

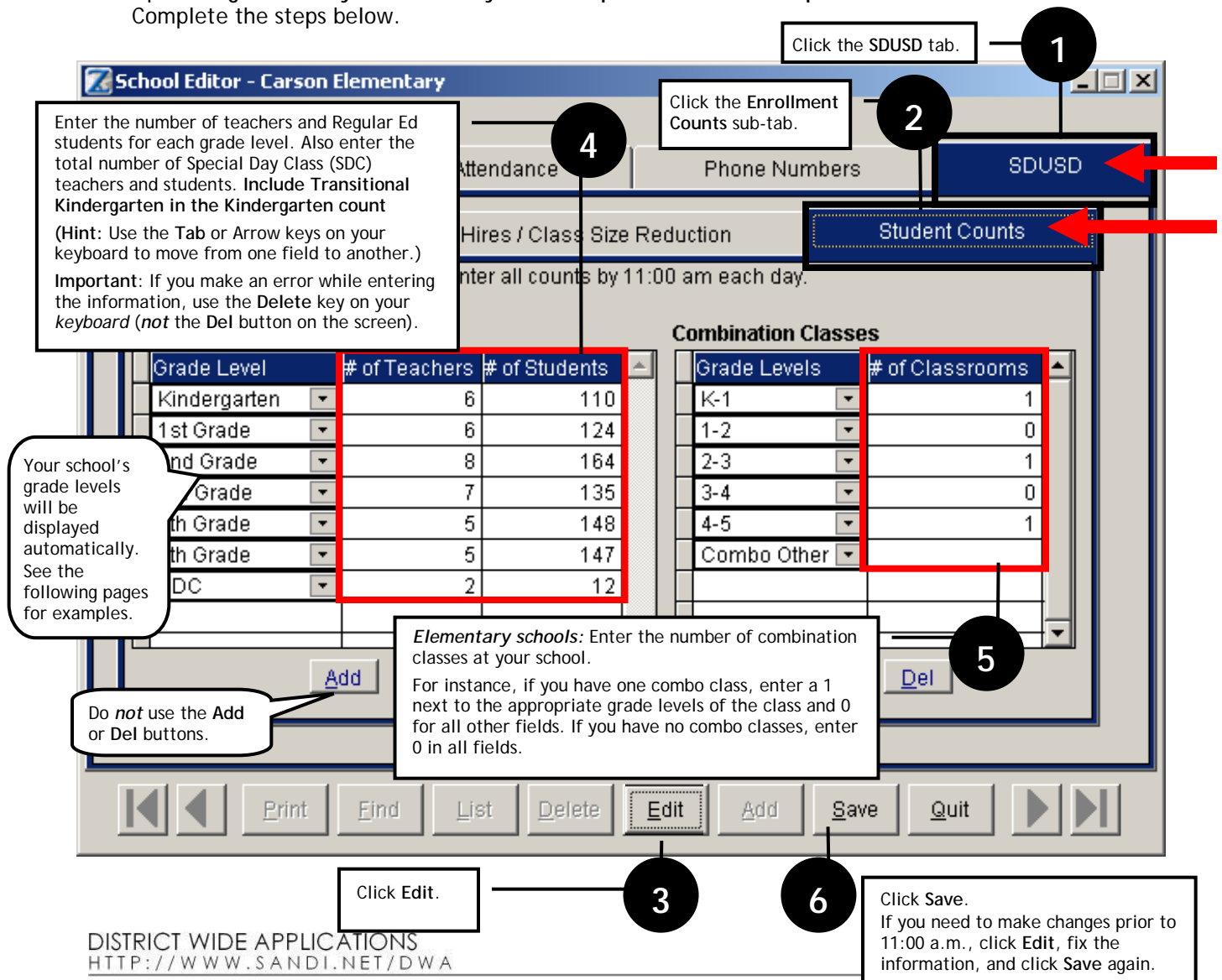
Submitting Daily Student Counts in Zangle

Version 2.13 • Updated August 28, 2012

The purpose of this job aid is to describe how to submit your daily Regular Ed and Special Day Class teacher and student 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 14, 2012 entitled DAILY STUDENT COUNTS: SEPTEMBER 4-14, 2012. 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.



