

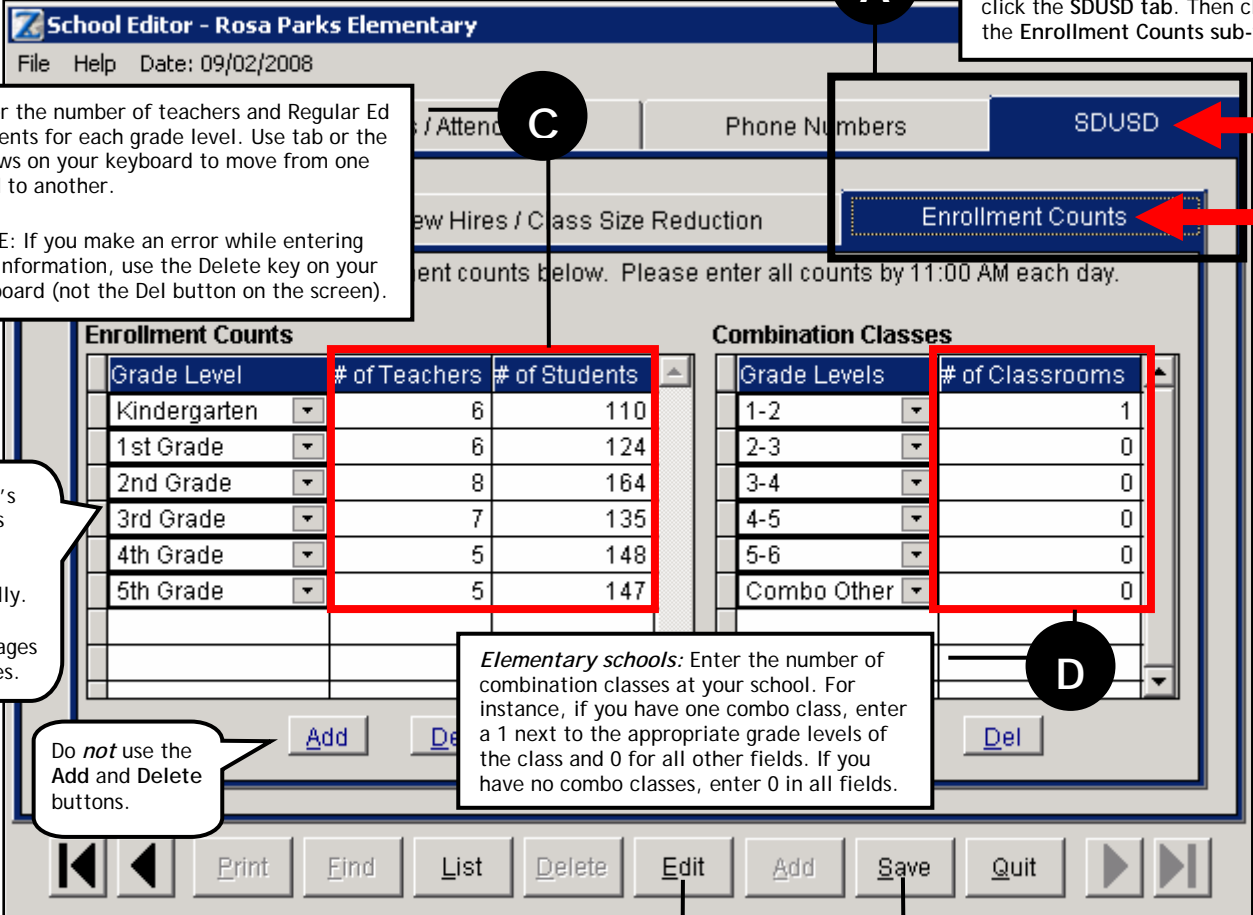
Submitting Daily Enrollment Counts in Zangle

Version 1.0 • Updated August 27, 2008

The purpose of this job aid is to describe how to submit your daily Regular Ed enrollment counts using **Zangle School Editor**. You must be in one of the following permission sets to complete these steps: Principal, Elem. Power User, or Sec. Site Technician. Please see pp.2-5 for blank screenshots to use as worksheets, if desired.

Follow the steps below to submit your school's daily enrollment counts.

- Open Zangle. Click System. Click System Setup. Click School Setup. Click School Editor.
- Complete Steps A-E shown below.



