

Creating a New Section and Mass Moving Students BEFORE the school year starts

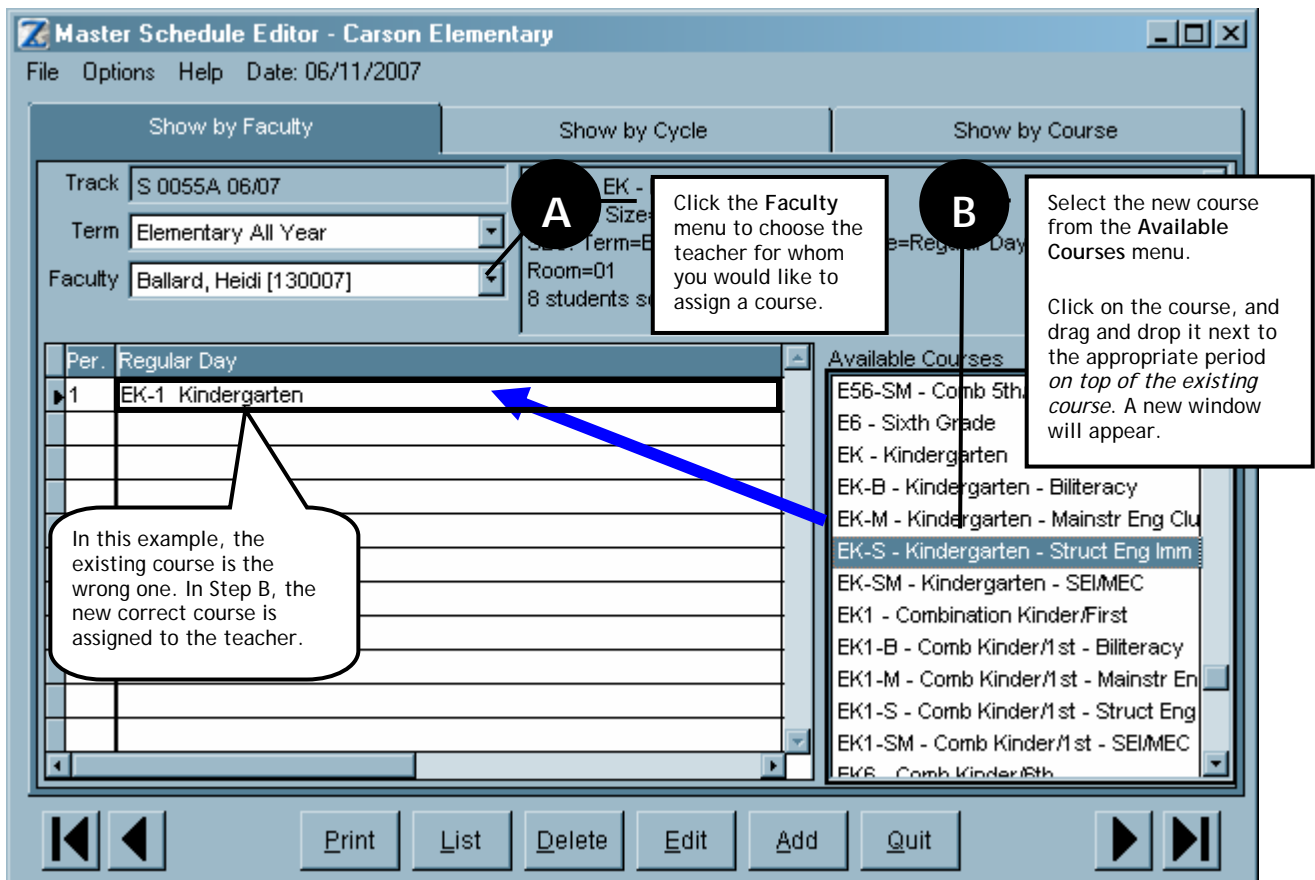
Version 1.2 • Updated August 7, 2007

Before 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 - Carson Elementary' window. At the top, there are three tabs: 'Show by Faculty', 'Show by Cycle', and 'Show by Course'. Below the tabs, there are fields for 'Track' (S 0055A, 06/07), 'Term' (Elementary All Year), and 'Faculty' (Ballard, Heidi [130007]).

Annotation **A** points to the 'Faculty' dropdown menu with the text: "Click the Faculty menu to choose the teacher for whom you would like to assign a course." The 'Faculty' field currently shows 'Ballard, Heidi [130007]'.

