

# Zangle

## New Year Initialization for 2013-14

For Power Users and Principals at all schools

Version 1.0

Updated February 21, 2013

Overview.....	3
What is New Year Initialization? .....	3
What is copied? .....	3
What is not copied? .....	4
Other New Year Init facts.....	4
What do I need to do After February 24th? .....	4
Important dates .....	4
Something to consider .....	4
Where to get Help.....	4
Logging into Your Future Track .....	5
Logging into Zangle Frontoffice.....	5
Logging into ZangleConnection for Non-teaching staff.....	6
Logging into ZangleConnection for Teachers .....	7
Notifying IT that You Checked Your Track Setup (Schools With Secondary Tracks) .	8
Enrolling Students .....	9
1. Enrolling a student for 2012-13.....	9
2. Pre-Enrolling a student for 2013-14—New to the district or for students that have been enrolled in SDUSD in previous years, but not at all during 2012-13. ....	10
3. Pre-Enrolling a student for 2013-14—Within the district .....	11
4. Pre-enrolling a student for 2013-14 - from within the district but without a future status record .....	14
5. Retaining a student who <i>is not</i> at your school’s highest grade level .....	14
7. Retaining a student who <i>is</i> at your school’s highest grade level .....	15
Frequently Asked Questions .....	16

## 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 and enrollments. All students from this year will be copied and bumped up by one grade level (with the exception of current 12<sup>th</sup> graders, who are not copied). New Year Init is run usually in February or March so you can prepare your master schedule as early as possible and enroll students for the Fall.

### WHAT IS COPIED?

The IT Department will copy the following from the 12/13 track to your future 13/14 track:

1. **Students.** All students in your 12/13 track will be bumped up by one grade level and copied to your 13/14 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 enrolled at their next school.
2. **Faculty status records.** Any faculty with an open faculty status (facstat) record for 12/13 will have one for 13/14.
3. **Permissions.** Faculty will have the same permissions for 13/14 that they have for 12/13. In rare instances, staff might not see any buttons when they log in to the 13/14 track. Please see p.17 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 12/13 track. If changes are necessary, please refer to the section on “Notifying IT that You Checked Your Track Setup,” on page 8.
5. **Courses.** Track courses from 12/13 will be copied to 13/14; however, there may be 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 the Research and Reporting Department will be removing inappropriate courses from your 2013-14 track-course table.

**Secondary Schools:** This clean-up process will also remove **Course Requests** for discontinued courses. You will be notified in the rare instances that Course Requests for your students get deleted. The Office of Accountability no longer publishes the 4100 file on their website. Instead, to determine which courses you should use, run the **\*Course Listing - Active District Courses** query in System Query Writer. If it is not on this list, it is not allowed to be offered. To assist you in determining whether or not you can offer a particular course at your school, please refer to the Job Aid entitled [How to Verify District Courses Eligible for Your Site](#).

**Elementary Schools:** All courses for combined grade levels (such as SDC-KG or SDC-NP) will be removed from your track.



## WHAT IS NOT COPIED?

**Track calendars.** The 2013-14 calendar has not been finalized - calendar dates are subject to change. Schools are not expected to make any changes in the track calendar data for 2013-14.

## 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 *and* have a valid Expiration Date (not expired.)
2. Pre-kindergarten students currently enrolled in a CDC or State Pre-School program who will be of kindergarten age for 2013-14 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. (Click the **Select** tab to set **Enrollment to Future Students** and **Grade to Kindergarten**.) Please see the [Zangle 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 FEBRUARY 24TH?

1. **Secondary schools only: If there are changes that need to be made to your track setup, submit them to IT as early as possible.** 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 page 8 for full details.



## IMPORTANT DATES

Please be aware of these important dates.

Date	Event
Friday, February 22	All Zangle users need to log out by 4:00 p.m. so the IT Department can begin the New Year Init process.
February 23-24	No Zangle access until New Year Init process is completed (See recent New Year Init emails for more information.)
Monday, February 25	The first day that you will see your 13/14 track when you log into Zangle.
February 25 - May 29	Check your 13/14 track. See " <i>What do I need to do After February 24th?</i> " on page 3 for more information.
Wednesday, May 29	The last day for secondary schools to verify that they checked their track setup at <a href="http://www.sandi.net/zangle/masterschedule/">http://www.sandi.net/zangle/masterschedule/</a> . See page 8 for more information.