Enrollment Counts

Grade Level	# of Teachers	# of Students
Kindergarten	6	110
1st Grade	6	124
2nd Grade	8	164
3rd Grade	7	135
4th Grade	5	148
5th Grade	5	147

Combination Classes

Grade Levels	# of Classrooms
1-2	1
2-3	0
3-4	0
4-5	0
5-6	0
Combo Other	0

Annotations:

- A:** Upon launching School Editor, click the SDUSD tab. Then click the Enrollment Counts sub-tab.
- B:** Click Edit.
- C:** Enter the number of teachers and Regular Ed students for each grade level. Use tab or the arrows on your keyboard to move from one field to another.
NOTE: If you make an error while entering the information, use the Delete key on your keyboard (not the Del button on the screen).
- D:** Del button.
- E:** Click Save. If you need to make changes prior to 11:00 a.m. click Edit, fix the information, then click Save again.

Additional Notes:

- Your school's grade levels will be displayed automatically. See the following pages for examples.
- Do not use the Add and Delete buttons.
- Elementary schools: Enter the number of combination classes at your school. For instance, if you have one combo class, enter a 1 next to the appropriate grade levels of the class and 0 for all other fields. If you have no combo classes, enter 0 in all fields.

K-8 Schools

If desired, use this screenshot as a worksheet to get organized prior to data entry in Zangle.

- On the left side, record the number of teachers and Regular Ed students at your school by grade level.
- On the right side, record the total number of combination classes. For instance, if you have one combo class, enter a 1 next to the appropriate grade levels of the class and 0 for all other spaces. If you have no combo classes, enter 0 in all spaces.
- **Note to schools with multiple tracks (TE/TM, TE/TS, or SE/SM):** When you log in to Zangle to enter your enrollment counts, you can pick either track. The information will still be entered for your entire school.

General		New Hires / Class Size Reduction		Enrollment Counts	
Enter your Regular Ed enrollment counts below. Please enter all counts by 11:00 AM each day.					
Enrollment Counts			Combination Classes		
Grade Level	# of Teachers	# of Students	Grade Levels	# of Classrooms	
Kindergarten			K-1		
1st Grade			1-2		
2nd Grade			2-3		
3rd Grade			3-4		
4th Grade			4-5		
5th Grade			5-6		
6th Grade			Combo Other		
7th Grade					
8th Grade					

Add Del Add Del

Questions?

- If you have questions about how to use Zangle to enter your daily enrollment counts or need help accessing School Editor, please call your school's IT On-Site Support (OSS) staff member. You can look up your school's OSS at <http://www.sandi.net/onsitesupport/lookup.html>.
- If you have questions about the process (non-Zangle), please call your school's School Improvement Officer.

Middle Schools

If desired, use this screenshot as a worksheet to get organized prior to data entry in Zangle.

- Record the number of teachers and Regular Ed students at your school by grade level.
- Do not use the right side (combination classes).

General
New Hires / Class Size Reduction
Enrollment Counts

Enter your Regular Ed enrollment counts below. Please enter all counts by 11:00 AM each day.

Enrollment Counts

Grade Level	# of Teachers	# of Students
6th Grade		
7th Grade		
8th Grade		

Combination Classes

Grade Levels	# of Classrooms
X	

Add
Del

Add
Del

Questions?

- If you have questions about how to use Zangle to enter your daily enrollment counts or need help accessing School Editor, please call your school's IT On-Site Support (OSS) staff member. You can look up your school's OSS at <http://www.sandi.net/onsitesupport/lookup.html>.
- If you have questions about the process (non-Zangle), please call your school's School Improvement Officer.

High Schools

If desired, use this screenshot as a worksheet to get organized prior to data entry in Zangle.

- Record the total number of teachers and Regular Ed students at your school.
- Do not use the right side (combination classes).

General
New Hires / Class Size Reduction
Enrollment Counts

Enter your Regular Ed enrollment counts below. Please enter all counts by 11:00 AM each day.

Enrollment Counts

Grade Level	# of Teachers	# of Students
▶ 9th-12th Grade ▼		

Combination Classes

Grade Levels	# of Classrooms
X	
X	
X	
X	
X	
X	
X	
X	
X	
X	

Add
Del

Add
Del

Questions?

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- If you have questions about the process (non-Zangle), please call your school's School Improvement Officer.