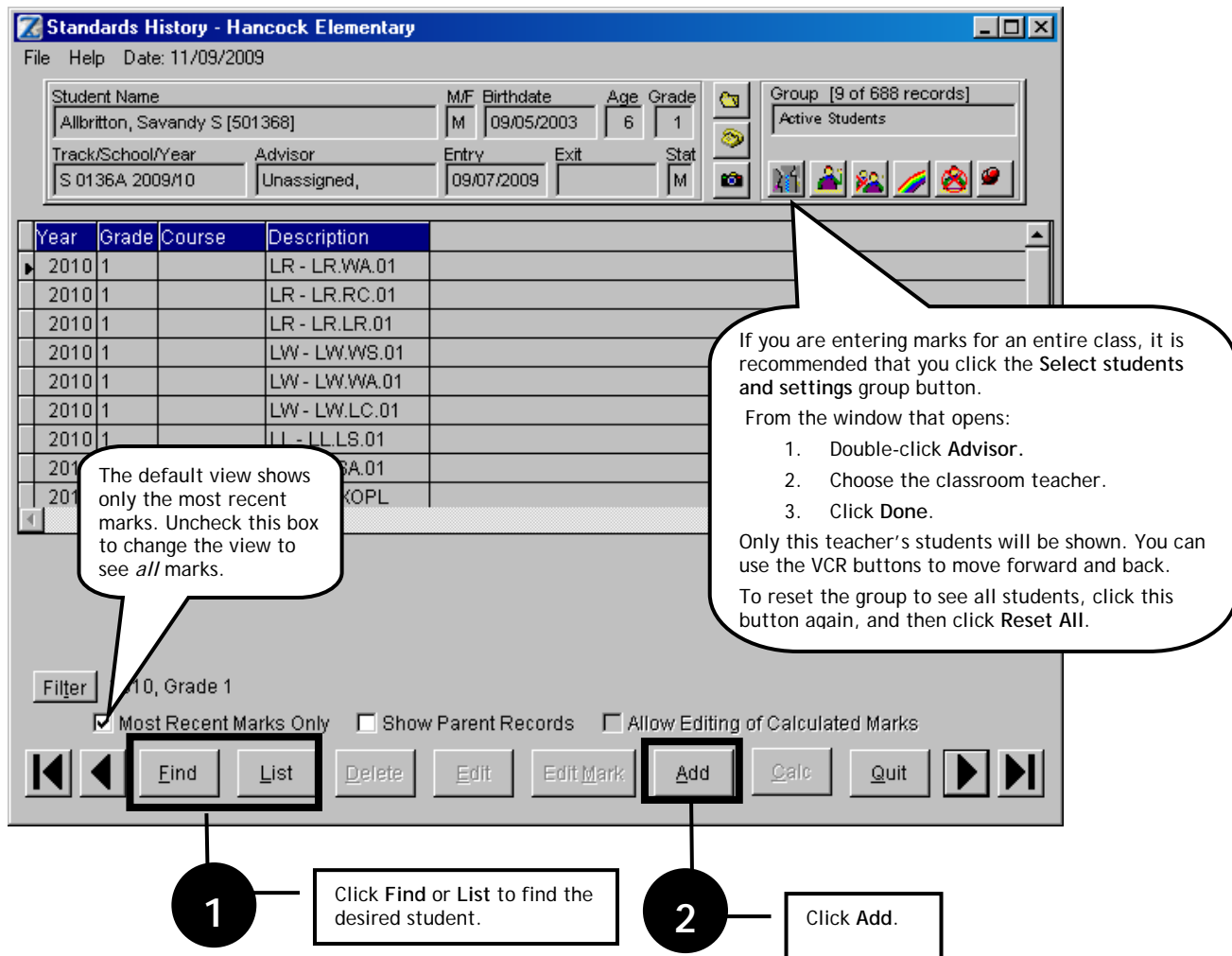
Add Edit Delete Quit

Entering Marks Using Standards History

The expectation is that all teachers will use TeacherConnection to submit marks. However, there may be certain situations (hospitalization, emergency leave, etc.) where a teacher cannot submit marks. In this case, you will need to enter the students' marks. You will need the teacher to give you a paper copy of the marks that need to be entered. *The best way to enter marks is to set yourself up as Alternate Faculty, as described on page 14, above, and then enter marks just as the teacher would, as described starting on page 60.* Or you can use Standards History, a method of entering marks on a student-by-student basis, as shown immediately below.

Follow the steps to enter marks using Standards History.

- Open Zangle. Click Academic History. Click Standards History.



The default view shows only the most recent marks. Uncheck this box to change the view to see *all* marks.

If you are entering marks for an entire class, it is recommended that you click the Select students and settings group button.

From the window that opens:

1. Double-click Advisor.
2. Choose the classroom teacher.
3. Click Done.

Only this teacher's students will be shown. You can use the VCR buttons to move forward and back. To reset the group to see all students, click this button again, and then click Reset All.

1 Click Find or List to find the desired student.

2 Click Add.

Standards History - Hancock Elementary

Add Marks

3 Click the Limit Sets by Course box.

Standards Set: 1st Grade

4 Choose the course code that currently appears in **d**, below.

Limit Sets by Course Course Description: First Grade Course Code: E1-M

5 Click the Term Ending Mark box.

6 Choose the desired Term.

7 Enter the marks for the student. You can click in each box to enter a mark, use the Tab key to move *down* through the list, or hold down the Shift key while pressing the Tab key to move *up* through the list. The following page shows some examples. Note: To change a mark, see Editing Marks on page 22. Note: To delete a mark, see 24 on page.

Standard	Last Date/Term-Mark	Mark
LR - LR.WA.01		PR
LR - LR.RC.01		PR
LR - LR.LR.01		AD
LW - LW.WS.01		PR
LW - LW.WA.01		BA
LW - LW.LC.01		PR
LL - LL.LS.01		PR
LL - LL.SA.01		PR
EL - EL.XOPL		EA
EL - EL.WT		EA2
EL - ELLS		EA2
MA - MA.NS.01		
MA - MA.AF.01		
MA - MA.MG.01		
MA - MA.SP.01		
MA - MA.MR.01		
HS - HS.TS.01		
SC - SC.PS.01		

Mark Information

Term Ending Mark

Term: E01 Grade: 1 School Year: 2010

School: Hancock Elementary

Course Code: E1-M

Course Description: First Grade - Mainstr Eng Clust

Select Scheduled with Standards Scheduled

All with Standards All

Faculty: Klos, Alic

Current

Undo Save

Standard	Last Date/Trm-Mark	Mark
LR - LR.WA.01		<None>
LR - LR.RC.01		AD
LR - LR.LR.01		PR
LW - LW.WS.01		BA
LW - LW.WA.01		BB
LW - LW.WA.01		NA
LW - LW.LC.01		<None>

You can use the pull-down menu to choose the correct mark for each standard.

Standard	Last Date/Trm-Mark	Mark
LR - LR.WA.01		PR
LR - LR.RC.01		PR
LR - LR.LR.01		AD
LW - LW.WS.01		PR
LW - LW.WA.01		BA
LW - LW.LC.01		PR
LL - LL.LS.01		PR
LL - LL.SA.01		PR
EL - EL.XOPL		EA
EL - EL.WT		EA2
EL - EL.LS		EA2

IMPORTANT! For English Learner students, enter Marks for the EL-EL WT and EL-EL LS standards. The EL-ELXOPL will be populated by the IT department.

Standard	Last Date/Trm-Mark	Mark
LR - LR.WA.01		PR
LR - LR.RC.01		PR
LR - LR.LR.01		AD
LW - LW.WS.01		PR
LW - LW.WA.01		BA
LW - LW.LC.01		PR
LL - LL.LS.01		PR
LL - LL.SA.01		PR
EL - EL.XOPL		NA
EL - EL.WT		NA
EL - EL.LS		NA

For non-English Learner students, NA will already be populated by the district for all of the three EL related standards.

Standards History - Hancock Elementary

Add Marks

Allbritton, Savandy S [501368]

Standards Set: Select Sets From: Current Courses All Courses All Sets

Limit Sets by Course Course Description: Course Code:

Standard	Last Date/Term-Mark	Mark
LR - LR.WA.01		PR
LR - LR.RC.01		PR
LR - LR.LR.01		AD
LW - LW.WS.01		PR
LW - LW.WA.01		BA
LW - LW.LC.01		PR
LL - LL.LS.01		PR
LL - LL.SA.01		BA
EL - EL.XOPL		E1
EL - EL.WT		E12
EL - ELLS		<input type="text" value="E2"/>
MA - MA.NS.01		
MA - MA.AF.01		
MA - MA.MG.01		
MA - MA.SP.01		
MA - MA.MR.01		
HS - HS.TS.01		
SC - SC.PS.01		

Mark Information Term Ending Mark

Term: Grade: School Year:

School:

Course Code:

Course Description:

Select Courses From: Scheduled with Standards Scheduled All with Standards All

Faculty: for school A

Click Save.
Note: Click Undo to reset all marks just entered.

9

Click Done.
You will return to the main screen.

Standards History - Hancock Elementary

File Help Date: 11/09/2009

Student Name: Allbritton, Savandy S [501368] M/F: M Birthdate: 09/05/2003 Age: 6 Grade: 1

Track/School/Year: S 0136A 2009/10 Advisor: Unassigned, Entry: 09/07/2009 Exit: Stat: M

Group [9 of 688 records]: Active Students

Year	Grade	Course	Description	Last Date/Term - Mark
2010	1	E1-M	LR - LR.WA.01	E01 - PR
2010	1	E1-M	LR - LR.RC.01	E01 - PR
2010	1	E1-M	LR - LR.LR.01	E01 - AD
2010	1	E1-M	LW - LW.WS.01	E01 - PR
2010	1	E1-M	LW - LW.WA.01	E01 - BA
2010	1	E1-M	LW - LW.LC.01	E01 - PR
2010	1	E1-M	LL - LL.LS.01	E01 - PR
2010	1	E1-M	LL - LL.SA.01	E01 - BA
2010	1	E1-M	EL - EL.XOPL	E01 - EI

The marks are now displayed for the student.
Note: To Edit an existing mark, see the next section of this handbook.

Filter: 2010, Grade 1

Most Recent Marks Only Show Parent Records Allow Editing of Calculated Marks

Buttons: Find, List, Delete, Edit, Edit Mark, Add, Calc, Quit

Click Quit when finished.

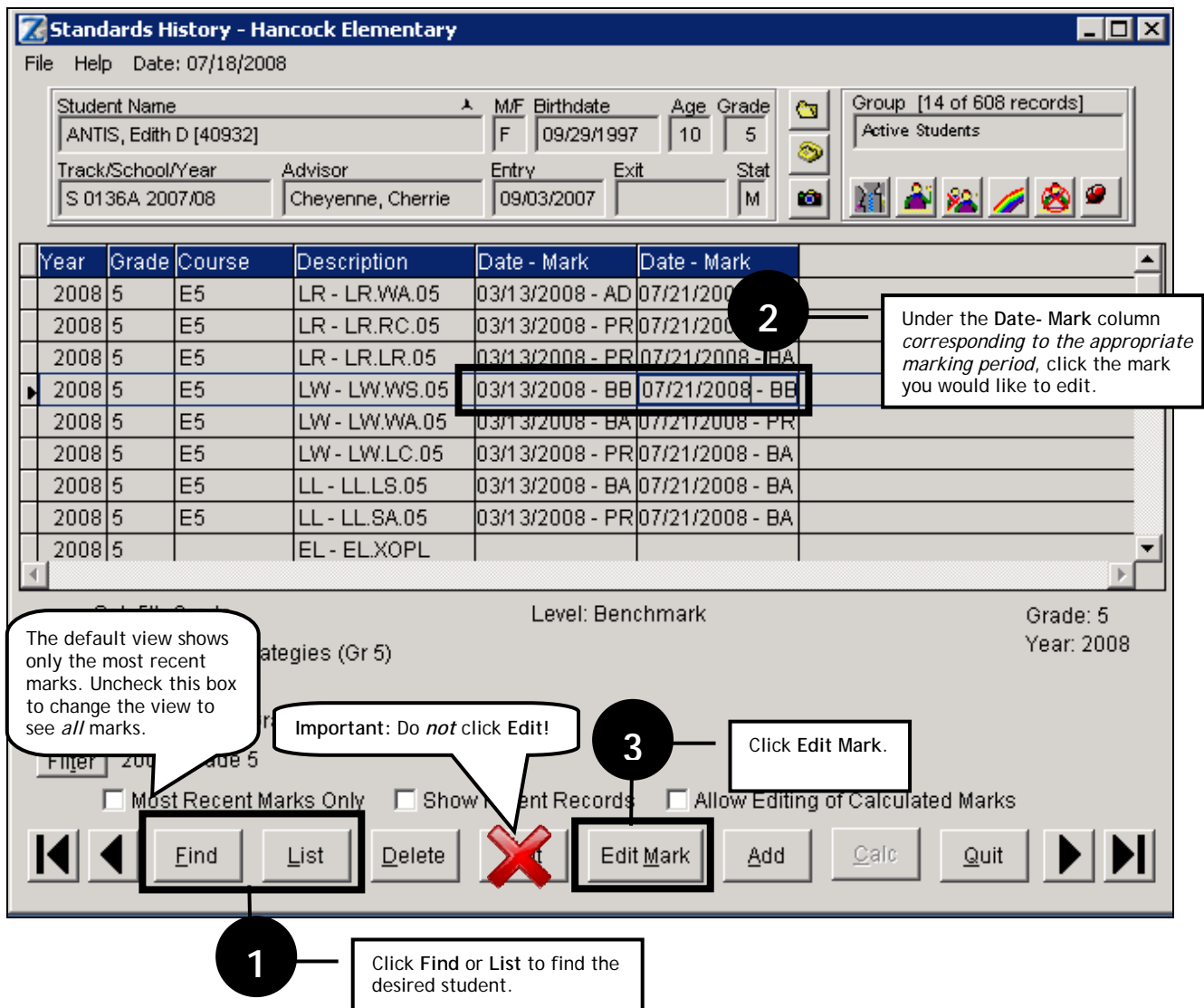
10

Editing Marks

There may be instances when the Power User must edit marks previously entered by the classroom teacher. The directions explained below provide an explanation and a detailed process of how to edit existing marks in Zangle Front Office using Standards History.

Follow the steps to edit marks using Standards History.

- Open Zangle. Click Academic History. Click Standards History.



Standards History - Hancock Elementary
File Help Date: 07/18/2008

Student Name: ANTIS, Edith D [40932] MF: F Birthdate: 09/29/1997 Age: 10 Grade: 5
Track/School/Year: S 0136A 2007/08 Advisor: Cheyenne, Cherrie Entry: 09/03/2007 Exit: Stat: M

Year	Grade	Course	Description	Date - Mark	Date - Mark
2008	5	E5	LR - LR.WA.05	03/13/2008 - AD	07/21/2008 - AD
2008	5	E5	LR - LR.RC.05	03/13/2008 - PR	07/21/2008 - PR
2008	5	E5	LR - LR.LR.05	03/13/2008 - PR	07/21/2008 - HA
2008	5	E5	LW - LW.WS.05	03/13/2008 - BB	07/21/2008 - BB
2008	5	E5	LW - LW.WA.05	03/13/2008 - BA	07/21/2008 - PR
2008	5	E5	LW - LW.LC.05	03/13/2008 - PR	07/21/2008 - BA
2008	5	E5	LL - LL.LS.05	03/13/2008 - BA	07/21/2008 - BA
2008	5	E5	LL - LL.SA.05	03/13/2008 - PR	07/21/2008 - BA
2008	5		EL - EL.XOPL		

Level: Benchmark Grade: 5 Year: 2008

Categories (Gr 5)

Filter: 2008 Grade 5

Most Recent Marks Only Show Recent Records Allow Editing of Calculated Marks

Buttons: Find, List, Delete, ~~Edit~~, Edit Mark, Add, Calc, Quit

Annotations:

- 1. Click Find or List to find the desired student.
- 2. Under the Date-Mark column corresponding to the appropriate marking period, click the mark you would like to edit.
- 3. Click Edit Mark.

Important: Do not click Edit!

The default view shows only the most recent marks. Uncheck this box to change the view to see all marks.

Standards History - Hancock Elementary

Edit Marks

ANTIS, Edith D [40932]

Standard: LW - LW.WS.05

Course Description: Fifth Grade Course Code: E5 Grade: 5

School Year: 2008

School: Hancock Elementary

Date: 07/21/2008 Last Changed By: AdmSy

Mark: **4** (dropdown menu showing AD, PR, BA, BB, NA)

Faculty: [Name] [452200]

Buttons: Save, Undo

5 Click Save.

Choose the new mark.

This screen also shows who last changed the Mark and when it was last changed.

Standards History - Hancock Elementary

File Help Date: 07/25/2008

Student Name: ANTIS, Edith D [40932] MF: F Birthdate: 09/29/1997 Age: 10 Grade: 5

Track/School/Year: S 0136A 2007/08 Advisor: Cheyenne, Cherrie

Group: [14 of 608 records] Active Students

Year	Grade	Course	Description	Mark
2008	5	E5	LR - LR.WA.05	07/21/2008 - PR
2008	5	E5	LR - LR.RC.05	07/21/2008 - BA
2008	5	E5	LR - LR.LR.05	07/21/2008 - BA
2008	5	E5	LW - LW.WS.05	07/21/2008 - PR
2008	5	E5	LW - LW.WA.05	07/21/2008 - PR
2008	5	E5	LW - LW.LC.05	07/21/2008 - PR
2008	5	E5	LL - LL.LS.05	07/21/2008 - PR
2008	5	E5	LL - LL.SA.05	07/21/2008 - BB
2008	5	E5	EL - EL.XOPL	

The new mark value is now displayed.

6 Click Quit when finished.

Filter: 2008, Grade 5

Most Recent Marks Only Show Parent Records Allow Editing of Calculated Marks

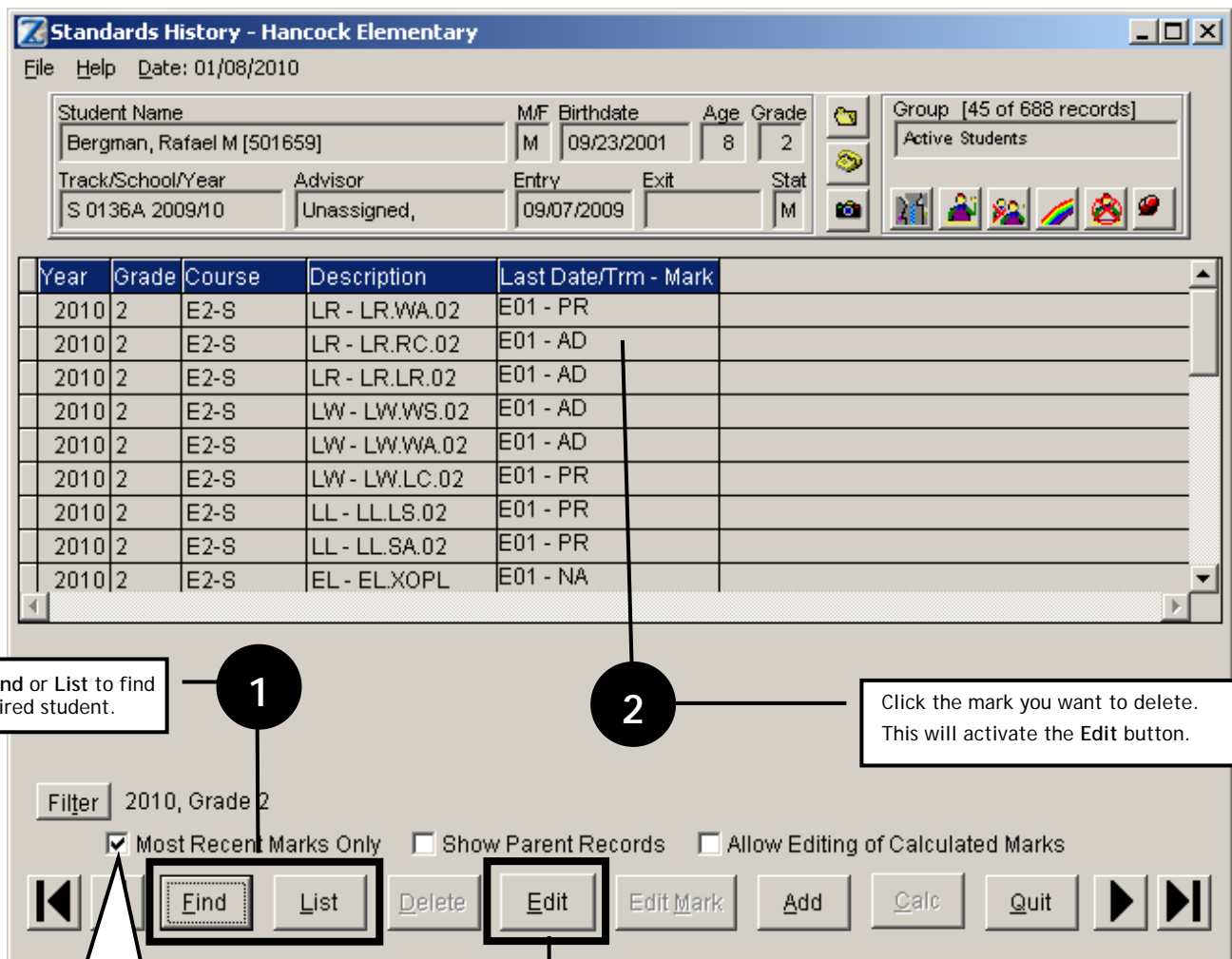
Buttons: End, List, Delete, Edit, Edit Mark, Add, Quit

Deleting Marks

There may be instances when the Power User must delete marks previously entered by the classroom teacher. The directions explained below provide an explanation and a detailed process of how to delete existing marks in Zangle Front Office using Standards History. Some people find it useful to add the new mark first, then delete the old mark. See page 17 for instructions on how to add a mark.