Annotation **B** points to the 'Available Courses' list on the right side of the window. The text says: "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." The 'Available Courses' list includes various course codes such as 'E56-SM - Comb 5th', 'E6 - Sixth Grade', 'EK - Kindergarten', 'EK-B - Kindergarten - Biliteracy', 'EK-M - Kindergarten - Mainstr Eng Clu', 'EK-S - Kindergarten - Struct Eng Imm', 'EK-SM - Kindergarten - SEIMEC', 'EK1 - Combination Kinder/First', 'EK1-B - Comb Kinder/1st - Biliteracy', 'EK1-M - Comb Kinder/1st - Mainstr En', 'EK1-S - Comb Kinder/1st - Struct Eng', 'EK1-SM - Comb Kinder/1st - SEIMEC', and 'EK6 - Comb Kinder/6th'.

At the bottom of the window, there is a table with columns 'Per.' and 'Regular Day'. The first row shows '1' in the 'Per.' column and 'EK-1 Kindergarten' in the 'Regular Day' column. A blue arrow points from the 'Available Courses' list to this row.

A callout box at the bottom left of the table contains the text: "In this example, the existing course is the wrong one. In Step B, the new correct course is assigned to the teacher."

At the bottom of the window, there are several buttons: 'Print', 'List', 'Delete', 'Edit', 'Add', and 'Quit'. There are also navigation arrows on the far left and right.

Section Information

Course: EK-M-Kindergarten - Mainstr Eng Clus
 Section: 1
 Section Size: 20
 Faculty: Ballard, Heidi [130007]
 Status: Active
 Team: <Unset>
 Grade Restrictions: K to K
 Gender Restrictions: Co-Ed

Mark Definition

<Unset>

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

Segment Information

Term: Elementary All Year
 Cycle: Regular Day
 Period: 1
 Classroom: [Empty]
 Take Attendance? Count Attendance? Scan Attendance? Is Homeroom?

Buttons: Undo, Save, Done

Callouts:

- C:** Secondary schools only: Choose the appropriate mark definition. Make sure that "Assign Grades" and "Post to History" are turned on. SBRC schools only: Choose the Elementary mark definition. Make sure that "Assign Grades" is turned on.
- D:** Select a room number from the menu.
- E:** Click Save. You will return to the previous screen.

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

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

Per.	Regular Day
1	EK-M-1 Kindergarten - Mainstr Eng Clust

Red text

Master Schedule Editor - Carson Elementary

File Options Help Date: 06/11/2007

Show by Faculty | Show by Cycle | Show by Course

Track: S 0055A 06/07
 Term: Elementary All Year
 Faculty: Ballard, Heidi [130007]

Course: EK-M - Kindergarten - Mainstr Eng Clust, Section 1
 Section Size=20, TA Section Size=0
 SEG: Term=Elementary All Year, Cycle=Regular Day, Period=1
 0 students scheduled on 06/11/2007

Per.	Regular Day	Available Courses
1	EK-M-1 Kindergarten - Mainstr Eng Clust	E58 E6- EK- EK- EK-
	EK-1 Kindergarten (OLD)	
	EK-M-1 Kindergarten - Mainstr Eng Clust (NEW)	

Callout 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:

