

Zangle

Master Schedule Building for Elementary Schools

Preparing for the 2009-10 School Year

Version 3.0

Updated June 1, 2009

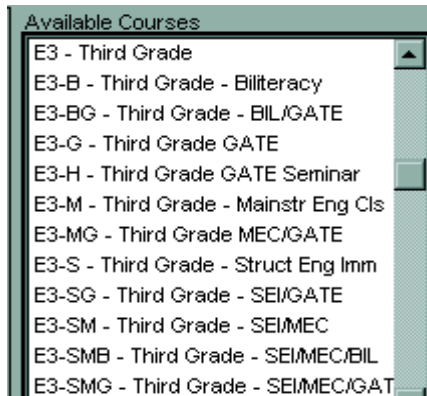
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Master Schedule Building Process

At the elementary level, building a master schedule in Zangle consists of setting up the faculty who will teach, assigning courses to that faculty, scheduling students for classes, and entering your school's bell schedule in Zangle. The principal and Power User are each responsible for certain parts of the process.

Principal Roles and Responsibilities

1. **Conduct Student Assignment Card (Power Cards) parties for each grade level.**
Determine which students will be assigned to each teacher/class.
2. **Determine any changes that make next school year different from this school year.**
This includes changes to room numbers and teachers. It also includes teacher assignments, like job shares (two teachers sharing one class).
3. **Determine which courses will be taught at your school next year (see pp. 8-9).**
Keep in mind that there are various choices for each grade level. For example, there are 12 different types of third grade (as shown in the picture below). Also **beginning in 2008-09 there will be no Combination courses available.** For teachers that will be teaching combination classes, please set up your combination teacher with two sections, one for each grade level. For example if you need to set up a teacher with a 3/4 combination class, then you will need to assign two sections—one for third grade and another for fourth grade—to that teacher.



4. **Complete the Master Schedule Worksheet (see pp. 10-11).**
List each teacher's name, room number, and which course he or she will teach. Your clerk will need the worksheet in order to build the master schedule in Zangle.

Power User Roles and Responsibilities

5. **Get organized.**

Organize the student assignment cards so they are bundled by grade level and teacher name. Alphabetize the student assignment cards within each class. Review the worksheet completed by the principal. You should know what room number each teacher will have and exactly which course each teacher should be assigned in Zangle.

6. **Set up the faculty.**

For new teachers: Log into the district track. Use Faculty Editor to create status records for next year's track. Make sure that "Teacher" and "Certificated" are checked on. Go into Zangle Web Administrator for next year's track and assign these faculty members to the "Teacher" role.

For teachers who will no longer work at your school: Log into your track (this year's or next year's). Use Faculty Editor to delete their status records for next year's track. Make sure they are not assigned courses in the Master Schedule. If they are, delete their schedule first.

7. **Set up the master schedule in next year's track.**

Using Zangle's Master Schedule Editor, assign each teacher a course title, a room number, and a Mark Definition for the course. The Mark Definition used by elementary schools is *Elementary*.

Example: Mrs. Brown will teach E3-G - Third Grade GATE and is in room B-12. For any job share situations, assign the course to only one teacher.

8. **Assign students to classes in next year's track.**

Using the Zangle Assign Students application, mass move students into each teacher's class.

Name	Ident	M/F	▲	Set Status	Name	Ident
ABEYTA, MARY MARIE	061794506	F				
AHERN, DANICA	121493136	M		'A'		
Ali, AVERY	010194750	M				
ARMISTEAD-HOWARD, MAF	020494468	F		>		
Bae, Sung Yeon	112093	F				
BARNES, FILIP	120793136	M				
BAUMER, MARGARITA	092294650	F		<		
BLAINE, CHRISTOPHER AA	040894110	M				
BOOKHEIMER, ROBERT	061394320	M		<<		
BRIDGES, AMANDA	020394161	F				

9. **Check rosters and make fixes.**

Determine if all students are scheduled. Determine if the classes are balanced. Change students' classrooms, if necessary.

10. **Enroll and schedule new students, as needed.**

11. **Print class rosters (or alpha list of all students) to display prior to first day of school.**

12. **Set up job shares.**
This step can be done at any point after Step 6. Using Zangle's Alternate Faculty Editor, specify which teachers are sharing a class.
13. **Enter the bell schedules and bell schedule calendar for regular and minimum days.**
This can be done at any point of the process. Use Zangle's Track Editor to enter the bell schedules and edit the bell schedule calendar for minimum days.

About Master Schedule Training

Are All SDUSD Elementary schools using SBRC beginning 2008-09?

