

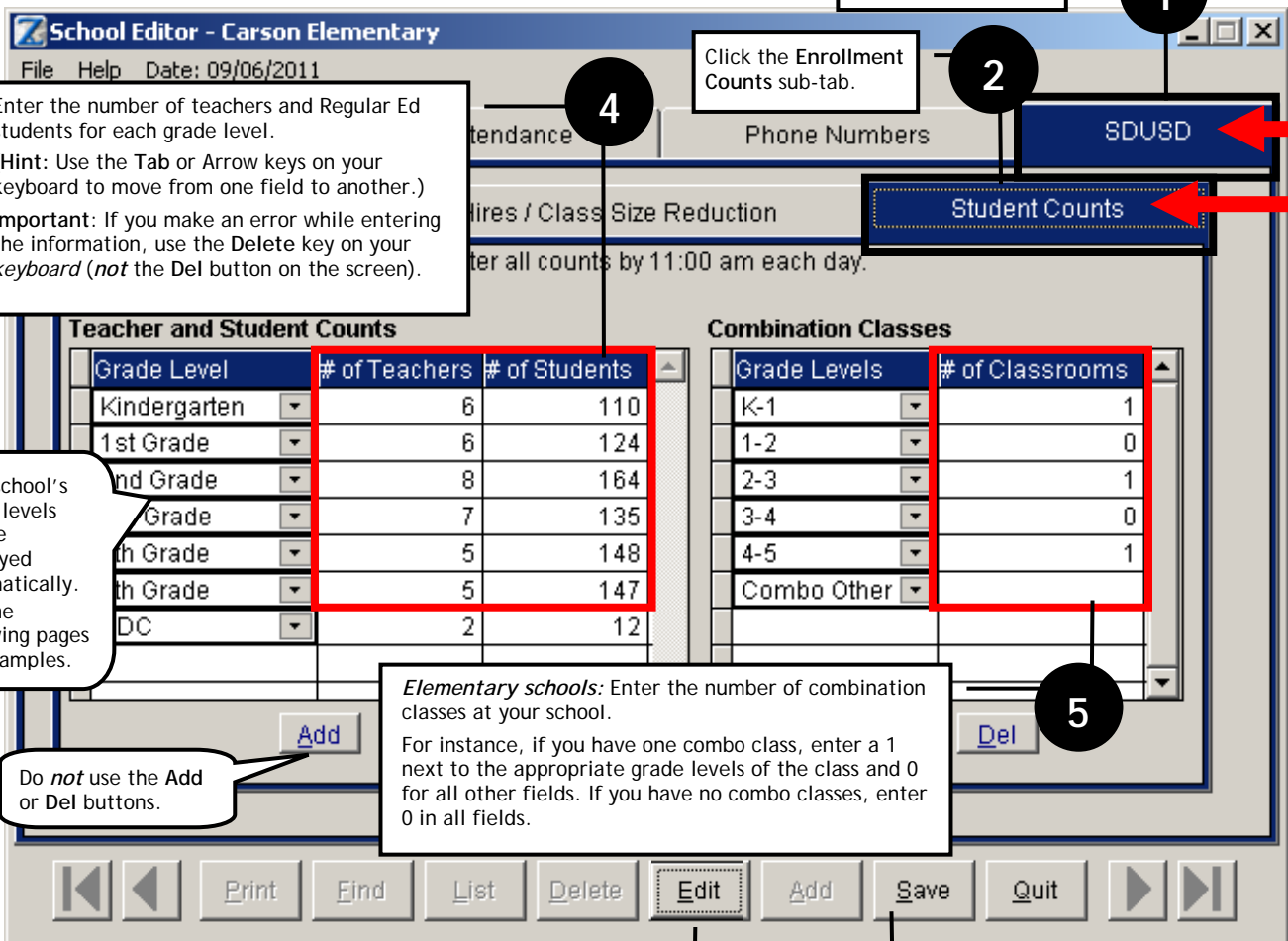
Submitting Daily Enrollment Counts in Zangle

Version 2.1 • Updated August 17, 2011

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. For additional information, please refer to the memo sent to all site Principals on August 11, 2011 entitled DAILY STUDENT COUNTS: SEPTEMBER 6-16, 2011. The deadline for submission of each day's Student Count is 11:00 a.m.

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 the steps below.



Click the SDUSD tab. 1

Click the Enrollment Counts sub-tab. 2

4

5

3

6

Enter the number of teachers and Regular Ed students for each grade level.
(Hint: Use the Tab or Arrow keys on your keyboard to move from one field to another.)
Important: If you make an error while entering the information, use the Delete key on your keyboard (not the Del button on the screen).

Your school's grade levels will be displayed automatically. See the following pages for examples.

Do not use the Add or Del buttons.

Teacher and Student 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
DC	2	12

Combination Classes

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

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.

Click Edit.

