

Zangle

New Year Initialization for 2009-10

For Power Users and Principals at all schools

Version 2.1

Updated March 4, 2009

Overview.....	1
What is New Year Initialization?	1
What is copied?	1
What is not copied?	2
Other New Year Init facts.....	2
What do I need to do After March 9th?	3
Important dates	4
Something to consider	4
Where to get Help.....	4
Logging into Your Future Track	5
Logging into Zangle	5
Logging into ZangleConnection	6
Notifying IT that You Checked Your Track Setup (Schools With Secondary Tracks) .	7
Enrolling Students (March - July)	9
1. Enrolling a student for 2008-09—New to the district <i>or</i> from within	9
2. Enrolling a Future student for 2009-10—New to the district.....	10
3. Enrolling a Future student for 2009-10—Within the district.....	11
Remote transferring a student.....	11
4. Retaining a student	14
Frequently Asked Questions	15

Overview

WHAT IS NEW YEAR INITIALIZATION?

New Year Initialization, typically referred to as New Year Init, is the process that IT runs to create your future year's track. All students from this year will be copied and bumped up by one grade level (with the exception of current 12th graders, who are not copied). New Year Init is run so you can prepare your master schedule and enroll students for the Fall.

WHAT IS COPIED?

The IT Department will copy the following from the 08/09 track to your future 09/10 track:

1. **Students.** All students in your 08/09 track were bumped up by one grade level and copied to your 09/10 track. Every student will now have a future status record in Student Editor. NOTE: Students in a school's highest grade (i.e. exiting students) were automatically sent to the next school.
2. **Faculty status records.** Any faculty with an open faculty status (facstat) record for 08/09 will have one for 09/10.
3. **Permissions.** Faculty will have the same permissions for 09/10 that they have for 08/09. In rare instances, staff might not see any buttons when they log in to the 09/10 track. Please see p.16 for information on how to handle this situation.
4. **Track cycle days and terms.** You will be given the same cycle days and terms as you had for the 08/09 track.
5. **Courses.** Track courses from 08/09 will be copied to 09/10; however, there will be *many* corrections and changes to your school's track-course table, including removing discontinued courses and site-adopted courses not approved for your school. The IT Department and Research and Evaluation Division (RED) will be cleaning up the courses in your 09/10 track. They will remove inappropriate courses from your track course table. **NOTE TO SECONDARY SCHOOLS:** This clean up will also remove **course requests** and sections from the master schedule for discontinued courses. You will be notified in the rare instances that course requests for your students get deleted. Please refer to the 4100 course file regarding which courses you should use. The 4100 listing is available at <http://studata.sandi.net/saa/>, currently under "What's New." If it is not on this list, it is not allowed to be offered.
6. **Master schedule:** Your 09/10 master schedule will look exactly like the 08/09 master schedule. This means that you will likely need to clean up the master schedule. (*i.e.*, you will need to make changes if you have teachers that are switching courses, if you are adding or deleting sections, or if you add a new teacher for next year). **IMPORTANT!** Once you make changes to your master schedule, the IT Department will not be able to undo them in the case that you need to revert back to the way it was delivered. Secondary master schedule

training sessions began in January 2009. Elementary sessions will be held in May, June, and July. Please refer to <http://www.sandi.net/zangle/training/> for the latest calendars.

7. **Mark definitions.** Mark definitions for secondary schools and elementary schools (SBRC) will be copied.
8. **Existing team definitions.** This affects secondary schools only.
9. **Student schedule loader rules and options.** This affects secondary schools only.

WHAT IS NOT COPIED?

1. **Track calendar.** The track calendar is not copied forward. However, the IT Department will load the district standard base calendar for you (holidays, attendance months, etc.).
2. **Bell schedule.** The bell schedule is not copied. You *must* enter your 2009-10 bell schedule *and* enter your bell schedule calendar.

OTHER NEW YEAR INIT FACTS

The IT Department has added special processes to New Year Init so that district rules are followed in the promotion of students.

1. When promoting to a new school, VEEP, Magnet, and Open Enrollment (CHOICE) students are kept in pattern with their current school if they are coded with the proper boundary exception.
2. Pre-kindergarten students currently enrolled in a CDC or State Pre-School program who will be of kindergarten age for 2009-10 will automatically be pre-enrolled in their neighborhood elementary school as a kindergartener. Elementary schools can generate a list of these students by running the Student Directory report (Zangle > Enrollment > Reports > Student Directory) and filtering on Future Kindergarten students. (Use the **Select** tab to set **Enrollment to Future Students** and **Grade to Kindergarten**.) Please see the [Zangle Reports \(Advanced Reports\)](#) handbook for detailed information on how to filter a pre-defined report.
3. Students in certain atypical schools do not have their grade level bumped up.

WHAT DO I NEED TO DO AFTER MARCH 9TH?

It is your responsibility as the Power User to check your 09/10 track. Regular elementary schools need to do three things; schools with secondary (multi-period) tracks need to do five. **Important!** Make sure you check your 09/10 track setup *before* beginning work on your master schedule. Any track changes that IT needs to make (e.g. terms, periods, cycle days, etc.) must be made *before* master schedule set-up.