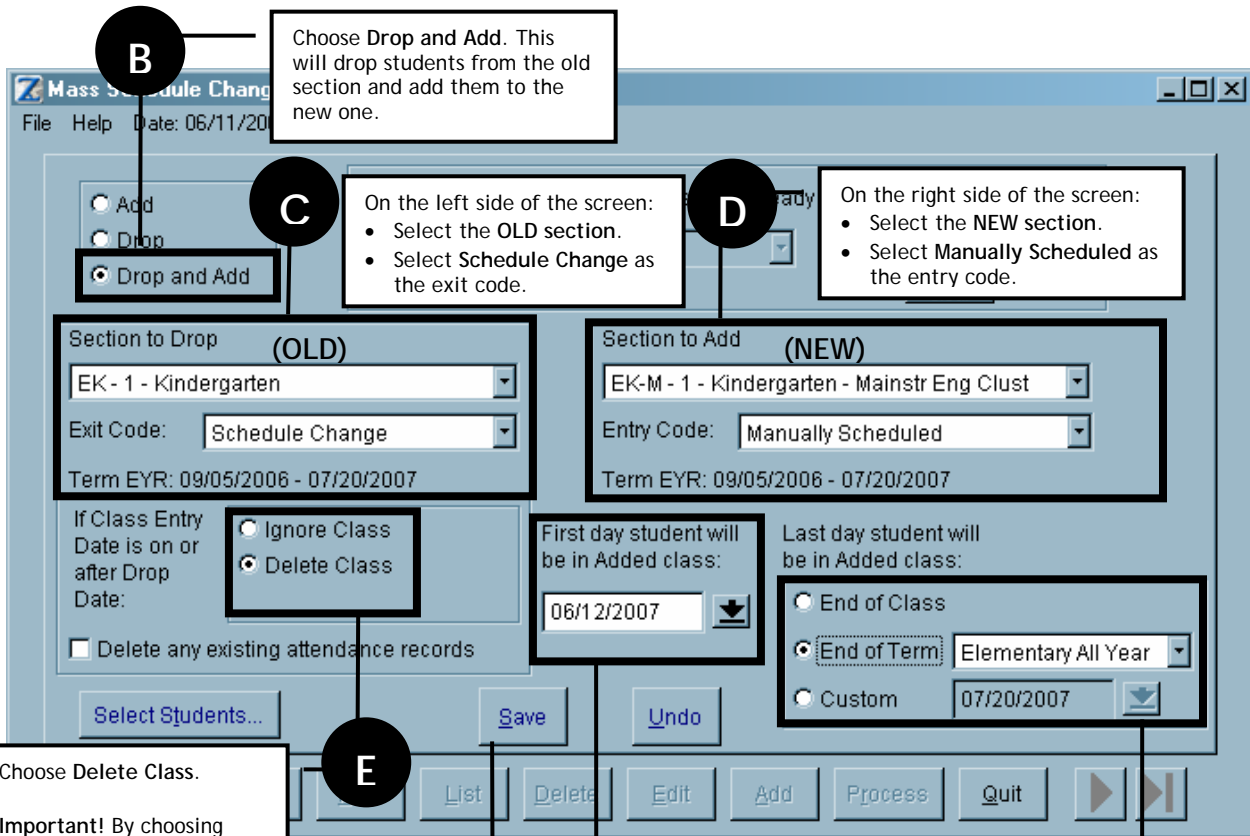
- Old section: EK-1
- New section: EK-M-1

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-H are shown below. Steps I-O 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.

