



Zangle

Tracking CBEDS

Secondary Schools
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About CBEDS

WHAT IS CBEDS?

CBEDS stands for California Basic Educational Data System (CBEDS). California public schools (K-12) provide the State with information about numerous aspects of education, including the use of certificated staff, through CBEDS.

To comply with CBEDS requirements, the district's Research and Reporting Department needs you to track the non-teaching roles filled by certificated teaching and certain certificated non-teaching staff. You are to track what teachers are doing during release periods. Not all non-teaching staff members are tracked. Principals, vice principals, counselors, nurses, librarians, and itinerant staff who travel from school to school are not tracked. You will track this information in Zangle using a set of "courses" in the 9900-series of course numbers, as described in this document.

WHAT WILL I NEED TO DO?

You will need to do the following:

1. Look at the 9900-series courses used by secondary schools. *See page 2.*
2. Use **Faculty Editor** to flag certificated staff members—those who fill the roles described by the 9900-series courses—as teachers. *See page 4.*
3. Use **Master Schedule Editor** to assign the appropriate courses to the certificated staff members, according to their roles. *See page 6.*

Note: If you are already using one of the course numbers, contact Cathy Nunez in the Research and Reporting Department at (619) 725-7374 or cnunez@sandi.net for assistance.



9900-Series Course List for Secondary Schools

FOR NON-INSTRUCTIONAL PERIODS OF INSTRUCTIONAL STAFF

Note: These courses may be used for one or more periods (release periods).

Course Number	Course Title
9941	ASB advisor/coordinator
9942	Athletics director/coordinator
9943	Comp/tech resource/coordinator
9944	Dean of Students
9945	English learner res/coord
9946	HSDP coordinator
9947	Literacy resource/coordinator
9948	Magnet resource/coordinator
9949	Physics resource
9950	Pub/yearbook advisor/resource
9951	SIP coordinator
9952	Test coordinator
9976	PMP (Pregnant Minor Program) resource
9977	CMC (City Middle College) resource
9978	JDP (Joint Diploma Program) resource
9979	GENESIS resource
9990	Resource teacher-integration
9991	Special education resource
9992	Other res tchr-admin support
9993	Other res tchr-inst support

FOR FULL-DAY NON-INSTRUCTIONAL ASSIGNMENTS

Course Number	Course Title
9984	Guidance Supervisor
9995	Administrative Intern

Please see additional courses on the next page.



FOR DEPARTMENT CHAIRS

Use the following course numbers only when the staff member has at least one release period to perform department chair duties.

Course Number	Course Title
9953	Business Education Dept Chair
9954	Career Development Dept Chair
9955	Computer Education Dept Chair
9956	Perf Arts/Speech/Drama Dept Ch
9957	English/Lang Arts Dept Chair
9958	Family/Consumer Sci Dept Chair
9959	Health and Safety Dept Chair
9960	Health Careers Dept Chair
9961	Humanities Department Chair
9962	Industrial Tech Ed Dept Chair
9963	Mathematics Department Chair
9964	Military Science Dept Chair
9965	Perf Arts-Music Dept Chair
9966	Physical Education Dept Chair
9967	Science Department Chair
9968	Social Studies Dept Chair
9969	Special Education Dept Chair
9970	Visual Arts Department Chair
9971	World Languages Dept Chair
9975	Other Department Chair

Flagging Certificated Staff Members as Teachers

For any certificated staff member that fulfills the role of a course listed on the preceding pages, you will need to flag him or her as a teacher. This way, he or she will appear in your master schedule, and you will be able to assign him or her a 9900-series course.

Follow the steps below to flag certificated staff members as teachers.

- Open Zangle. Click on System. Click on Faculty Info. Click on Faculty.
- Complete Steps A-G. Steps A-D are shown below. Steps E-G are on the following page.



A
Click Find or List to locate the desired faculty.

B
Click the Status tab. This screen displays the faculty's status records.

Look at the checkboxes *for this year's track*. In the following steps you will turn the Teacher checkbox on.

If the Teacher checkbox is already on, you do not need to continue.

General		Address		Status	Certification	Misc.	Picture	State
Entry Date	Exit Date	Track			Job	Tchr	Cnslr	Cert
05/29/2003	07/23/2004	UC High 03/04			Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/04/2003	07/26/2004	UC Extended Day 03/04			Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/17/2004		T 0355A 04/05			Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/17/2004		E 0355A 04/05			Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

C
Click once on the record *for this year's track* to select it. You should see a black triangle next to the entry date.



D
Click Edit. The screen will change.

Faculty Editor - University City High School

File Help Date: 08/26/2004

Name: Title Last First Middle
 Name: Callender Marie

Faculty ID: 225747 Gender: Female Ethnicity: White (not Po)

General Address **Status** Certification Misc.