Secondary does 5 things

Elementary does 3 things

1. **Enter the bell schedule(s).** No school had its 08/09 bell schedule copied. Zangle will never copy the bell schedule during the New Year Init process. Define your 09/10 bell schedules for regular days, modified days, etc. Then assign the bell schedules to the bell schedule calendar for the entire school year including a lunch period at secondary schools.
2. **Enter modified days.** Enter your school's modified days in the track bell schedule calendar for the entire school year if you haven't already.
3. **Check the cycle days.** On the **Definitions** tab, go to the **Cycle Days** tab and make sure your cycle day description, etc. is set correctly. On the **Calendar** tab, go to the **Cycle Days** tab and make sure those options (how cycle days are incremented) are set correctly for your school.
4. **Check the periods.** Verify that the period codes are what you want them to show on student schedules. To do this, click **Track Editor**, go to the **Definitions** tab, and go to the **Periods** tab. Make fixes as necessary.
5. **Notify IT that you checked your track by April 3rd (year-round schools) or April 17th (traditional schools).** Regardless of whether you need your track changed or not, you must verify that you checked your track setup by completing the form at <http://www.sandi.net/zangle/masterschedule/>. Please see p.7 for full details.

NOTE: The Track Editor will be unlocked and you will be notified as soon as possible following March 9th that you can make updates to your *future* year track. Remember, this will be for future year changes only; you must still submit a request to Pupil Accounting if any changes are needed in the current year.



IMPORTANT DATES

Please be aware of these important dates.

Date	Event
Friday, March 6	All Zangle users need to log out by 4:00 p.m. so the IT Department can begin the New Year Init process.
March 7 - 8	No Zangle access until New Year Init process is completed. (See New Year Init emails for more details.)
Monday, March 9	The first day that you will see your 09/10 track when you log into Zangle.
March 9 - April 3 or April 17 (see below)	Check your 09/10 track. See <i>What do I need to do After March 9th?</i> on p.3 for more information.
Friday, April 3 (year-round) Friday, April 17 (traditional)	The last day for secondary schools to verify that they checked their track setup at http://www.sandi.net/zangle/masterschedule/ . See p.7 for more information. The deadline is April 3rd for Year Round schools and April 17th for traditional schools.
Monday, July 27	The first day that you will <i>only</i> see your 09/10 track when you log into Zangle Production. As of this day, your 09/10 track will no longer be the Future track; instead it will become the Active track.

SOMETHING TO CONSIDER

This process is only done once a year, and New Year Initialization is a complex process with many factors to consider. If or when problems are identified, IT will fix these problems as quickly as possible. Please read the information in this document carefully. Then, if you have problems or questions, remember to call the Help Desk at (619) 725-7500.

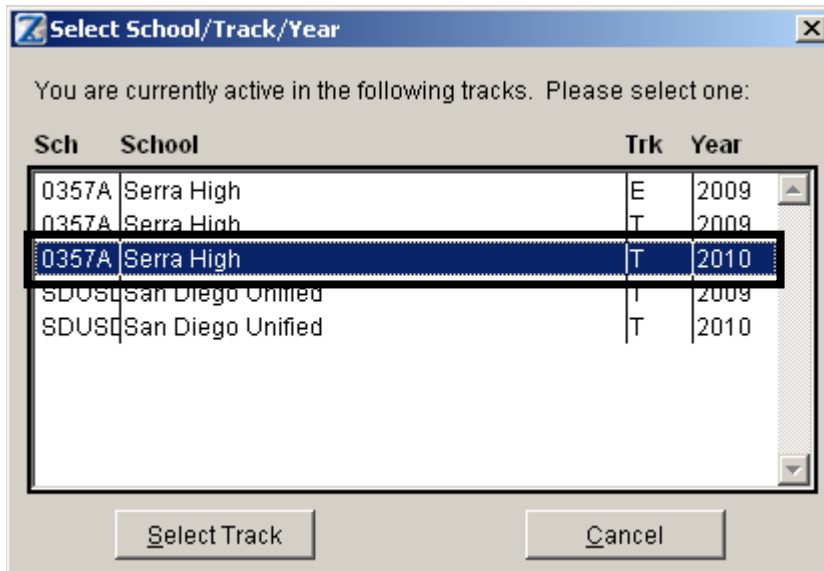
WHERE TO GET HELP

1. Master Schedule Training Classes
2. Handbooks
3. Zangle website: Job Aids, Knowledgebase
4. On Site Support Team
5. Help Desk 725-7500

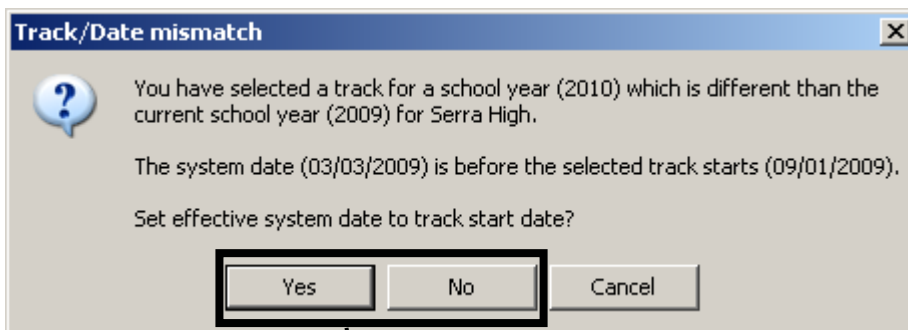
Logging into Your Future Track

LOGGING INTO ZANGLE

Beginning March 9, 2009, all Zangle users will see next year's track upon login. This track is labeled 2010. Only the T (traditional) and S (single-track) tracks are copied; you will not see a future track for Extended Day or Intersession.



NOTE: Upon selecting the 09/10 track, you will see a message similar to the one below. You will see this message until the first day of the track (typically the day before the first day of school). See page 16, section B, question 1 for more information.

