

Submit Your Track Setup (secondary only)

Attention all secondary schools with a multi-period track! The IT Department needs you to submit your track setup by **March 29, 2007**, even if you do not need any changes made to your track setup for 2007-08. To notify IT, please do the following:

- Go to <http://www.sandi.net/zangle/masterschedule/>. Click **Complete Your Tasks**, then log in with your ID and password.
- Click **Submit your track data to the IT department**.

Task	Responsibility
1. Submit your track data to the IT department	School site

- A form will appear. Complete all fields on the form.
 - If your 2007-08 track is currently set up correctly and you do not need any changes beyond adding an additional period for lunch, enter your track type, terms, elective wheel pattern, cycles, and periods per day. Make sure to add an additional period for lunch. In the Notes field, type "Copy from last year." NOTE: IT will copy your Cycle and Term information. Your master schedule will not be copied.

IMPORTANT! Once you make changes to your master schedule, the IT Department will not be able to "undo" them in the event that you need to revert to the way it was delivered.

Track type	Terms	Elective wheel pattern
Traditional	2	None
Cycles	Max periods per day (including one additional period for lunch)	
1	7	
Notes		
Copy from last year.		
Submit track setup		

If you would like your Cycle and Term information copied, type "Copy from last year" in the Notes field.

Don't forget to include a period for lunch!

- To change your 2007-08 track setup, enter the desired track type, terms, elective wheel pattern, cycles, and periods per day. Remember to include an additional period for lunch. In the Notes field, type a brief description of what is different or what you want changed from the existing future track. For example, for "We want 7 periods instead of 6 periods" or "We are no longer using 2 cycle days, and only need one."

Notes
We want 7 periods instead of 6 periods.

- Click **Submit track setup**. This will generate an email that is sent to Sharon Peterson.

NOTE: If you requested changes, Sharon Peterson will email you when the changes have been made. You can expect to wait *at least one week*; as May approaches, this amount of time will lengthen.

Frequently Asked Questions

1. Why do I have to submit my track setup to IT?

There are three important characteristics of a master schedule that must be defined before you can begin to enter course information.

- Number of terms
- Number of periods
- Number of cycles

These characteristics cannot be edited by site staff members. The IT Department will configure your master schedule to match the track setup you submit via the Master Schedule website.

2. Why can't IT rollover my master schedule from the 2006-07 school year?

Beginning 2007-08 all secondary schools are required to add an additional period to their master schedule for lunch. Please download the "Memo from Geno Flores and Mike Price" for more information on this requirement. The memo is available online. (<http://www.sandi.net/zangle/readandlearn/jobaids/index.asp>)

In order to comply with this requirement, IT must add a period to your secondary track for lunch. The existing master schedule must be deleted before a period can be added.

3. What will the lunch period look like in Track Editor?

Once IT has reconfigured your track to include an additional period for lunch, you will use the Track Editor application to assign the "L" code to the period associated with lunch. The example below shows how a six period master schedule with lunch scheduled after period 4 will look in the Track Editor application.

Before		After	
Period	Code	Period	Code
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	L
6	6	6	5
		7	6

Notice how period 5 is assigned the code of "L". The code, not the period number, appear in most reports and applications.

4. Can I add a period to my own track?

You do not have the ability to add a period to your own track. IT must complete this task for you. Make sure to include an additional period for lunch when submitting your track setup to IT. IT will add the period and notify you once the process is complete.

5. How do I update the code assigned to my lunch period to display the letter "L"?

Open Track Editor, click the Definitions tab, and click the Periods sub-tab. Additional instructions for completing this task are available on p. 17 of the System Administration handbook. This handbook is available for download at:

<http://www.sandi.net/zangle/readandlearn/handbooks/index.asp>

6. What should my bell schedule look like in the Track Editor? What does "CP" mean? When should I check the "CP" box?

Your bell schedule should include a 30 minute duty-free lunch and a passing period before and after the lunch period. The Count Passing (CP) box is used to identify passing periods that should be included in the instructional minutes calculation. By law, you can claim the passing periods before lunch or after lunch, but you cannot claim both. Our district claims the passing minutes after lunch as instructional minutes. Please check the CP box for every period EXCEPT for the period immediately before lunch.

See below for an example of a bell schedule with a six period day.

Per	Begin	End	Length	Pass Min	CP	No Sched	Not Reg
1	7:30	8:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	8:30	9:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	9:30	10:25	55	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	10:30	11:25	55	5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
L	11:30	12:00	30	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	12:05	13:25	80	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	13:30	14:25	55	0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The CP box for the period before lunch is NOT checked.

Notice how the Lunch period is at least 30 minutes long.

7. My master schedule has two lunches. Should I add two lunch periods?

No. Only add one additional period for lunch. Assuming 50% of your students attend the first lunch, and the rest attend the second lunch, the student schedules for 50% of your students will be correct while the other 50% will have lunch and one class reversed. This will not impact how Zangle calculates instructional minutes for each student.

8. Can I change my track setup after I have submitted the information to IT?

Yes. Simply resubmit your track setup using the web-based application. IT will need to delete any sections added to your new master schedule before the change can be made. Course request information will NOT be deleted.

9. Will I need to schedule my students for lunch?

Yes. IT is working on developing a course number for lunch. Instructions for how to mass load students into a common lunch will be distributed at a later date.