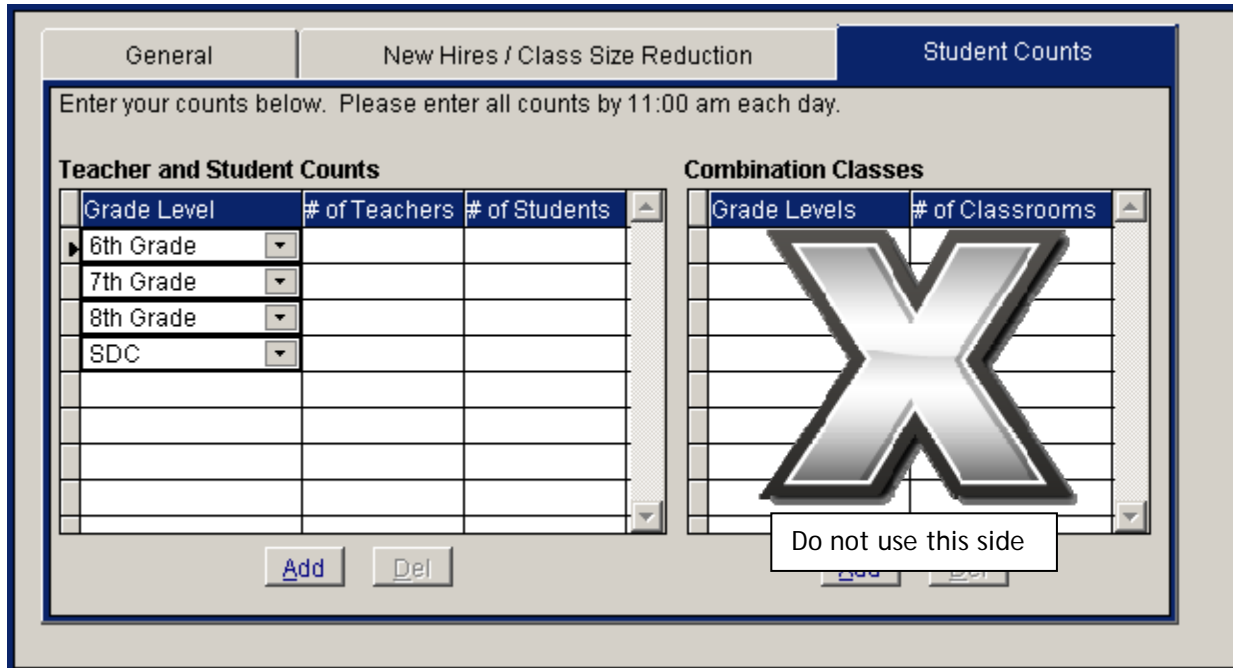
Click Save.
If you need to make changes prior to 11:00 a.m., click Edit, fix the information, and click Save again.

DISTRICT WIDE APPLICATIONS
HTTP://WWW.SANDI.NET/DWA

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 **Student Counts**

Enter your counts below. Please enter all counts by 11:00 am each day.

Teacher and Student Counts			Combination Classes	
Grade Level	# of Teachers	# of Students	Grade Levels	# of Classrooms
6th Grade			 Do not use this side	
7th Grade				
8th Grade				
SDC				

Add Del

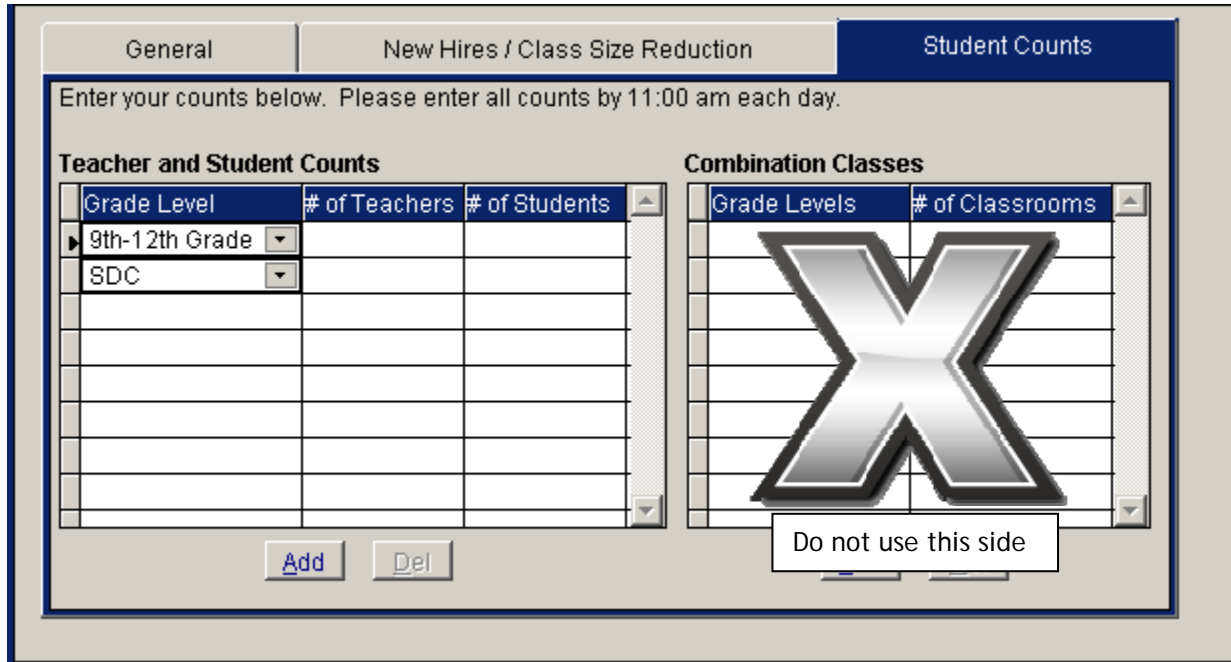
Questions?

- If you have questions about how to use Zangle to enter your daily enrollment counts or need help accessing School Editor, please call the IT Help Desk at 619-209-HELP (4357).
- If you have questions about the process (non-Zangle), please call your school's Area Superintendent.

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 **Student Counts**

Enter your counts below. Please enter all counts by 11:00 am each day.

Teacher and Student Counts			Combination Classes	
Grade Level	# of Teachers	# of Students	Grade Levels	# of Classrooms
▶ 9th-12th Grade			 Do not use this side	
SDC				

Add Del

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