Follow the steps to edit marks using Standards History.

- Open Zangle. Click Academic History. Click Standards History.



Standards History - Hancock Elementary

File Help Date: 01/08/2010

Student Name: Bergman, Rafael M [501659] M/F: M Birthdate: 09/23/2001 Age: 8 Grade: 2

Track/School/Year: S 0136A 2009/10 Advisor: Unassigned, Entry: 09/07/2009 Exit: Stat: M

Group [45 of 688 records]: Active Students

Year	Grade	Course	Description	Last Date/Term - Mark
2010	2	E2-S	LR - LR.WA.02	E01 - PR
2010	2	E2-S	LR - LR.RC.02	E01 - AD
2010	2	E2-S	LR - LR.LR.02	E01 - AD
2010	2	E2-S	LW - LW.WS.02	E01 - AD
2010	2	E2-S	LW - LW.WA.02	E01 - AD
2010	2	E2-S	LW - LW.LC.02	E01 - PR
2010	2	E2-S	LL - LL.LS.02	E01 - PR
2010	2	E2-S	LL - LL.SA.02	E01 - PR
2010	2	E2-S	EL - EL.XOPL	E01 - NA

Filter: 2010, Grade 2

Most Recent Marks Only Show Parent Records Allow Editing of Calculated Marks

Buttons: Find, List, Delete, Edit, Edit Mark, Add, Calc, Quit

Click Find or List to find the desired student.

1

2

Click the mark you want to delete. This will activate the Edit button.

The default view shows only the most recent marks. Uncheck this box to change the view to see *all* marks.

3

Click Edit. The Edit Marks window opens.

Standards History - Hancock Elementary

Edit Marks

Bergman, Rafael M [501659]

Standard: LR - LR.RC.02

Course Description: Second Grade - Struct Eng Imm | Course Code: E2-S | Grade: 2

Scheduled with Standards All with Standards Scheduled All

School: Hancock Elementary | School Year: 2010

Date/Term	Mark	Faculty	Chg By	Chg Date
E01	AD	Odonohoe, Hahn	AdmSy	01/08/2010 10:23:06 AM

Buttons: Delete Mark | Edit Mark | Add Mark | Done

4

Click the mark you want to delete.
This will activate the Delete Mark button.

5

Click Delete Mark.
A Confirm Deletion window opens.

Confirm Deletion

Are you sure you want to delete this Mark?

Yes | No

6

Click Yes.

Standards History - Hancock Elementary

Edit Marks

Bergman, Rafael M [501659]

Standard: LR - LR.RC.02

Course Description: Second Grade - Struct Eng Imm | Course Code: E2-S | Grade: 2

Scheduled with Standards All with Standards Scheduled All | School Year: 2010

School: Hancock Elementary

Date/Term	Mark	Faculty	Chg By	Chg Date

Buttons: Delete Mark | Edit Mark | Add Mark | Done

7 Click Done.

Standards History - Hancock Elementary

File Help Date: 01/08/2010

Student Name: Bergman, Rafael M [501659] | M/F: M | Birthdate: 09/23/2001 | Age: 8 | Grade: 2 | Group: [45 of 688 records] Active Students

Track/School/Year: S 0136A 2009/10 | Advisor: Unassigned | Entry: 09/07/2009 | Exit: | Stat: M

Year	Grade	Course	Description	Last Date/Term - Mark
2010	2	E2-S	LR - LR.WA.02	E01 - PR
2010	2		LR - LR.RC.02	
2010	2	E2-S	LR - LR.LR.02	E01 - AD
2010	2	E2-S	LW - LW.WS.02	E01 - AD
2010	2	E2-S	LW - LW.WA.02	E01 - AD
2010	2	E2-S	LW - LW.LC.02	E01 - PR
2010	2	E2-S	LL - LL.LS.02	E01 - PR
2010	2	E2-S	LL - LL.SA.02	E01 - PR
2010	2	E2-S	EL - EL.XOPL	E01 - NA

The mark has been successfully deleted.
Note: You will most likely need to enter the correct mark at this point.

Filter: 2010, Grade 2

Most Recent Marks Only Show Parent Records Allow Editing of Calculated Marks

Buttons: Find | List | Delete | Edit | Edit Mark | Add | Calc | Quit

8 Click Quit when done.

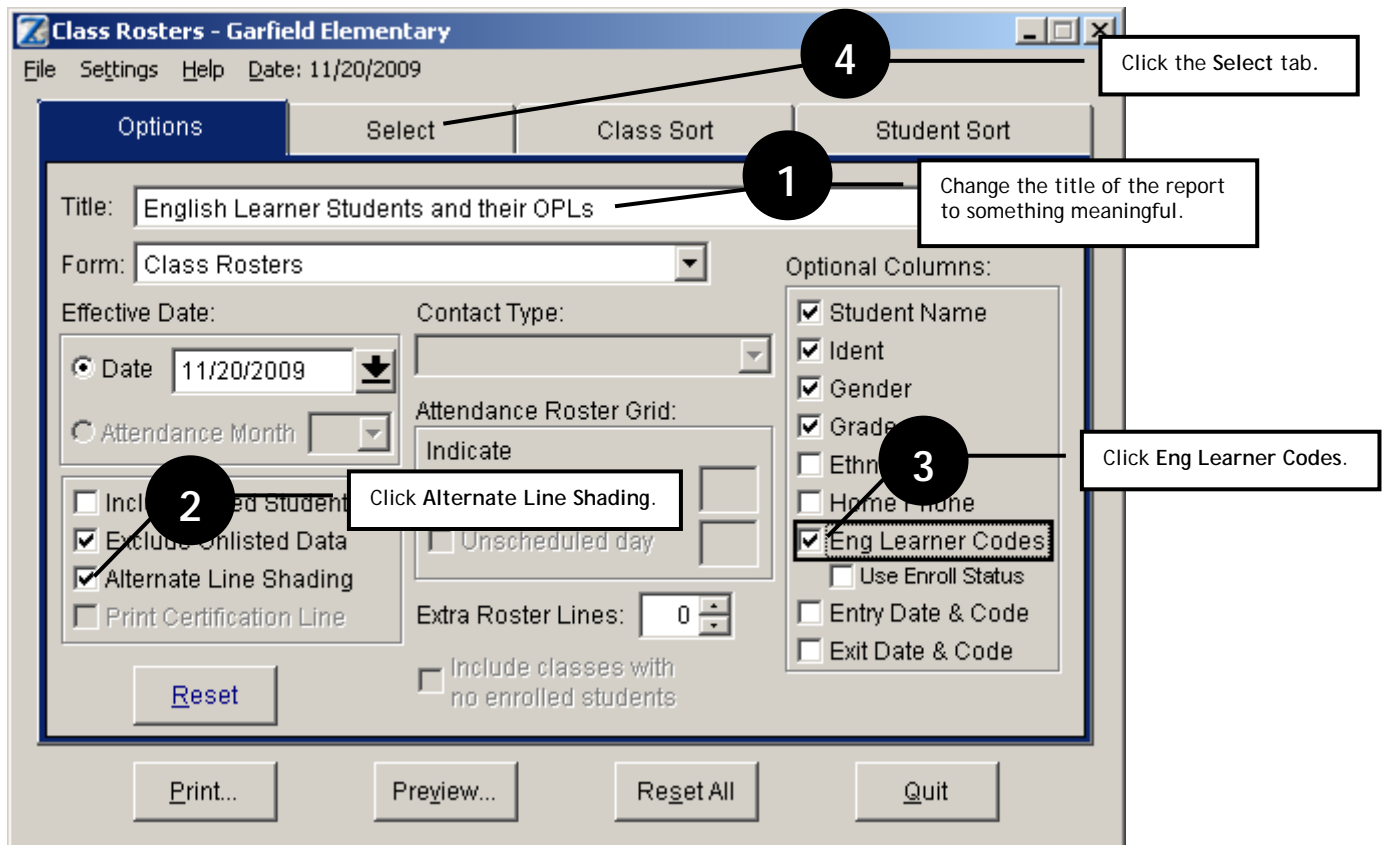
Part III: Power User Reports

Printing English Learner Rosters

Teachers are responsible for printing their own English Learner rosters, but sometimes it might be helpful to pull up class rosters for EL Students that show their OPL and instructional program. Elementary schools often generate Zangle's Class Roster report to see this information. This report is sorted by Teachers' names by default.

Follow the steps to run the Class Rosters report with Students' OPLs.

- Open Zangle. Click Scheduling. Click Reports. Select Class Rosters.



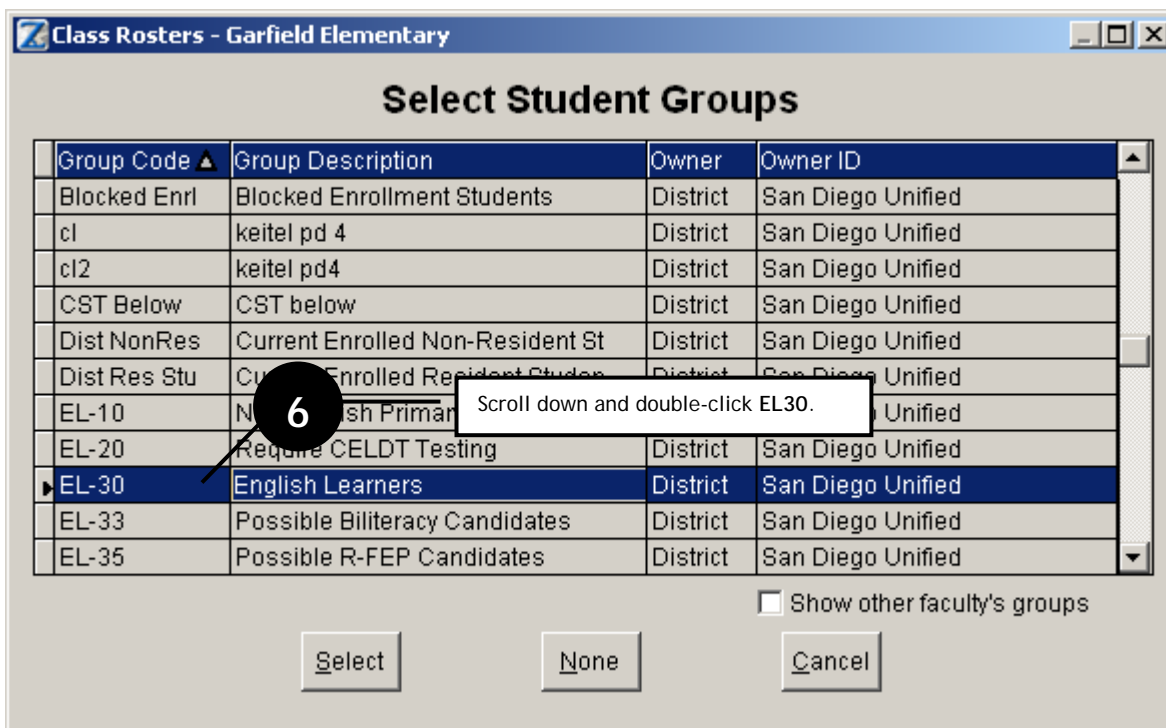
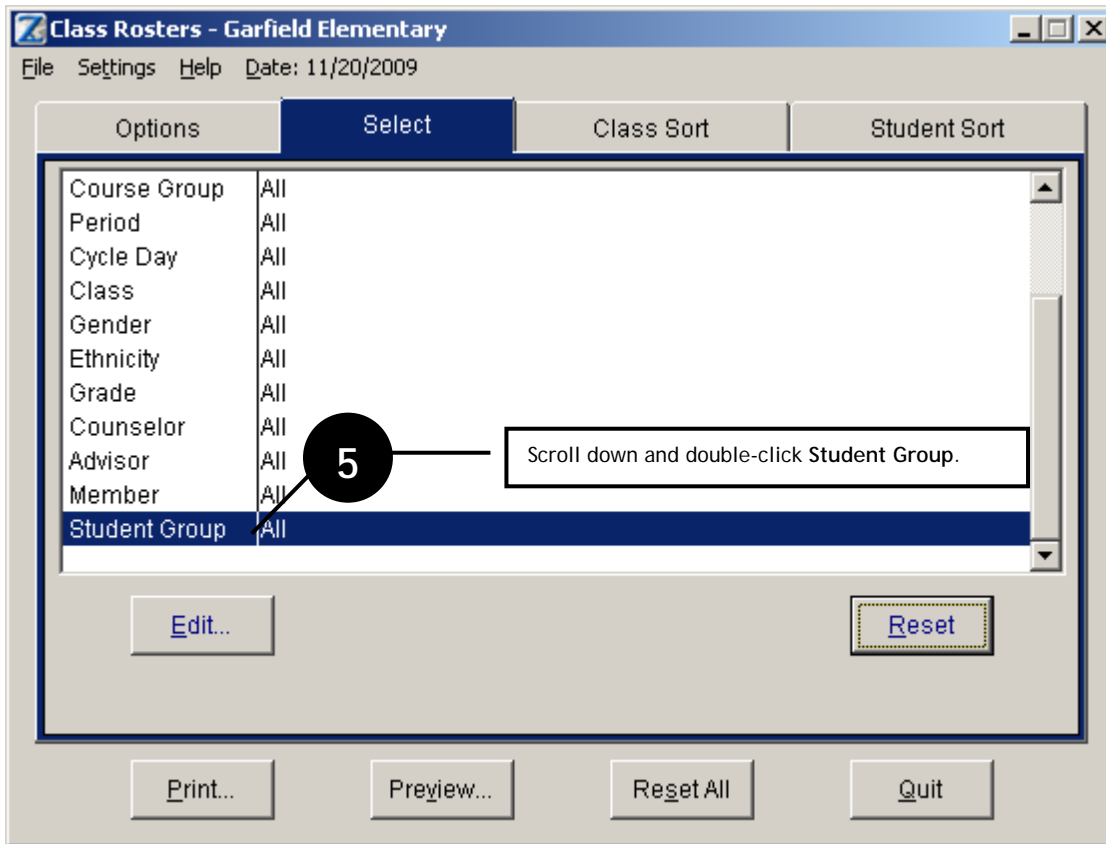
The screenshot shows the 'Class Rosters - Garfield Elementary' application window. The window title is 'Class Rosters - Garfield Elementary' and the date is '11/20/2009'. The interface has several tabs: 'Options', 'Select', 'Class Sort', and 'Student Sort'. The 'Options' tab is active. The 'Title' field is set to 'English Learner Students and their OPLs'. The 'Form' is set to 'Class Rosters'. The 'Effective Date' is '11/20/2009'. The 'Contact Type' is 'Attendance Roster Grid: Indicate'. The 'Optional Columns' list includes 'Student Name', 'Ident', 'Gender', 'Grade', 'Ethnicity', 'Home Phone', 'Eng Learner Codes', 'Use Enrollment Status', 'Entry Date & Code', and 'Exit Date & Code'. The 'Eng Learner Codes' checkbox is checked. The 'Alternate Line Shading' checkbox is also checked. The 'Extra Roster Lines' is set to 0. The 'Include classes with no enrolled students' checkbox is unchecked. The 'Print...' button is highlighted. The 'Reset' button is also visible. The 'Quit' button is at the bottom right.

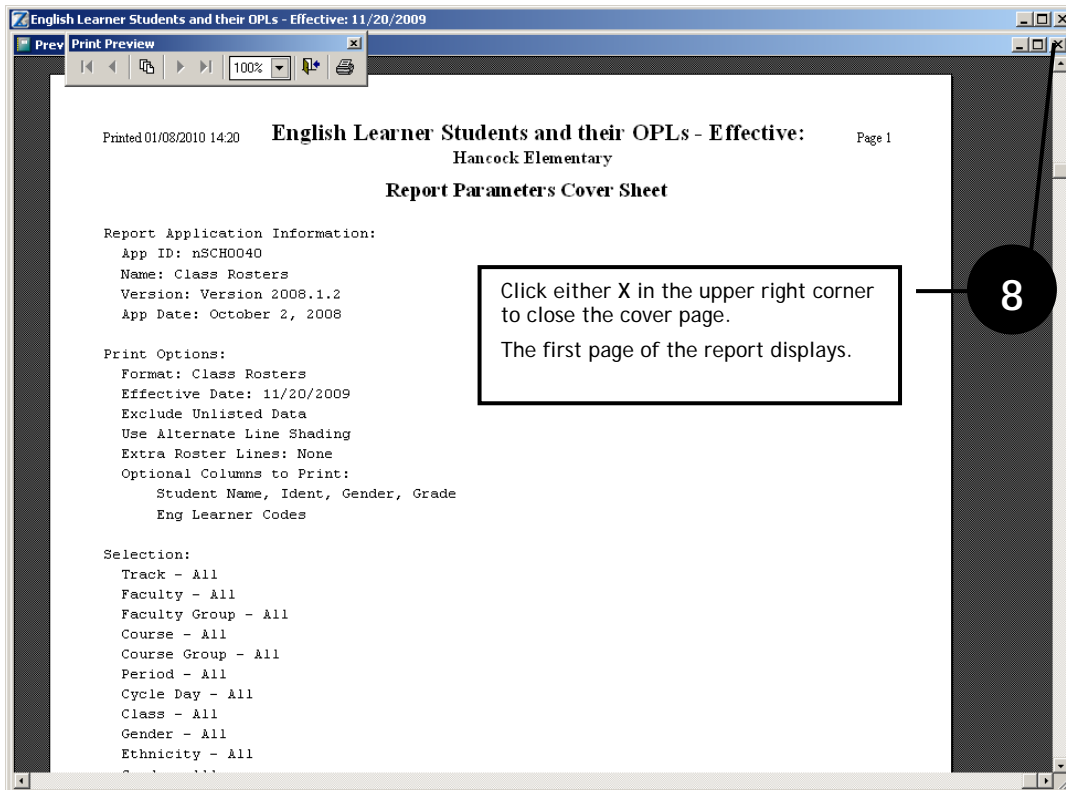
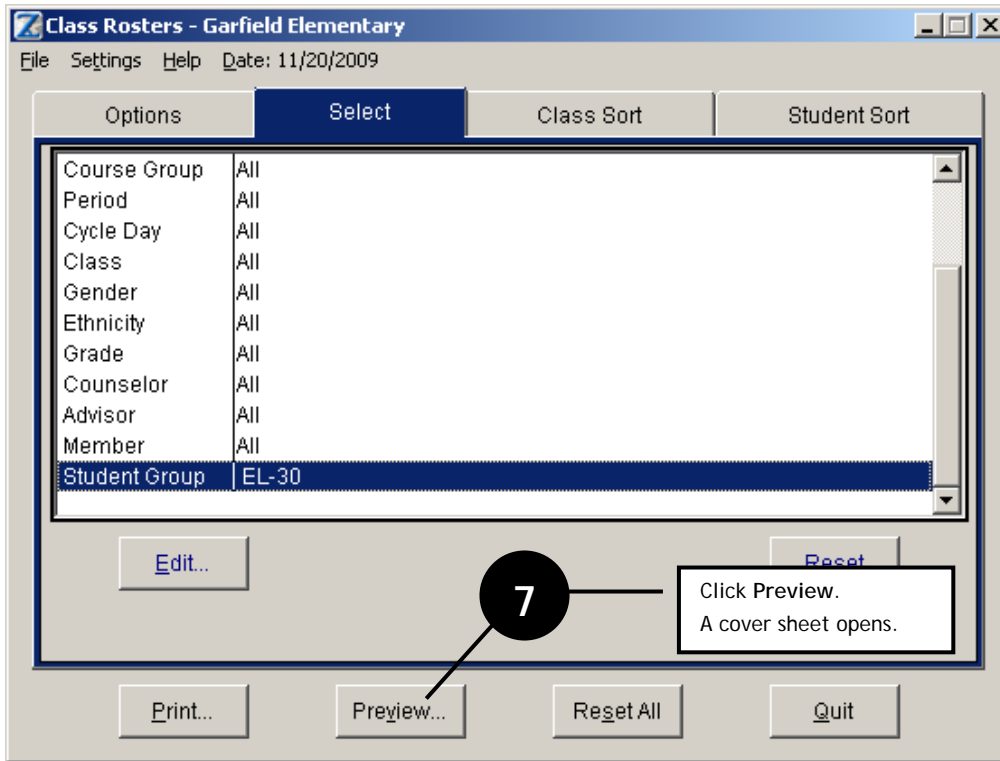
1 Change the title of the report to something meaningful.

