

Creating a New Section and Mass Moving Students

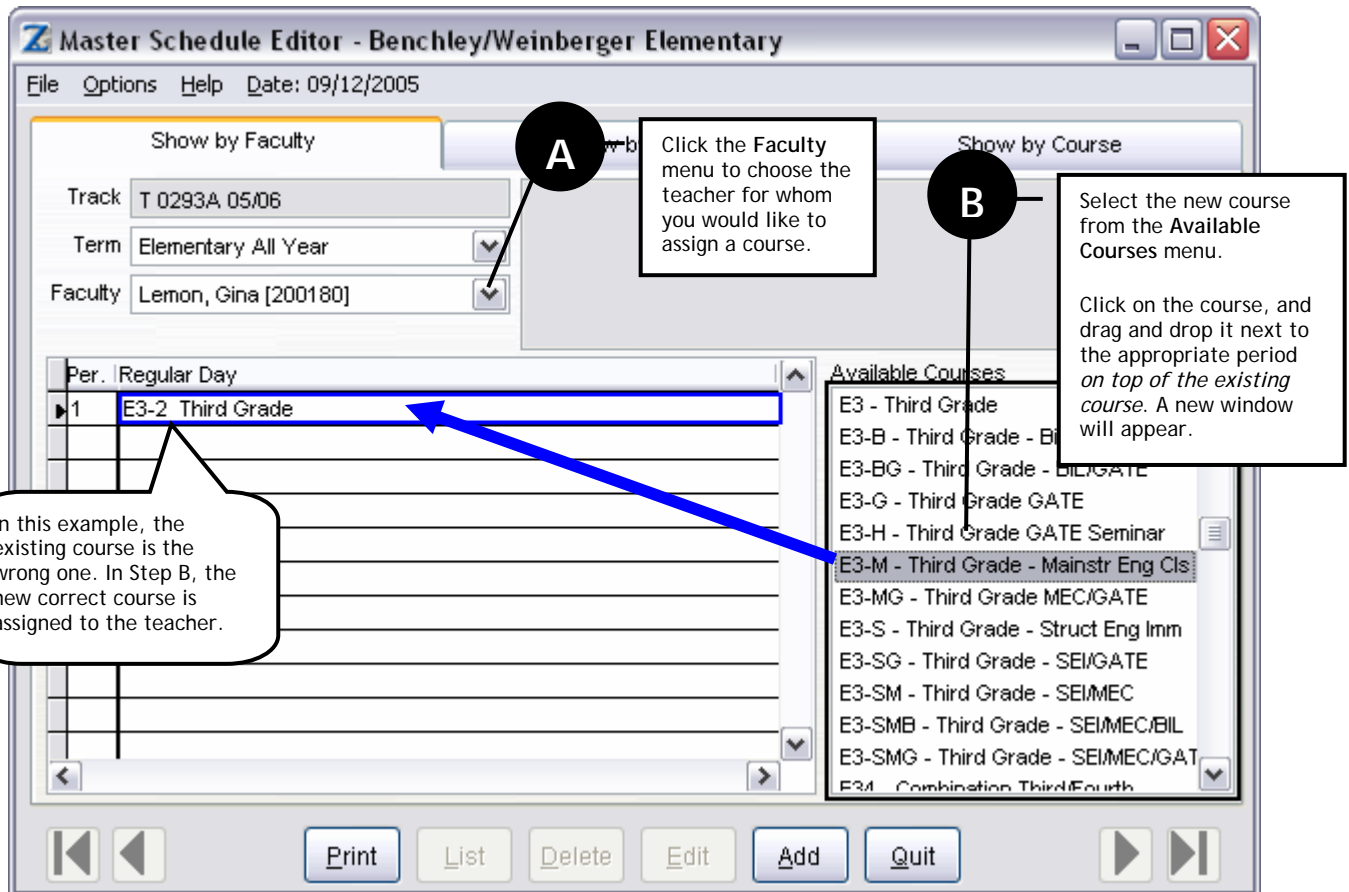
Version 1.0 • Updated September 13, 2005

After the school year begins, you may realize that the course assigned to a teacher in the master schedule is not the correct one. Use these directions when you need to create a new course/section for a teacher, mass move all of the students from the old section to the new one, then close the teacher's old course/section. This is a three-step process.

Follow the steps below to create a new section, mass move students to it, then close the old section.

