

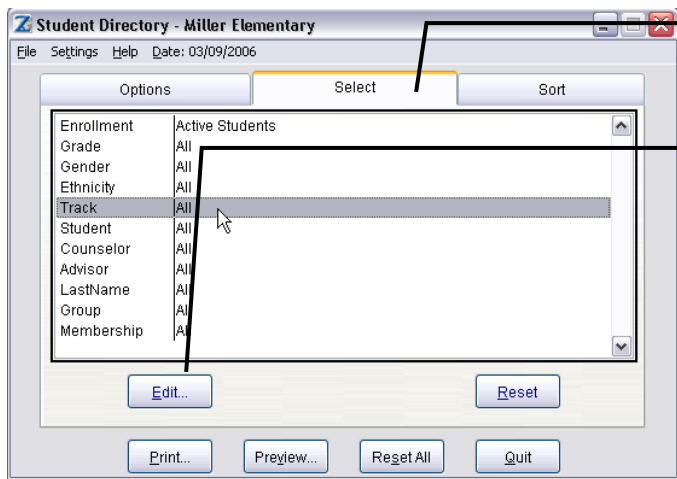
Filtering CDC students from Pre-Defined reports

The Early Childhood program began enrolling their students in Zangle in March 2006. Students in Child Development Centers (CDC) are enrolled into a unique “CD” track at their host elementary school.

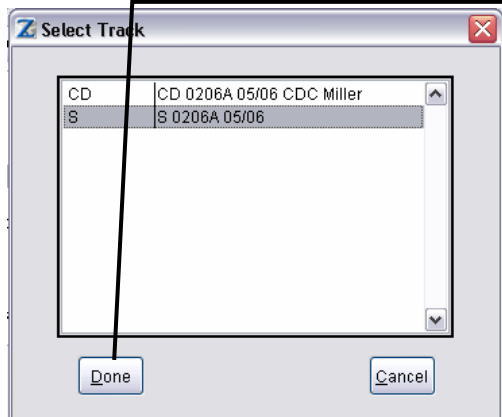
School sites that host a CDC program may see these students in various reports. This job aid provides instructions for how to exclude CDC students from pre-defined reports when necessary.

Follow the steps below to remove CDC students from “pre defined reports”.

- Launch **Zangle**. Open and configure the pre-defined report as necessary.
- Complete steps A-C before running the report. Steps A-C are shown below.



A Click the **Select** tab.



B Select the **Track** option and click **Edit**.

C Select the track you want to run the report on and click **Done**.

NOTE: Do NOT select the CD track unless you want CDC students to appear in the report.

Configure and run the rest of the report as normal.

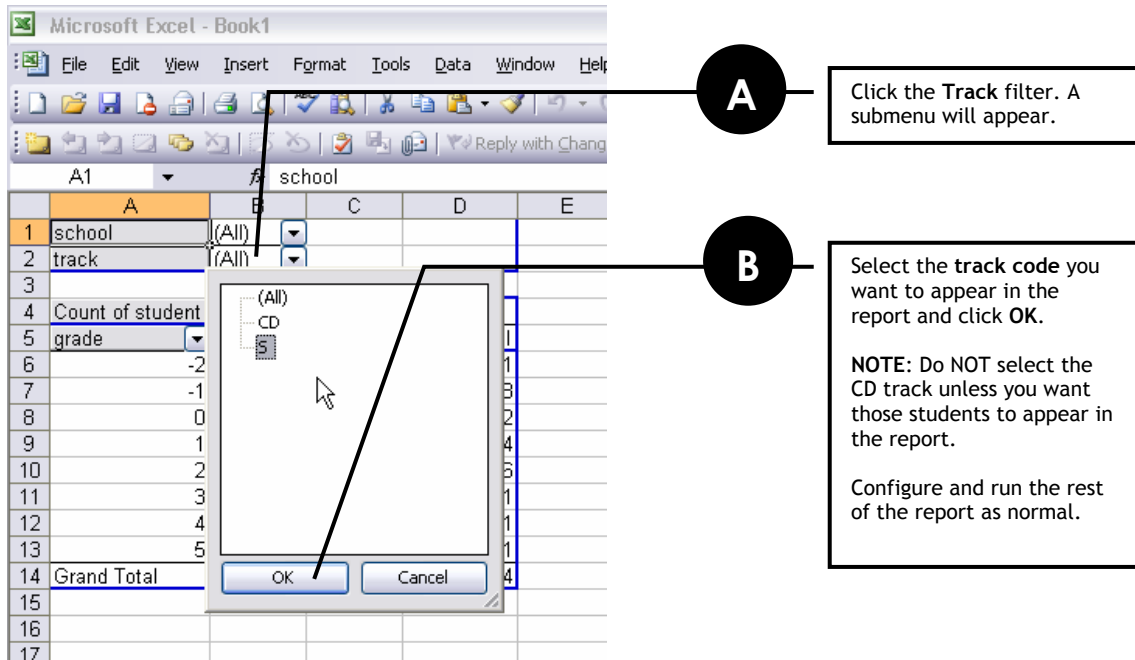
Filtering CDC students from Analysis reports

The Early Childhood program began enrolling their students in Zangle in March 2006. Students in Child Development Centers (CDC) are enrolled into a unique “CD” track at their host elementary school.