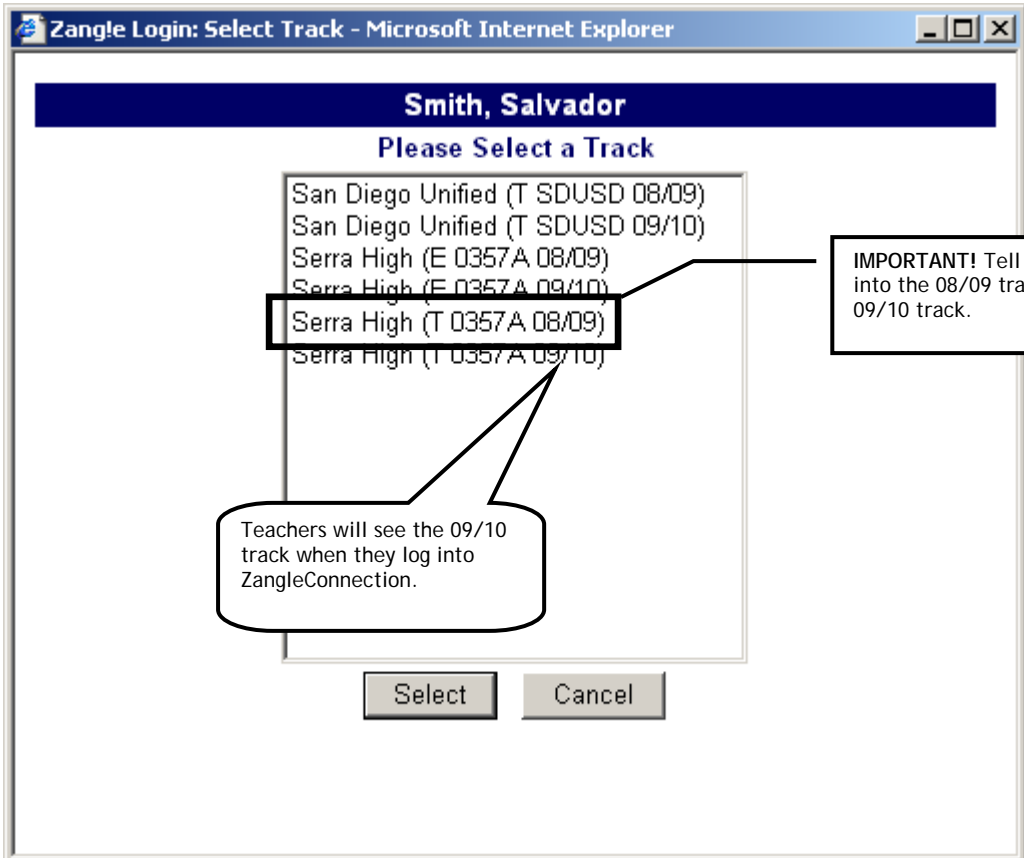


- Click Yes to change the system date to the first day of the future track.
- Click No to keep the system date at the current system date (usually today's date).

LOGGING INTO ZANGLECONNECTION

Beginning March 9, 2009, all teachers (or other users that access ZangleConnection) will see next year's track upon login. This track is labeled 09/10. Only the T (traditional) and S (single-track) tracks are copied; teachers will not see a future track for Extended Day or Intersession.

IMPORTANT! Teachers have no need to go into the 09/10 track. They will not be able to do anything and they might become confused. Teachers should be advised to only log into their 08/09 track(s).



Smith, Salvador
Please Select a Track

- San Diego Unified (T SDUSD 08/09)
- San Diego Unified (T SDUSD 09/10)
- Serra High (E 0357A 08/09)
- Serra High (E 0357A 09/10)
- Serra High (T 0357A 08/09)**
- Serra High (T 0357A 09/10)

Teachers will see the 09/10 track when they log into ZangleConnection.

IMPORTANT! Tell your teachers to log into the 08/09 track and to ignore the 09/10 track.

Select Cancel

To Do List: - Power Users, make sure to notify your teachers of the new track and give them any instructions they might need.

Notifying IT that You Checked Your Track Setup (Schools With Secondary Tracks)

ATTENTION all schools with secondary (multi-period) tracks: The IT Department needs you to notify them once you have checked your track setup. You must do this by **April 3, 2009** if you are a year-round school or by **April 17, 2009** if you are a traditional school even if you do not need any changes made to your track setup for 2009-10. To notify IT, please do the following:

1. Go to <http://www.sandi.net/zangle/masterschedule/>. Click **Complete Your Tasks**, and then log in with your ID and password.
2. Click **Submit your track data to the IT department**.

Task	Responsibility
1. Submit your track data to the IT department	School site

3. A form will appear. Complete all fields on the form.
 - a. If your 2009-10 track is currently set up correctly and you do not need any changes, enter your track type, terms, elective wheel pattern, cycles, and periods per day. In the Notes field, type "Copy from last year." **NOTE:** IT will copy your Cycle and Term information.

IMPORTANT! Once you make changes to your master schedule, the IT Department will not be able to undo them in the case that you need to revert back to the way it was delivered.

Track type	Terms	Elective wheel pattern
Traditional <input type="button" value="v"/>	2 <input type="text"/>	None <input type="button" value="v"/>
Cycles	Max periods per day (including one	
1 <input type="text"/>	7 <input type="text"/>	
Notes		
Copy from last year.		
<input type="button" value="Submit track setup"/>		

If you would like your Cycle and Term information copied, type Copy from last year in the Notes field.

Don't forget this includes a period for lunch!

- b. To change your 2009-10 track setup, enter the desired track type, terms, elective wheel pattern, cycles, and periods per day. In the Notes field, type a brief description of what is different or what you want changed from the existing future track, *e.g.*, "We want 7 periods instead of 6 periods" or "We are no longer using 2 cycle days and only need one."

Notes	
We want 7 periods instead of 6 periods.	

4. Click **Submit track setup**. This will generate an email that is sent to the appropriate staff in IT.

NOTE: If you requested changes, IT staff will email you when the changes have been made. You can expect to wait *at least one week*; as May approaches, this amount of time might lengthen.

