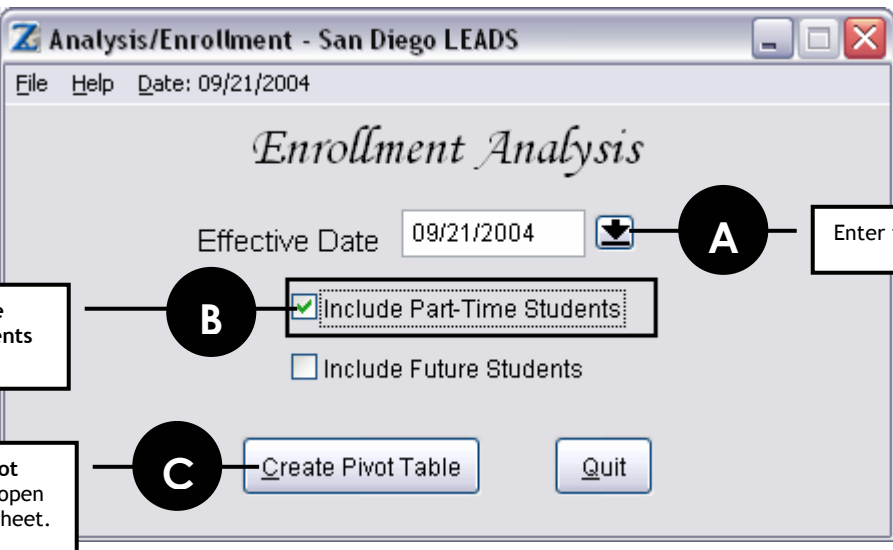
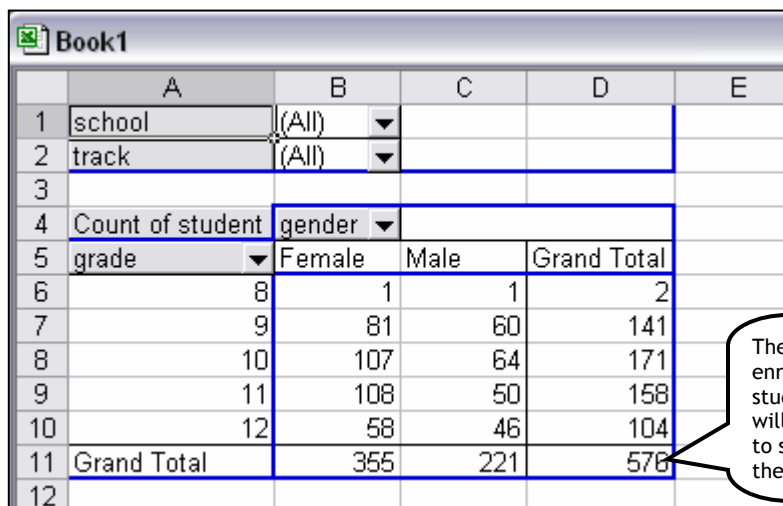


Generating an Enrollment Report of Students who are Enrolled Part-Time in Your Track

If your school has students who are from another school that are enrolled as “part-time” students in your track, you can run an enrollment report for just these students.

Follow the steps below to generate an enrollment report of students who are enrolled part-time in your track.

- Launch Zangle. Click on **Enrollment**. Click **Reports**. Select **Analysis/Enrollment**.
- Complete Steps A-H. Steps A-C are shown below. Steps D-H are shown on the following pages.

	A	B	C	D	E
1	school	(All)			
2	track	(All)			
3					
4	Count of student	gender			
5	grade	Female	Male	Grand Total	
6	8	1	1	2	
7	9	81	60	141	
8	10	107	64	171	
9	11	108	50	158	
10	12	58	46	104	
11	Grand Total	355	221	576	
12					

The report shows your total enrollment, including part-time students from other schools. You will need to complete Steps D-H to see the information for *only* the part-time students.

D In the PivotTable Field List (which generally appears on the right portion of the screen), click the **status** field and drag it to the blank cell below the track field.

If you did Step D correctly, you will see school, track, and status.

	A	B	C
1	school	(All)	
2	track	(All)	
3	status	(All)	

E Click the filter arrow to select a status. A small window will appear.

F Select P for part-time students.
*M means primary site of multiple sites.
A means active (which the district is not using).*

G Click OK (or press Enter).

	A	B	C	D
1	school	(All) ▼		
2	track	(All) ▼		
3	status	P ▼		
4				
5	Count of student	gender ▼		
6	grade ▼	Female	Male	Grand Total
7	9	26	18	44
8	10	8	9	17
9	11	5	2	7
10	12	6	5	11
11	Grand Total	45	34	79
12				

Your grade level enrollment totals for part-time students appear in the "Grand Total" column.



The total number of part-time students appears at the bottom of the "Grand Total" column.

To see a list of these students, double-click on the total number. A new sheet, Sheet 4, will open.

TIP: You can double-click on any number in the report to access a list of names of those students.

For more information about Analysis reports, please refer to the Advanced Reports Handbook.