2 Click Alternate Line Shading.

3 Click Eng Learner Codes.

4 Click the Select tab.





English Learner Students and their OPLs - Effective: 11/20/2009

Printed 01/08/2010 14:20 **English Learner Students and their OPLs -** Hancock Elementary - S 0136A 09/10 Page 1

Faculty: Altman, Alice [105552]
Course: E1-M-1 First Grade - Mainstr Eng Clust
Term: Elementary All Year; Period 1; Room 1

Student Name	Ident	Gn	Gr	OPL	Prg
Castillo, Chare Allina	501293	F	1		
Crusberg, Oscar N	501360	M	1	EI	SE
Figueroa, Daylon X	501367	M	1		
Hickey, Deante B	504206	M	1		
Lemmi, Seth L	501447	M	1		
Montalbo, Ianna M	501400	M	1		
Provencher, Buppha Eleanna	501331	F	1		
Scott, Esmeralda R	501667	F	1	I-FEP	
Tate, Crystal M	501545	F	1		
Zaragoza, Zykeisha K	501539	F	1		

Students in Class: 10

9

After reviewing the report, click either X in the upper right corner of the report and open a Select Report Destination dialog box.

Select Report Destination

Printer Cover Page

File

Mail Merge

Continue... Cancel

10

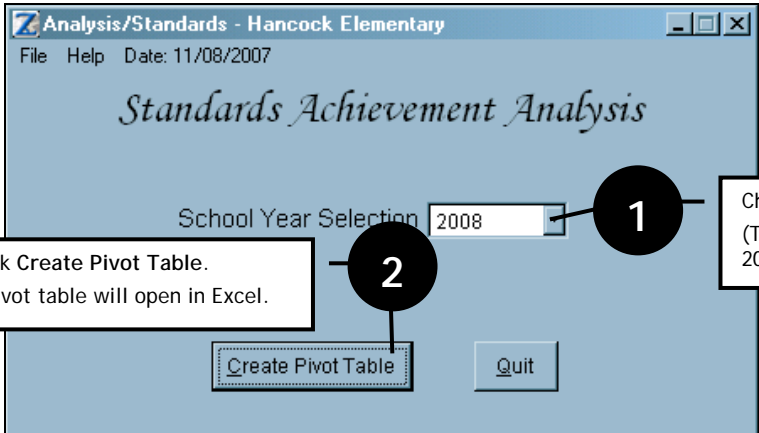
After closing the report, a Select Report Destination dialog box opens. Uncheck Cover Page. To print, click Continue. Otherwise, click Cancel if you do not want to print the report.

Running the Standards Achievement Analysis Report (Optional)

The **Standards Achievement Analysis Report**, found in the Academic History reports, might be useful for analyzing the marks given to students. **Note:** You will need to be familiar with manipulating Excel Pivot Tables. (See part 4 of the Excel E-Learning tutorials on the Zangle Read and Learn webpage: <http://old.sandi.net/zangle/readandlearn/elearning/excel/index.asp> .)

Follow the steps to run the Standards Achievement Analysis Report.

- Open Zangle. Click Academic History. Click Reports. Select Analysis/Standards.



The screenshot shows a window titled "Analysis/Standards - Hancock Elementary" with a menu bar (File, Help) and a date of 11/08/2007. The main heading is "Standards Achievement Analysis". Below it is a "School Year Selection" dropdown menu set to "2008". A callout box labeled "1" points to the dropdown menu with the text: "Choose the Track year. (This is the graduation year. For example, for the 2007-08 school year, choose 2008.)". Below the dropdown is a "Create Pivot Table" button, which is highlighted with a dashed border. A callout box labeled "2" points to this button with the text: "Click Create Pivot Table. A pivot table will open in Excel." To the right of the "Create Pivot Table" button is a "Quit" button.

Possible Use for this Report:

Sometimes, it might be useful for Power Users to see when a teacher actually entered marks. Configure the report so that teacher is in Cell A5 and markdate is in Cell B4. This will show you when teachers entered marks.

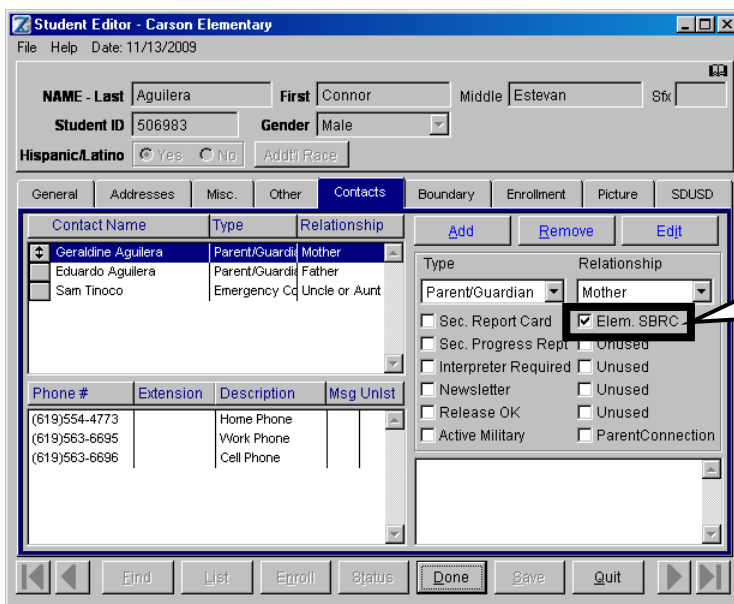
	A	B	C	D
1				
2	school	(All) ▼		
3				
4	Count of student	markdate ▼		
5	teacher ▼	11/8/2007	11/9/2007	Grand Total
6	Raleigh, Raine	2		2
7	St. Paul, Stevie		27	27
8	Grand Total	2	27	29

Only the last day of the current reporting period should display.

Part IV: Printing Report Cards

Before Printing Standards-Based Report Cards

The **Standards-Based Report Card B** is used by SDUSD elementary schools. This report card displays the student's marks, comments, and attendance. It also includes a legend and signature lines. It is highly recommended to print a small batch of test copies to verify accuracy. Beginning May 2009, report cards will print in English for contacts that have English selected as their primary language, in Spanish for those contacts with Spanish as their primary language, and in English for contacts with any language other than Spanish. It is extremely important that student contact information be as accurate as possible to ensure the report cards get printed in the appropriate language for each contact. For more information on how to edit a contact's primary language, please see the latest version of the *Zangle Enrollment Handbook*. Below is a screenshot of the Student Editor Contact tab with the Elem. SBRC flag turned on.



Student Editor - Carson Elementary
File Help Date: 11/13/2009

NAME - Last: Aguilera First: Connor Middle: Estevan Sfx: Six
Student ID: 506983 Gender: Male
Hispanic/Latino: Yes No Addtl Race: []

General Addresses Misc. Other **Contacts** Boundary Enrollment Picture SDUSD

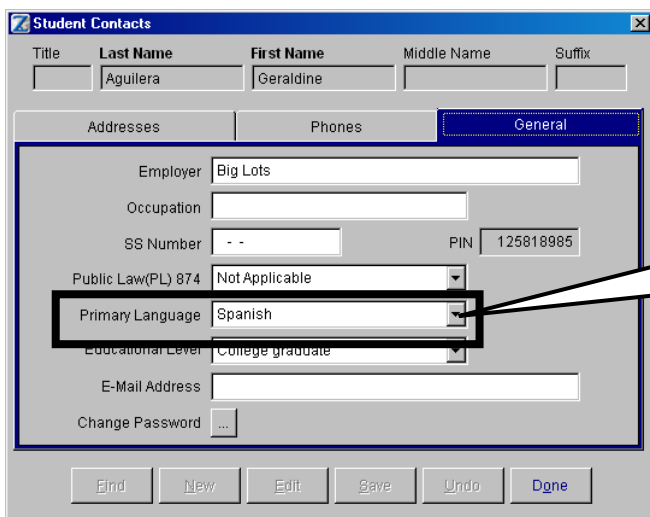
Contact Name	Type	Relationship
Geraldine Aguilera	Parent/Guardian	Mother
Eduardo Aguilera	Parent/Guardian	Father
Sam Tinoco	Emergency Cq	Uncle or Aunt

Phone # Extension Description Msg Unlst
(619)554-4773 Home Phone
(619)563-6695 Work Phone
(619)563-6696 Cell Phone

Type: Parent/Guardian Relationship: Mother
 Sec. Report Card Elem. SBRC
 Sec. Progress Rept Unused
 Interpreter Required Unused
 Newsletter Unused
 Release OK Unused
 Active Military ParentConnection

This Elem. SBRC flag must be checked for any contact who wants to receive a report card for the student. This flag must be checked for each student's *primary* Parent/Guardian contact.

The flag must be checked for any other contact that does not live at the same address as the primary Parent/Guardian but wants to receive a report card.



Student Contacts

Title: Last Name: Aguilera First Name: Geraldine Middle Name: Suffix: []

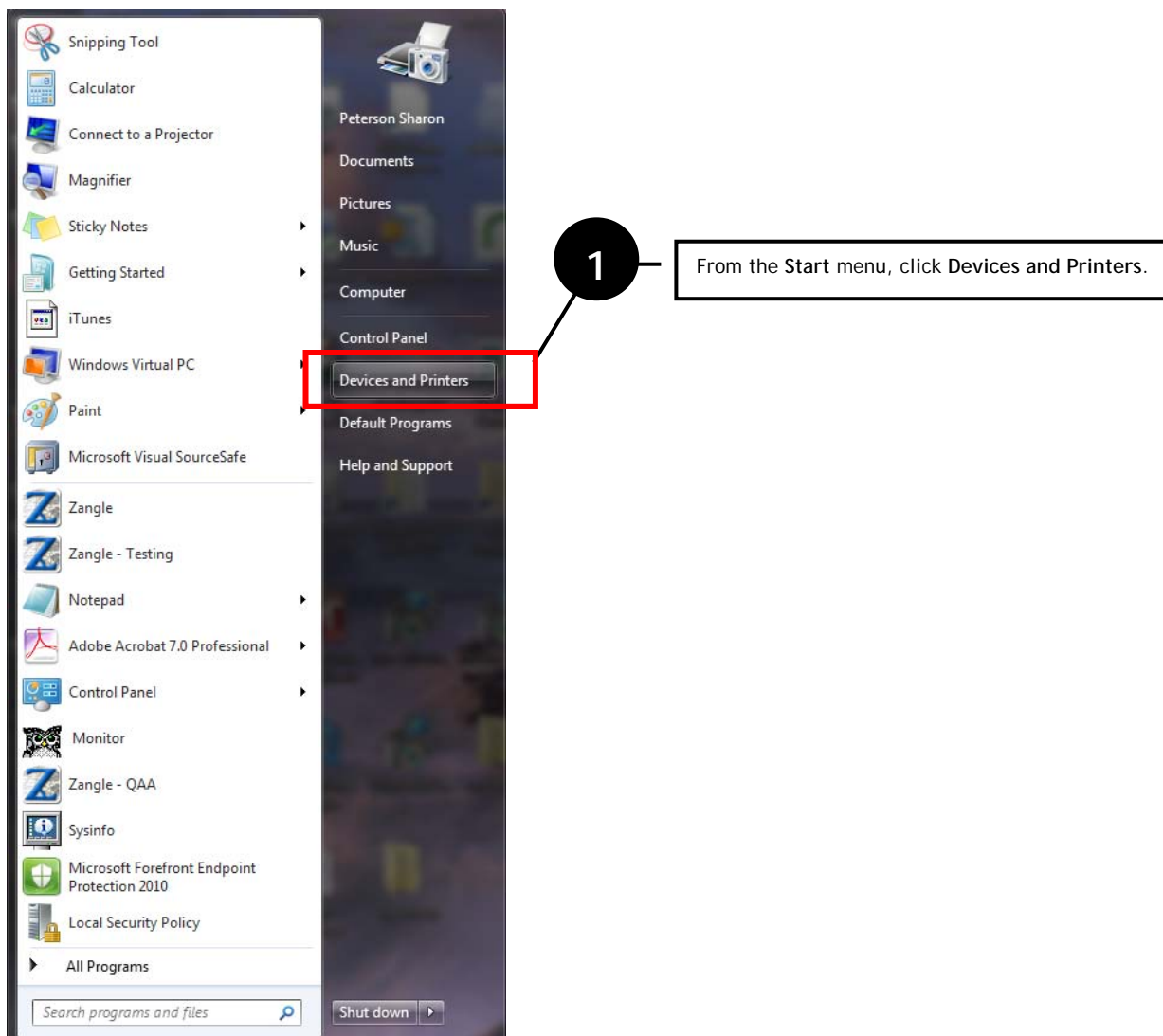
Addresses Phones **General**

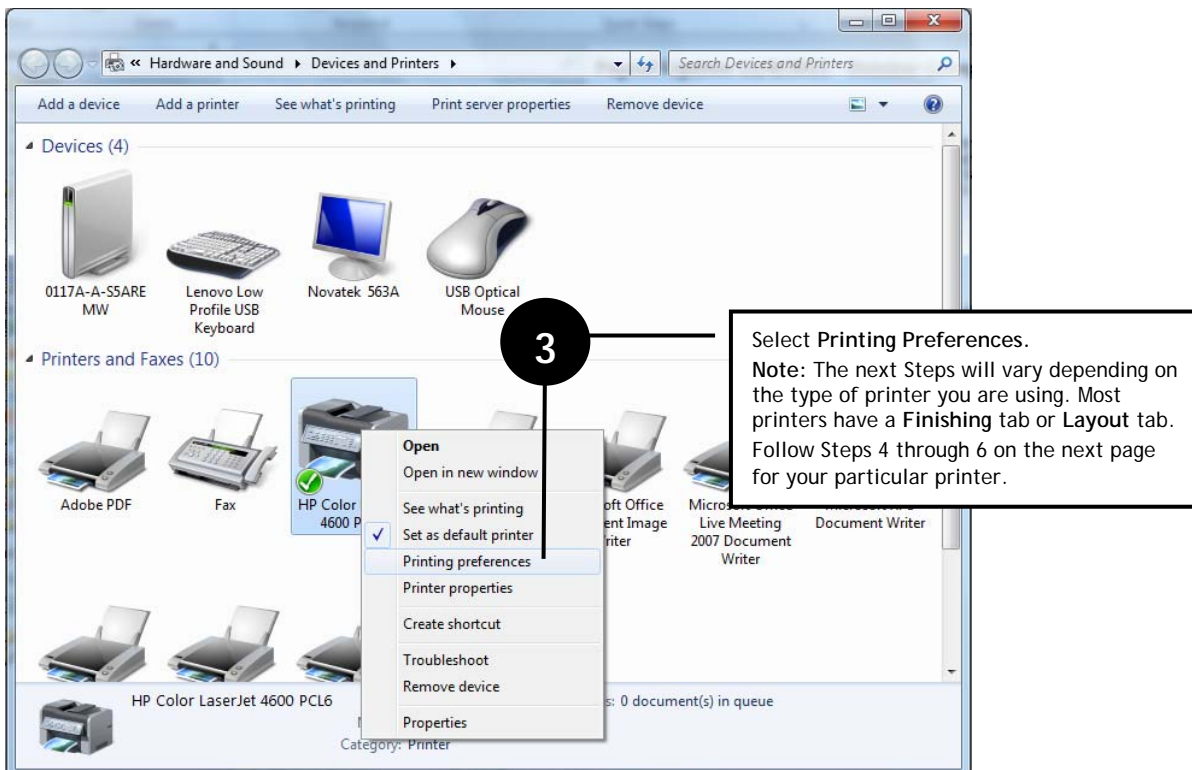
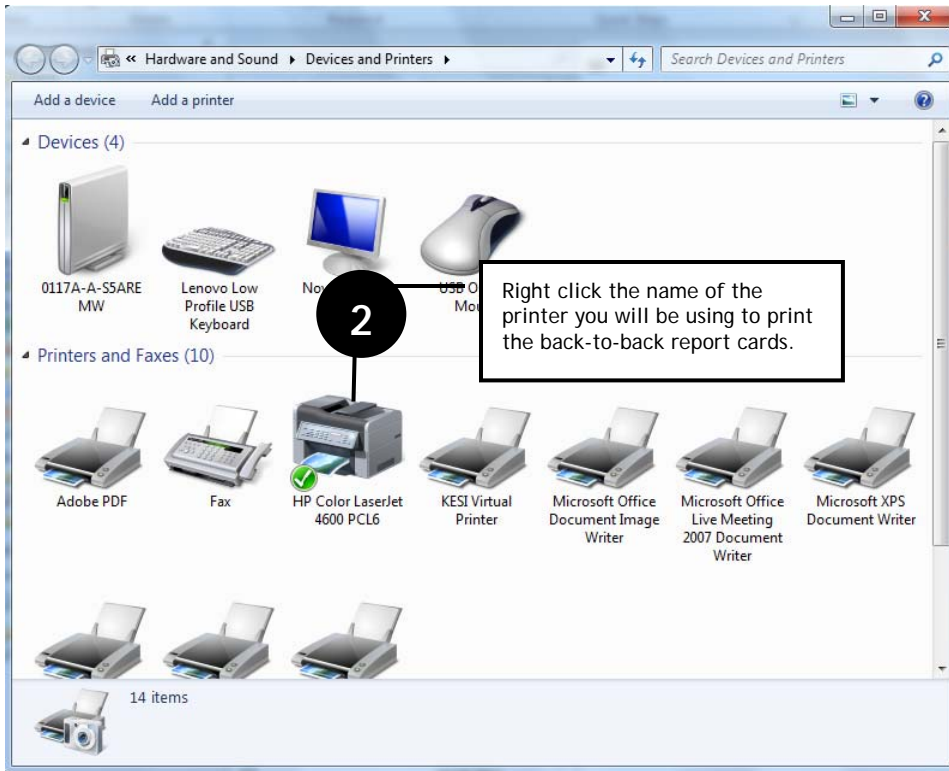
Employer: Big Lots
Occupation: []
SS Number: [] PIN: 125818985
Public Law(PL) 874: Not Applicable
Primary Language: Spanish
Educational Level: College graduate
E-Mail Address: []
Change Password: []

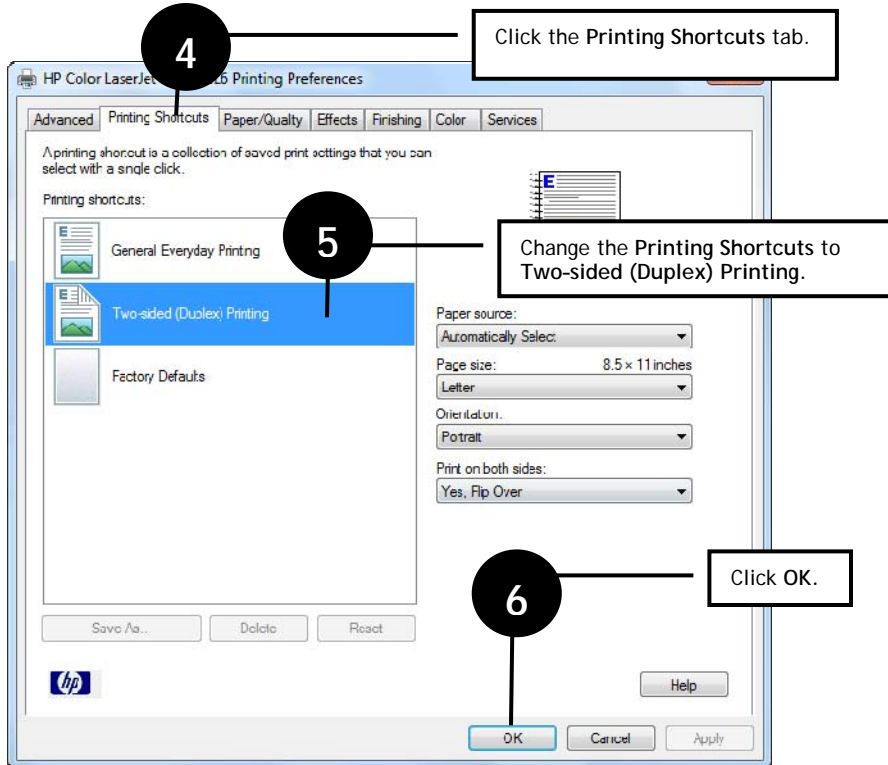
Each contact should have a Primary Language selected. If the Contact's Primary Language is Spanish, the report card will print in Spanish. If the contact's Primary Language is not set to Spanish, the report card will print in English.