Enrolling Students (March – July)

This section discusses six enrollment scenarios that will occur after March 9, 2009:

1. Enrolling a student for 2008-09—NEW TO THE DISTRICT *OR* FROM WITHIN THE DISTRICT
2. Enrolling a future student for 2009-10—NEW TO THE DISTRICT
3. Enrolling a future student for 2009-10—FROM WITHIN THE DISTRICT. This can be done by Remote Transferring a student for the Future track.
4. Retaining a student.

1. ENROLLING A STUDENT FOR 2008-09—NEW TO THE DISTRICT *OR* FROM WITHIN

For students that are new to the district or from within the district.

When enrolling a student for the 2008-09 school year, enroll the student into your 08/09 track using the normal enrollment process. Directions for enrolling a student (new to the district and from within the district) are in the Enrollment Handbook. This handbook is available for download at <http://www.sandi.net/zangle/readandlearn/handbooks/>.

General							Addresses	Misc.	Other	Contacts	Boundary	Enrollment	Picture	SDCS
Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor									
E 0357A 06/0	Part-time	09/26/2006	Dual Enrollment	06/19/2007	SS/Intersess/E	9								
T 0357A 07/0	Primary sit	09/03/2007	Track Transfer	06/20/2008	Continue Same	10								
E 0357A 07/0	Part-time	09/07/2007	Dual Enrollment	06/16/2008	SS/Intersess/E	10								
T 0357A 08/0	Primary sit	09/01/2008	Track Transfer			11								
T 0357A 09/0	Future	----	Track Transfer			12								

NOTE: You should notice that any student you enroll will automatically get a future status record when you save the enrollment record. The future record will either be at the same school or the student's next school if the student is currently in the school's highest grade.

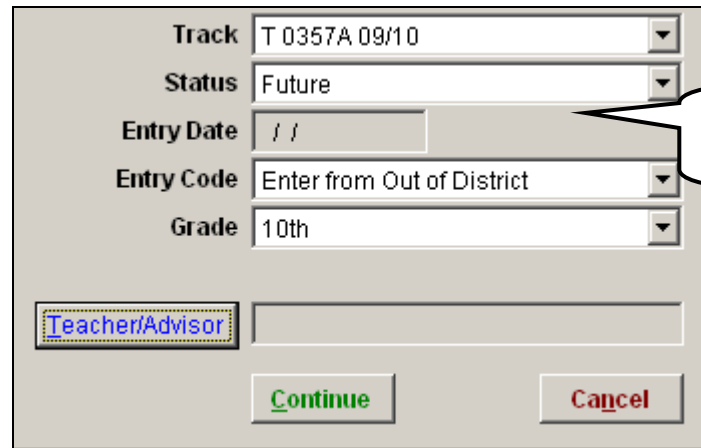
2. ENROLLING A FUTURE STUDENT FOR 2009-10—NEW TO THE DISTRICT

For students that are new to the district only!

Use this process to enroll a student who is **new to the district** and will **not** attend school during the current year. This will **only** create a future status record in Zangle for the student.

To enroll a future student, follow these steps:

1. Launch Zangle. Select *either* this year's track or the future track.
NOTE: You do **not** have to log into the future track to enroll a student into that track. You can enroll the student into the future track from this year's track.
2. If you logged into the future track, you will be prompted to adjust the system date. (You will see this message any time you log into the future track prior to its start date.) Click Yes. If you did not select the future track, skip this step.
3. Click **Enrollment**. Click **Student Editor**.
4. Follow the regular enrollment process to enroll a new student as described in the Enrollment Handbook. When you get to the bottom portion of the new enroll screen, do the following:
 - a. **Track:** Choose the **09/10** track from the menu.
 - b. **Status:** Choose **Future** (the only option when you choose the 09/10 track).
 - c. **Entry Date:** You will not be able to set the entry date. In July, when the Year End process is run by IT, the date will be set to the first day of the track.
 - d. **Entry Code:** Choose the appropriate entry code for the new student.
 - e. **Grade:** Choose the appropriate grade level.



5. Click **Continue**. Then complete the rest of the enrollment process as described in the Enrollment Handbook.
6. When you are done, the student will have a future status record for the 09/10 track.

Note: If you logged into the future track, you can easily switch back to this year's track. To do this, from the **File** menu, choose **Switch School/Track/Year**. You might need to reset the system date.