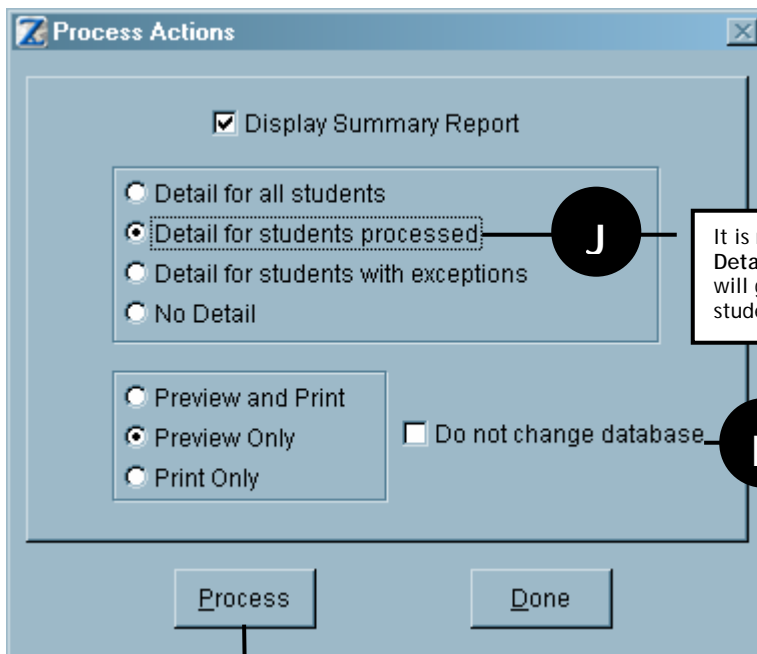
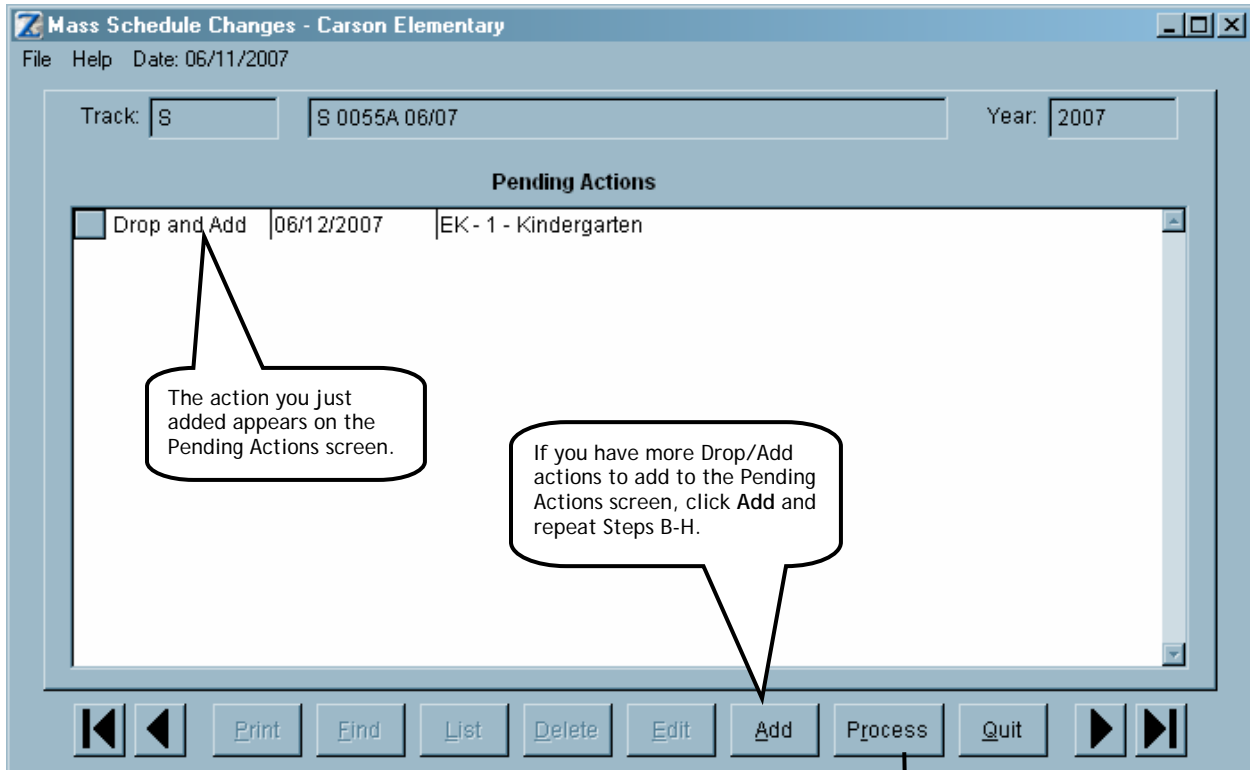
E Choose Delete Class.

Important! By choosing Delete class, you delete all attendance associated with this section. This is OK if the school year has not started!

F Enter the first date that classes start.

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

G Determine the last day the students will attend the class.



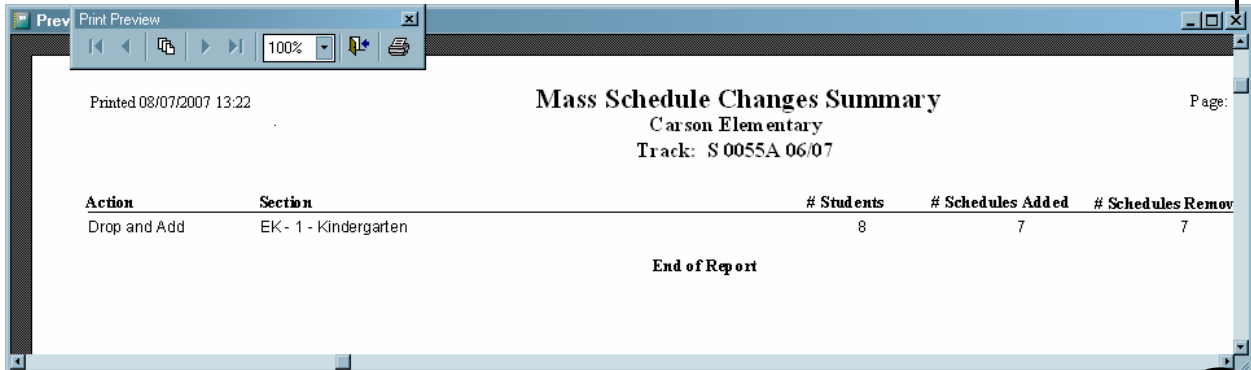
Click Process when you are ready to perform the actions in the Pending Actions screen. A small window will appear.

