

Zangle Student Assignment Cards

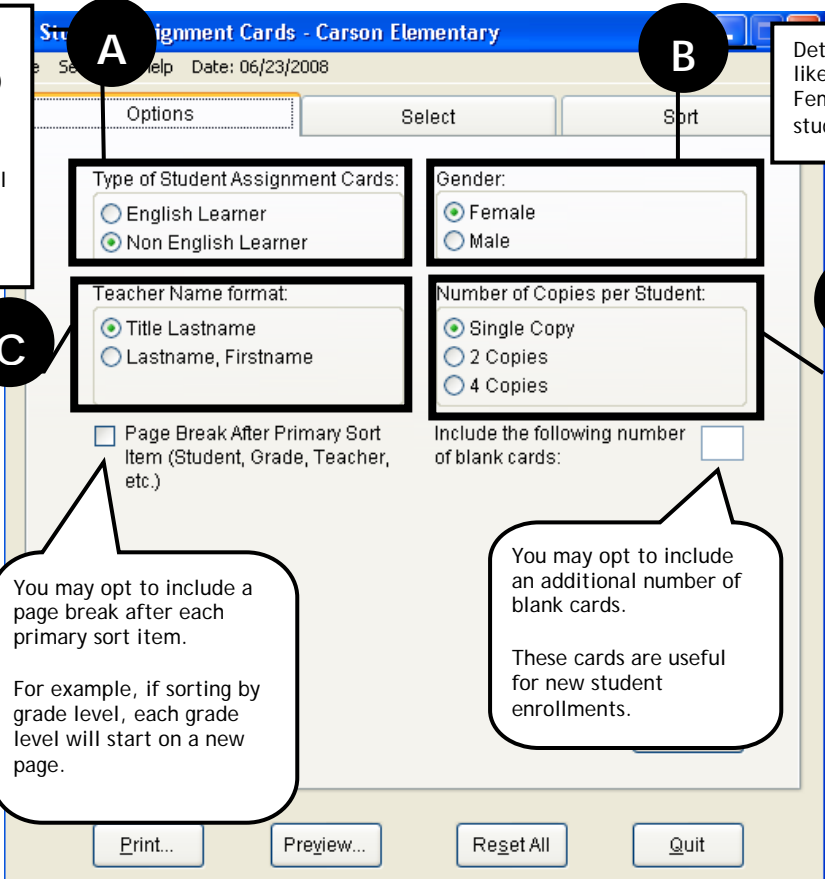
Version 1.0 • Updated June 23, 2008

Student Assignment Cards, or “Power Cards,” are an excellent tool to assist schools in planning for the purposeful placement of elementary students in classrooms for the coming school year. The Student Assignment Cards report will allow school sites to print additional cards on an as needed basis. The district will most likely continue to print Student Assignment Cards for most schools each May. However, if extra cards are needed for newly enrolled students or for students who have changed classes, the Student Assignment Cards report can help by allowing schools to print a few extra cards.

Note: The report will print on regular paper and can also be printed on paper that has perforations - 4 cards per sheet. The Avery stock #'s are: 3263, 3380, and 8387.

Follow the steps below to configure and print the Student Assignment Cards report.

- Open Zangle. Click Enrollment. Select Reports. Click Student Assignment Cards.
- Complete Steps A-H. Steps A-D are shown below. Steps E-H are on the following pages.



A Determine if you would like to print cards for English Learner (default) or Non English Learner students.

The Non EL selection will display blank spaces for handwritten notes.

B Determine if you would like to print for Male or Female (default) students.

C Determine how you would like teacher names to be displayed,

*Title Lastname:
(Mr. Smith)
*Lastname, Firstname:
(Smith, Horace)

D You may opt to print single (default), 2 or up to 4 copies per student.

You may opt to include a page break after each primary sort item.

For example, if sorting by grade level, each grade level will start on a new page.

You may opt to include an additional number of blank cards.

These cards are useful for new student enrollments.

E

Click the Select tab.

Options

Select

Enrollment	Active Students (No Part-Time)
Student	All
Grade	0, 1, 2, 3, 4, 5
Lastname	All
Student Group	All
Track	All
Faculty	All
Class	All
Counselor	All
Advisor	All

By default, grade levels between K and the exit grade for the school will be selected.

You may choose to select specific students or classes when running this report.

Edit... Reset

Print... Preview... Reset All Quit

F

Click the Sort tab.

Options

Select

Sort

<input type="checkbox"/> Grade	Ascending
<input checked="" type="checkbox"/> Name	Ascending

You may opt to select specific criteria when configuring this report.

If desired, you may opt to include additional sorting fields by clicking the Add button.

Edit... Add... Delete... Reset

Print... Preview... Quit

G

Click the Preview Button

Add Sort Field

Field Name:

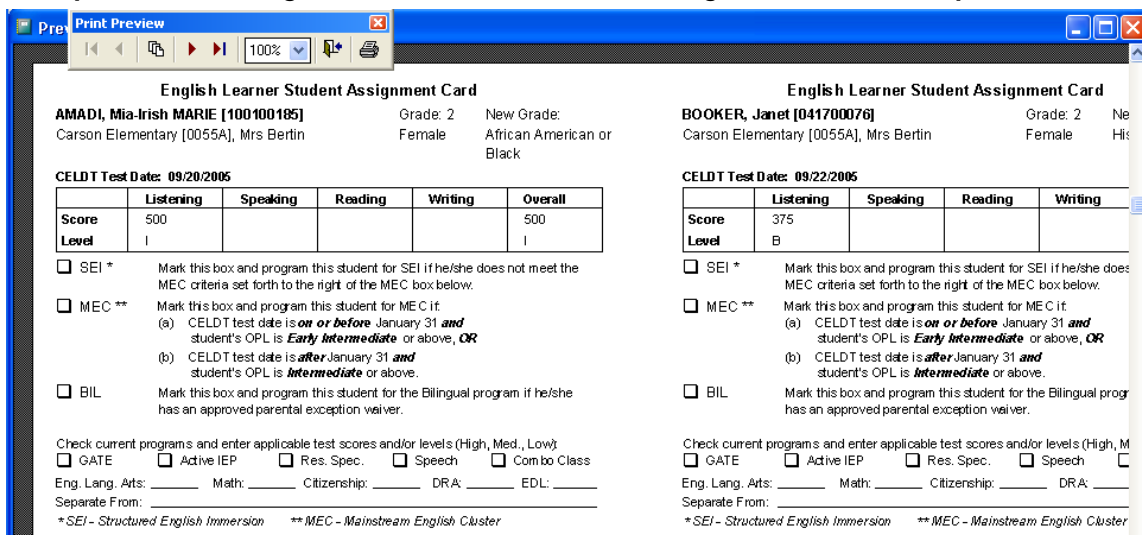
Advisor
Counselor
Faculty

Done

Additional sorting fields have been made available.



Sample of the English Learner Student Assignment Card report:



Sample of the Non English Learner Student Assignment Card report:

