

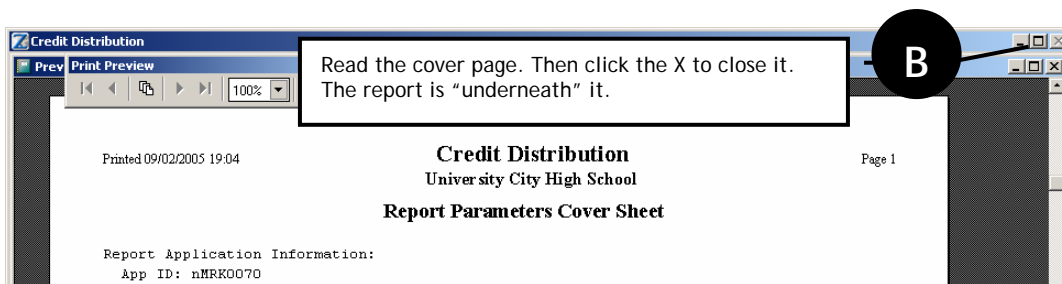
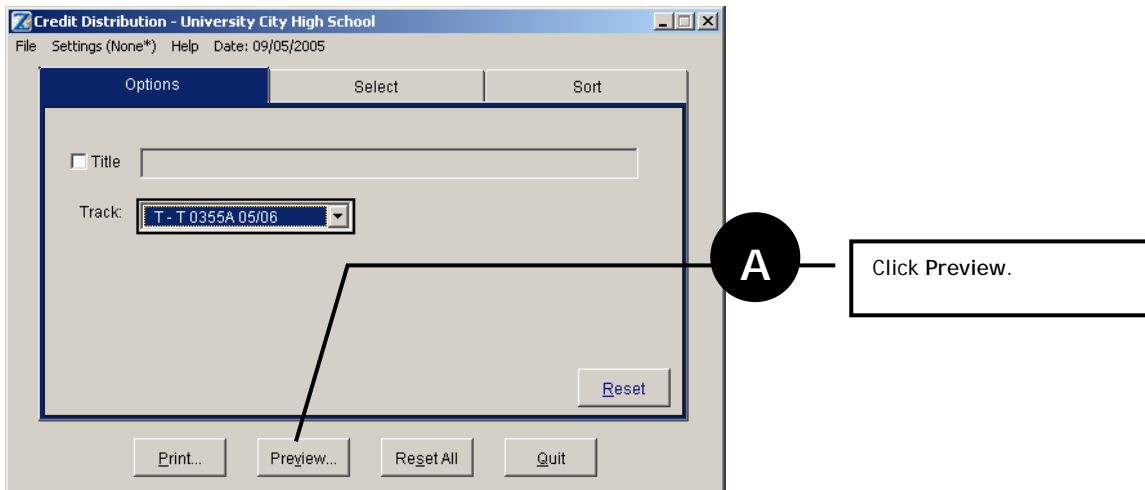
Credit Distribution Report

The **Credit Distribution Report** allows the user to verify that the appropriate mark definitions are assigned to each section in the master schedule. The report displays the mark definition and the total number of credits awarded for each section in your master schedule.

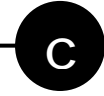
Incorrect mark definitions may lead to inaccurate GPA values. Students may receive the inappropriate number of credits as well.

Follow the steps below to print a Credit Distribution Report.

- Open Zangle. Click on **Mark Reporting**. Click **Reports**. Select **Credit Distribution**.
- Complete Steps A-D. Steps A and B are shown below. Steps C and D are on the following page.



Preview the report. Then click the X to close the report. A print dialog box will appear.



The course and title are displayed for each section.

The section number and mark def is displayed.

Date: 01/01/09
Time: 1:09

Credit Distribution
University City High School

Course	Sec	Mark Def	Grad/GPA	S1	S2
0191 ART 1 (P)	1	SL	1.0000	1.0000	
0191 ART 1 (P)	2	SL	1.0000	1.0000	
0191 ART 1 (P)	3	SL	1.0000	1.0000	
0191 ART 1 (P)	4	SL	1.0000	1.0000	
0191 ART 1 (P)	5	SL	1.0000	1.0000	
0191 ART 1 (P)	6	SL	1.0000	1.0000	
0191 ART 1 (P)	7	SL	1.0000	1.0000	
0191 ART 1 (P)	8	SL	1.0000	1.0000	
5711.2 PHYS ED MLVL SH	1	AY	2.0000	1.0000	1.0000
5711.2 PHYS ED MLVL SH	2	AY	2.0000	1.0000	1.0000
5711.2 PHYS ED MLVL SH	3	AY	2.0000	1.0000	1.0000
5711.2 PHYS ED MLVL SH	4	AY	2.0000	1.0000	1.0000
5711.2 PHYS ED MLVL SH	5	AY	2.0000	1.0000	1.0000

The term codes associated with your master schedule are displayed on the top of the report. In this case S1 and S2 represent first and second semesters at a traditional two semester school.

The total number of credits awarded by a section is displayed in the Grad/GPA column. The number in this column is determined by the type of course selected.

In this example, 0191 Art awards one credit. Therefore 1.0000 is displayed.

The number of credits that post to history at the end of the term are **BOLD**. In this case 0191 Art awards 1.0000 credits at the end of the first semester.

5711.2 is a year long course that posts to history twice. The Grad/GPA value is 2.000.

The first post occurs at the end of the first semester. The second post occurs at the end of the second semester.

By adding these two numbers together you can determine the total number of credits awarded by this course. In this case it is 2.0000.

NOTE: When credits post to Academic History (**BOLD**) the number of credits posted **MUST** match the credit value of the course as listed on the District (4100) course file.

Click Continue to print. Otherwise, click Cancel.



Select Report Destination

Printer

File

Mail Merge

Cover Page

Continue... Cancel

If you print the report, you may want to uncheck the Cover Page option.