## 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. See the list below for ways to assist you.

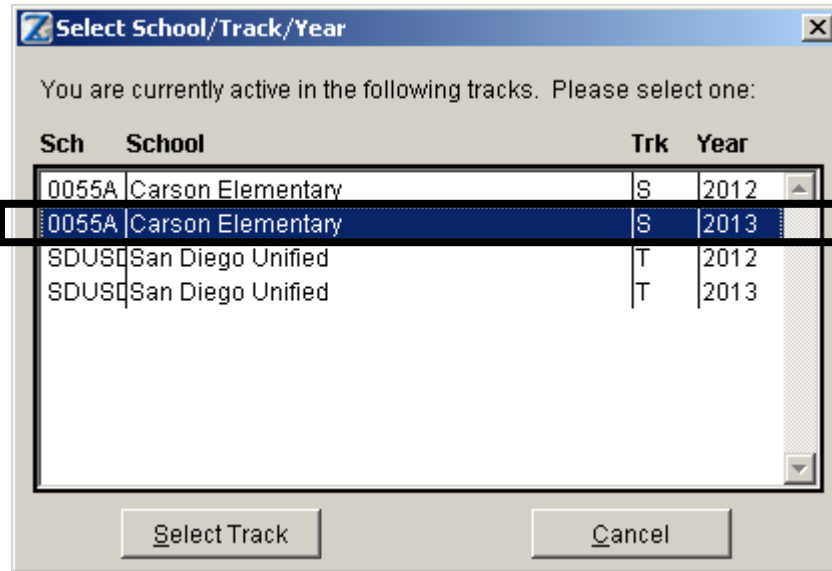
### WHERE TO GET HELP

1. Master Schedule Training Classes
2. Zangle Handbooks
3. Zangle website: Job Aids, Knowledgebase, eLearning tutorials
4. Help Desk (619) 209-HELP (4357)

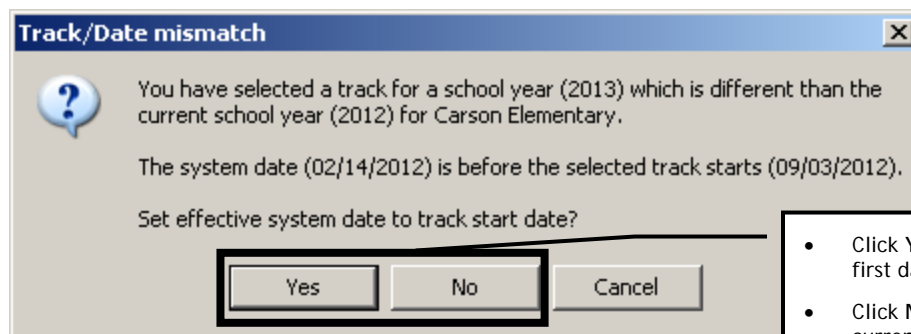
# Logging into Your Future Track

## LOGGING INTO ZANGLE FRONTOFFICE

Beginning February 25, 2013, many Zangle users will see next year's 2013-14 track upon login. This track is labeled **2014**. Only the T (traditional) and S (single-track) tracks are copied; you will not see a future track for Extended Day or Intersession.