1 Click the SDUSD tab.

2 Click the Enrollment Counts sub-tab.

3 Click Edit.

4 Enter the number of teachers and Regular Ed students for each grade level. Also enter the total number of Special Day Class (SDC) teachers and students. Include Transitional Kindergarten in the Kindergarten count (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).

5 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.

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

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

Do not use the Add or Del buttons.

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

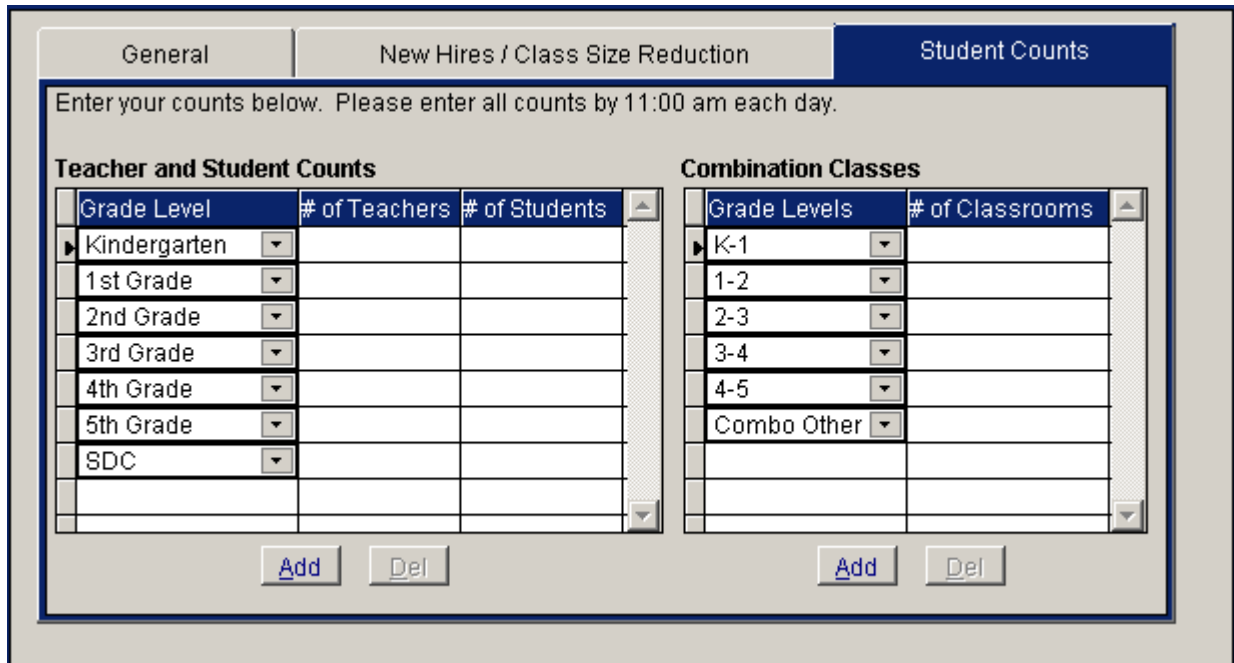
Grade Levels	# of Classrooms
K-1	1
1-2	0
2-3	1
3-4	0
4-5	1
Combo Other	

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

Elementary 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. Also enter the total number of Special Day Class (SDC) teachers and students. **Include Transitional Kindergarten in the Kindergarten count.**
- 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. For sites that have combination classes, please count the teacher at the grade level that represents the majority of the classroom. For example, if a teacher has a combination class of 15 first graders and 10 second graders, that teacher should be counted only once under the first grade column because first graders are the majority in that class.