For **Windows 7** Users: Setting your printer to print Report Cards back-to-back on one sheet *before* you launch Zangle

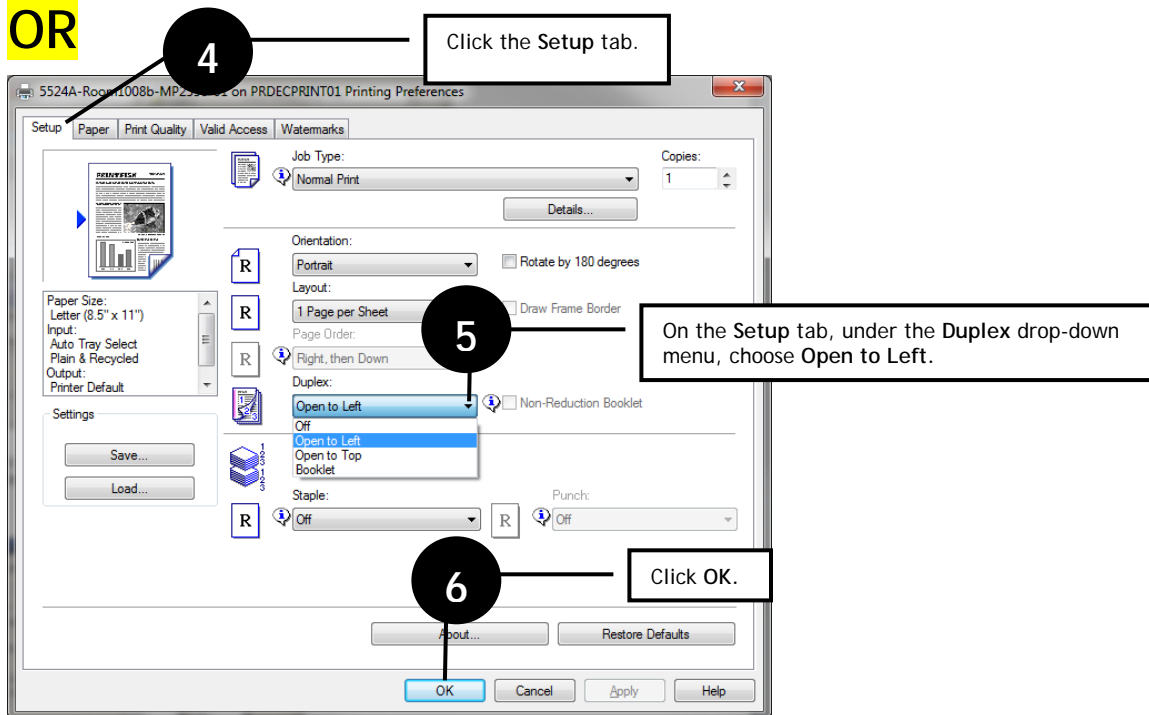
To print report cards back-to-back on one sheet of paper for a two-page report card for Windows 7 users, you need to change the **Printing Preferences** for your printer *before* you launch Zangle. Follow the instructions below to change the **Printing Preferences**.







OR



7

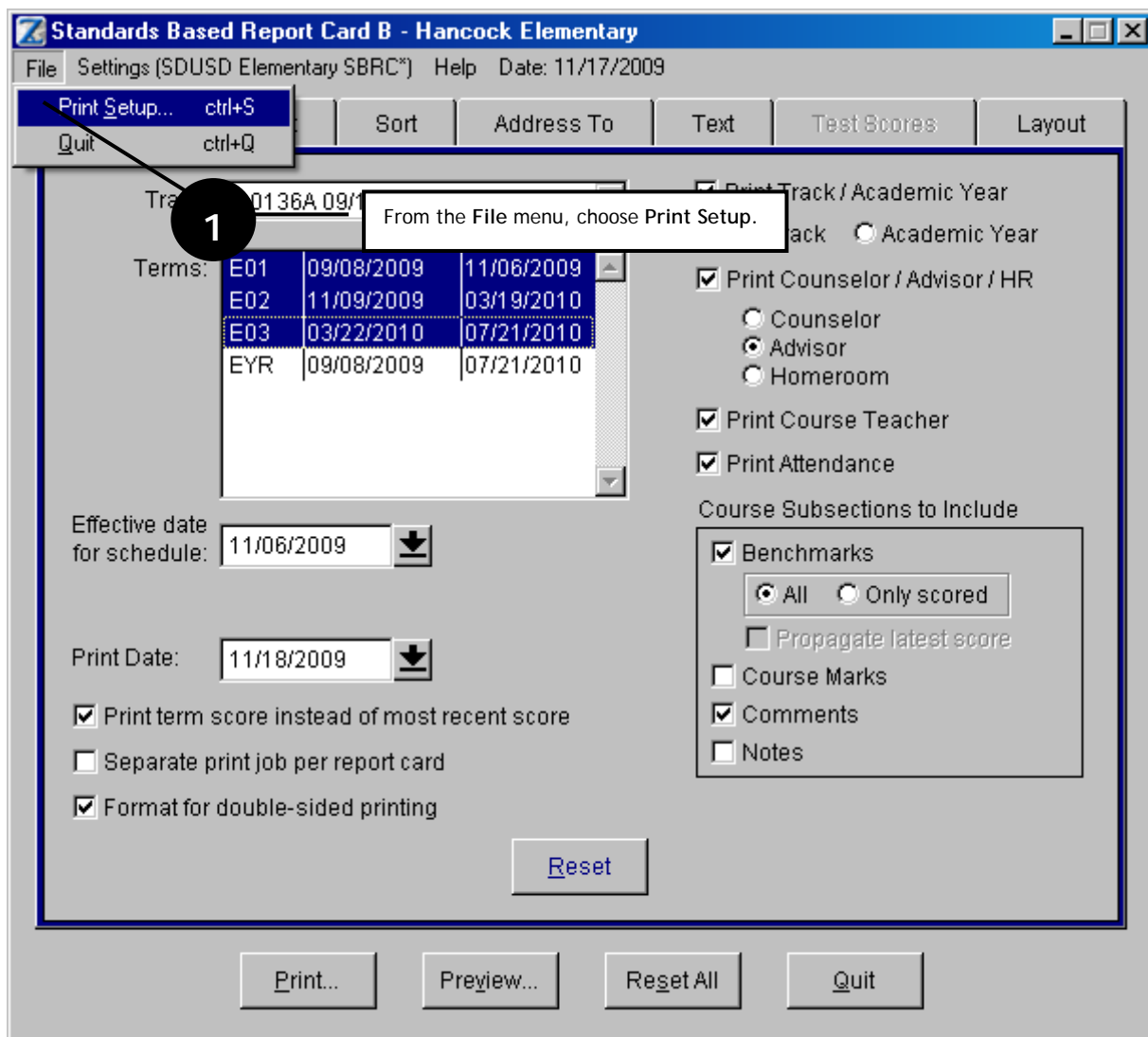
You should now be able to print the report cards back-to-back. Follow the steps beginning on page 41.

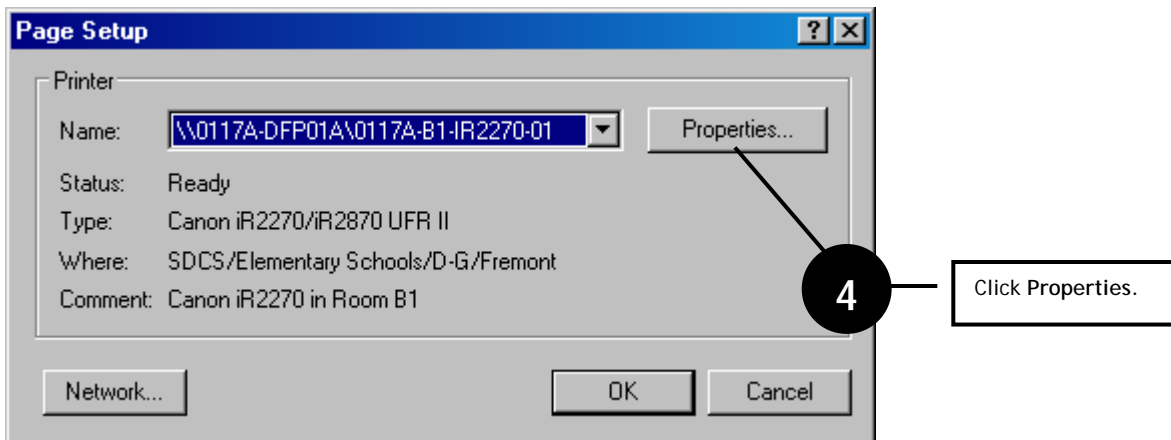
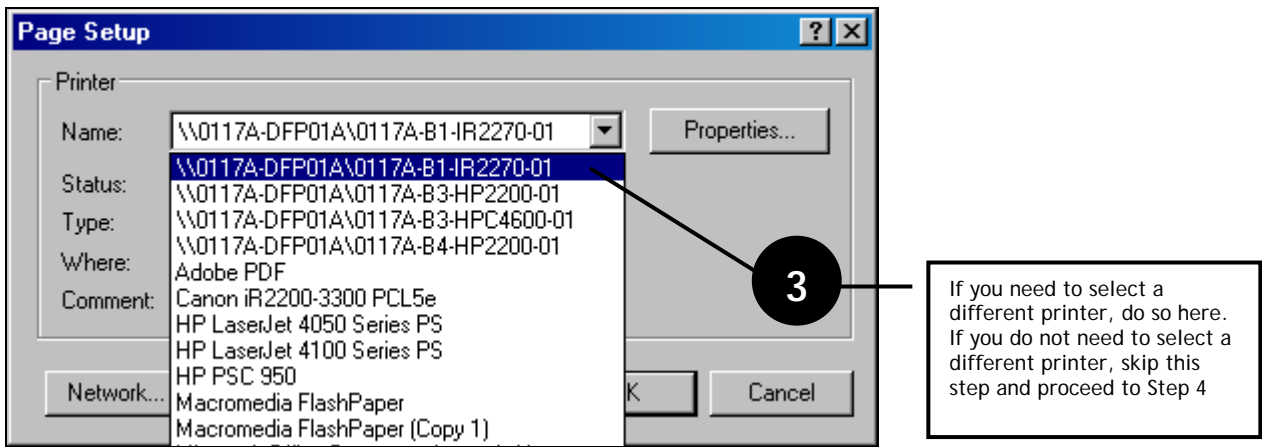
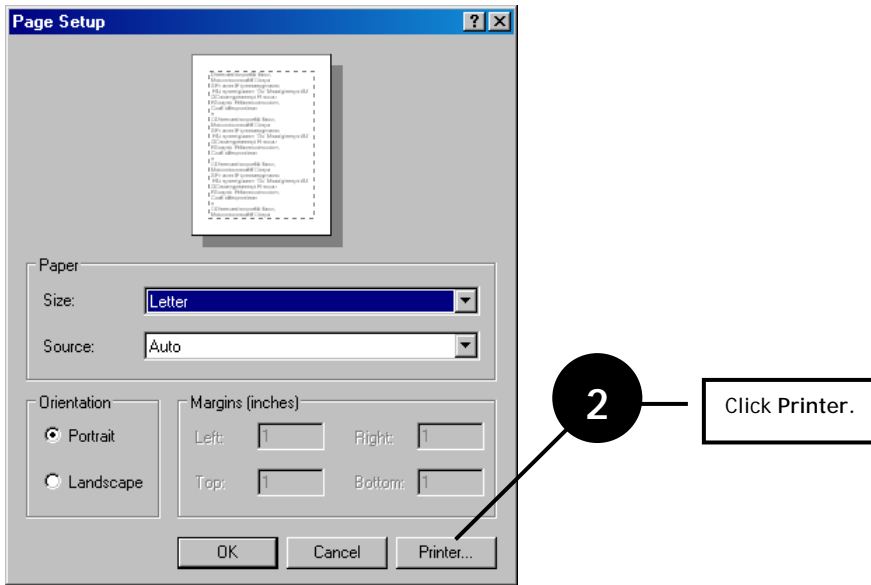
IMPORTANT! Don't forget to reset your settings after you finish printing the Report Cards! If you don't reset your settings, everything you print from your computer will be two-sided!

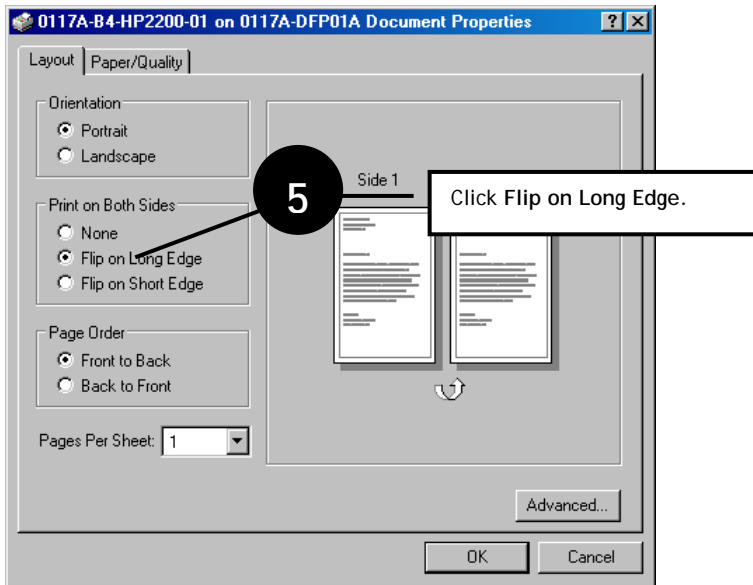
For **Windows 2003** and **Windows XP** Users: Setting your printer to print Report Cards back-to-back on one sheet

To print report cards back-to-back on one sheet of paper for a two-page report card for Windows 2003 and Windows XP users, you need to change the **Print Setup**. Follow the instructions below to change the Print Setup from within Zangle.

Note: Windows 7 users cannot change the Print Setup here. Please see the directions beginning on page 35 for Windows 7 users.

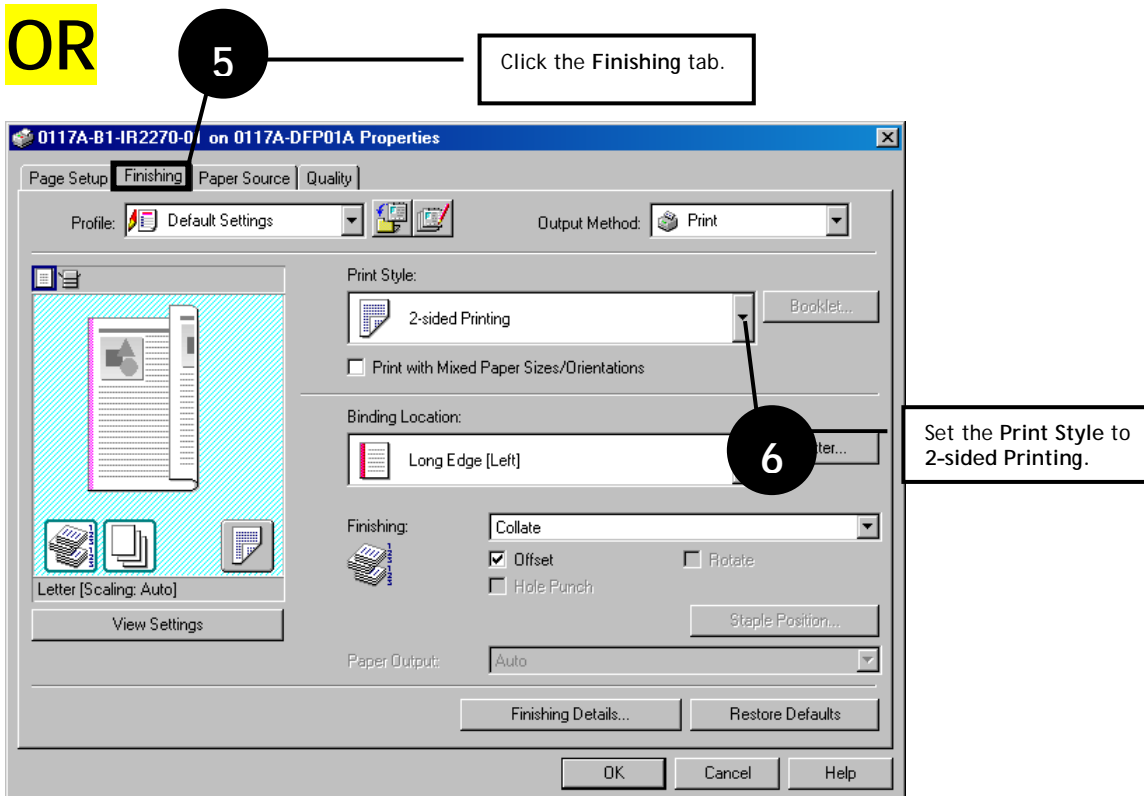






Click OK three times to get back to the main Standards Based Report Card B window so you can now print the report cards back-to-back. Follow the steps beginning on page 41 to print report cards.

OR



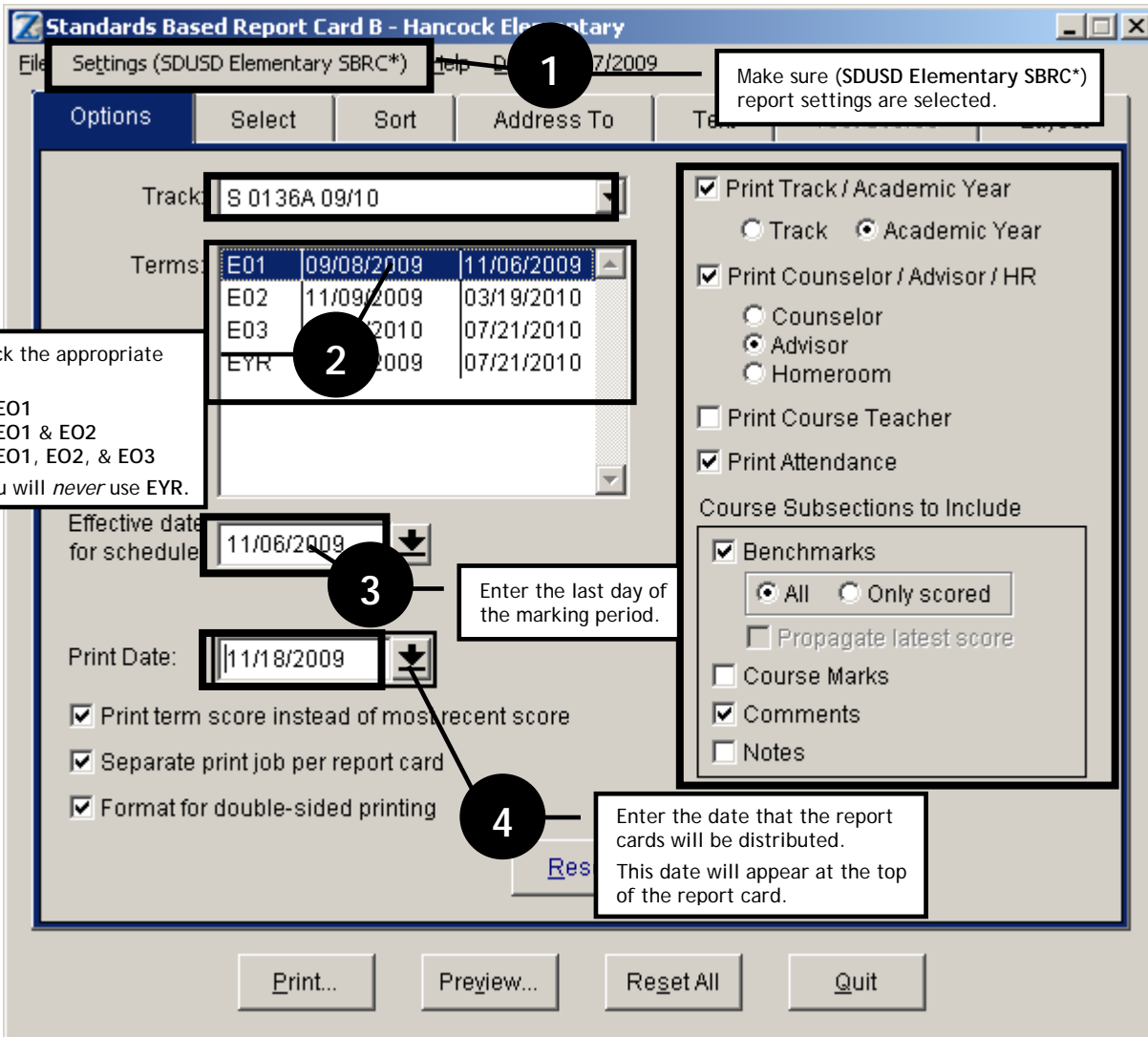
Click OK three times to get back to the main Standards Based Report Card B window so you can now print the report cards back-to-back. Follow the steps beginning on page 41 to print report cards.