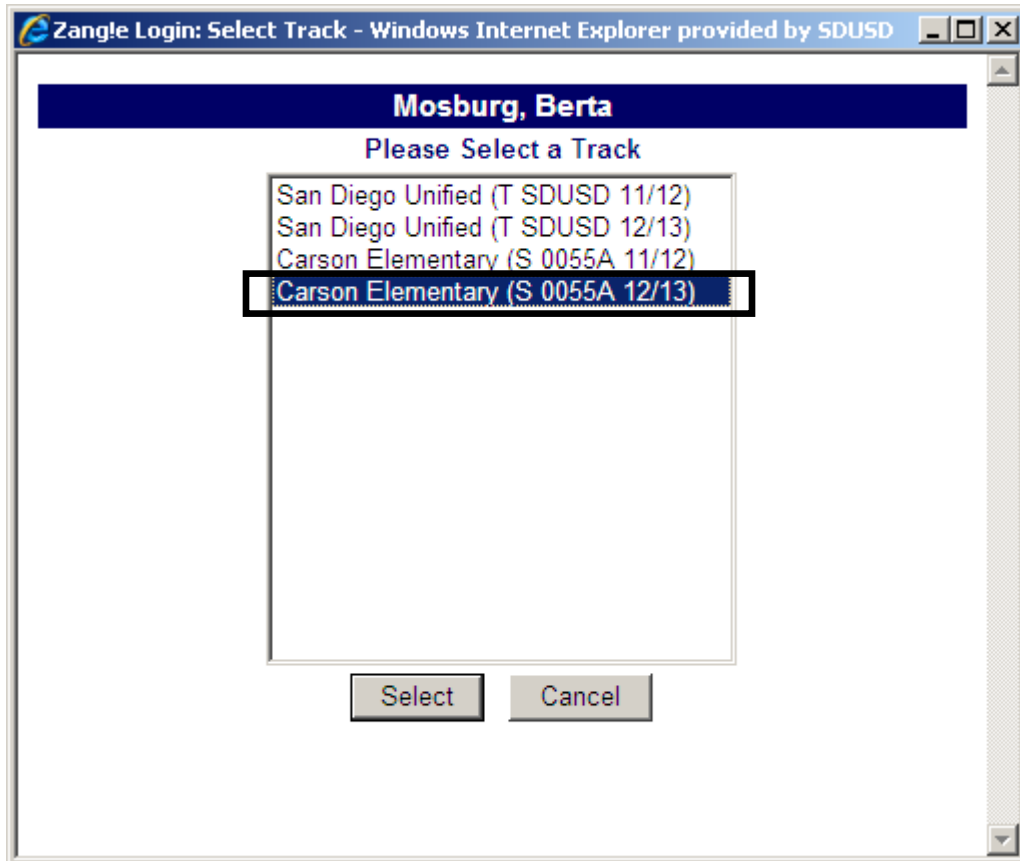
**Note:** Upon selecting the 13/14 track, you will see a message similar to the one below. You will see this message until the first day of the track (typically the day before the first day of school). See page 18, section B, question 1 for more information.



- 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).

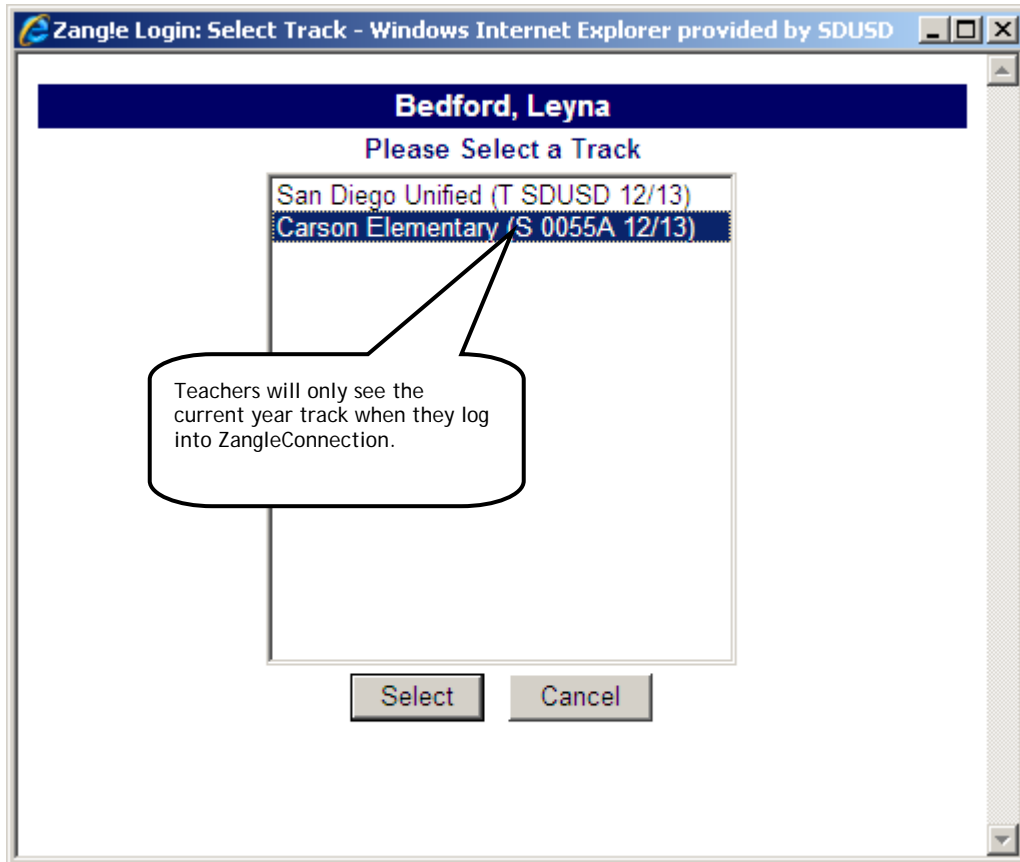
## LOGGING INTO ZANGLECONNECTION FOR NON-TEACHING STAFF