3. ENROLLING A FUTURE STUDENT FOR 2009-10—WITHIN THE DISTRICT

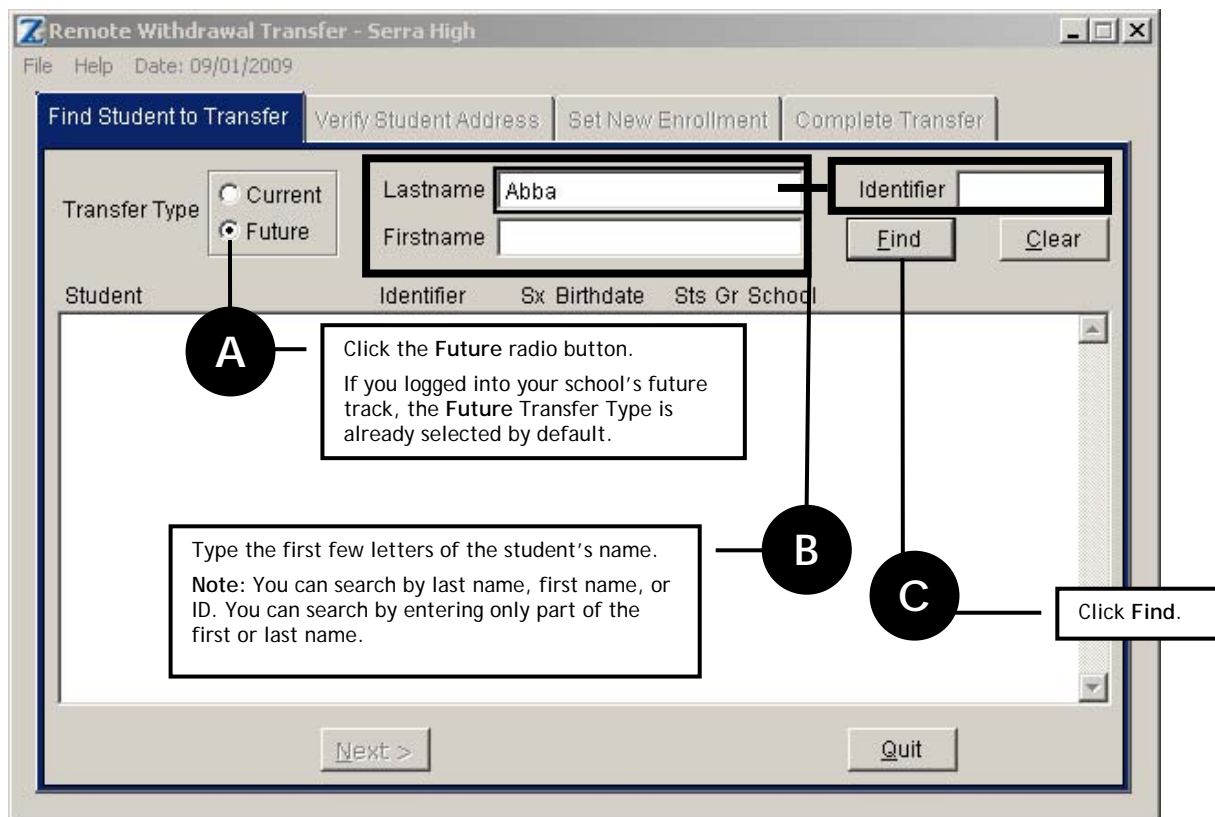
For students who are currently enrolled at a district school but will be attending your school in the Fall (2009-10 school year), use Future Remote Transfer for this situation. See instructions below.

REMOTE TRANSFERRING A STUDENT

Effective March 9, 2009, Remote Transfer will again be available for future year enrollments. Between the time of Zangle New Year Initialization and Year End (generally, between March and July), Zangle will allow schools to remote transfer students *in the Future year only*. Remote transfers during the current year are not allowed during this time.

Follow the steps below to perform the Remote Transfer for a future student.

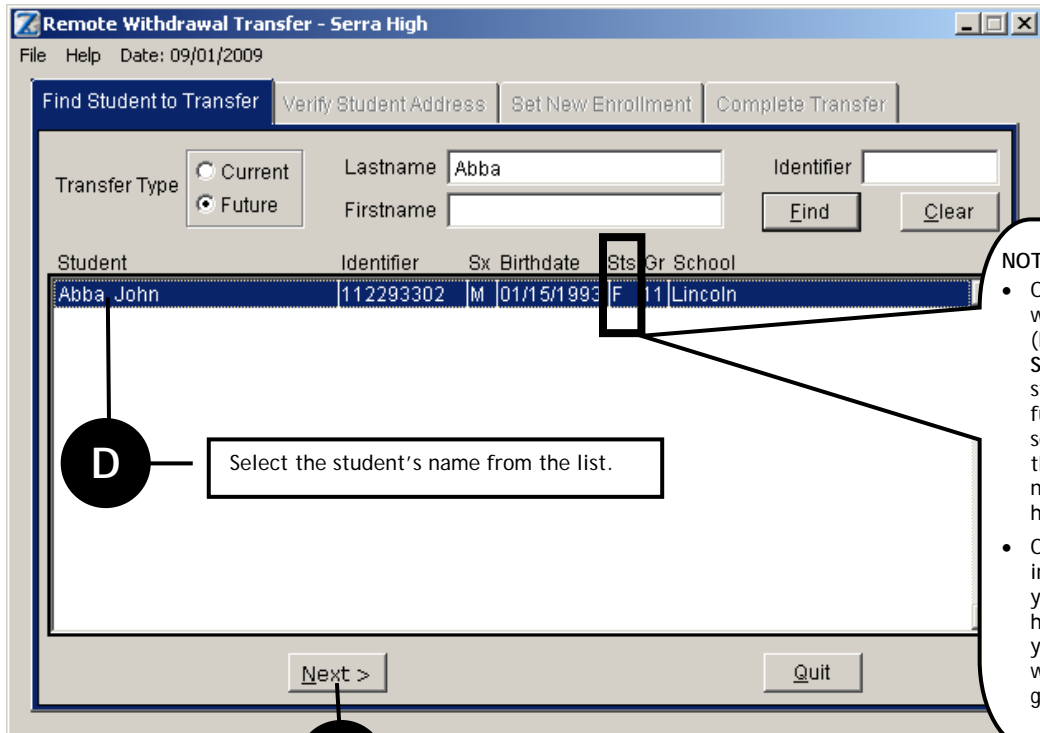
- Launch Zangle. Click Enrollment. Click Remote Transfer.



A Click the Future radio button. If you logged into your school's future track, the Future Transfer Type is already selected by default.

B Type the first few letters of the student's name. Note: You can search by last name, first name, or ID. You can search by entering only part of the first or last name.

C Click Find.