Printing Report Cards

Follow the steps to print Standards Based Report Card B.

- Open Zangle. Click Mark Reporting. Click Reports. Select Standards Based Report Card B.

Note: To print two-page report cards back-to-back on one sheet of paper, before continuing, follow the instructions starting on page 35 for Windows 7 users or on page 38 for Windows XP and 2003 users.



1 Make sure (SDUSD Elementary SBRC*) report settings are selected.

2 (Ctrl)-click the appropriate term(s):
Cycle 1: E01
Cycle 2: E01 & E02
Cycle 3: E01, E02, & E03
Note: You will *never* use EYR.

Terms	Start Date	End Date
E01	09/08/2009	11/06/2009
E02	11/09/2009	03/19/2010
E03	03/22/2010	07/21/2010
EYR	07/21/2009	07/21/2010

3 Enter the last day of the marking period.

4 Enter the date that the report cards will be distributed. This date will appear at the top of the report card.

Options: Options, Select, Sort, Address To, Te...

Track: S 0136A 09/10

Print Track / Academic Year
 Track Academic Year

Print Counselor / Advisor / HR
 Counselor Advisor Homeroom

Print Course Teacher

Print Attendance

Course Subsections to Include

Benchmarks
 All Only scored

Propagate latest score

Course Marks

Comments

Notes

Effective date for schedule: 11/06/2009

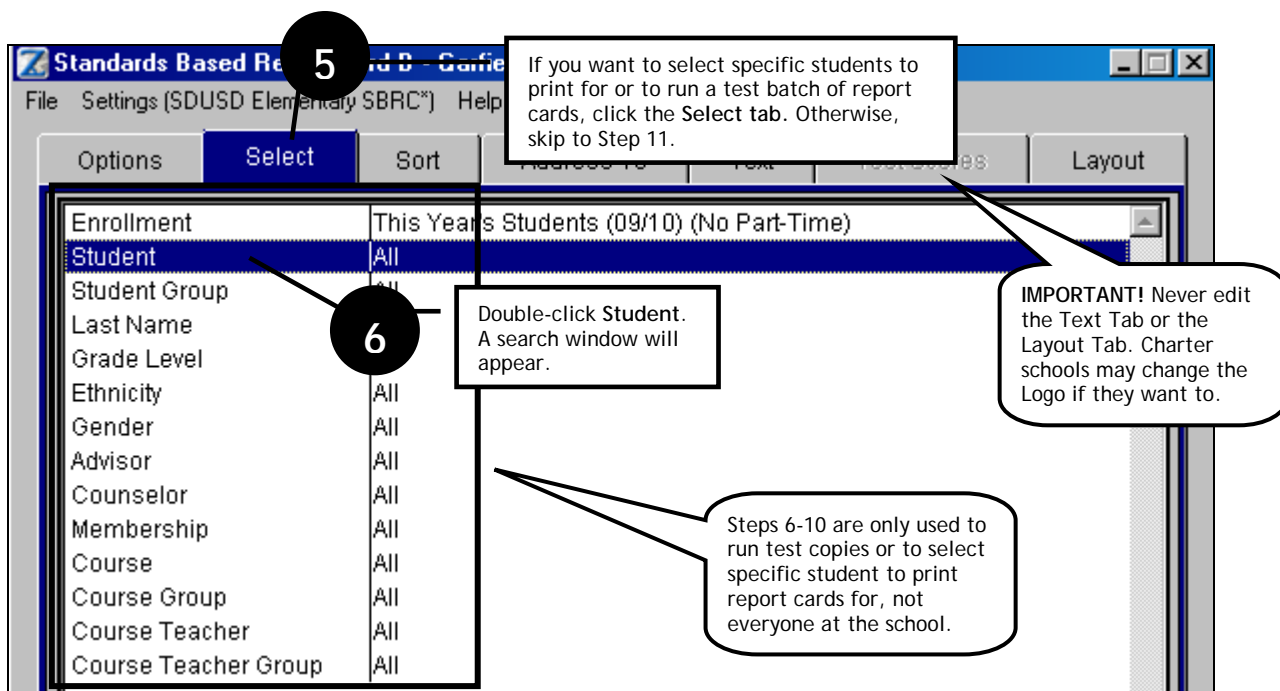
Print Date: 11/18/2009

Print term score instead of most recent score

Separate print job per report card

Format for double-sided printing

Buttons: Print..., Preview..., Reset All, Quit



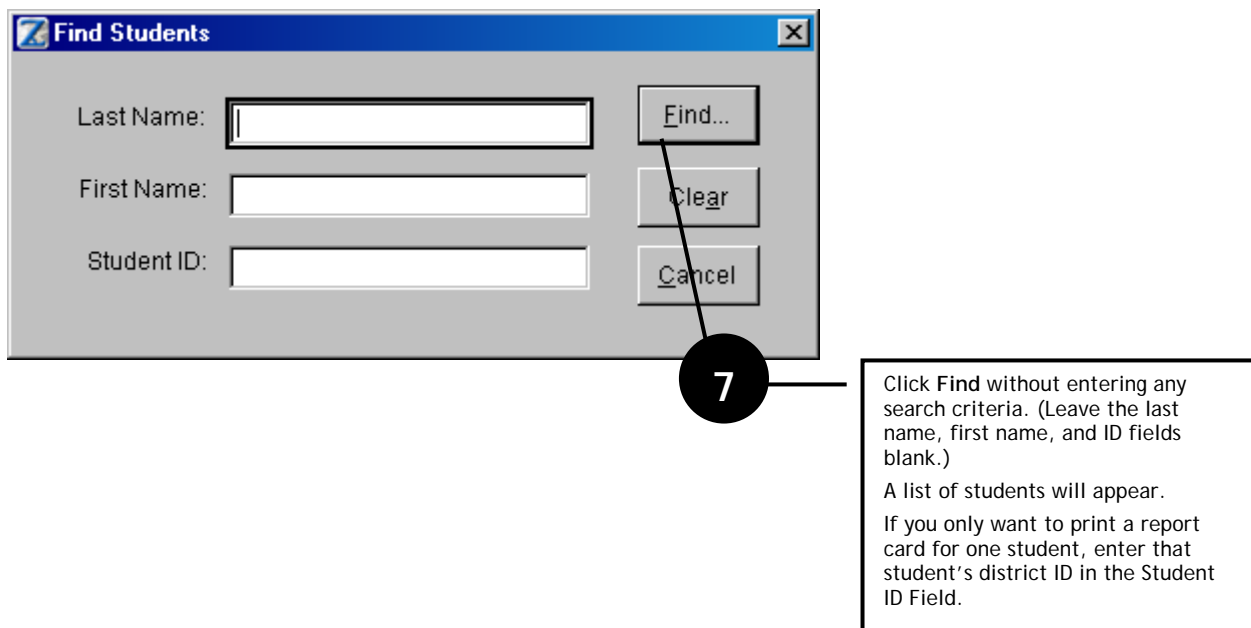
5 If you want to select specific students to print for or to run a test batch of report cards, click the **Select** tab. Otherwise, skip to Step 11.

Enrollment	This Year's Students (09/10) (No Part-Time)
Student	All
Student Group	All
Last Name	All
Grade Level	All
Ethnicity	All
Gender	All
Advisor	All
Counselor	All
Membership	All
Course	All
Course Group	All
Course Teacher	All
Course Teacher Group	All

6 Double-click Student. A search window will appear.

IMPORTANT! Never edit the Text Tab or the Layout Tab. Charter schools may change the Logo if they want to.

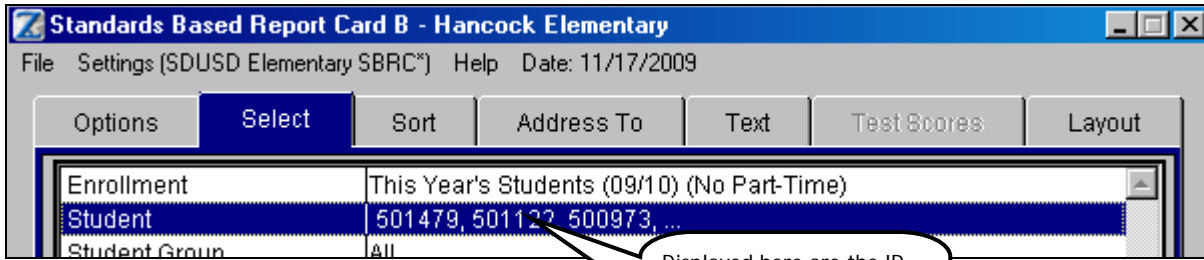
Steps 6-10 are only used to run test copies or to select specific student to print report cards for, not everyone at the school.



7 Click Find without entering any search criteria. (Leave the last name, first name, and ID fields blank.)

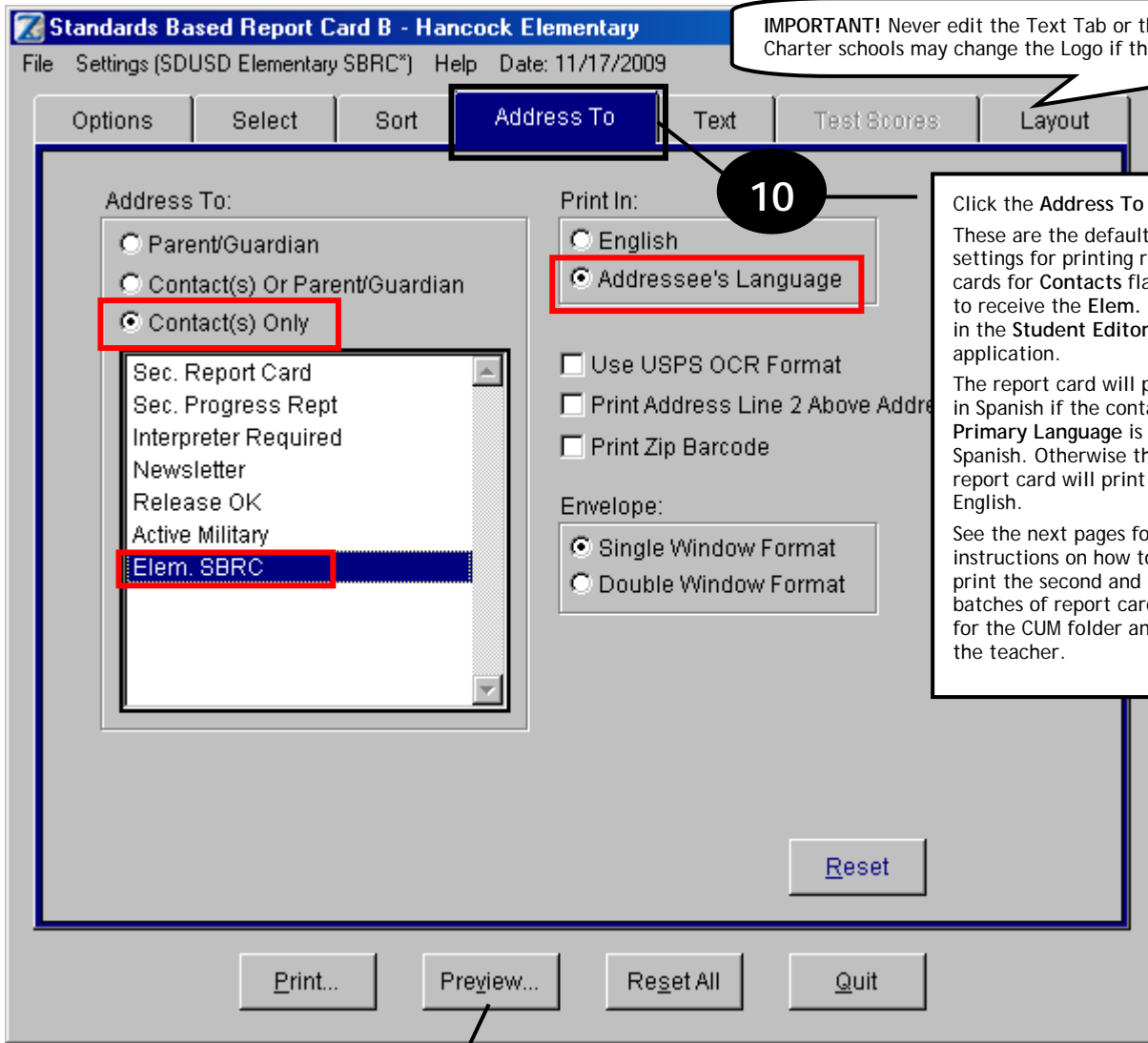
A list of students will appear.

If you only want to print a report card for one student, enter that student's district ID in the Student ID Field.



Displayed here are the ID numbers of the first three students we will be printing report cards for.

The Following Directions Will Create the Set of Report Cards That Go Home



IMPORTANT! Never edit the Text Tab or the Layout Tab. Charter schools may change the Logo if they want to.

Click the Address To tab. These are the default settings for printing report cards for Contacts flagged to receive the Elem. SBRC in the Student Editor application. The report card will print in Spanish if the contact's Primary Language is Spanish. Otherwise the report card will print in English. See the next pages for instructions on how to print the second and third batches of report cards for the CUM folder and for the teacher.

Click Preview to preview the report cards.

Printed 10/19/2009 13:58

Standards-Based Report Card

Carson Elementary

Report Parameters Cover Sheet

Page 1

Report Application Information:
 App ID: nmck0085
 Name: Standards Based Report Card B
 Version: Version 2008.2.4
 App Date: March 13, 2009

Track: S 0055A 09/10
 Terms to Print: E01
 Effective date for schedule: 11/06/2009
 Print term score instead of most recent score: Yes

Read the cover page. Then click the X to close it. The report itself will then open.

12

San Diego Unified

Standards-Based Report Card

Impreso 10/19/2009 Página 1 de 2

Información del Alumno		Información Escolar	
Nombre del alumno	Christopher Manuel Alatorre Mora	Escuela	Carson Elementary
No. de identificación	505470	Director/a	Anne Worrall
Ciclo Académico	2009-2010	Teléfono de la escuela	619-536-8060
Grado	K	Dirección de la escuela	6905 Kramer St San Diego, CA 92111
Maestra/a	Unassigned		

Para los primeros dos períodos de calificaciones, los alumnos son evaluados por su progreso en llegar a los criterios. Alumnos que reciben una marca de "dominio" para el primero y segundo período están progresando del fin de año. En el período final, la tarjeta de calificaciones refleja los logros cumulativos de destrezas, estrategias y conceptos identificados en las esquemas y los criterios de contenido académico de California.

Asistencia	
Días Inscrito/a	
Días Ausente	0
Días Tardes	0

Kolis e Alatorre Mora
 822 KELLY ST
 SAN DIEGO, CA 92111

Use the arrows to go to the next page of the report card and to see other student's report cards. Each page of a report card is one page in the overall report.

The report card will print in Spanish for the contacts that have their Primary Language set to Spanish in Zangle.

San Diego Unified

Standards-Based Report Card

Impreso 11/06/2009 Página 1 de 2

Student Information		School Information	
Student Name	Emily Alagha	Escuela	Carson Elementary
Student ID	505507	Director/a	Anne Worrall
Track	S 0055A 09/10	Teléfono de la escuela	619-536-8060
Grade	2	Dirección de la escuela	6905 Kramer St San Diego, CA 92111
Teacher	Unassigned		

For the first two reporting periods, students are evaluated based upon their progress toward end-of-year standards. Students receive a mark of "proficient" for the first and second reporting periods are making consistent and adequate progress toward end-of-year expectations. In the final reporting period, the report card marks reflect a student's actual achievement of the cumulative skills, strategies, and concepts identified in the California frameworks and content standards.

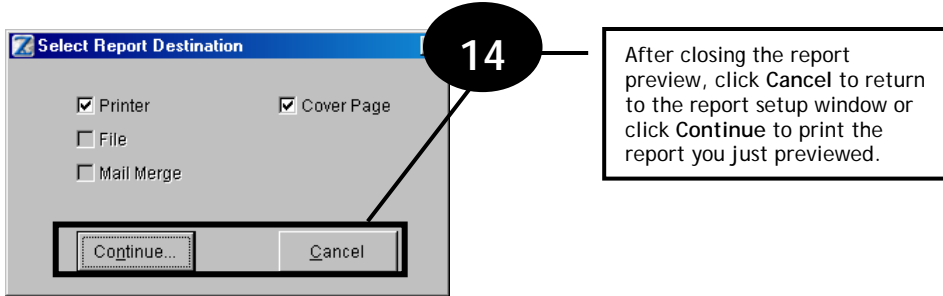
Attendance	
Days Enrolled	44
Days Absent	0
Days Tardy	0

Lourdes Alagha
 2104 GLIDDEN ST
 SAN DIEGO, CA 92111

When you are finished with the report preview, click the X in the upper right corner of the report.

13

The report card will print in English for the contacts that have their Primary Language set to any language other than Spanish in Zangle.

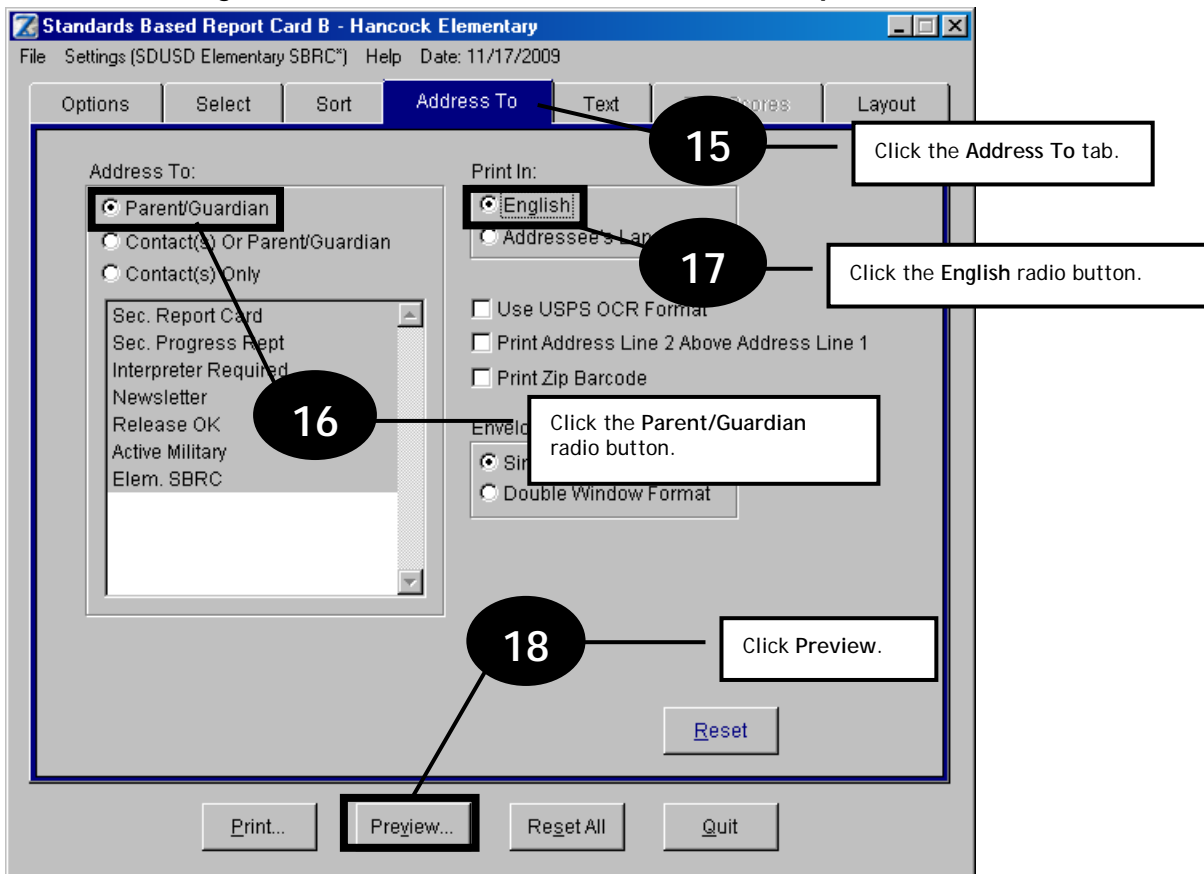


Three versions of the report cards should be printed

Version 1 (Student Contacts flagged to receive the Elem. SBRC): The first batch of report cards is printed for the contacts of the student who are flagged to receive the Elem. SBRC in the Student Editor application. The report card will print in Spanish for the Contacts who have their Primary Language set to Spanish in Zangle. All other report cards will print in English. These instructions were Steps A -L on the previous pages.

Version 2 & 3 (Teacher Copy and CUM Folder): After printing the first batch of report cards for the contacts, the second and third batches of report cards will be printed in English for the teacher of the student to be used for Parent/Teacher Conferences and for the student's CUM folders. You will only need to change the Sort tab and the Address To tab. Follow the steps below and on the following pages.