Part I: Create the new course/section

- Open Zangle. Click Scheduling. Click Master Schedule.
- Complete Steps A-F. Steps A and B are shown below. Steps C-F are on the following page.



The screenshot shows the 'Master Schedule Editor - Benchley/Weinberger Elementary' window. The interface includes a menu bar (File, Options, Help), a date field (09/12/2005), and several input fields: 'Show by Faculty', 'Track' (T 0293A, 05/06), 'Term' (Elementary All Year), and 'Faculty' (Lemon, Gina [200180]). A table with columns 'Per.' and 'Regular Day' is visible, with the first row containing '1' and 'E3-2 Third Grade'. To the right, an 'Available Courses' list is open, showing various course codes like 'E3 - Third Grade', 'E3-B - Third Grade - Bi...', 'E3-BG - Third Grade - BIL/GATE', 'E3-G - Third Grade GATE', 'E3-H - Third Grade GATE Seminar', 'E3-M - Third Grade - Mainstr Eng Cls', 'E3-MG - Third Grade MEC/GATE', 'E3-S - Third Grade - Struct Eng Imm', 'E3-SG - Third Grade - SEI/GATE', 'E3-SM - Third Grade - SEI/MEC', 'E3-SMB - Third Grade - SEI/MEC/BIL', 'E3-SMG - Third Grade - SEI/MEC/GAT', and 'E34 - Combination Third/Fourth'. Annotations include: 'A' pointing to the Faculty dropdown menu with a callout box: 'Click the Faculty menu to choose the teacher for whom you would like to assign a course.'; 'B' pointing to the Available Courses list with a callout box: 'Select the new course from the Available Courses menu. Click on the course, and drag and drop it next to the appropriate period on top of the existing course. A new window will appear.'; and a blue arrow pointing from the 'E3-M - Third Grade - Mainstr Eng Cls' course in the list to the 'E3-2 Third Grade' section in the table. A separate callout box on the left states: 'In this example, the existing course is the wrong one. In Step B, the new correct course is assigned to the teacher.'

Master Schedule Editor - Benchley/Weinberger Elementary

Section Information

Course: E3-M-Third Grade - Mainstr Eng Cls
 Section: 1
 Section Size: 20
 Faculty: Lemon, Gina [200180]
 Status: Active
 Team: <Unset>

Mark Definition: <Unset>

Scheduling Course? Scan Gradebook?
 Conflict OK? Scan Report Card?
 Assign Grades? Scan Progress Reports?
 Post To History? Flag 1
 Variable Credit? Flag 2

Segment Information

Term: Elementary All Yea
 Cycle: Regular Day
 Period: 1
 Classroom: 11

Take Attendance? Count Attendance? Scan Attendance? Is Homeroom?

Buttons: Undo, Save, Done

C

Secondary schools only:
Choose the appropriate mark definition. Make sure that "Assign Grades" and "Post to History" are turned on.

D

Select a room number from the menu.

The checkboxes on your screen may look different than this picture.

E

Click Save. You will return to the previous screen.

Important! You will see red text. Red text indicates that multiple courses are assigned to the same period.

Per.	Regular Day
1	E3-M-1 Third Grade - Mainstr Eng Cls

Red text

Master Schedule Editor - Benchley/Weinberger Elementary

File Options Help Date: 09/12/2005

Show by Faculty | Show by Cycle | Show by Course

Track: T 0293A 05/06
 Term: Elementary All Year
 Faculty: Lemon, Gina [200180]

Course: E3-M - Third Grade - Mainstr Eng Cls, Section 1
 Section Size=20, TA Section Size=0
 SEG: Term=Elementary All Year, Cycle=Regular Day, Period=1, Room=11
 0 students scheduled on 09/12/2005

Per.	Regular Day	Available Courses
1	E3-M-1 Third Grade - Mainstr Eng Cls	E3-M-1 Third Grade - Mainstr Eng Cls (NEW)
	E3-2 Third Grade (OLD)	E3-B -
		E3-BG -
		E3-G -
		E3-H -
		E3-M -