Beginning in 2008-09, *all* Elementary Schools will be using the Standard Based Report Card (SBRC). For information on how to build an Elementary Master Schedule in Zangle, please see the *Elementary Scheduling Handbook* provided in class on our website at: <http://www.sandi.net/zangle>. Click Read & Learn, then Handbooks.

Is master schedule training offered for elementary schools this year?

Yes. The IT Training and Support team is offering master schedule training for your school's Power User (or the person that is responsible for using Zangle to build the master schedule and schedule students). The classes are optional, but recommended for all schools, especially those with staff that are new or inexperienced with building a master schedule. If you would like to send more than one person to a class, please sign up both people for the exact same class. Training for schools is offered in June and July 2009. This year we are not having separate classes for Traditional and Single-track schools. The classes will be open to anyone regardless of track. All classes are at the Fremont Training Center in Old Town. All classes have a maximum size of 12 seats for an optimal learning environment. Please refer to the training calendars on page 6 for specific dates and times.



There are also new online tutorials which step you through the process of creating a master schedule including Adding Faculty, Building your Master Schedule and Assigning Students to classes. Please go to the Zangle E-Learning webpage and look for the Elementary Master Schedule Building tutorials at: <https://www.sandi.net/dwa/zangle/readandlearn/elearning/index.asp>

NOTE TO CHARTER SCHOOLS: Training is optional, but highly recommended, for charter schools.

What will I (the Power User) get out of training?

- The newest, most up-to-date information
- A refresher course
- Time to work on scheduling away from my school
- Time to work on scheduling with support

How long is the class, and what will it cover?

Each class is 3 hours long. The following topics will be covered while you work in *your own 09/10 track*:

- System Setup (Track Editor, Classroom Editor)
- Building the Master Schedule using the SBRC format
- How to set up grade combination classes
- Scheduling Students
- Fixing Schedules, Balancing Classes, and Printing Rosters to Display
- Job Shares
- What to do after the school year starts

Can more than one person from my school attend training? My school wants to cross train.

Yes. However, if more than one person from a school wishes to attend, please make sure they are signed up for and attend the same class.

Should the principal attend training?

The principal typically does not attend the master schedule training, unless he or she uses Zangle to set up the master schedule and schedule students. Please refer to p.11 for a list of principal responsibilities.

Will there be Open Lab sessions?

Yes. We are offering Open Labs. A Zangle team member will be present to provide assistance and answer questions. This is an optimal time to work in an environment with few distractions. You do not need to sign up for Open Labs. Please see the training calendars for dates and times. Open Labs are generally on Fridays from 8:00-11:00 A.M. and again from 12:00-3:00 P.M. **NOTE:** Open Labs are not training sessions. Please do not attend an Open Lab for the purpose of being trained. Open Labs are a time to receive additional support on specific issues from an IT trainer or On-Site Support member or just to come and work in a quiet place.

How do I sign up for training?

Please reserve a seat by using our scheduling application at www.sandi.net/zangle. Click on Training and enter your employee ID and password. Please plan to train 1-2 office staff from your school; at minimum the power user needs to attend. If you send two people to training, make sure that they are signed up for and attend the same session.

Note: In class you will learn the core skills necessary to edit your master schedule. You may need additional time at your site to finish editing the schedule and assigning students to classrooms. Please take advantage of the Open Lab sessions. You do not need to reserve a seat for the Open Lab sessions.



What do I need to do before I attend training?

1. Sign up for a class.
2. Make sure that the student assignment card (power card) parties are conducted. NOTE: You will need at least one grade level of student assignment cards in class.
3. Make sure that your principal or other administrator completes the attached worksheet (see pp. 10-11). It is the administrator's responsibility to tell you exactly which course each teacher should be assigned, and which room numbers teachers are in. You will need the worksheet at your training session.
4. Organize the student assignment cards by grade level and teacher. Alphabetize the cards (within each class).
5. Bring the Principal worksheet, and the student assignment cards to training. You do not need all student assignment cards; bring at least an entire grade level, more if you wish to put more students in classes, or all of them if you want to get a lot of work done!

Training Calendar for Schools

If you send two people to training, make sure that they attend the same session. In class you will learn the core skills necessary to edit your master schedule. You may need additional time at your site to finish editing the schedule and assigning students to classrooms. Please take advantage of the Open Lab sessions; you do not need to sign up for Open Lab sessions.