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

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.

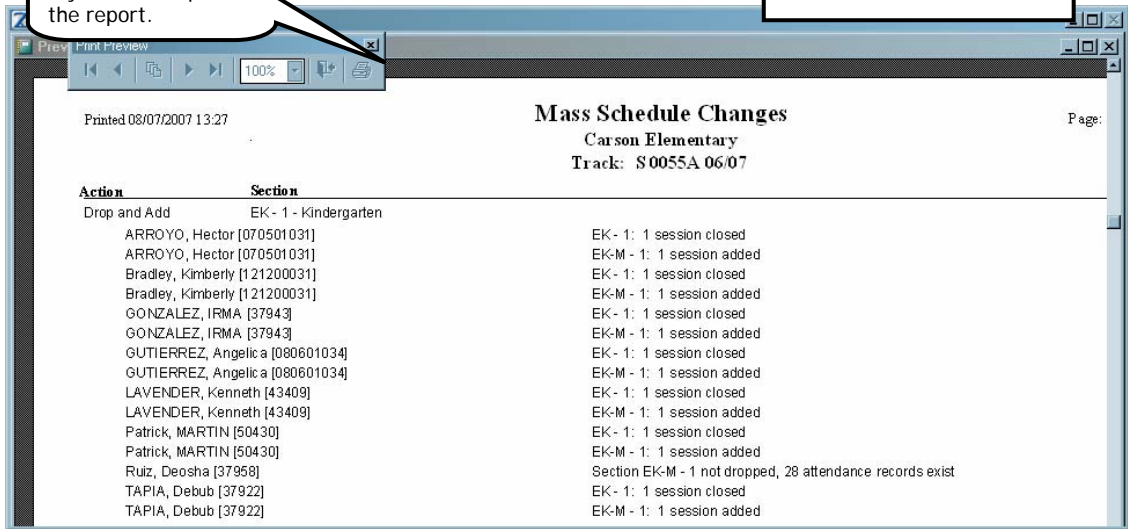
Click Process. Be patient. The system will scan through all students. You will see the number of students dropped and added.

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



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

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



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.

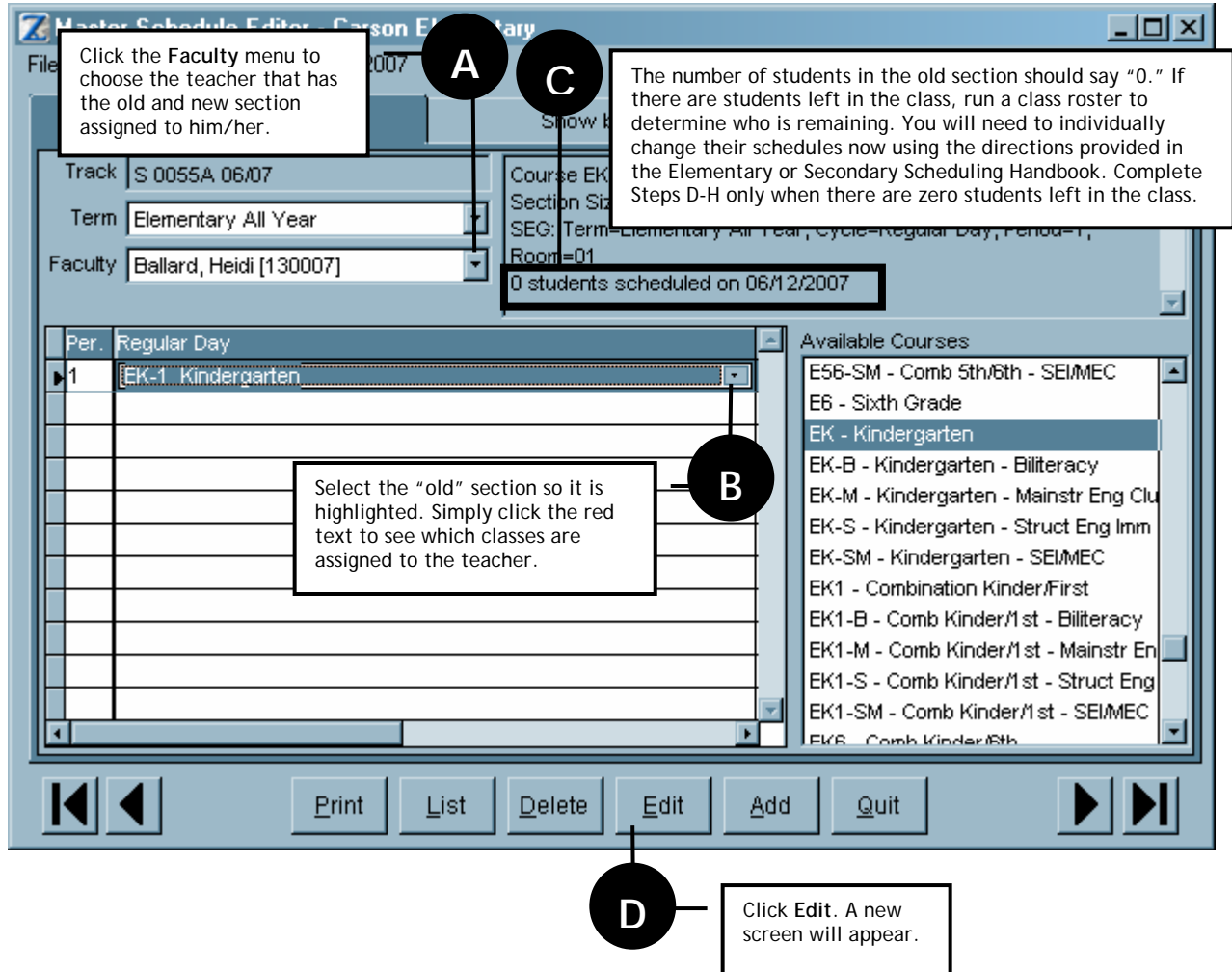
This is an example of how the student's schedule should look. The exit date (6/11) is the day before the entry date (6/12) of the next section.