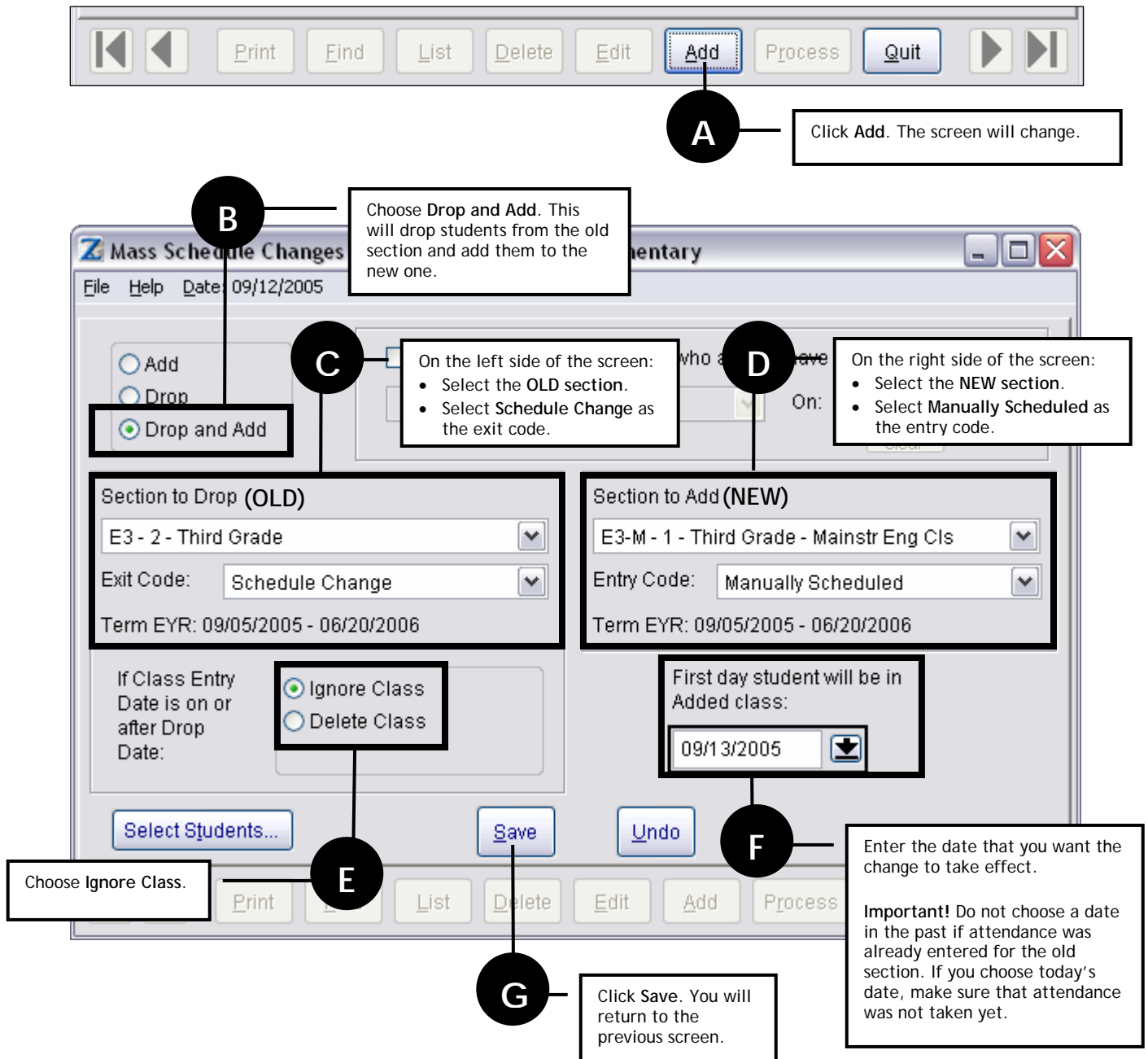
F

Click on the red text. You will see the courses appear in a drop-down list. Write down the section numbers of the old and new course. You will need this in Part II. Example:

- Old section: E3-2
- New section: E3-M-1

Part II: Mass move the students from the old course/section to the new one

- Close the master schedule.
- Open Zangle. Click Scheduling. Click Mass Schedules.
- Complete Steps A-N. Steps A-G are shown below. Steps H-N are on the following pages.



A Click Add. The screen will change.

B Choose Drop and Add. This will drop students from the old section and add them to the new one.

C On the left side of the screen:

- Select the OLD section.
- Select Schedule Change as the exit code.

D On the right side of the screen:

- Select the NEW section.
- Select Manually Scheduled as the entry code.

E Choose Ignore Class.

F Enter the date that you want the change to take effect.

G Click Save. You will return to the previous screen.

Important! Do not choose a date in the past if attendance was already entered for the old section. If you choose today's date, make sure that attendance was not taken yet.

