

Submitting Daily Student Counts in Zangle

Version 1.1 • Updated August 25, 2009

The purpose of this job aid is to describe how to submit your daily 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.

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

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

A Upon launching School Editor, click the **SDUSD** tab. Then click the **Student Counts** sub-tab.

C Enter the number of teachers and students for each grade level. SDC classes include all grade levels. 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).

B Click **Edit**.

D Click **Save**.

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

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.

Do **not** use the **Add** and **Delete** buttons.

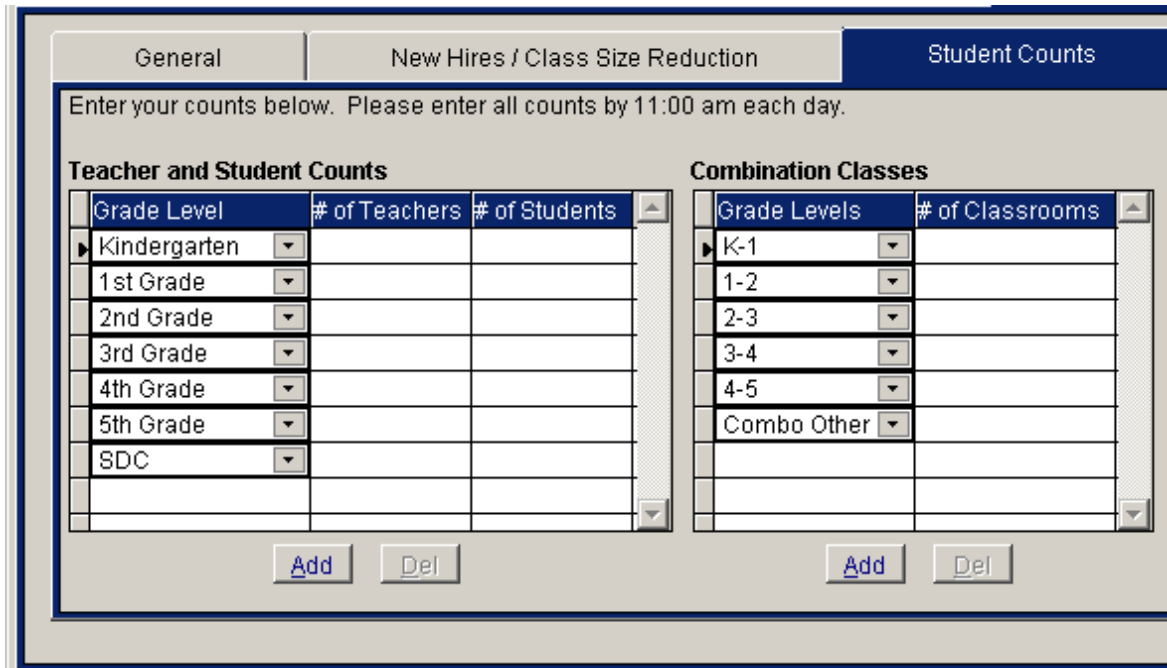
Grade Level	# of Teachers	# of Students
Kindergarten		
1st Grade		
2nd Grade		
3rd Grade		
4th Grade		
5th Grade		
SDC		

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

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 students at your school by grade level, except for SDC classes which will include all grade levels.
- 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.