P	Δ	Course	Day	Sec	Teacher	Entry Date	Entry Code	Exit Date	Exit Code
▶	1	Kindergarten		1	Ballard, H	09/05/2006		06/11/2007	Schedule
	1	Kindergarten - Mainst		1	Ballard, H	06/12/2007	Manually	07/20/2007	

Part III: Close the old course/section by changing the status to Inactive

→ 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-G are on the following page.



The screenshot shows the Master Schedule Editor window for Carson Elementary. The interface includes a top menu bar, a central data entry area, and a right-hand pane for available courses. Annotations A through D provide step-by-step instructions:

- A:** Points to the Faculty dropdown menu. A callout box says: "Click the Faculty menu to choose the teacher that has the old and new section assigned to him/her."
- B:** Points to the "EK-1 Kindergarten" section in the "Regular Day" table. A callout box says: "Select the 'old' section so it is highlighted. Simply click the red text to see which classes are assigned to the teacher."
- C:** Points to the "0 students scheduled on 06/12/2007" text. A callout box says: "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:** Points to the "Edit" button in the bottom toolbar. A callout box says: "Click Edit. A new screen will appear."

E Change the Status of the class to Inactive.

Section Information

Course	Section	Section Size	TA Size
EK-Kindergarten	1	15	0
Faculty	Mark Definition		
Ballard, Heidi [130007]	<Unset>		
Status	<input checked="" type="checkbox"/> Scheduling Course?	<input type="checkbox"/> Scan Gradebook?	
Inactive	<input type="checkbox"/> Conflict OK?	<input type="checkbox"/> Scan Report Card?	
Team	<input type="checkbox"/> Assign Grades?	<input type="checkbox"/> Scan Progress Reports?	
<Unset>	<input type="checkbox"/> Post To History?	<input type="checkbox"/> Flag 1	
Grade Restrictions	Gender Restrictions	<input type="checkbox"/> Variable Credit?	<input type="checkbox"/> Flag 2
K to K	Co-Ed		

Segment Information

Term	Cycle	Period	Classroom
Elementary All Year	Regular Day	1	01
<input checked="" type="checkbox"/> Take Attendance?	<input checked="" type="checkbox"/> Count Attendance?	<input type="checkbox"/> Scan Attendance?	<input type="checkbox"/> Is Homeroom?

Undo Save Done

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

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

Important! You will continue to see red text. Although the "old" section has been Inactivated, Zangle will continue to display both sections in the Master Schedule Editor.

Per.	Regular Day
1	EK-M-1 Kindergarten - Mainstr Eng Clust

Print List Delete Edit Add Quit

G Click Quit.

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