Remote Withdrawal Transfer - Serra High
File Help Date: 09/01/2009

Find Student to Transfer | Verify Student Address | Set New Enrollment | Complete Transfer

Transfer Type: Current Future

Lastname: Abba Identifier:

Firstname: Find Clear

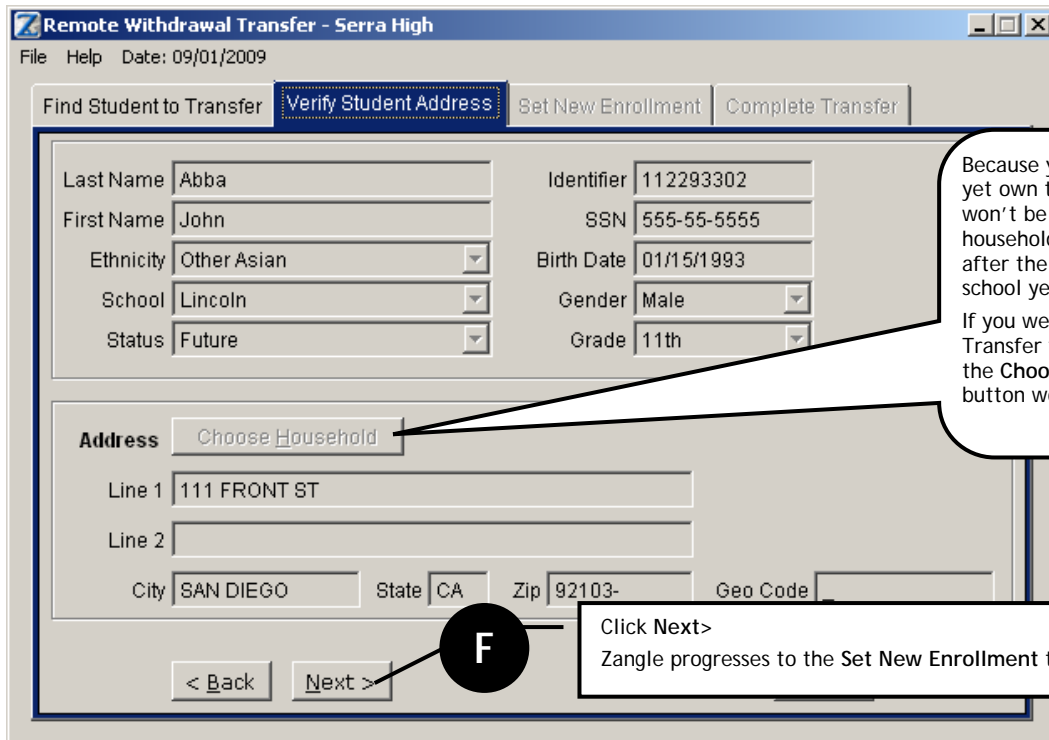
Student	Identifier	Sx	Birthdate	Sts	Gr	School
Abba John	112293302	M	01/15/1993	F	11	Lincoln

Next > Quit

D Select the student's name from the list.

- NOTES:
- Only *Future* students will appear in this list. (Notice the F under the Sts column.) If a student doesn't have a future record at any school in the district, then that student's name won't appear here.
 - Only students that are in the grade range of your school will appear here. For example, if your school is K - 5, you will only see students in grades K - 5.

E Click Next>. You will progress to the Verify Student Address tab.



Remote Withdrawal Transfer - Serra High
File Help Date: 09/01/2009

Find Student to Transfer | Verify Student Address | Set New Enrollment | Complete Transfer

Last Name: Abba Identifier: 112293302

First Name: John SSN: 555-55-5555

Ethnicity: Other Asian Birth Date: 01/15/1993

School: Lincoln Gender: Male

Status: Future Grade: 11th

Address: Choose Household

Line 1: 111 FRONT ST

Line 2:

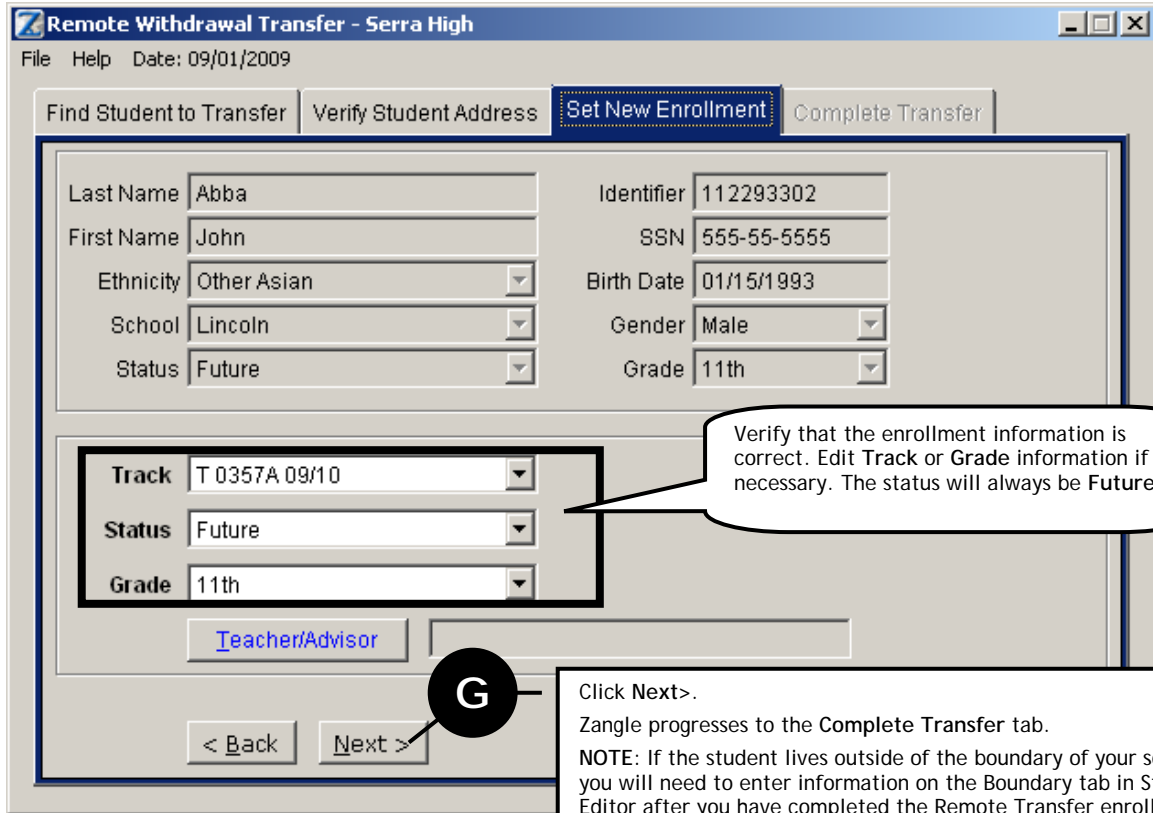
City: SAN DIEGO State: CA Zip: 92103- Geo Code:

< Back Next >

Because your school does not yet own this student, you won't be able edit any household information until after the end of the current school year.

If you were doing a Remote Transfer for the *current* year, the Choose Household button would be enabled.

F Click Next> Zangle progresses to the Set New Enrollment tab.



File Help Date: 09/01/2009

Find Student to Transfer | Verify Student Address | **Set New Enrollment** | Complete Transfer

Last Name: Abba | Identifier: 112293302
 First Name: John | SSN: 555-55-5555
 Ethnicity: Other Asian | Birth Date: 01/15/1993
 School: Lincoln | Gender: Male
 Status: Future | Grade: 11th

Track: T 0357A 09/10
 Status: Future
 Grade: 11th

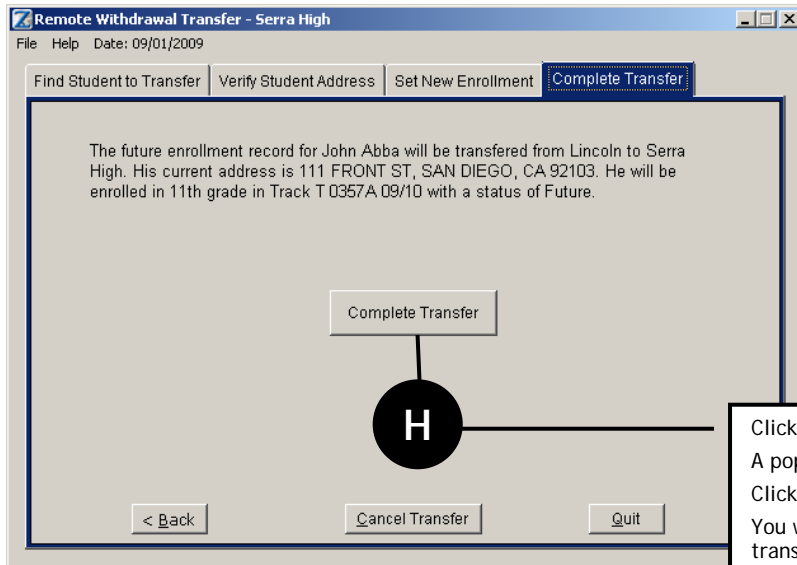
Teacher/Advisor: _____

< Back | Next >

G

Verify that the enrollment information is correct. Edit Track or Grade information if necessary. The status will always be Future.

Click Next>.
 Zangle progresses to the Complete Transfer tab.
NOTE: If the student lives outside of the boundary of your school, you will need to enter information on the Boundary tab in Student Editor after you have completed the Remote Transfer enrollment process.



File Help Date: 09/01/2009

Find Student to Transfer | Verify Student Address | Set New Enrollment | **Complete Transfer**

The future enrollment record for John Abba will be transferred from Lincoln to Serra High. His current address is 111 FRONT ST, SAN DIEGO, CA 92103. He will be enrolled in 11th grade in Track T 0357A 09/10 with a status of Future.

Complete Transfer

< Back | Cancel Transfer | Quit

H

Click Complete Transfer.
 A pop-up window confirming the transfer will appear. Click OK.
 You will return to the first tab. If you would like to transfer another student, repeat Steps A-H. Otherwise, click Quit.

4. RETAINING A STUDENT

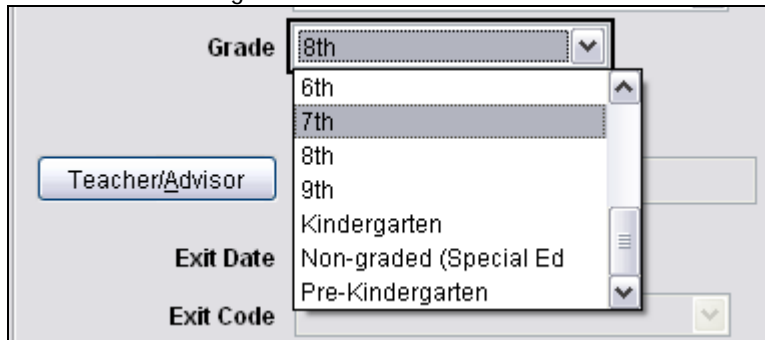
For students that are not at your school's high grade (exiting grade level).

Use this process to retain a student for next year *only if the student is not currently at your school's high grade*. If you need to retain a student that is in 12th grade during 2008-09, you will need to actually re-enroll that student.

Note: Decisions to retain students should be made by site principals in accordance with current district policy.

To retain a student for next year, do the following:

1. Launch **Zangle**. Select this year's track.
2. Click **Enrollment**. Click **Student Editor**. Find the desired student.
3. Click **Edit**.
4. Double-click the **Future** status record. A new window will appear.
5. Select the correct grade level from the menu.