	Date	Time	Section`
Training Classes	Tuesday, June 2, 2009	12:00-3:00 p.m.	EMS-B01
	Wednesday, June 3, 2009	12:00-3:00 p.m.	EMS-B02
	Thursday, June 4, 2009	12:00-3:00 p.m.	EMS-B03
	Tuesday, June 9, 2009	12:00-3:00 p.m.	EMS-B04
	Wednesday, June 10, 2009	12:00-3:00 p.m.	EMS-B05
	Thursday, June 25, 2009	12:00-3:00 p.m.	EMS-B06
	Tuesday, July 7, 2009	12:00-3:00 p.m.	EMS-B07
	Wednesday, July 8, 2009	12:00-3:00 p.m.	EMS-B08
	Thursday, July 9, 2009	12:00-3:00 p.m.	EMS-B09
	Tuesday, July 14, 2009	8:00-11:00 a.m.	EMS-B10

Open Labs	Friday, June 5, 2009	8:00-11:00 a.m. & 12:00-3:00 p.m.	You do not need to sign up for Open Lab. These are designed to be a quiet place to get some Master Schedule work done and get questions answered by On Site Support or an IT Trainer if available.
	Friday, June 12, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	
	Friday, June 19, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	
	Friday, June 26, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	
	Friday, July 10, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	
	Friday, July 17, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	
	Friday, July 24, 2009	8:00-11:00 a.m. & 12:00-2:00 p.m.	



Course Listing

Courses for Grades PK-6 are listed on pp. 7-8. Special education and CBEDS courses are on p. 9.

Pre-K	Kindergarten
1. EC-SPR - State Pre-School	1. EK-Kindergarten
2. EC-SPRSR - State Pre-School School Readiness	2. EK-B-Kindergarten-Biliteracy
3. EC-SR - School Readiness	3. EK-M-Kindergarten-Mainstr Eng Clust
	4. EK-S-Kindergarten-Struct Eng Imm
	5. EK-SM-Kindergarten-SEI/MEC

First Grade	Second Grade
1. E1-First Grade	1. E2-Second Grade
2. E1-B-First Grade-Biliteracy	2. E2-B-Second Grade-Biliteracy
3. E1-M-First Grade-Mainstr Eng Clust	3. E2-M-Second Grade-Mainstr Eng Clust
4. E1-PG-First Grade-Pre-GATE	4. E2-PG-Second Grade-Pre-GATE
5. E1-S-First Grade-Struct Eng Imm	5. E2-S-Second Grade-Struct Eng Imm
6. E1-SM-First Grade-SEI/MEC	6. E2-SM-Second Grade-SEI/MEC

Third Grade	Fourth Grade
1. E3-Third Grade	1. E4-Fourth Grade
2. E3-B-Third Grade-Biliteracy	2. E4-B-Fourth Grade-Biliteracy
3. E3-BG-Third Grade-BIL/GATE	3. E4-BG-Fourth Grade-BIL/GATE
4. E3-G-Third Grade-GATE	4. E4-G-Fourth Grade-GATE
5. E3-H-Third Grade-GATE Seminar	5. E4-H-Fourth Grade-GATE Seminar
6. E3-M-Third Grade-Mainstr Eng Cls	6. E4-M-Fourth Grade-Mainstr Eng Cls
7. E3-MG-Third Grade-MEC/GATE	7. E4-MG-Fourth Grade-MEC/GATE
8. E3-S-Third Grade-Struct Eng Imm	8. E4-S-Fourth Grade-Struct Eng Imm
9. E3-SM - Third Grade-SEI/MEC	9. E4-SB-Fourth Grade-SEI/BIL
10. E3-SG-Third Grade-SEI/GATE	10. E4-SG-Fourth Grade-SEI/GATE
11. E3-SMB-Third Grade-SEI/MEC/BIL	11. E4-SM-Fourth Grade-SEI/MEC
12. E3-SMG-Third Grade-SEI/MEC/GATE	12. E4-SMB-Fourth Grade-SEI/MEC/GATE
	13. E4-SMG-Fourth Grade-SEI/MEC/GATE



Fifth Grade	Sixth Grade
1. E5-Fifth Grade	1. E6-Sixth Grade
2. E5-B-Fifth Grade-Biliteracy	2. E6-B-Sixth Grade-Biliteracy
3. E5-BG-Fifth Grade-BIL/GATE	3. E6-BG-Sixth Grade-BIL/GATE
4. E5-G-Fifth Grade-GATE	4. E6-G-Sixth Grade-GATE
5. E5-H-Fifth Grade-GATE Seminar	5. E6-H-Sixth Grade-GATE Seminar
6. E5-M-Fifth Grade-Mainstr Eng Clust	6. E6-M-Sixth Grade-Mainstr Eng Cls
7. E5-MG-Fifth Grade-MEC/GATE	7. E6-MG-Sixth Grade-MEC/GATE
8. E5-S-Fifth Grade-Struct Eng Imm	8. E6-S-Sixth Grade-Struct Eng Imm
9. E5-SG-Fifth Grade-SEI/GATE	9. E6-SG-Sixth Grade-SEI/GATE
10. E5-SM-Fifth Grade-SEI/MEC	10. E6-SM-Sixth Grade-SEI/MEC
11. E5-SMB-Fifth Grade-SEI/MEC/BIL	
12. E5-SMG-Fifth Grade-SEI/MEC/GATE	