Faculty Status

Entry Date: 03/17/2004 Track: T 0355A 04/05
 Exit Date: Status: Active
 Evaluation Date: FTE: 0.00
 Job Class: Vice Principal Sprvsr Class: <Unset>

Teacher Counselor Certificated
 Site Admin Database Admin

Navigation: [Left] [New] [Delete] [Copy] [Right]

Bottom Bar: [Left] [Left] [Print] [Find] [List] [Delete] [Undo] [Add] [Save] [Right] [Right]

Verify that you are editing this year's track. If you are not, click Undo and repeat Steps C and D.

Note: Your track might look different than the picture shown.

- You may want to check that the appropriate boxes are checked.
- **Teacher checkbox:** Any faculty that needs to be in the master schedule for this track.
 - **Site Admin checkbox:** A school site administrator (principal, vice principal, etc).
 - **Counselor checkbox:** A counselor for this track.
 - **Database Admin checkbox:** The site Power User for this track. Enables access to PC Admin.
 - **Certificated checkbox:** A certificated employee.

Click the Teacher checkbox. **E**

Click Save. You will return to the previous screen. **F**

General Address **Status** Certification Misc. Picture State

Entry Date	Exit Date	Track	Job	Tchr	Cnslr	Cert
05/29/2003	07/23/2004	UC High 03/04	Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
11/04/2003	07/26/2004	UC Extended Day 03/04	Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/17/2004		T 0355A 04/05	Vice Principal	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
03/17/2004		E 0355A 04/05	Vice Principal	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Navigation: [Left] [Left] [Print] [Find] [List] [Delete] [Edit] [Add] [Save] [Quit] [Right] [Right]

The Teacher checkbox is now on.

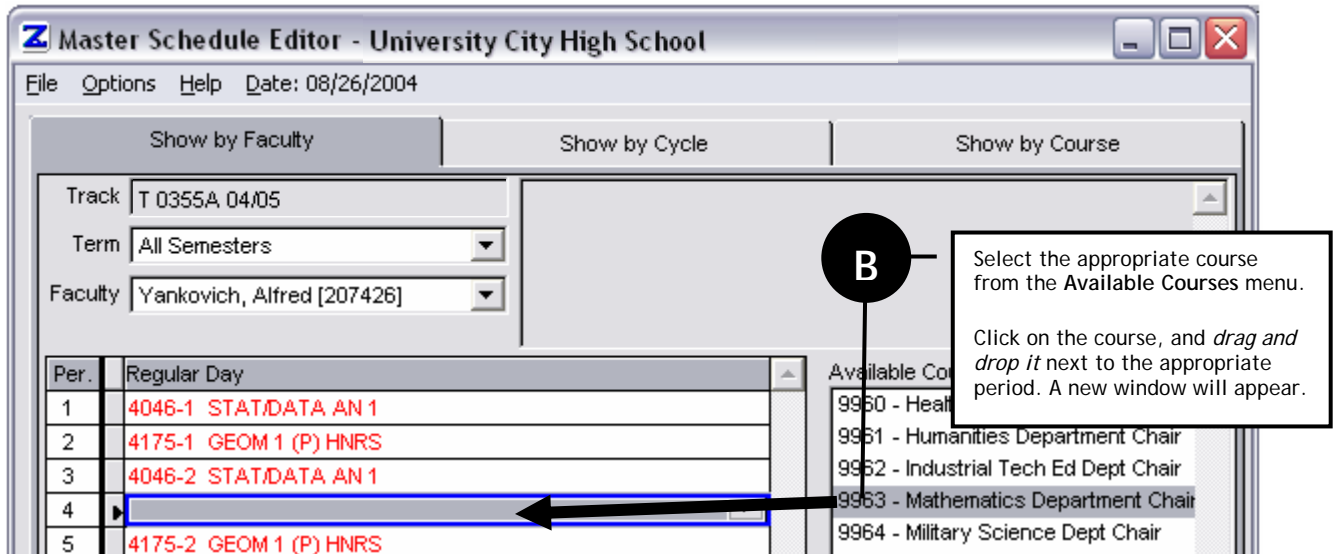
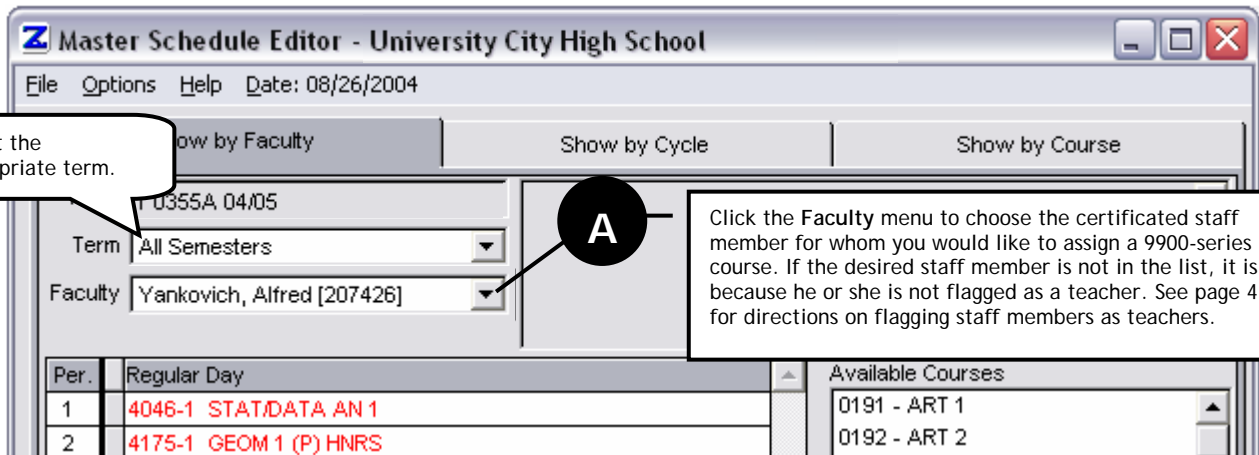
Repeat Steps A-F if you have more staff members to flag. Click Quit when you are finished. **G**