Non-teaching staff will see next year's track beginning February 25, 2013. This track is labeled 13/14. Only the T (traditional) and S (single-track) tracks are copied; non-teaching staff will not see a future track for Extended Day or Intersession. There is nothing that needs to be done in ZangleConnection for the future track.



## LOGGING INTO ZANGLECONNECTION FOR TEACHERS

Due to the implementation of PowerSchool Teachers are not expected to log into next year's track.



# 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 **Wednesday, May 29th, 2013** even if you do not need any changes made to your track setup for 2013-14. 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. <b>Submit your track data to the IT department</b>	School site

3. A form will appear. Complete all fields on the form.
  - a. If your 2013-14 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.

Track type	Terms	Elective wheel pattern
Traditional <input type="button" value="v"/>	2 <input type="button" value="v"/>	None <input type="button" value="v"/>
Cycles	Max periods per day (including one additional period for lunch)	
1 <input type="button" value="v"/>	7 <input type="button" value="v"/>	
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.

Important: Don't forget to include a period for lunch!

- b. To change your 2013-14 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.



# Enrolling Students

This section discusses six enrollment scenarios that will occur *beginning* February 25, 2013:

1. Enrolling a student for 2012-13
2. Pre-enrolling a student for 2013-14—NEW TO THE DISTRICT or for students that have been enrolled in SDUSD in previous years, but not at all during 2012-13.
3. Pre-enrolling a student for 2013-14—FROM WITHIN THE DISTRICT.  
This is done by Remote Transferring a student for the Future track.
4. Pre-enrolling a student for 2013-14 who is currently attending another SDUSD school but does not have a Future Status record for some reason.
5. Retaining a student who *is not* at your school's highest grade level.
6. Retaining a student who *is* at your school's highest grade level.

## 1. ENROLLING A STUDENT FOR 2012-13

When enrolling a student for the 2012-13 school year, enroll the student into your 12/13 track using the normal enrollment process. Directions for enrolling a student (new to the district and from within the district) are in the current Zangle Enrollment Handbook. This handbook is available for download at <http://www.sandi.net/zangle/readandlearn/handbooks/>.

Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor
T 0269A 11	Primary sit	09/05/2011	Initial Enrollment	K	
T 0269A 12	Future	---	Track Transfer	1	