Teacher and Student 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			Combo Other	
SDC				

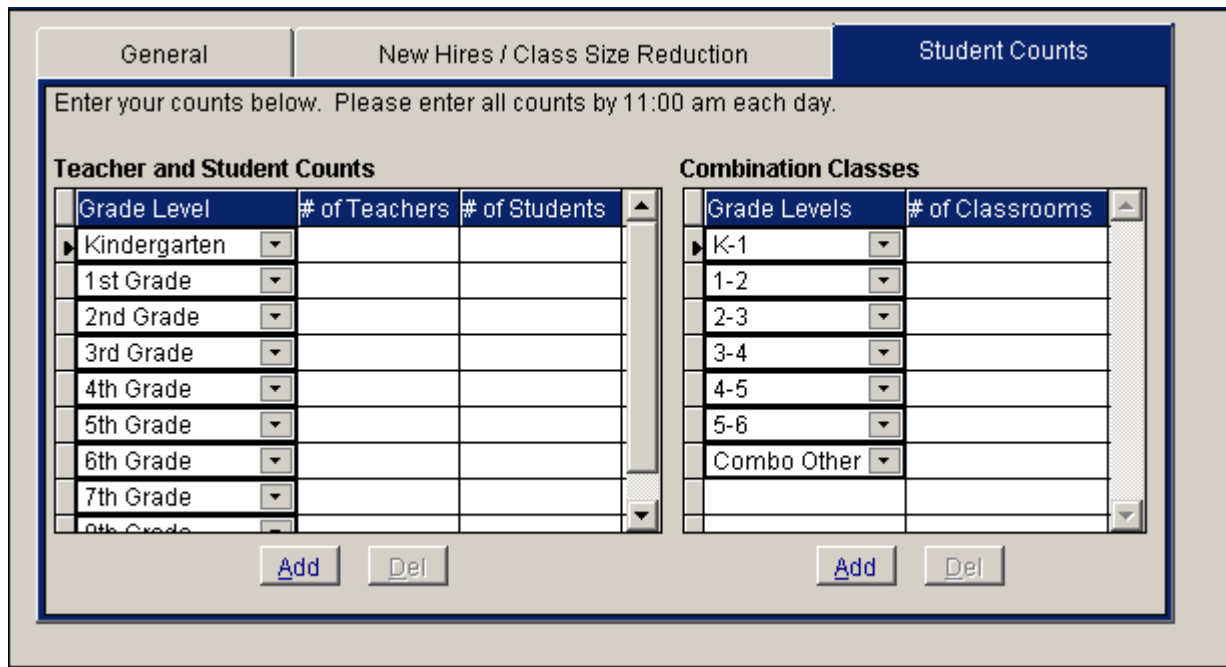
Questions?

- 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.

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. Also enter the total number of Special Day Class (SDC) teachers and students. **Include Transitional Kindergarten in the Kindergarten count.**
- 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. For sites that have combination classes, please count the teacher at the grade level that represents the majority of the classroom. For example, if a teacher has a combination class of 15 first graders and 10 second graders, that teacher should be counted only once under the first grade column because first graders are the majority in that class.
- **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 **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
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				

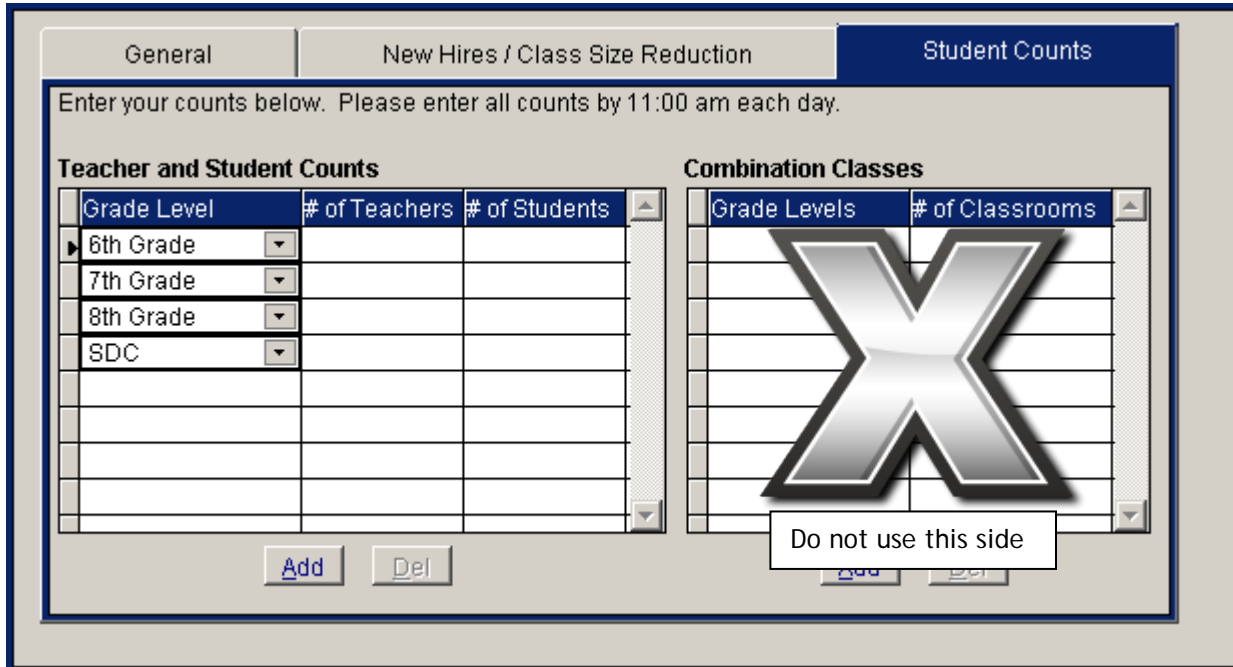
Questions?