The Following Directions Will Create the Set of Report Cards For The Teachers



Printed 10/19/2009 14:17

Standards-Based Report Card

Carson Elementary

Report Parameters Cover Sheet

Page 1

Report Application Information:
 App ID: nmrk0085
 Name: Standards Based Report Card B
 Version: Version 2008.2.4
 App Date: March 13, 2009

Track: S 0055A 09/10
 Terms to Print: E01
 Effective date for schedule: 11/06/2009
 Print term score instead of most recent score: Yes

After reading the cover page, click the X to close it.
The report cards will then be displayed.

19

San Diego Unified

Standards-Based Report Card

Page 1

Student Information	
Student Name	Samantha Aguilon
Student ID	505524
Track	S 0055A 09/10
Grade	K
Teacher	Unassigned

For the first two reporting periods, students are evaluated based on progress toward achieving end-of-year expectations. In the final reporting period, the report card marks reflect a student's actual achievement of the cumulative skills, strategies, and concepts identified in the California frameworks and content standards.

To the Parent or Guardian of:
Samantha Aguilon
 295 BURTON ST
 SAN DIEGO, CA 92111

Attendance		E01
Days Enrolled		44
Days Absent		0
Days Tardy		0

LEGEND	STANDARDS ACHIEVEMENT	ENGLISH LANGUAGE DEVELOPMENT	CITIZENSHIP
AD: Advanced	PP: Proficient	A: Advanced ELD	C: Consistently
BA: Basic	BB: Below Basic	EA: Early Advanced ELD	S: Sometimes
NA: Not Assessed		I: Intermediate ELD	R: Rarely
		EI: Early Intermediate ELD	
		B: Beginning ELD	
		NA: Not Assessed	
		1, 2, 3: Progress within ELD level	

KINDERGARTEN - STRUCT ENG	Baird	E01	KINDERGARTEN - STRUCT ENG	Baird	E01
STANDARDS BENCHMARKS					
LITERACY ACHIEVEMENT: READING IN ENGLISH					
Word Analysis, Fluency, and Systematic Vocabulary Development					
<input type="checkbox"/> <ul style="list-style-type: none"> Understands how books and print work Uses knowledge of letters, sounds, and words to understand grade-level texts Shares ideas using descriptive language 					
Reading Comprehension					
<input type="checkbox"/> <ul style="list-style-type: none"> Uses text features (such as title, table of contents, picture captions, etc.) to locate information 					
MATHEMATICS ACHIEVEMENT					
Number Sense and Operations					
<input type="checkbox"/> <ul style="list-style-type: none"> Understands the relationship between numbers and quantities (amounts) Understands and describes simple addition and subtraction problems 					

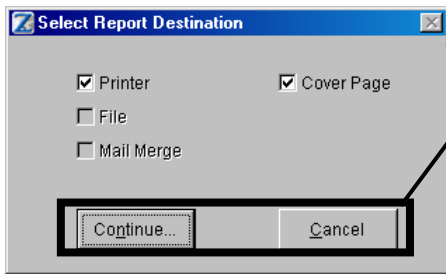
When you are finished previewing the report, click the X in the upper right corner of the report to close it.
The Select Report Destination dialog box opens.

20

The student's attendance appears here. Counts are for each grading period.

The report card is organized by standard (literacy, math, etc.). Each standard includes a brief description.

The student marks appear here. The columns displayed (E01, E02, E03) are based on the terms selected in Step B.

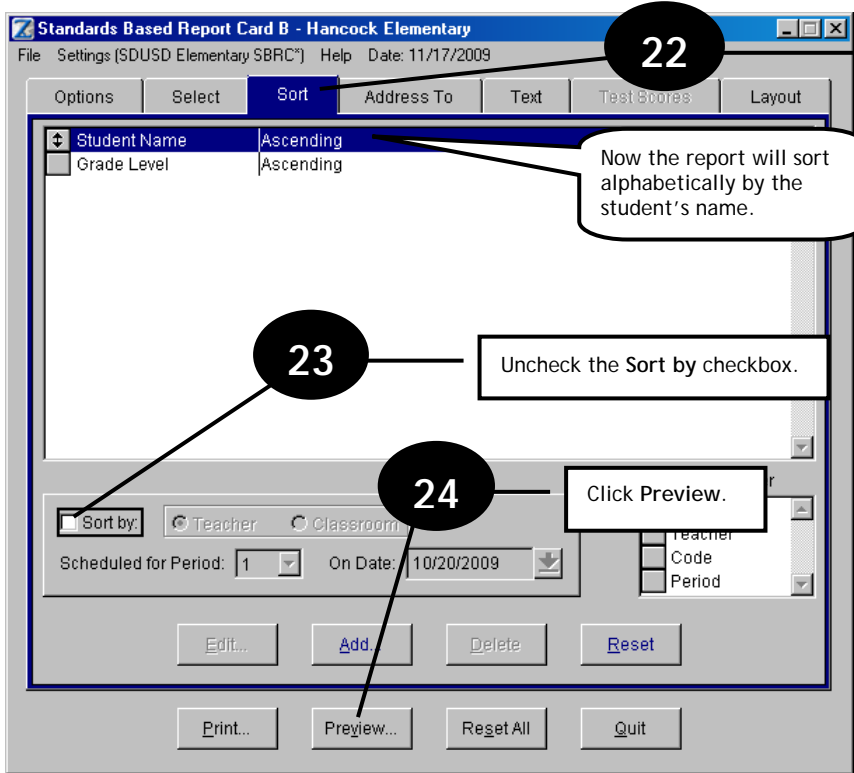


21

After closing the report preview, either

- click Cancel to return to the Standards Based Report Card B dialog box.
- click Continue to print the report you just previewed and then return to the Standards Based Report Card B dialog box.

The Following Directions Will Create the Set of Report Cards For The Cum Folders



22

Click the Sort tab.

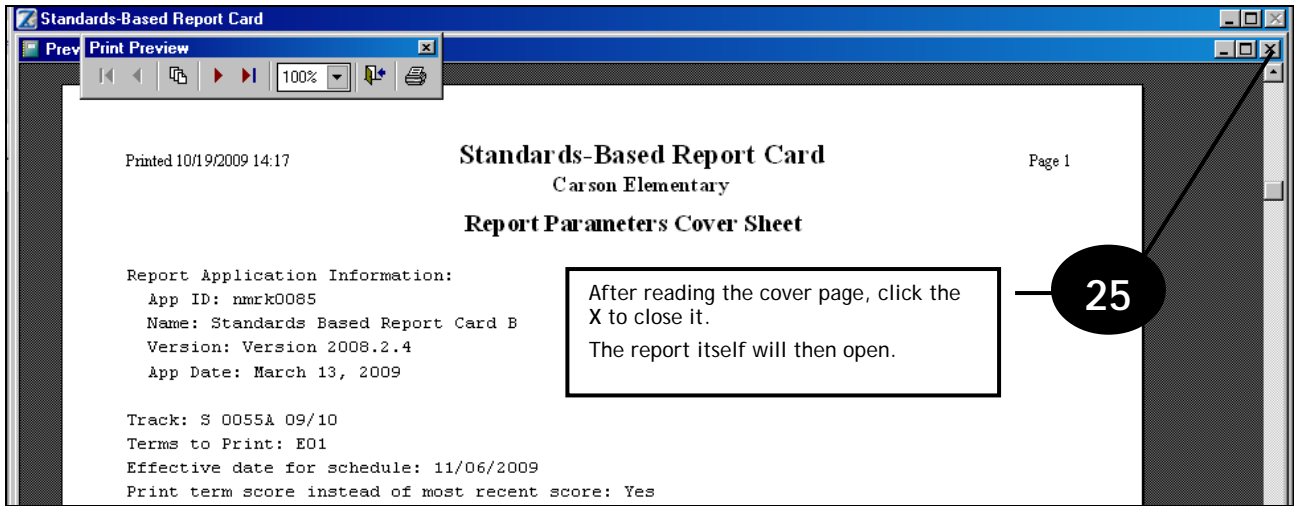
Now the report will sort alphabetically by the student's name.

23

Uncheck the Sort by checkbox.

24

Click Preview.



Printed 10/19/2009 14:17

Standards-Based Report Card
Carson Elementary

Page 1

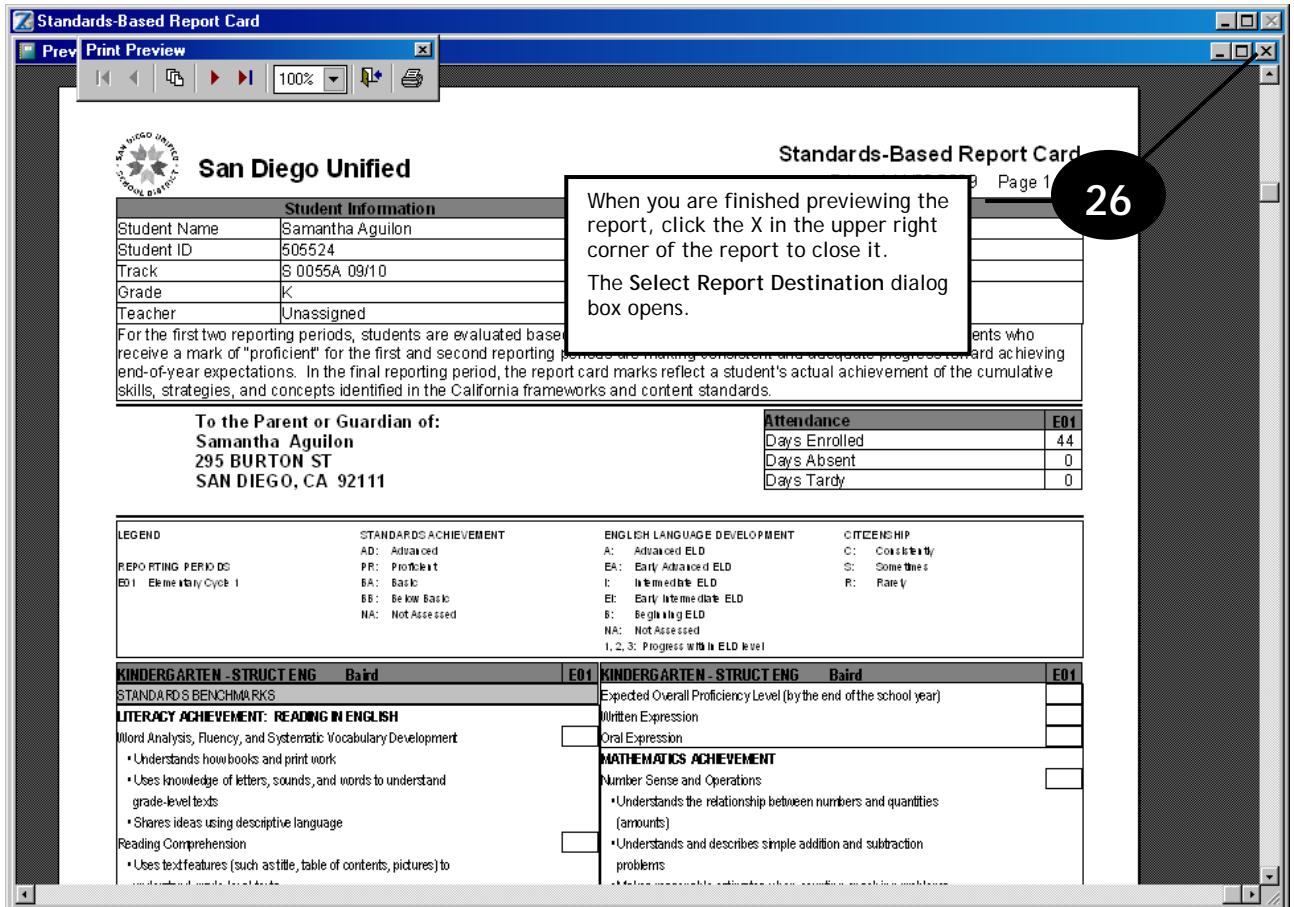
Report Parameters Cover Sheet

Report Application Information:
App ID: nmrk0085
Name: Standards Based Report Card B
Version: Version 2008.2.4
App Date: March 13, 2009

Track: S 0055A 09/10
Terms to Print: E01
Effective date for schedule: 11/06/2009
Print term score instead of most recent score: Yes

After reading the cover page, click the X to close it.
The report itself will then open.

25



San Diego Unified

Standards-Based Report Card

Student Information	
Student Name	Samantha Aguilon
Student ID	505524
Track	S 0055A 09/10
Grade	K
Teacher	Unassigned

For the first two reporting periods, students are evaluated based on... students who receive a mark of "proficient" for the first and second reporting periods are making consistent and adequate progress toward achieving end-of-year expectations. In the final reporting period, the report card marks reflect a student's actual achievement of the cumulative skills, strategies, and concepts identified in the California frameworks and content standards.

To the Parent or Guardian of:
Samantha Aguilon
295 BURTON ST
SAN DIEGO, CA 92111

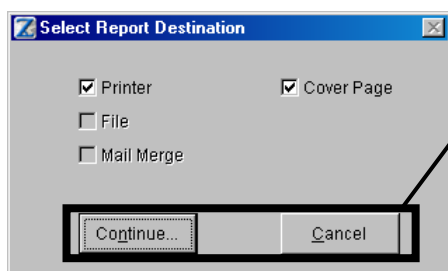
Attendance	
Days Enrolled	44
Days Absent	0
Days Tardy	0

LEGEND	STANDARDS ACHIEVEMENT	ENGLISH LANGUAGE DEVELOPMENT	CITIZENSHIP
REPORTING PERIODS	AD: Advanced	A: Advanced ELD	C: Consistently
E01: Elementary Cycle 1	PR: Proficient	EA: Early Advanced ELD	S: Sometimes
	BA: Basic	I: Intermediate ELD	R: Rarely
	BE: Below Basic	EB: Early Intermediate ELD	
	NA: Not Assessed	E: Beginning ELD	
		NA: Not Assessed	
		1, 2, 3: Progress within ELD level	

KINDERGARTEN - STRUCT ENG	Baird	E01	KINDERGARTEN - STRUCT ENG	Baird	E01
STANDARDS BENCHMARKS					
LITERACY ACHIEVEMENT: READING IN ENGLISH					
Word Analysis, Fluency, and Systematic Vocabulary Development			Written Expression		
• Understands howbooks and print work			Oral Expression		
• Uses knowledge of letters, sounds, and words to understand grade-level texts			MATHEMATICS ACHIEVEMENT		
• Shares ideas using descriptive language			Number Sense and Operations		
Reading Comprehension			• Understands the relationship between numbers and quantities (amounts)		
• Uses text features (such as title, table of contents, pictures) to understand grade-level texts			• Understands and describes simple addition and subtraction problems		
			• Makes reasonable estimates when solving real-life problems		

When you are finished previewing the report, click the X in the upper right corner of the report to close it.
The Select Report Destination dialog box opens.

26



After closing the report preview, either

- click **Cancel** to return to the **Sort** tab of the **Standards Based Report Bard B** dialog box.
- click **Continue** to print the report you just previewed and then return to the **Sort** tab of the **Standards Based Report Bard B** dialog box.

Printing for an Individual, Class, or Group

To print for an individual, class, or group of students, click the **Select** tab. Then use the table below.

To print for...	Do the following...
An individual student	Double-click Student and find the desired student.
Multiple students	Double-click Student . Click Find without entering search criteria. Select the desired students from the list.
A class	Double-click Advisor and select the teacher. (Or double-click Course Teacher and select the teacher.)
A group	Double-click Student Group and choose the appropriate group.

Printing a Report Card for a student who had a schedule change after Cycle 1 or Cycle 2 Marks have been posted

Some students will have schedule changes during the school year. If a student has a *Course* schedule change after Marks have been posted for either Cycle 1 or Cycle 2, only the Marks for the *current* course will show on the student's report card. In order to see all Marks posted for that student for the current school year, you would have to print separate report cards for each Cycle the student had a different course.

If a student has a *Teacher* schedule change after Marks have been posted for either Cycle 1 or Cycle 2, but the student is still scheduled for the same *course*, only the current teacher's name will appear on the report card, but Marks will appear for all Cycles that have been posted by any previous teacher up to that point. This may give the impression to parent that the current teacher posted all Marks for the student for the current school year which would not be the case. In these cases it is suggested that you explain the situation to the parents during Conference days.

If a student has transferred to your school from another SDUSD school after either Cycle 1 or Cycle 2 Marks have been posted, only Marks assigned by your school will show on the report card for the current and future Cycles.



Part V: Teacher Directions

Overview for Teachers

Beginning the 2008-09 academic year, all elementary schools will be using the SBRC. The work you and your colleagues are engaged in will strengthen our district's knowledge about building a standards-based system where instruction, assessment and progress reporting are in close alignment.

Mark reporting is synonymous with grade reporting. Zangle often uses the term *Marks* instead of *Grades*. Teachers use TeacherConnection to submit marks for your students. Because you will submit marks online, the process is different from in the past. This information is designed to walk you through the process of submitting marks. Please read the directions carefully.

To access the IT Training Team's Standards-Based Report Card eLearning tutorials on our website, please go to:

<http://old.sandi.net/zangle/readandlearn/elearning/sbrc/>

These tutorials are mini-movies which walk you through the different steps of the Standards-Based Report Card process. From preparing teachers to enter their marks to printing the actual report cards for your students. This handbook and the tutorials found online will help guide you through the SBRC process.

Procedure for Teachers

This information is designed to walk you through the process of submitting marks and comments for your students. Please follow these procedures.

1. Print the Class Standards Legend

Prior to getting started, it is recommended that you print the **Class Standards Legend** by grade level from your TeacherConnection reports. The legend lists the standards and benchmarks that you will use to evaluate your students. It will help you understand how the TeacherConnection screen is organized. See p.67.

2. Print the Class Standards Listing Report

Prior to entering marks, it is recommended that you print the **Class Standards Listing** report. This report lists your students within a grid that displays all standards that are applied for student assessment. This report is helpful for organizing students' marks on paper prior to data entry. See p.68.

3. Print a list of your English Learner students

Print a roster of your English Learner (EL) students from TeacherConnection Reports. You will evaluate your EL students on two English Language Development benchmarks: Writing and Listening/Speaking.
Note: The EL-XOPL column is to be left blank! It will be populated by the English Learner Department before Cycle 2. You *never* need to enter anything in the EI-XOPL column.

4. Review the marks you can use

The table below lists which marks to use for the different areas in which you evaluate students.

Literacy, Mathematics, History, Science, Art, Physical Education, and Health Benchmarks		English Language (EL) Development Benchmarks		Development of Personal and Citizenship Skills (CS)	
AD	Advanced	NA	Not Assessed	C	Consistently
PR	Proficient			S	Sometimes
BA	Basic	Advanced ELD	A3, A2, A1	R	Rarely
BB	Below Basic	Early Advanced ELD	EA3, EA2, EA1		
NA	Not assessed	Intermediate ELD	I3, I2, I1		
		Early Intermediate ELD	EI3, EI2, EI1		
		Beginning ELD	B3, B2, B1		

5. How to use the marks

- Use AD, PR, BA, and BB for all benchmarks *except* those labeled EL and CS.
- Use A, EA, I, EI, and B mark value variations for English Learner students for benchmarks labeled EL. For information on how to use EL marks, please call the Office of Language Acquisition (OLA) at 619-725-7261.
- Use C, S, and R only for benchmarks labeled CS.
- Use NA for health, science, and mathematics benchmarks as follows:
 - ❖ **Health:** For the grading period that you did not teach health.
 - ❖ **Science:** For the grading period that you did not teach Science.
Important: For each grading period, *always* give a mark for SC.IE Investigation and Experimentation.
 - ❖ **Mathematics:** For the math strands that were not included in the modules taught during the grading period. Refer to the math portion of the *Standards-Based Report Cards Guide*.

6. Review the comments you can use:

The tables below list the comments you can give to students. Altogether there are 43 comments, you will be able to assign up to four comments per student each grading period. Entering comments is optional except for comments 45 & 46. One of these comments should be used for Cycle 3 based upon whether the student is to be promoted to the next grade level or not.

Comments 1-22	Comments 23-46
01 A learning contract has been developed	23 Is eager to improve
02 Assumes leadership	24 Listening skills need to improve
03 Attendance is excellent	25 Listens to and respects the opinions of others
04 Begins work promptly	26 Participates well in class/group activities
05 Chooses to read independently	27 Practices self-discipline
06 Chooses to write independently	28 Problem solving is a strength
07 Cooperates with others	29 Progress is consistent
08 Demonstrates responsibility	30 Quality of work is improving
09 Displays appropriate behavior	31 Responds positively to feedback from others
10 Disruptive behavior is affecting learning	32 Seeks help when needed
11 Effort is good	33 Sets a good example
12 Effort is inconsistent	34 Stays on task
13 Effort is outstanding	35 Support from home is appreciated
14 Excessive absences are affecting progress	36 Takes part in discussions
15 Excessive tardies are affecting progress	37 Time on task needs to improve
16 Expresses ideas clearly	38 Uses time well
17 Follows directions well	39 Volunteers often
18 Follows rules	40 Works well in class/group activities
19 Has a positive attitude	41 Works well independently
20 Has difficulty following directions	45 Student is promoted to next grade level
21 Is a self-motivated learner	46 Student will be retained at same grade level
22 Is an enthusiastic participant	

IMPORTANT!
Comments 45 and 46 must be used *only* during Cycle 3!