Assigning 9900-Series Courses to Certificated Staff Members

After you have flagged your certificated staff members as teachers, use the **Master Schedule Editor** to assign 9900-series courses to them. **Note:** You will not assign students to these classes.

Follow the steps below to assign courses to certificated staff members.

- Launch **Zangle**. Click on **Scheduling**, then select **Master Schedule**.
- Complete Steps A-D. Steps A and B are shown below. Steps C and D are shown on the following page.



Master Schedule Editor - University City High School

Course: 9963-Mathematics Department Chair

Faculty: Yankovich, Alfred [207426]

Status: Active

Team: <Unset>

Section Information

Section: 1

Section Size: 0

Mark Definition: <Unset>

Scheduling Course? Scan Gradebook?

Conflict OK? Scan Report Card?

Assign Grades? Scan Progress Reports?

There should not be any checkboxes checked on this screen. This is because this course will not have students scheduled into it.

Segment Information

Term: All Semesters

Cycle: Regular Day

Period: 4

Classroom:

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

Click Save. You will return to the previous screen.

Undo Save Done

Master Schedule Editor - University City High School

File Options Help Date: 08/26/2004

Show by Faculty
Show by Cycle
Show by Course

Track: T 0355A 04/05

Term: All Semesters

Faculty: Yankovich, Alfred [207426]

Course 9963 - Mathematics Department Chair, Section 1

Section Size=0, TA Section Size=0

SEG: Term=All Semesters, Cycle=Regular Day, Period=4

0 students scheduled on 08/26/2004

Per.	Regular Day
1	4046-1 STAT/DATA AN 1
2	4175-1 GEOM 1 (P) HNRS
3	4046-2 STAT/DATA AN 1
4	9963-1 Mathematics Department Chair
5	4175-2 GEOM 1 (P) HNRS
6	4175-3 GEOM 1 (P) HNRS
7	

Available Courses

- 9960 - Health Careers Dept Chair
- 9961 - Humanities Department Chair
- 9962 - Industrial Tech Ed Dept Chair
- 9963 - Mathematics Department Chair
- 9964 - Military Science Dept Chair
- 9965 - Arts-Music Dept Chair
- 9966 - Physical Education Dept Chair
- 9967 - Science Department Chair
- 9968 - Social Studies Department Chair
- 9969 - Special Education Dept Chair
- 9970 - Visual Arts Department Chair
- 9971 - World Languages Department Chair
- 0075 - Other Department Chair

Print List Delete Edit Add Quit

Repeat Steps B and C if you need to assign another course to this person.

Repeat Steps A-C if you need to assign courses to other staff members.

Click Quit when you are finished.

Frequently Asked Questions

Do I need to set up every staff member with these CBEDS courses?

No! Only staff members that qualify as doing the activity indicated in the title of the course should be assigned these courses. And, incidentally, these CBEDS courses are to be applied only to certificated staff.

Do I need to assign all of the CBEDS courses to the staff at my school?

No! Only assign a CBEDS course if that staff member is actually doing that activity.

What CBEDS course do I use if none of them seem to match what that staff person is actually doing?

There are two general CBEDS course numbers available (in both the elementary and the secondary schools lists) to use for this very situation. They are **9992 Other Resource Teacher - Administrative Support** and **9993 Other Resource Teacher - Instructional Support** (instructional support being related to support for the classroom, such as curriculum, materials, and so on).

What do I do with staff that are contracted at the site and are not on the District database?

Do not assign CBEDS courses to this kind of staff. It would not be worth it, as the CBEDS group would have to go through too much trouble to acquire all the other demographic and academic information on these people that the CBEDS report requires.

If a staff person in a secondary school does one of these CBEDS course activities for more than one period in the day, do I have to set them up for every period?

Yes! Assign a CBEDS course and section to a staff person for every period they are engaged in that activity. In most cases these activities only happen during one period. Hopefully, multiple periods will be the exception.