CBEDS Courses

CBEDS Courses for Elementary Schools	
For Instructional Staff 1. 9901-Prep Time Art 2. 9902-Prep Time Computer Education 3. 9903-Prep Time Foreign Language 4. 9904-Prep Time Math 5. 9905-Prep Time Music 6. 9906-Prep Time Physical Education 7. 9907-Prep Time Reading Improvement 8. 9908-Prep Time Science 9. 9909-Prep Time Other (geography, journalism, language enrichment, library) 10. 9916-Reading/Accel Literacy Teacher	For Non-Instructional Staff 11. 9918-Res tchr Accel Lit/Early Lit 12. 9919-Parent Academic Liaison 13. 9920-Math team tchr-not focus school 14. 9921-Math specialist-focus school 15. 9990-Resource teacher integration 16. 9991-Special education resource 17. 9992-Other res tchr-admin support 18. 9993-Other res tchr-inst support 19. 9995-Administrative intern

Special Education Courses

For use with SBRC	Not with SBRC
	SDC-IN - Special Day-Infant SDC-PF - Special Day-Preformal
Special Day-PACE	
	SDC-C - Special Day-PACE SDC-CP - Special Day-PACE/Primary SDC-CU - Special Day-PACE/Upper
Special Day-Deaf/Hard of Hearing	
SDC-DK - Spec Day-DHH/Kinder SDC-D1 - Spec Day-DHH/First SDC-D2 - Spec Day-DHH/Second SDC-D3 - Spec Day-DHH/Third SDC-D4 - Spec Day-DHH/Fourth SDC-D5 - Spec Day-DHH/Fifth SDC-D6 - Spec Day-DHH/Sixth	SDC-DH - Special Day-Deaf/Hard of Hearing
Special Day-DHH/Special Needs	
	SDC-DS - Special Day-DHH/Special Needs

Special Day-Emot Disabled	
<p>SDC-EK - Spec Day-Emot Disabled/Kinder SDC-E1 - Spec Day-Emot Disabled/First SDC-E2 - Spec Day-Emot Disabled/Second SDC-E3 - Spec Day-Emot Disabled/Third SDC-E4 - Spec Day-Emot Disabled/Fourth SDC-E5 - Spec Day-Emot Disabled/Fifth SDC-E6 - Spec Day-Emot Disabled/Sixth</p>	<p>SDC-ED - Special Day-Emot Disabled SDC-EP - Spec Day-Emot Disabled/Primary SDC-EU - Special Day-Emot Disabled/Upper</p>
Special Day-Integ Life Skills	
	<p>SDC-IL - Special Day-Integ Life Skills SDC-IP - Spec Day-Int Life Skills/Prim SDC-IU - Spec Day-Int Life Skills/Upper</p>
Special Day-NonSevere	
<p>SDC-NK - Special Day-NonSevere/Kinder SDC-N1 - Special Day-NonSevere/First SDC-N2 - Special Day-NonSevere/Second SDC-N3 - Special Day-NonSevere/Third SDC-N4 - Special Day-NonSevere/Fourth SDC-N5 - Special Day-NonSevere/Fifth SDC-N6 - Special Day-NonSevere/Sixth</p>	<p>SDC-NS - Special Day-NonSevere SDC-NP - Special Day-NonSevere/Primary SDC-NU - Special Day-NonSevere/Upper</p>



Master Schedule Worksheet

Directions: For each faculty member that will teach at your site in 2009-10, list his/her name, room number, and course code in the grid below. Use the list of courses to help you determine which course code to use. For any job shares (two teachers sharing one class), list both teachers' names on the same line, with the "owning" teacher's name written first.

Note: There are no longer any Combination courses offered in SDUSD. If you have a teacher who is teaching a combination class, you will need to set up your combination teacher with two sections, one for each grade level. For example if you need to set up a teacher with a 3/4 combination class, then you will need to assign two sections—one for third grade, and another for fourth grade—to that teacher.

Note: The courses listed on pp. 7-10 are for your convenience. Even though a course is listed does not indicate that you can offer it. Please ensure that teachers have proper certification to teach the courses for which you assign them.

Teacher Name	Room Number	Course Code
EXAMPLE: Rebecca Devereux	B-12	E5-G
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Teacher Name	Room Number	Course Code
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Notes: _____