7. Find out three important dates

1. **The date you can begin to enter marks and comments in Teacher Connection.** Talk to your administrator or office Power User to determine what date and time you can begin to enter marks and comments for the current grading period.
2. **The date that marks are due.** All marks are to be submitted by the designated date in Teacher Connection.
3. **The last day of the current grading period.** This date will be used to configure your **Class Standards Listing** report (see #9) to review and submit it to the office.

8. Enter marks in TeacherConnection

Enter marks (see p. 57) and comments (see p. 64). Entering comments is optional. However, for Cycle 3, it is required that you enter either comment 45 or 46 for your students.

9. Check your work by printing and reviewing the Class Standards Listing

Print the **Class Standards Listing** and review it for accuracy. If necessary, make corrections in TeacherConnection. Refer to p. 70 for instructions on how to use this report to check your work.

10. Sign the Class Standards Listing Report and submit it to the office

By the due date, print and sign the **Class Standards Listing** and submit it to the office. This is the verification report that shows that you have entered and reviewed marks for your students.

11. Sign and date the Class Marks Listing for Cycle 3 and submit it to office

This ensures that a teacher assigned either comment 45 for students who will be promoted to the next grade level or comment 46 for students who will be retained at the same grade level. One of these comments must be assigned to the student for Cycle 3 and **only** Cycle 3. This does not determine whether or not the student will be retained in Zangle, but it will display the respective comment on the student's report card.

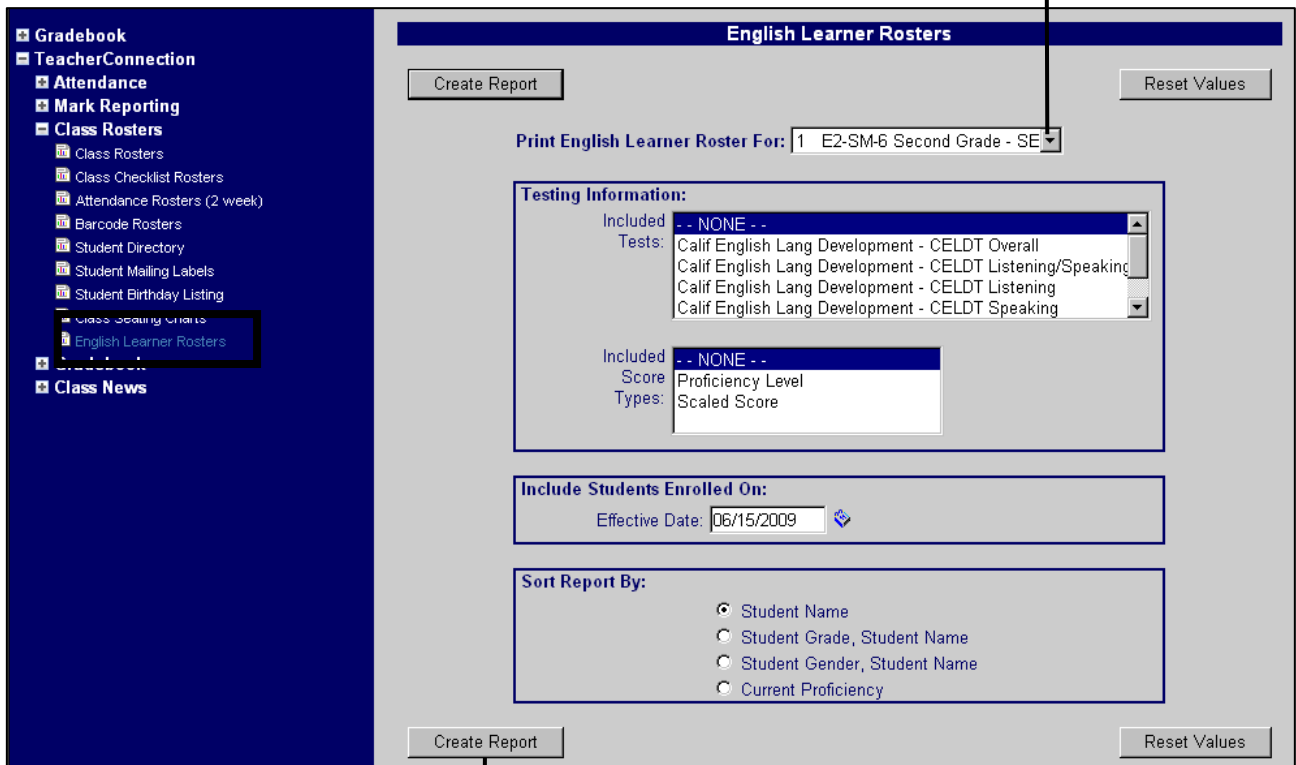
Printing an English Learner Roster

Use TeacherConnection Reports to print a roster of your English Learner students.

Follow the steps to print a roster of English Learner students in your classes.

- Open Safari or Firefox web browser and log into TeacherConnection.
- Click Zangle Reports.
- Expand TeacherConnection Reports
- Expand Class Rosters
- Select the last report, English Learner Rosters

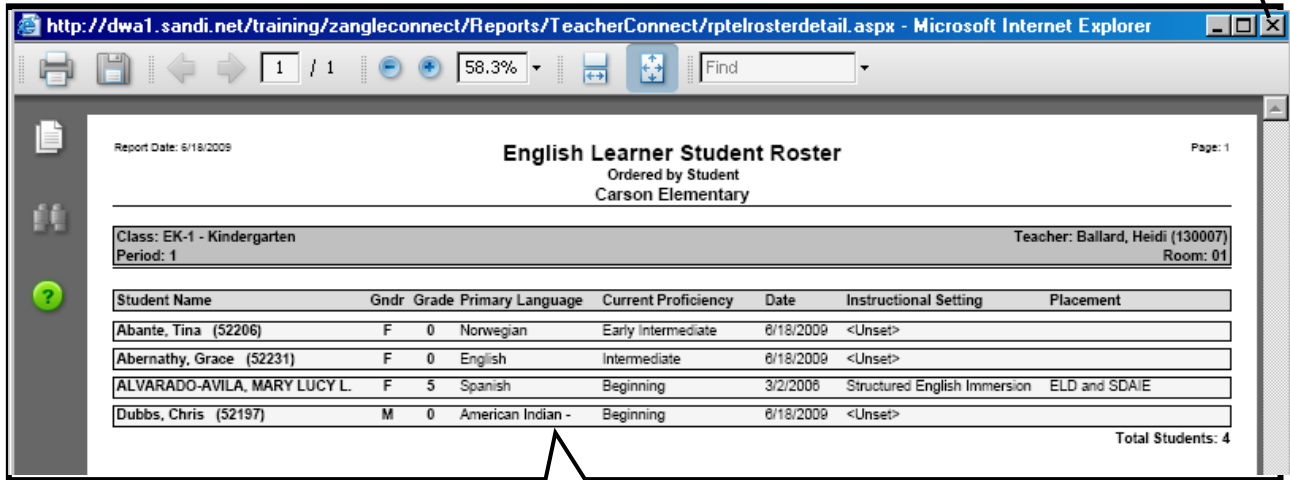
1
If necessary, choose a course form the drop down list. If you only teach one course, it will already be displayed.



2
Click Create Report.

Click the X to close the report.

3



Report Date: 6/18/2009

English Learner Student Roster Page: 1
Ordered by Student
Carson Elementary

Class: EK-1 - Kindergarten Teacher: Ballard, Heidi (130007)
Period: 1 Room: 01

Student Name	Gndr	Grade	Primary Language	Current Proficiency	Date	Instructional Setting	Placement
Abante, Tina (52206)	F	0	Norwegian	Early Intermediate	6/18/2009	<Unset>	
Abernathy, Grace (52231)	F	0	English	Intermediate	6/18/2009	<Unset>	
ALVARADO-AVILA, MARY LUCY L.	F	5	Spanish	Beginning	3/2/2006	Structured English Immersion	ELD and SDAIE
Dubbs, Chris (52197)	M	0	American Indian -	Beginning	6/18/2009	<Unset>	

Total Students: 4

The report shows an alphabetical list of the English Learner students in your class. The report displays the following:

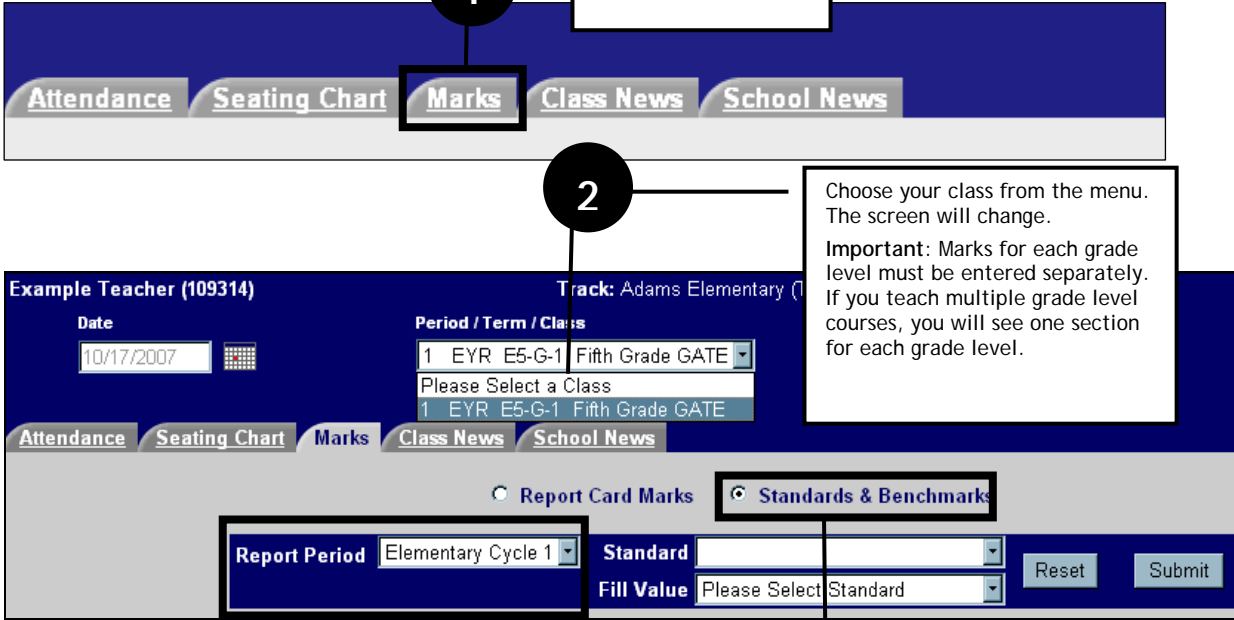
- Student Name
- Gender
- Grade
- Primary Language
- Current Proficiency Level
- Date the student entered the English Learner program in Zangle
- Instructional Setting
- Placement

Entering Marks

Use TeacherConnection to enter marks for your students. **Important:** Make sure to choose the correct reporting period each time you enter marks and make sure your Caps Lock key on your keyboard is on.

Follow the steps to enter marks in TeacherConnection.

- Open Safari or Firefox web browser and log into TeacherConnection.



1 Click the Marks tab.

2 Choose your class from the menu. The screen will change. **Important:** Marks for each grade level must be entered separately. If you teach multiple grade level courses, you will see one section for each grade level.

3 Click Standards & Benchmarks. You will see your class roster, with multiple columns for entering marks appearing on the screen.

4 Choose the current Report Period.

The screenshot shows the TeacherConnection interface. At the top, there are tabs for Attendance, Seating Chart, Marks, Class News, and School News. The Marks tab is selected. Below the tabs, there is a header for 'Example Teacher (109314)' and 'Track: Adams Elementary'. There are fields for 'Date' (10/17/2007) and 'Period / Term / Class' (1 EYR E5-G-1 Fifth Grade GATE). Below this, there is a dropdown menu for 'Please Select a Class' with the same selection. At the bottom, there are radio buttons for 'Report Card Marks' and 'Standards & Benchmarks', with 'Standards & Benchmarks' selected. Below these are fields for 'Report Period' (Elementary Cycle 1), 'Standard', and 'Fill Value' (Please Select Standard), along with 'Reset' and 'Submit' buttons.

5 Enter marks using one of the three methods listed below. **Note:** The system does not recognize lowercase letters. It is recommended that you turn **CAPS LOCK** on prior to entering any letter mark (like C, S, R, or any of the English Learner ones). **Important:** Click **Submit** frequently to save your work.

Method 1: Key them in.

Type the marks in the cell. Move to the right by pressing the right arrow on your keyboard (or by hitting Tab twice). Move down by pressing the down arrow on your keyboard.

#	Grd	Student Name	LR	LR.WA.01	LR.WA.02	LR.WA.03	LR.WA.04	LR.WA.05
1	1	BORJA, YUCHEN T		PR	PR			
2	1	CLIPPER, Nakeda B		PR	BA			

Press the right arrow on your keyboard (or hit Tab) to move to the cell to the right.

Press the down arrow on your keyboard to move down a cell.

Method 2: Fill selected cells.

First, choose a **Standard** from the menu (next to the Reset button). Next, choose a **Fill Value** from its menu (directly under the Standard menu). Click the cell fill button () to apply the value to the desired cells.

Standard LR - LR.WA.01 **1** Choose the desired Standard.

Fill Value AD -- Advanced **2** Choose the desired Fill Value.

3 Click to fill the cell with the selected Fill Value.

#	Grd	Student Name	LR	LR.WA.01	LR.WA.02	LR.WA.03	LR.WA.04	LR.WA.05
1	1	BORJA, YUCHEN T		AD	PR	AD		
2	1	CLIPPER, Nakeda B		PR	BA	BB		

Method 3: Fill down.

Select a **Standard** from the menu (next to the Reset button). Next, choose a **Fill Value** from the menu. Click the column fill button () to apply the value to the desired columns. If necessary, edit the marks that need to be different from that fill value. **Tip:** This method might be useful when you want to assign **NA - Not Assessed** to your non-English Learner students for the EL benchmarks.

Standard LR - LR.WA.01 **1** Choose the desired Standard.

Fill Value AD -- Advanced **2** Choose the desired Fill Value.

3 Click to fill the entire column with the selected Fill Value.

4 If necessary, edit the marks that are different from the selected Fill Value.

#	Grd	Student Name	LR	LR
				LR.WA.01
1	1	BORJA, YUCHEN T		PR
2	1	CLIPPER, Nakeda B		PR
3	1	ESPINOZA, WESTLEY N		PR

5

Click Submit to save.
Important: Submit frequently. For security reasons, TeacherConnection is set to time out. You can potentially lose work if TeacherConnection times out on you and you did not remember to Submit.

Report Card Marks
 Standards & Benchmarks

Report Period Elementary Cycle 1

Standard [Dropdown]

Reset

Submit

Fill Value Please Select Standard

Click Reset to undo all changes made since the last time you clicked Submit.

Notes:

1. Click **Submit** (save) frequently so you do not lose your work. Come up with a system that works best for you and stick with it. Some save every 5 minutes. Others save after entering one or two columns of marks.
2. *Only* submit or change your marks during the assigned dates provided by your Power User or Administrator. Submitting or updating marks too early or too late may result in duplicate marks or other complications.
3. To make **Corrections** or **Deletions**, simply highlight the cell and press delete to change your mark value. Don't forget to save your work! **Note:** Zangle will not allow you to delete (leave blank) a cell once a mark has been submitted. The mark value can only be changed. This applies to all Cycles.
4. If you attempt to navigate away from the Standards & Benchmarks screen after you have entered a mark but have not saved, you will see a message that says, "Data values have been changed. Please RESET or SUBMIT changes before continuing." Click **OK**, and then click either **Submit** (save) or **Reset** (undo).
5. The system will not allow you to enter a mark that is not part of the set of 24 shown on p.55. Each area will only allow you to enter those specific marks. If you try to enter an invalid mark, you will receive a data validation letting you know that you have entered an invalid mark.
Note: The system does not recognize lowercase letters. It is recommended that you turn **CAPS LOCK** on when entering Citizenship and English Learner marks.
6. If a student is missing from your roster due to a scheduling problem or if there is a problem with posting your marks, see the Power User in the office for assistance.
7. Hover your mouse over the column header (like **MA.NS.04**) to see a short description of that benchmark. Click the column header to see a full description, which will appear in a pop-up window. Double-click any cell to open a list of marks in a pop-up dialog. Click the desired mark to highlight it, and then click **Select** to enter that mark in the cell.

Updating Marks for Cycles 2 and 3

In November teachers enter all of their marks for the first time. In subsequent grading periods, you see all the marks that you had previously entered and simply update the ones that have changed.

Note: Once marks have been entered and submitted for previous cycles, the mark value field cannot be deleted to display an empty value. The mark can only be changed, not deleted.

See the screen shot below.

IMPORTANT! *Only* submit or change your marks during the assigned dates provided by your Power User or Administrator. Submitting or updating marks too early or too late may result in duplicate marks or other complications.

MAKE SURE YOUR CAPS LOCK IS ON!

#	Grd	Student Name	LR	LR	LR	LR	LR
			LR.WA.02	LR.WA.02	LR.WA.02	LR.WA.02	LR.RC.02
			LR.WA.02.1	LR.WA.02.2			
1	2	BOSTON, MIJAL		AD			PR
2	2	Breckenridge, Mary		AD			PR
3	2	CADENA LOPEZ, Anthony		AD			PR
4	2	COVER, RAMLA R		AD			PR
5	2	CURZON, RAVEN E		AD			PR
6	2	ELALIE, LONZIE R		AD			PR
7	2	FREGOSO, SIBO N		AD			PR
8	2	Gibbs, CYNTHIA A		AD			PR
9	2	GREELY, KAILLA M		AD			PR

Highlight the previous mark and enter the new one. This will update the record.

If the student's progress stays the same, do nothing.

IMPORTANT! Once all marks have been updated, click **Submit**.

Standard LR - LR.RC.02 ▼

Fill Value PR -- Proficient ▼

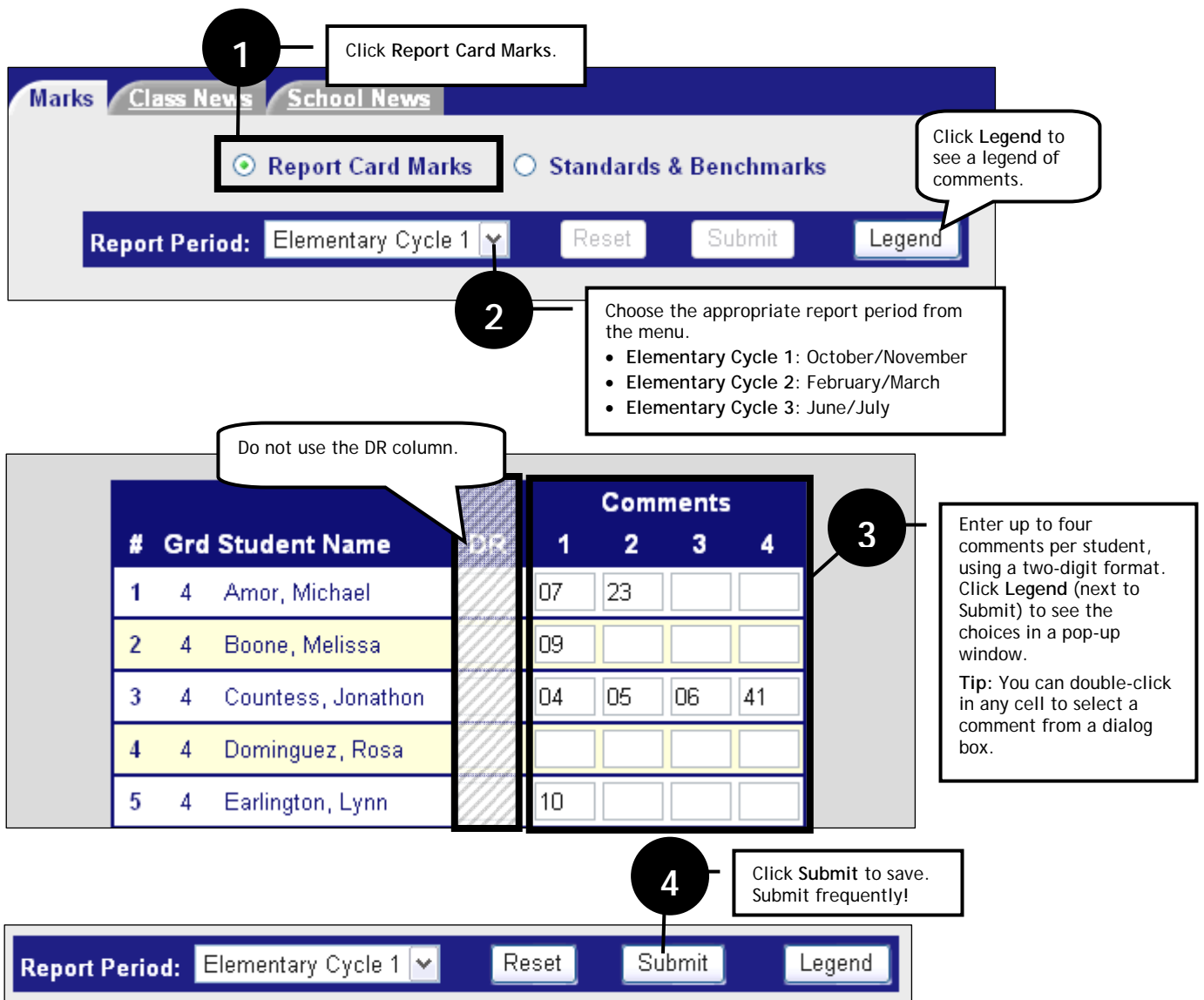
Reset
Submit

Entering Comments

In addition to marks, you can enter up to four comments per student each grading period. Entering comments is optional. However, it is required by the district that you enter either comment 45 or 46 for Cycle 3 depending on whether the student will be promoted to the next grade level or not.