Mass Schedule Changes - Benchley/Weinberger Elementary

File Help Date: 09/12/2005

Track: T T 0293A 05/06 Year: 2006

Pending Actions

Drop and Add | 09/13/2005 | E3 - 2 - Third Grade

The action you just added appears on the Pending Actions screen.

If you have more Drop/Add actions to add to the Pending Actions screen, click Add and repeat Steps B-G.

Print Find List Delete Edit Add Process Quit

Process Actions

Display Summary Report

Detail for all students
 Detail for students processed
 Detail for students with exceptions
 No Detail

Preview and Print
 Preview Only
 Print Only

Do not change database

Process Done

H Click Process when you are ready to perform the actions in the Pending Actions screen. A small window will appear.

I It is recommended that you click Detail for students processed. This will generate a report that lists the students that were processed.

J OPTIONAL! Click Do not change database when you want to first do a practice run to see what will happen. You would need to run the process again with this box unchecked to change the database.

K Click Process. Be patient. The system will scan through all students. You will see the number of students dropped and added.

Read the summary page. Then click the X to close it.

Mass Schedule Changes Summary
Benchley/Weinberger Elementary
Track: T 0293A 05/06

Action	Section	# Students	# Schedules Added	# Schedules Removed
Drop and Add	E3 - 2 - Third Grade	277	16	16

End of Report

Click the printer icon if you want to print the report.

Read the details page. Then click the X to close it.

Mass Schedule Changes
Benchley/Weinberger Elementary
Track: T 0293A 05/06

Action	Section	
Drop and Add	E3 - 2 - Third Grade	
ALTMEYER, Gabriel [070897067]		E3 - 2: 1 session closed
ALTMEYER, Gabriel [070897067]		E3-M - 1: 1 session added
ANTONIO, BRANDI [100997100]		E3 - 2: 1 session closed
ANTONIO, BRANDI [100997100]		E3-M - 1: 1 session added
BECERRA-AGUILAR, Laura [021897141]		E3 - 2: 1 session closed
BECERRA-AGUILAR, Laura [021897141]		E3-M - 1: 1 session added

Click Quit.

Note: It is recommended that you check your work at this point by looking at a few students' schedule records. Click **Scheduling** and open **Change History**. Find a student. Make sure that the student's schedule for the old section is closed as of the appropriate date, and that the new section begins on the appropriate date. Check some other students. If the dates are incorrect, you can click **Edit** and fix them.

This is an example of how the student's schedule should look. The exit date (9/12) is the day before the entry date (9/13) of the next section.

P	Δ	Course	Day	Sec	Teacher	Entry Date	Entry Code	Exit Date	Exit Code
▶	1	Third Grade		2	Lemon, G	09/06/2005	Manually	09/12/2005	Schedule
	1	Third Grade - Mainstr		1	Lemon, G	09/13/2005	Manually	06/20/2006	

Part III: Close the old course/section by re-assigning it to ZZ Do Not Schedule

→ Important! Complete these steps *after* the last day of the old class. Otherwise the teacher will not be able to post attendance for the section in TeacherConnection.

- Open Zangle. Click Scheduling. Click Master Schedule.
- Complete Steps A-H. Steps A-D are shown below. Steps E-H are on the following page.

A Click the Faculty menu to choose the teacher that has the old and new section assigned to him/her.

B Select the "old" section so it is highlighted. Simply click the red text to see which classes are assigned to the teacher.

C The number of students in the old section should say "0." If there are students left in the class, run a class roster to determine who is remaining. You will need to individually change their schedules now using the directions provided in the Elementary or Secondary Scheduling Handbook. Complete Steps D-H only when there are zero students left in the class.

D Click Edit. A new screen will appear.

Re-assign the class to the faculty called "ZZ Do Not Schedule." From this point on, the section will be listed under this fictitious teacher. If an attendance clerk needs to enter attendance for this section, he or she will need to choose "ZZ Do Not Schedule" as the faculty.

E

F

Set the section size to 0.

The checkboxes on your screen may look different than this picture.

G

Click Save, then Done. You will return to the previous screen.

Important! You will see black text now. Only the "new" section will be displayed. The "old" section is stored under the teacher called "ZZ Do Not Schedule."

Per.	Regular Day
1	E3-M-1 Third Grade - Mainstr Eng Cls

Black text

H

Click Quit.

Note: You may want to run a class roster for the new section to further check your work.