School sites that host a CDC program may see these students in various reports. This job aid provides instructions for how to exclude CDC students from analysis reports when necessary.

Follow the steps below to remove CDC students from “analysis” reports.

- Launch **Zangle**. Open and configure the analysis report as necessary.
- Complete steps A and B before printing or viewing the report. Steps A and B are shown below.



A Click the **Track** filter. A submenu will appear.

B Select the **track code** you want to appear in the report and click **OK**.

NOTE: Do NOT select the CD track unless you want those students to appear in the report.

Configure and run the rest of the report as normal.

	A	B	C	D	E
1	school	(All)			
2	track	(All)			
3					
4	Count of student				
5	grade				
6					
7					
8					
9					
10					
11					
12					
13					
14	Grand Total				
15					
16					
17					


Filtering CDC students from Banner Applications

The Early Childhood program began enrolling their students in Zangle in March 2006. Students in Child Development Centers (CDC) are enrolled into a unique “CD” track at their host elementary school.

School sites that host a CDC program may see these students appear in various banner applications. This job aid provides instructions for how to exclude CDC students when necessary.

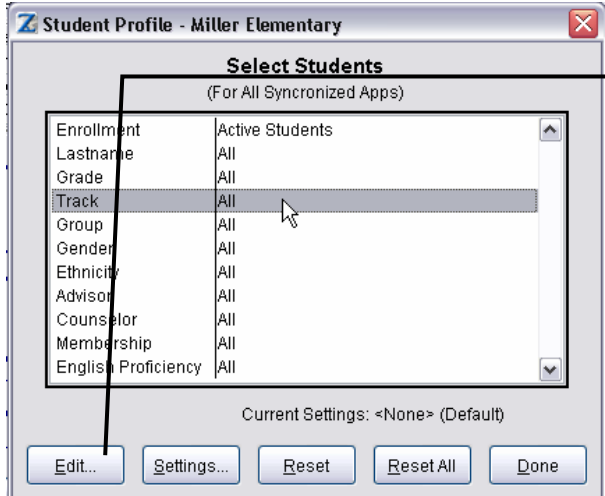
Follow the steps below to remove CDC students from banner applications.

- Launch **Zangle**. Open a banner application.
- Complete steps A-D. Steps A and B are shown below. Step C and D are on the following page.



A Click the **Groups** button. The **Select Students** window will appear.

Student Name	M/F	Birthdate	Age	Grade	Group
Abando, Morgan Melynn [102596666]	F	10/25/1996	9	3	[1 of 858 records] Active Students
Track/School/Year	Advisor	Entry	Exit	Stat	
S 0206A 2005/06	Wilkerson, Donald	09/05/2005		M	

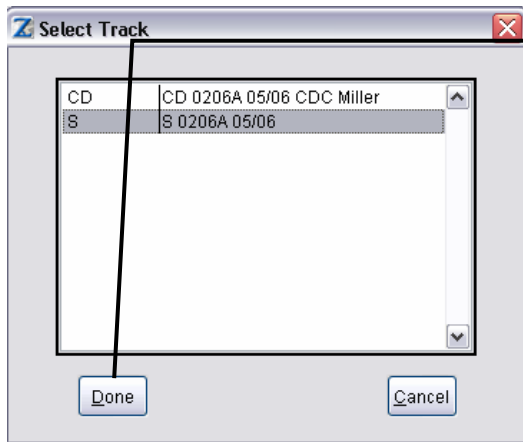


B Select the **Track** option and click **Edit**. The **Track Selection** window will appear.

Select Students	
(For All Synchronized Apps)	
Enrollment	Active Students
Lastname	All
Grade	All
Track	All
Group	All
Gender	All
Ethnicity	All
Advisor	All
Counselor	All
Membership	All
English Proficiency	All

Current Settings: <None> (Default)

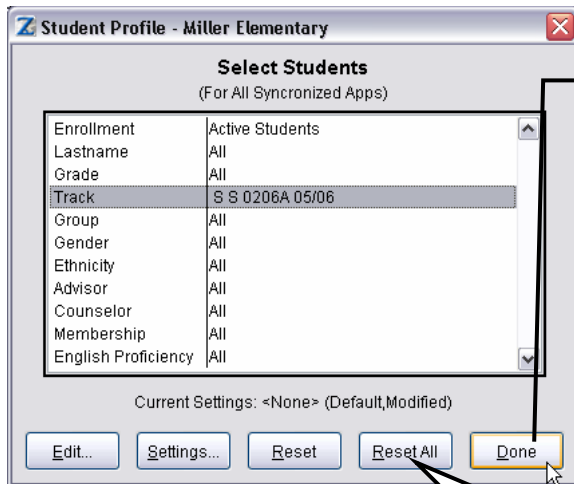
Buttons: Edit... Settings... Reset Reset All Done



C

Select the track you want to view and click **Done**.

You will return to the Student Select window.



D

Click the **Done** button again to return to the banner application.

NOTE: All banner applications may filter out the CDC students once this process is complete. The banner applications may continue to filter the students until you Quit Zangle or turn the filter function off.

To turn the filter function off, simply return to the Select Students window and click **Reset All**.