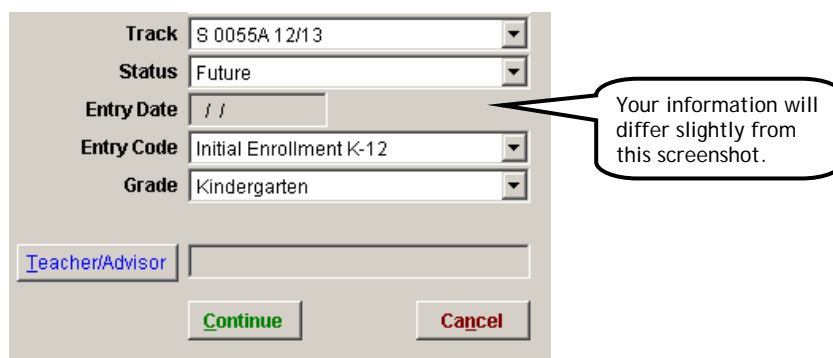
**Note:** You should notice that any student you enroll in 2012-13 will automatically get a future status record when you save the enrollment record. The future record will either be at the same school or the student's next school if the student is currently in the school's highest grade.

## 2. PRE-ENROLLING A STUDENT FOR 2013-14—NEW TO THE DISTRICT OR FOR STUDENTS THAT HAVE BEEN ENROLLED IN SDUSD IN PREVIOUS YEARS, BUT NOT AT ALL DURING 2012-13.

Use this process to enroll a student who is new to the district or for students who have been enrolled in SDUSD in previous years, but not at all during 2012-13 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 appropriate enrollment process in the [Enrollment Handbook](#) to enroll either a student new to SDUSD or, if the student is a returning to SDUSD, use the directions on how to enroll a student from within the district. When you get to the bottom portion of the new enroll screen, do the following:
  - a. **Track:** Choose the appropriate 13/14 track from the menu.
  - b. **Status:** Choose **Future** (the only option when you choose the 13/14 track).
  - c. **Entry Date:** You will not be able to set the entry date for a future enrollment.
  - d. **Entry Code:** Choose the appropriate entry code for the new student.
  - e. **Grade:** Choose the appropriate grade level for the new student for the 2013-1 school year.



The screenshot shows a web form with the following fields and values:

Track	S 0055A 12/13
Status	Future
Entry Date	//
Entry Code	Initial Enrollment K-12
Grade	Kindergarten
Teacher/Advisor	

Buttons: **Continue** (green), **Cancel** (red).

A callout bubble points to the Entry Date field with the text: "Your information will differ slightly from this screenshot."

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 13/14 track.

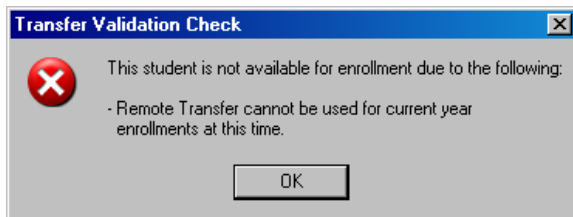
**Note:** If you logged into the **Future** track, you can easily switch back to this year's track. To do this, from the **File** menu, choose **Switch School/Track/Year**. You might need to reset the **System Date**.

### 3. PRE-ENROLLING A STUDENT FOR 2013-14—WITHIN THE DISTRICT

*For students who are currently enrolled at a district school other than your own, but will be attending your school in the Fall (2013-14 school year), use Future Remote Transfer for this situation. See instructions below.*