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			Combo Other	
SDC				

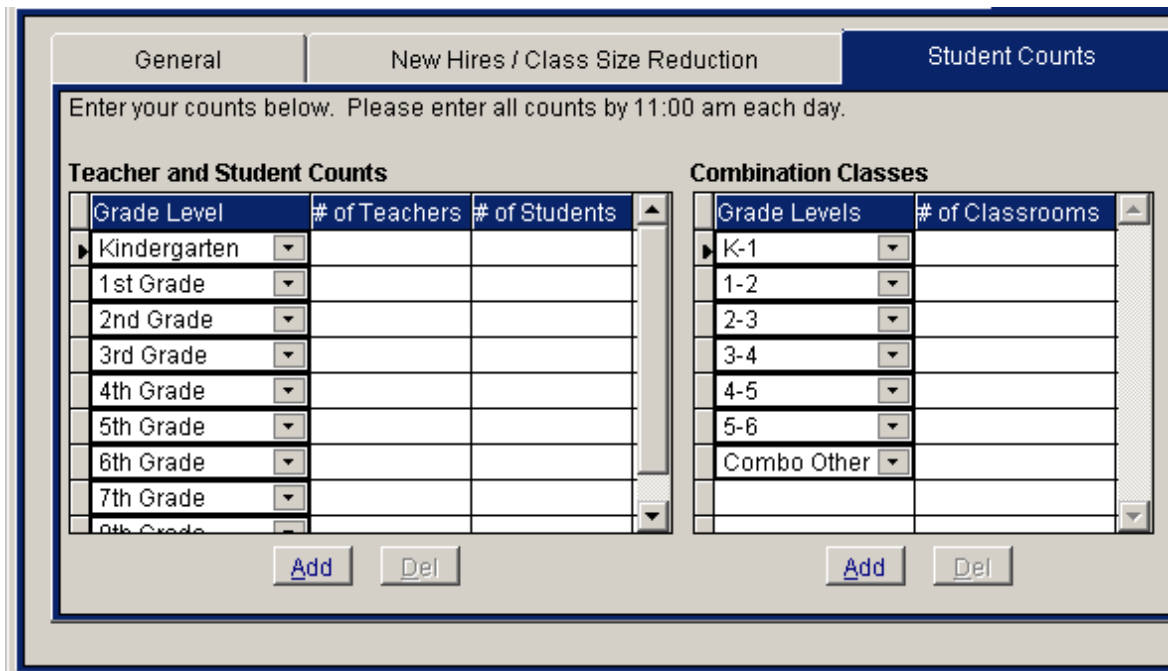
Questions?

- If you have questions about how to use Zangle to enter your daily student 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.

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 students at your school by grade level, except for SDC classes which will include all grade levels.
- 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 student 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				

Add Del Add Del

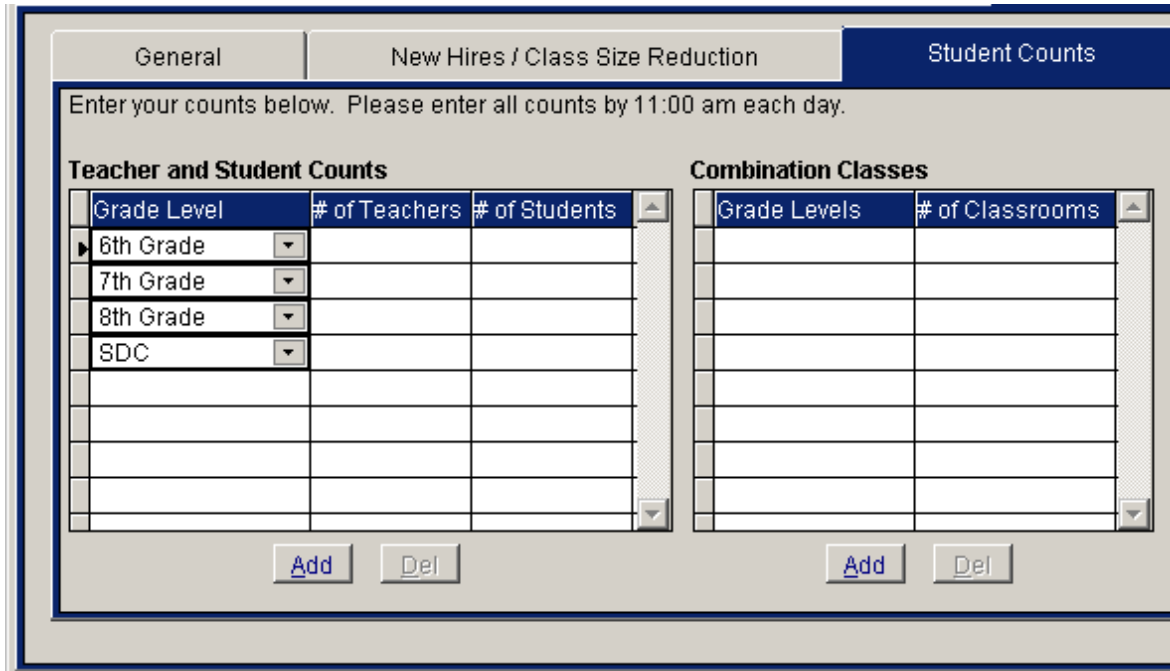
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- If you have questions about the process (non-Zangle), please call your school's School Improvement Officer.