- 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.

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. Also enter the total number of Special Day Class (SDC) teachers and students.
- 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

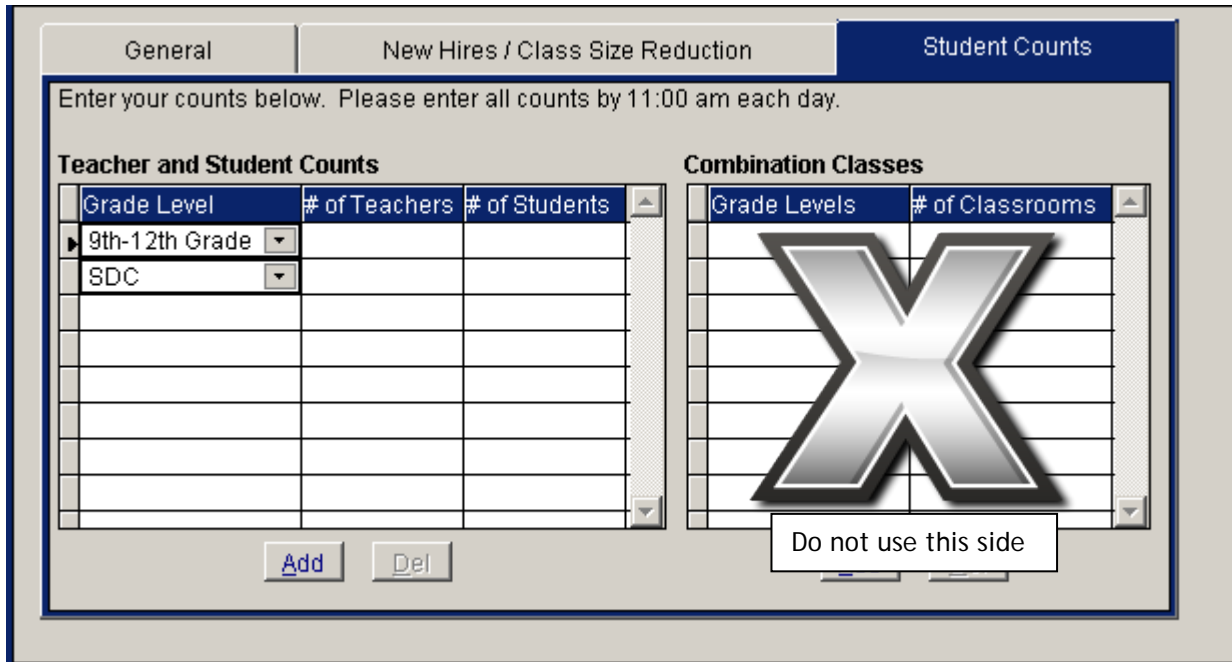
Questions?

- 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. . Also enter the total number of Special Day Class (SDC) teachers and students.
- 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

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.