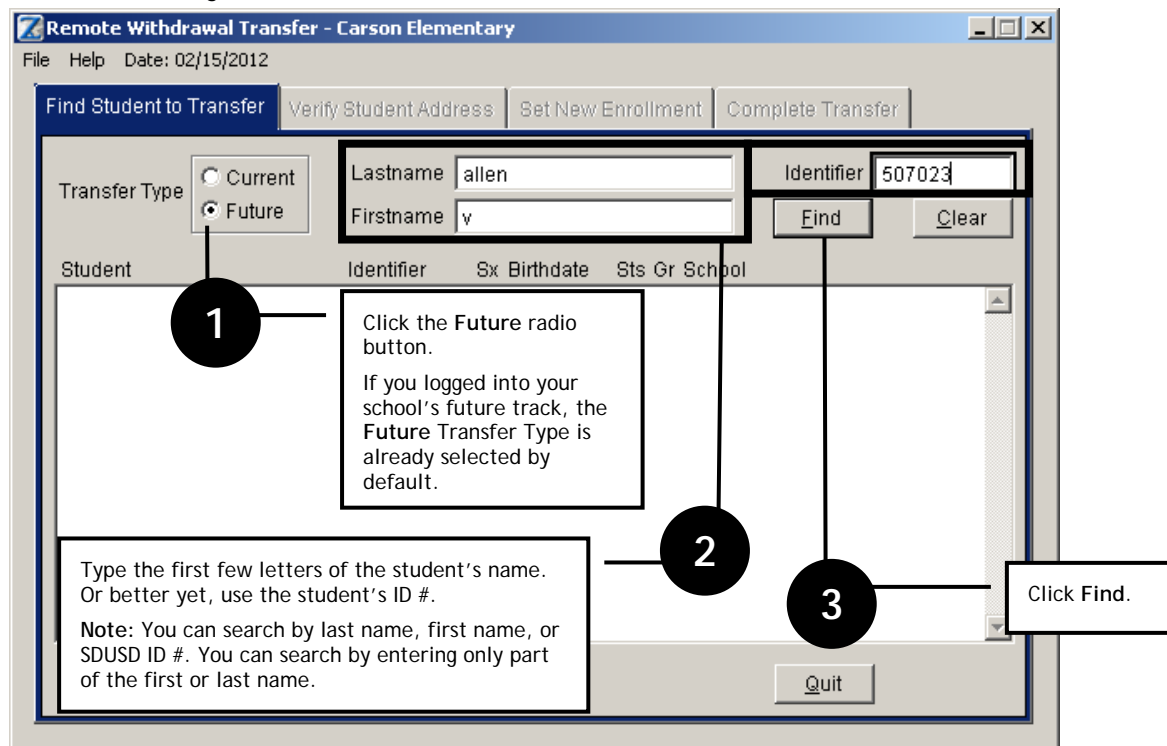
#### REMOTE TRANSFERRING A STUDENT'S FUTURE RECORD

Effective February 25, 2013, 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. You will receive the following message if you try to Remote Transfer a student for the Current year:



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

- Launch Zangle. Click Enrollment. Click Remote Transfer.



Remote Withdrawal Transfer - Carson Elementary  
File Help Date: 02/15/2012

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

Transfer Type:  Current     Future

Lastname: allen    Identifier: 507023  
 Firstname: v    Find    Clear

Student	Identifier	Sx	Birthdate	Sts	Gr	School
Allen, Vicente Anthony	507023	M	07/20/2005	F	1	Rosa Parks Elementary

4    Select the student's name from the list.

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

Next >    Quit

- 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. See the next enrollment scenario on page 14 for detailed instructions on how to enroll a student without a future status record.
  - 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.

Remote Withdrawal Transfer - Carson Elementary  
File Help Date: 02/15/2012

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

Last Name: Allen    Identifier: 507023  
 First Name: Vicente    SSN: 999-31-5640  
 Ethnicity: Hispanic or Latino    Birth Date: 07/20/2005  
 School: Rosa Parks Elementary    Gender: Male  
 Status: Future    Grade: 1

Address: Choose Household

Line 1: 9933 LANDIS ST  
 Line 2:   
 City: SAN DIEGO    State: CA    Zip: 92105-0000    Geo Code: 712

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

< Back    Next >    Quit

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.

Remote Withdrawal Transfer - Carson Elementary  
File Help Date: 02/15/2012

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

Last Name	Allen	Identifier	507023
First Name	Vicente	SSN	999-31-5640
Ethnicity	Hispanic or Latino	Birth Date	07/20/2005
School	Rosa Parks Elementary	Gender	Male
Status	Future	Grade	1st

**7** Verify that the Track and Grade entries are correct for the 2013-14 school year. Edit them if necessary. Note: The status will always be Future.

Track	S 0055A 12/13
Status	Future
Grade	1st

**8** Click Next>. Zangle progresses to the Complete Transfer tab.

Teacher/Advisor

< Back Next > Quit

Remote Withdrawal Transfer - Carson Elementary  
File Help Date: 02/15/2012

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

The future enrollment record for Vicente Allen will be transferred from Rosa Parks Elementary to Carson Elementary. His current address is 9933 LANDIS ST, SAN DIEGO, CA 921050000. He will be enrolled in 1st grade in Track S 0055A 12/13 with a status of Future.

**9** 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 1-9. Otherwise, click Quit.

**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.

Complete Transfer

< Back Cancel Transfer Quit

#### 4. PRE-ENROLLING A STUDENT FOR 2013-14 - FROM WITHIN THE DISTRICT BUT WITHOUT A FUTURE STATUS RECORD

*For students who are currently enrolled in SDUSD but for some reason do not have a future status record. These students may currently be at your school's highest grade level.*

If the student currently attends your school, follow the steps in *Scenario 2: Pre-Enrolling a student for 2013-14 - New to the district or a student who was previously enrolled in the district but did not attend any SDUSD school in 2012-13.*

If the student currently attends another SDUSD school, follow the steps in *Scenario 3: Pre-Enrolling a student for 2013-14 - Within the district.*

#### 5. RETAINING A STUDENT WHO IS NOT AT YOUR SCHOOL'S HIGHEST GRADE LEVEL

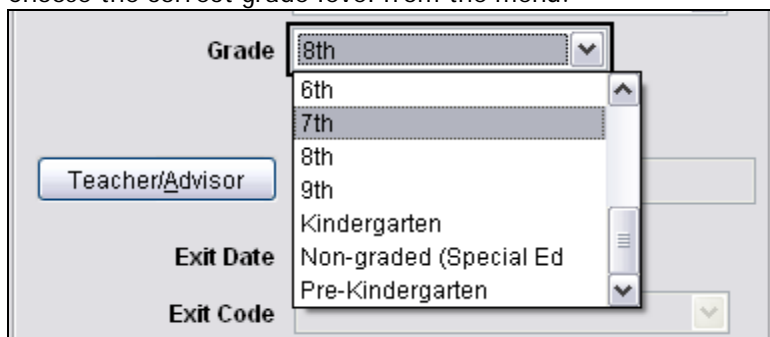
*For students who are not at your school's high grade (exiting grade level).*

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 your school's highest grade during 2012-13, see the next enrollment scenario on the next page for directions.

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

To retain a student for next year who is not currently at your highest grade level, 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. Choose the correct grade level from the menu.



The screenshot shows a portion of the Zangle Student Editor interface. On the left, there are labels for 'Teacher/Advisor', 'Exit Date', and 'Exit Code'. The 'Grade' field is highlighted, and a dropdown menu is open, displaying a list of grade levels: 6th, 7th, 8th, 9th, Kindergarten, Non-graded (Special Ed), and Pre-Kindergarten. The '8th' grade is currently selected in the dropdown.

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

## 7. RETAINING A STUDENT WHO IS AT YOUR SCHOOL'S HIGHEST GRADE LEVEL

*For students who are at your school's high grade (exiting grade level).*

Use this process to retain a student for next year *only if the student is currently at your school's high grade.*

- Delete the student's 2013-14 Future enrollment record at another school.
- Re-enroll the student in Zangle with a Future enrollment record at your school for the 2013-14 school year. Follow the regular enrollment process to enroll a student from within the district as described in the [Enrollment Handbook](#). When you get to the bottom portion of the new enroll screen, do the following:
- Track:** Choose the appropriate **13/14 track** from the menu.
- Status:** Choose **Future** (the only option when you choose the 13/14 track).
- Entry Date:** You will not be able to set the entry date.
- Entry Code:** Choose the appropriate entry code for the new student.
- Grade:** Choose the appropriate grade level for the new student for the 2013-14 school year.

The screenshot shows a form with the following fields and values:

Track	S 0055A 12/13
Status	Future
Entry Date	//
Entry Code	Initial Enrollment K-12
Grade	Kindergarten

Below the form is a text input field labeled "Teacher/Advisor" and two buttons: "Continue" (green) and "Cancel" (red).

Your information will differ slightly from this screenshot.

- Click **Continue**. Then complete the rest of the enrollment process as described in the Enrollment Handbook.
- When you are done, the student will have a future status record in your school's track for the 2013-14 school year.