The screenshot shows a software interface for editing student information. On the left, there are labels for 'Grade', 'Teacher/Advisor', 'Exit Date', and 'Exit Code'. The 'Grade' field is currently set to '8th'. A dropdown menu is open, showing a list of grade levels: '6th', '7th', '8th', '9th', 'Kindergarten', 'Non-graded (Special Ed)', and 'Pre-Kindergarten'. The '7th' option is currently selected and highlighted. A 'Teacher/Advisor' button is visible to the left of the dropdown menu.

6. Click **Save**. You will return to the previous screen.
7. Click **Done**.

Frequently Asked Questions

A. Track Setup

1. Why doesn't my school/location have a future track?

As of March 9, future tracks will not be available for charter schools, Special Education locations, state pre-schools, or CDCs. Charter schools need to send their 09/10 calendar to Pupil Accounting in order for the future track to be created by the IT Department. Special Education and Early Childhood tracks are being worked on by IT.

2. Why are the grade levels in my future track not what they are supposed to be?

The IT Department ran New Year Init to match what has been approved by the Board. If you are a school that has submitted a change to grade levels, the IT Department must wait for Board approval. Then, changes will be made by a process that IT runs each weekend.

3. I'm at a secondary school and my Events Calendar doesn't look right. Why?

As of March 9, the IT Department will still be working on the calendars for the secondary schools. You will be notified as soon as possible following March 9th that IT has completed its calendar updates and that the Track Editor has been unlocked for *future* year updates. NOTE: Elementary calendars have been set.

4. When I go into the banner applications in my future track, I don't see any students. How do I get them to display?

When you launch a banner application, like Student Profile, the screen defaults to Active students (the second button at the top-right of the screen). Because there are no active students in your future track, you will see zero students. To display your Future students, click the rainbow icon (the fourth button).



B. Logins/Permissions

1. When I log into the future track, should I click Yes or No?

Click **Yes** to change the system date to the first day of the future track. Click **No** to keep the system date at the current system date (usually today's date). Either one works. See p.5 for a screenshot of this login screen.

2. There are people at my site who have no buttons when they log into the future track. How do I fix this?

Some Users might not see any buttons when they log into the 09/10 track. This is due to the way their permissions were set up for the 08/09 track. You can fix this yourself. Please refer to Zangle Knowledgebase Article #282 for directions on fixing permissions. This is at <http://www.sandi.net/zangle/webapp/knowledgebase/search.asp> (keyword Permissions).

C. Enrollment

1. Does this mean I can now pre-enroll my kindergarten students? How do I do this?

Yes. Follow the directions in the section titled *2. Enrolling a Future student for 2009-10—New to the district* on p.10.

2. When I drop a student that is enrolled this school year, do I need to delete next year's record?

No. The future status record is automatically deleted when you drop a student.

3. Can I enroll students for 09/10 before I set up the bell schedules?

Yes. But don't forget to set up the bell schedules and bell schedule calendar!

4. When did Remote Transfer get turned on? I thought it was turned off?

It was turned back on during the New Year Initialization process. Remote Transfer now works for the Future Track.

5. How do I retain students?

See p.14 for directions on retaining students. **NOTE TO HIGH SCHOOLS:** If you need to retain a student that is in 12th grade during 2008-09, you will need to actually re-enroll that student.

D. Master Schedule and Scheduling

1. Can I attend master schedule training this year?

Yes. The Zangle Team is offering master schedule training sessions for both elementary and secondary schools. The secondary classes began in January 2009. The elementary classes will begin in late Spring, 2009 (elementary schools will be notified via email). Please refer to <http://www.sandi.net/zangle/training/> for the latest training calendars.

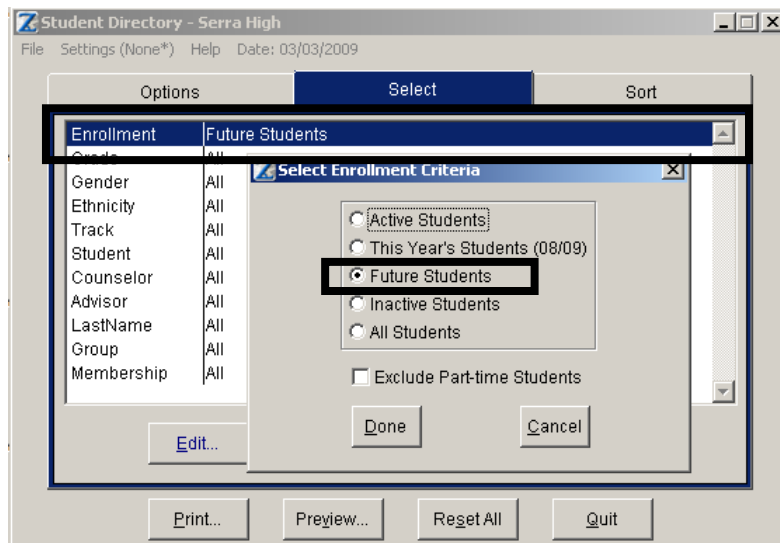
2. Can secondary schools enter course requests now even if they are waiting for changes to be made by IT to their 2009-10 tracks?

Yes. Course requests can be entered at any time and will not be affected if a school's track setup is changed.

E. Reporting on Future Students

1. How do I report on my future students?

Using any pre-defined report, like the Student Directory report in the Enrollment module, click the **Select** tab and set the Enrollment to **Future Students**. You can do this from either the current or future track. **NOTE:** You can filter this report by group, which allows you to choose VEEP, Special Education, and other groups. You can also export this report. For more information, see the Advanced Reports Handbook available for download at <http://www.sandi.net/zangle/readandlearn/handbooks/>.



2. Can I use Query Writer for my future students?

Yes. There are two Query Writer reports that will show you Incoming students for next year and Outgoing students for next year.