Follow the steps to enter comments in TeacherConnection.

- Open your web browser and log into TeacherConnection.
- Click the Marks tab and select your class.



1 Click Report Card Marks.

2 Choose the appropriate report period from the menu.

- Elementary Cycle 1: October/November
- Elementary Cycle 2: February/March
- Elementary Cycle 3: June/July

Click Legend to see a legend of comments.

Do not use the DR column.

#	Grd	Student Name	DR	Comments			
				1	2	3	4
1	4	Amor, Michael		07	23		
2	4	Boone, Melissa		09			
3	4	Countess, Jonathon		04	05	06	41
4	4	Dominguez, Rosa					
5	4	Earlington, Lynn		10			

3 Enter up to four comments per student, using a two-digit format. Click Legend (next to Submit) to see the choices in a pop-up window.

Tip: You can double-click in any cell to select a comment from a dialog box.

4 Click Submit to save. Submit frequently!

Checking Your Work

After you have entered your marks, check your work. Print the **Class Standards Listing** (see p 69) then review the report for accuracy using the directions below. After you have verified the marks, sign the report and submit it to the office.

1. Are the English Learner marks correct?

For the English Learner (EL) benchmarks, check that you assigned A, EA, I, EI, or B mark value variation to your English Learner students. However, *never* enter or change data in the EL XOPL column! IT will populate these fields.

Teacher: Annapolis, Anne (450200) View Marks Entered AS OF: 11/9/2007						
LW.LC.04	LL.LS.04	LL.SA.04	EL.XOPL	EL.WT	EL.LS	MA.NS.04
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD
BA	BA	AD		EA3	EI3	AD

Verify that the current mark reporting end date is displayed.

First find the EL benchmarks at the top of the report. Note: Your report might look different from this example.

Never enter or change data in the EL XOPL column! (IT will populate these fields.)

2. Are the citizenship marks correct?

For the citizenship (CS) benchmarks, check that you assigned C, S, or R.

	Gen	Grd	CS.RP	CS.IL	CS.PO	CS.CW
31898387)	F	4	C	S	R	C
78)	M	4	C	S	R	C
072098307)	M	4	C	S	R	C
081897115)	F	4	C	S	R	C
98064)	M	4	C	S	R	C
449)	F	4	C	S	R	C
012798298)	F	4	C	S	R	C
2698394)	F	4	C	S	R	C
(080197314)	F	4	C	S	R	C
.K (111898295)	M	4	C	S	R	C
070998418)	F	4	C	S	R	C
93097441)	M	4	C	S	R	C
110487075)	F	4	C	S	R	C
92598357)	F	4	C	S	R	C

First find the CS benchmarks at the top of the report.

Note: Your report might look different than this example.

3. For all other benchmarks, did you assign the marks that you meant to assign?

Each student will have multiple pages displaying their marks. For each student, read across the report using the header to guide you. Check that you assigned the marks that you meant to assign.

Important: If you need to make corrections, enter the marks in TeacherConnection using the directions on p. 57. Then re-run the Class Marks Listing report, sign and date it, and then turn it in to the office. It is recommended that this process be completed before the deadline for grade entry.

Sample Reports

Class Standards Legend

The Class Standards Legend lists the standards and benchmarks for your class. You can print this from your TeacherConnection reports. **Note:** Your legend might look different from the sample shown here.

Report Date: 9/26/2008 Page: 1

Class Standards Legend
Hancock Elementary

Class: E1-1 - First Grade	Teacher: Bismarck, Blythe (450400)
Period: 1	Room: 41

LR - Literacy Achievement: Reading in English

- LR.WA.01 - Word Analysis, Fluency, and Systematic Vocabulary Development (Gr 1) (SB)
 - LR.WA.01.1 - Applies knowledge of how print and books work to make meaning of grade appropriate texts.
 - LR.WA.01.2 - Applies knowledge of how sounds, words, and language work to make meaning of grade
 - LR.WA.01.3 - Uses phonics, syllabication, word parts, context, and syntax to make meaning of grade appropriate
 - LR.WA.01.4 - Uses appropriate language to convey and construct understanding.
- LR.RC.01 - Reading Comprehension (Gr 1) (SB)
 - LR.RC.01.1 - Uses text structures like sequence to understand information in text.
 - LR.RC.01.2 - Uses comprehension strategies (e.g., prediction, prior knowledge, context) to understand grade
- LR.LR.01 - Literary Response and Analysis (Gr 1) (SB)
 - LR.LR.01.1 - Reads critically and responds appropriately to the meaning of grade appropriate texts.
 - LR.LR.01.2 - Uses knowledge of how narrative texts work to make meaning of grade appropriate texts.

LW - Literacy Achievement: Writing in English

- LW.WS.01 - Writing Strategies (Gr 1) (SB)
 - LW.WS.01.1 - Uses the writing process to produce legible texts for an intended audience and purpose.
- LW.WA.01 - Writing Applications (Genres and Their Characteristics) (Gr 1) (SB)
 - LW.WA.01.1 - Writes a variety of texts including fictional and autobiographical objects, people, or events.
- LW.LC.01 - Written and Oral English Language Conventions (Gr 1) (SB)
 - LW.LC.01.1 - Expresses ideas, messages, and information orally and in

LL - Literacy Achievement: Listening and Speaking in English

- LL.LS.01 - Listening and Speaking Strategies (Gr 1) (SB)
 - LL.LS.01.1 - Listens critically and responds appropriately in discussions experiences, and concepts.
- LL.SA.01 - Speaking Applications (Genres and Their Characteristics) (Gr 1) (SB)
 - LL.SA.01.1 - Conveys understanding of texts, experiences, and concepts
 - LL.SA.01.2 - Communicates effectively in a variety of formats including d and classroom discussions.

EL - English Language Development (ELD)

- EL.XOPL - Expected Overall Proficiency Level (XPL)
- EL.WT - Written Expression (ELD)
- EL.LS - Oral Expression (ELD)

MA - Mathematics Achievement

- MA.NS.01 - Number Sense and Operations (Gr 1) (SB)
 - MA.NS.01.1 - Understands and uses numbers up to 100.
 - MA.NS.01.2 - Demonstrates the meaning of addition and subtraction and
 - MA.NS.01.3 - Uses estimation strategies in computation and problem so
- MA.AF.01 - Algebra and Functions (Gr 1) (SB)
 - MA.AF.01.1 - Uses the operational symbols (+, -, =) to solve problems.

How to print Class Standards Legend:

1. Log into TeacherConnection. Click the **Zangle Reports** link.
2. From the Report Area section of the screen, click **TeacherConnection** A list of reports will appear.
3. Select **Mark Reporting**. Click **Class Standards Legend**. If necessary, choose a particular class from the menu.
4. Click **Create Report**.

Class Standards Listing (Getting Organized)

The Class Standards Listing report lists your students and a grid that displays all standards that will be applied for student assessment. This report is helpful for organizing students' marks on paper prior to using TeacherConnection. You can print this from your TeacherConnection reports.

Class Standards Listing									
Report Date: 11/1/2007					Page: 1				
Ordered by Student Hancock Elementary									
Class: E4-S-2 - Fourth Grade - Struct Eng Imm					Teacher: Annapolis, Anne (450200)				
Period: 1 Room:					View Marks Entered ON: 11/1/2007				
Student	Gen	Grd	LR.WA.04	LR.RC.04	LR.LR.04	EL.WT	ELLS	MANB.04	
AMADOR, Paige M (081898387)	F	4							
Ashton, Carlos B (47878)	M	4							
BIDLEMAN, TRINI L (072098307)	M	4							
BURKE, IRAZEMA H (081897115)	F	4							
CASTRO, Hing (112098054)	M	4							
CHO, ALLY P (070298449)	F	4							
CRANE, MEGHAN K (012798296)	F	4							
Croll, MAKAYLA K (092898394)	F	4							
CROWLEY, ZAYURI (080187314)	F	4							
DE LA ROSA, ISRAEL K (111898295)	M	4							
Drake, EMERALD E (070998416)	F	4							
DuBay, Alejandro D (083097441)	M	4							
Escobedo, Heather L (110487075)	F	4							
ESQUIVEL, Sara L (092598357)	F	4							

If you opt to use this report, it is helpful in getting organized. The report is organized by student and all standards are displayed horizontally. Note: Verify that the Entered ON view was selected.

You can write the students' marks on the grid. This will be helpful when entering marks in TeacherConnection for Cycle 1.

- How to print Class Standards Listing (Getting Organized):**
1. Log into TeacherConnection. Click the Zangle Reports link.
 2. From the Report Area section of the screen, click TeacherConnection. A list of reports will appear.
 3. Click Mark Reporting.
 4. Click Class Standards Listing.

Enter a date *before* you began entering marks for the current cycle to print a blank grid which you can use to manually fill in.

Uncheck Standards Marks Legend.

Uncheck TA Students.

Print Standards Marks For: 1 E5-MG-1 Fifth Grade - MECA

Print

Student Name and

Student Name Only

Student ID Only

Row Number

Include Standards Marks:

Entered On

Entered As Of

View Term Ending Marks

Show Term Ending Marks

Include Standards with a Level

From: < All Levels > To: < All Levels >

9/05/2008

Include:

Standards Marks Legend

TA Students

Alternate Row Shading

Click Create Report.

Class Standards Listing (Displaying Updated Marks Only)

The Class Standards Listing report lists your students and a grid that displays all standards that will be applied for student assessment. The version of this report is helpful in displaying only updated marks since the last reporting cycle (Cycles 2 and 3). You can print this from your TeacherConnection reports.

Class Standards Listing														Page: 1
Ordered by Student														
Hancock Elementary														
Class: E1-8 - First Grade														
Period: 1 Room: 11														
Student	Gen	Grd	LR.WA.01	LR.RC.01	LR.LR.01	LW.WS.01	LW.WA.01	LW.LC.01	LL.LS.01	LL.SA.01	EL.XOPL	EL.IVT	EL.LS	MAN.S.01
BOSTON, MIJAL (110898185)	F	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
CURZON, RAVEN E (062998357)	F	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
ELALIE, LONZIE R (081988441)	F	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
FREGOSO, SIBO N (30974)	F	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
GREELY, KAILLA M (082500284)	F	1	BA (E02)	BA (E02)	BA (E02)	BA (E02)	BB (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)
JUAREZ, Erin (080298196)	F	1	BB (E02)	BB (E02)	BB (E02)	BB (E02)	BB (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)	BA (E02)	BB (E02)	BB (E02)
Knight, SAMSON E (062000287)	M	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
LUNG, Shawnee G (032598285)	M	1	BB (E02)	BB (E02)	BB (E02)	BB (E02)	BB (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)
Marceleno, ROGELIO (013198306)	M	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
MCKELVEY, SHYESHA (021998348)	F	1	BA (E02)	BA (E02)	BA (E02)	BA (E02)	BA (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
MEDINA-CATAPANG, ANSELMO (012898181)	M	1	BA (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)
Merrill, Andrew E (082198308)	M	1	BB (E02)	BB (E02)	BB (E02)	BB (E02)	BB (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)	BB (E02)	BB (E02)	BB (E02)
MINAFEE, DAREANA J (032898220)	F	1	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)	BA (E02)	BA (E02)	BA (E02)
Mozo, AROUNE R (060898421)	M	1	PR (E02)	BA (E02)	BA (E02)	BA (E02)	BA (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)
NERI, SARENA S (31161)	F	1	PR (E02)	BA (E02)	BA (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	PR (E02)	BA (E02)	BA (E02)

This report displays only marks that have been updated since the last grading period.

How to print a Class Standards Listing Report:

1. Log into TeacherConnection. Click the Zangle Reports link.
2. From the Report Area section of the screen, click TeacherConnection (not Gradebook). A list of reports will appear.
3. Select **Mark Reporting**. Click **Class Standards Listing**. If necessary, choose a particular class from the menu.
4. Set up the screen as follows:
 - a. Select the **Entered As Of** view.
 - b. Enter the date you finished entering marks.
 - c. Uncheck **Standards Marks Legend** and **TA Students**
5. Click **Create Report**. The report will open as a PDF in a separate window.
6. Click the print icon.

Print Standards Marks For: 1 E2-SM-6 Second Grade - SE

For Student Identification, Print:

- Both Student Name and ID
- Student Name Only
- Student ID Only
- Row Number

Include Standards Marks:

- Entered On
- Entered **As Of** 6/01/2009
- View Term Ending Marks

Show Term Ending Marks

Include Standards with a Level

From: < All Levels > To: < All Levels >

Include:

- Standards Marks Legend
- TA Students
- Alternate Row Shading

Class Standards Listing (Final)

The Class Standards Listing shows the marks you gave your students for that grading period. Use this to verify that you entered the marks correctly. You can print this from your TeacherConnection reports.

Note: For Job Share Teachers and Job Share Power Users, please use the directions on the previous page and enter the End of Term date in the *Entered As Of* field. Job Shares will not see any Terms to select.

Class Standards Listing														Page: 1	
Ordered by Student															
Hancock Elementary															
Class: E4-S-2 - Fourth Grade - Struct Eng Imm										Teacher: Annapolis, Anne (450200)					
Period: 1										Room:				View Marks Entered AS OF: 11/9/2007	
Student	Gen	Grd	LR.WA.04	LR.RC.04	LR.LR.04	LW.WD.04	LW.WA.04	LW.LC.04	LL.LS.04	LL.SA.04	EL.XOPL	EL.WT	EL.LS	MA.NS.04	
AMADOR, Paige M (061898387)	F	4	PR	PR	BB	AD	BB	BA	BA	AD		EA3	EI3	AD	
Ashton, Carlos B (47878)	M	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
BIDLEMAN, TRINI L (072098307)	M	4	AD	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
BURKE, IRAZEMA H (081897115)	F	4	AD	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
CASTRO, Hing (112098054)	M	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
CHO, ALLY P (070298449)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
CRANE, MEGHAN K (012798296)	F	4	AD	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
Croll, MAKAYLA K (092698394)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
CROWLEY, ZAYURI (080197314)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
DE LA ROSA, ISRAEL K (111698285)	M	4	AD	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
Drake, EMERALD E (070998416)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
DuBay, Alejandro D (093097441)	M	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
Escobedo, Heather L (110497075)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	
ESQUIVEL, Sara L (092598357)	F	4	PR	PR	AD	AD	BB	BA	BA	AD		EA3	EI3	AD	

Print Standards Marks For: 1 E5-MG-1 Fifth Grade - MEC/A

For Student Identification, Print:

Both Student Name and ID
 Student Name Only
 Student ID Only
 Row Number

Include Standards Marks:

Entered On
 Entered As Of
 View Term Ending Marks Elementary Cycle 2

Show Term Ending Marks
 Include Standards with a Level
 From: < All Levels > To: < All Levels >

Include:

Standards Marks Legend
 TA Students
 Alternate Row Shading

How to print a Class Standards Listing (Final):

1. Log into TeacherConnection. Click the Zangle Reports link.
2. From the Report Area section of the screen, click **TeacherConnection** (not Gradebook). A list of reports will appear.
3. Select **Mark Reporting**. Click **Class Standards Listing**. If necessary, choose a particular class from the menu.
4. Set up the screen as follows:
 - a. Select the **View Term Ending Marks** view.
 - b. Choose the Cycle.
 - c. Uncheck **Standards Marks Legend** and **TA Students**.
5. Click **Create Report**. The report will open as a PDF in a separate window.
6. Click the print icon.

Frequently Asked Questions

Where did the wording on the SBRC come from?

- The wording is based on the California Frameworks/Content Standards; in most cases, marks are given at the strand level.
- In order to ensure that the report card is understandable to parents, the wording is simplified when possible or examples are included to demonstrate the meaning of a term.

How long does it take to enter marks for the SBRC?

- Teachers report that it takes 1-3 hours per class.
- Teachers report that the process takes less time as they gain familiarity.
- It is strongly recommended that teachers become organized prior to data entry. This will greatly reduce the amount of time needed for data entry.

How do I mark the SBRC when the strand is not addressed within the marking period?

- Until a strand is taught and assessed, a teacher should use the mark **NA**.
- Once a teacher has made a mark other than **NA**, the mark will carry over to the next reporting period unless changed by the teacher.
- If a particular strand (like earth science, physical science, or life science) is taught and assessed only during a single marking period, the mark should continue to carry over after it has been taught and assessed, rather than revert back to **NA**.

Where are the citizenship and effort marks?

- The SBRC includes a section titled "Development of Personal and Citizenship Skills."
- The Comments section includes a pull-down menu of options that include citizenship and effort.
- Teachers should *never* add notes. SDUSD does not use notes for SBRC.

How do I know what constitutes proficiency?

- Sample proficient bodies of evidence are available on the SBRC website, <http://www.sandi.net/sbrc/>, for science, math, and literacy.
- In addition, the website contains other helpful tools and rubrics for determining proficiency, including ELD proficiency.

How do I know what constitutes advanced?

- Advanced is defined as *The student consistently exceeds standards as demonstrated by a body of evidence showing a greater depth of understanding and flexible application of grad- level concepts.*

How do I know what to mark for English Language Development (written and oral expression)?

- The "Expected Proficiency Level" (XOPL) is pre-entered into ZangleConnection and is projected based on student assessment results (CELDT) upon district enrollment. There is no need for a teacher or clerk to enter anything in the EL-XOPL column.
- Teachers mark the current (actual) level of English language proficiency (B, EI, I, EA, A) for written and oral expression.
- Teachers also provide students marks of 1, 2 or 3 for each of the written and oral expression language proficiency marks. This allows for teachers to communicate student progress in ELD over the course of the year, even if they don't jump a proficiency level. If a student is beginning to show behaviors in a proficiency level, give the student a 1. If a student is solid within one proficiency level, mark the student with a 2. When a student is solid within a level and showing some movement into the next level, mark the student with a 3. These numbers do *not* refer to

first, second, third reporting periods, but again, more precisely identifying current language proficiency within a proficiency level.

What about Special Education students?

- The SBRC is used for all students except those who are not working on grade level standards. In other words, students who receive accommodations so that they can access grade-level work should be using the SBRC. Only students in a functional curriculum would not use the SBRC; these students are working on alternate standards and take the CAPA not the CST. These students should receive progress reports on IEP goals (as do all special education students). Additionally, teachers should use the progress reports to write comments about the child's progress until the Special Education Department develops a new report card for these students.

Where do we get support for technical questions and problems?

- Site Power-Users and Site Lead Teachers will receive technical training.
- Call an ITSS Help Desk representative to assist you at 619-209-HELP (4357).
- The Information Technology Department has developed on-line tutorials to support teachers in the mark reporting process: <http://old.sandi.net/zangle/readandlearn/elearning/sbrc/>
- For more information regarding the SBRC program, please contact Robert Grano, Director of Student Programs and Professional Learning, at rgrano@sandi.net or 619-725-7335.
- For information regarding English Learner marks, please contact Mary Waldron at the Office of Language Acquisition (OLA) at 619-725-7261 or mwaldron@sandi.net.
- For all other questions, please contact your Lead Teacher or School Zangle Power User.

How will the SBRC impact parent conferences?

- Teachers will need extended time (approx. 30-45 minutes) to meet with each parent to share evidence of student learning.

Do I evaluate students that have been in my class less than a month?

- As per District Procedure 6145 (section D) "... If a student has been enrolled less than a month, progress and placement information may include "not evaluated at this time."
For more detailed information, please see [District Procedure 6145](#) (Section D).
- As per District Procedure 4702 (page 3, item D.2): "In the event a student has received a progress report for the current reporting period and then transfers to a new school that has not yet ended the same reporting period, the receiving school is not responsible for reporting progress until the end of the next reporting period for its school."
For more detailed information, please see [District Procedure 4702](#).