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 students at your school by grade level, except SDC classes which will include all grade levels.
- Do not use the right side (combination classes).



Teacher and Student Counts			Combination Classes	
Grade Level	# of Teachers	# of Students	Grade Levels	# of Classrooms
8th Grade				
7th Grade				
8th Grade				
SDC				

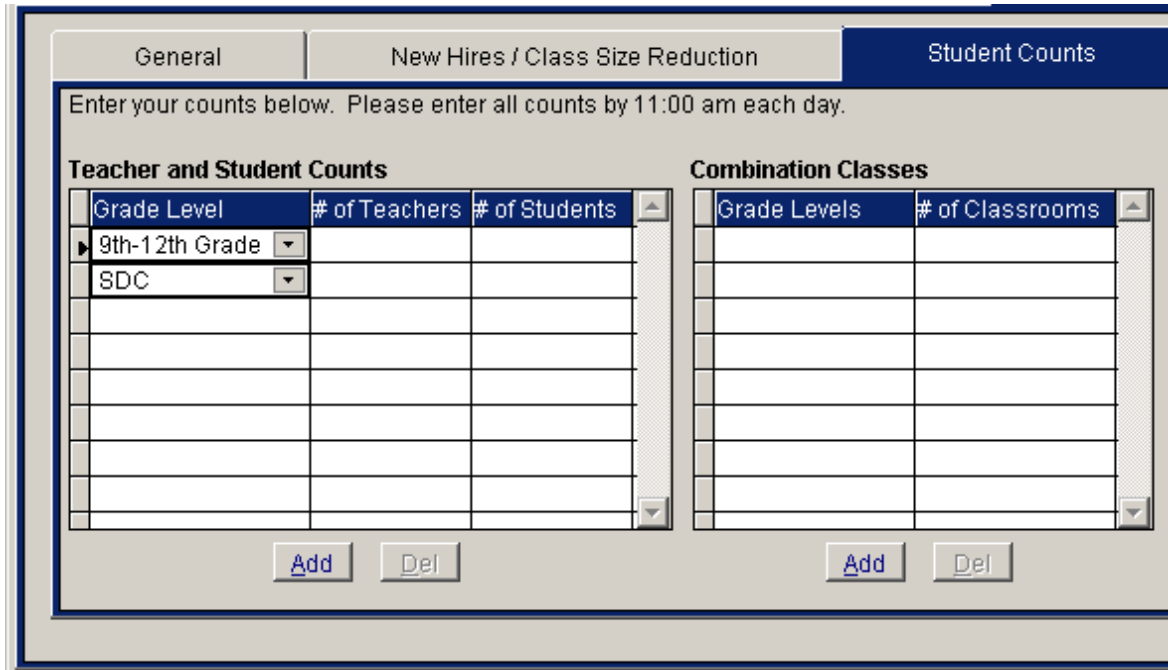
Questions?

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- 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 students at your school.
- Do not use the right side (combination classes).



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				
SDC				

Questions?

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