**Note:** If the student is currently in 12<sup>th</sup> grade and needs to be retained, there will be no future record to delete. Just re-enroll the student in grade 12 following the steps above.

# Frequently Asked Questions

---

## A. Track Setup

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

As of February 25, 2013, future tracks will not be available for charter schools, Special Education locations, state pre-schools, or CDCs. Charter schools need to send their 13/14 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?

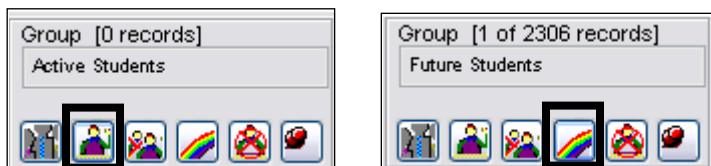
The IT Department ran New Year Init to match what has been approved by the Board. If you are a school that has submitted a change to grade levels, the IT Department must wait for Board approval. Then, changes will be made by IT as soon as possible after getting Board approval.

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

The 2013-14 calendar has not been finalized - calendar dates are subject to change. Schools are not expected to make any changes in the track calendar data for 2013-14.. Charter schools must submit their calendar to Pupil Accounting for approval.

### 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 page 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 13/14 track. This is due to the way their permissions were set up for the 12/13 track. You can fix this yourself. Please refer to the *Zangle System Administration for Power Users Handbook* for directions on fixing permissions. This can be found at: [http://old.sandi.net/zangle/readandlearn/handbooks/SysAdmin\\_Handbook.pdf](http://old.sandi.net/zangle/readandlearn/handbooks/SysAdmin_Handbook.pdf)

## 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. Pre-Enrolling a student for 2013-14—New to the district* on page 10. When enrolling Kindergarten students, always search Zangle to see if the student has been previously enrolled in a district pre-school. If you find the student in Zangle, select the correct student to enroll rather than create a new student record. Many Kindergartners are in Zangle and already have district ID#'s because they have been enrolled in a district pre-school.

### 2. When I withdraw 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 withdraw a student.

### 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 pages 15 and 16 for directions on retaining students. **NOTE TO HIGH SCHOOLS:** If you need to retain a student that is in 12<sup>th</sup> grade during 2012-13, you will need to actually re-enroll that student for 2013-14.

## D. Master Schedule and Scheduling

### 1. Can I attend master schedule training this year?

Training sessions on master schedule building and loading have been created in ERO. You can sign up for the appropriate training sessions.

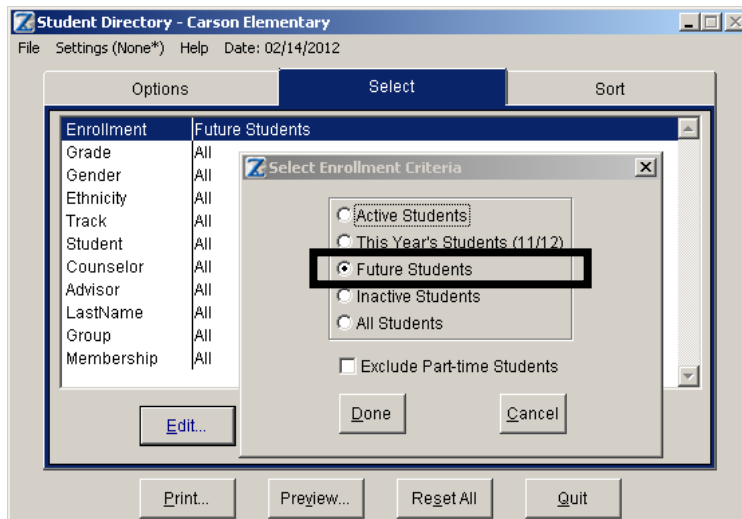
### 2. Can secondary schools enter course requests now even if they are waiting for changes to be made by IT to their 2013-14 tracks?

Course requests for 2013-14 may be entered in Naviance or in PowerSchool. Course requests for 2013-14 may not be entered in Zangle.

## 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 Zangle 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: *\*For Next Year—Incoming Students* and *\*For Next Year—Outgoing Students*.