

Zangle

Troubleshooting Guide

SCHEDULING • 2004-05

Version 1.0

Updated August 30, 2004

Class Rosters	1
Student Schedules.....	2
Master Schedule Editor	4



Class Rosters

1. When I try to print class rosters nothing prints, even though I know the students have schedules. Why is this?

The **Class Rosters** report is driven by an effective date. On the **Options** tab, set the effective date to a school day, like the first day of school (9/7/04). If it is set to a non-school day, like 9/6/04, you will get no results.

2. I am at an elementary school. Before school starts, we usually post one list that shows the all student's name, teacher, and room number. Can I do this in Zangle?

Yes. Go to **Enrollment**. Click **Reports**. Select **Student Roster Writer**. When the window opens, choose either ***Alpha by School, K-6 Track S** (for single track schools) or ***Alpha by School, K-6 Track T** (for traditional schools).



Click **Display** to display the report on the screen. Click **Print** to print the report. Click **Export** to send the report to Excel.

Student Schedules

1. Which report do I use to print students' schedules?

There are three reports that show a student's schedule.

1. **Locator Report:** Prints condensed student schedules, with multiple students per page. Provides a quick method for determining the physical location of a student or set of students on a given school day. It is possible to print this report with page breaks. **IMPORTANT! Beginning August 30, the Locator Report will print to index cards (you can use the same stock that you had used for Aeries, or use Avery 3381).**
2. **Student Schedules:** Lists each cycle day in separate sections on the report. For example, if you have an "A Day" and a "B Day," they will be listed in separate sections.
3. **Schedule Listing:** Uses the same data as the Student Schedules report, but condenses the information by listing a student's classes only once. The net result is a smaller report.

2. When I print the student schedules, I get "trapped" in the report because I have to click the X (exit) over and over again. How do I get out of the report preview?

The **Student Schedules** report and the **Schedule Listing** report will "trap" you in preview mode, forcing you to click the X to close each schedule. To get out of the preview mode, press and hold the **Escape** key (in the upper-left corner of your keyboard), until you see a dialog box that says "Cancel Report?" Click **OK**.

3. When I try to print the Locator Report, there are no results, even though I know the students have schedules. Why is this?

The **Locator Report** is driven by an effective date. On the **Options** tab, set the effective date to a school day, like the first day of school (9/7/04). If it is set to a non-school day, like 9/6/04, you will get no results.

4. How do I print more than one student schedule per page?

Use the **Locator Report** to get multiple student schedules on each page. On the **Options** tab, make sure you have the "One page per primary sort item" checkbox **OFF**. Or you can click "Print on Index Cards." If you choose "Single Copy," you will get four students per page. If you choose "2 Copies" you will get two students per page (with two records each).

5. Why does the Student Schedule report say “Term 1” and “Term 2?” How can I get it to say “Semester?”

On the **Options tab**, there is a field to enter a **Term Label**. By default, it says “Term.” Change “Term” to “Semester” (or to the term that you want the report to read).

6. On the student schedules, some teachers have titles, like “Mr.” and “Mrs.” and other teachers do not. Why is this?

Teacher Name format:

- Title Lastname
- Lastname, Firstname

By default, the format of the student schedule is **Title Lastname**. Teachers’ names will appear with titles, such as “Mr. Jensen” and “Mrs. Hayashi.” This is because those teachers have titles in their names in **Faculty Editor**. Teachers who do not have titles in Faculty Editor need to be given them before their titles can appear in the student schedules.

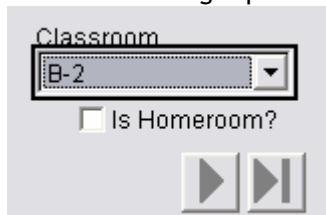
Master Schedule Editor

1. How do I change a teacher's room number so that it appears on rosters and schedules?

Open **Master Schedule**. Find the teacher in the faculty list. Click on the teacher's course so that it is selected (as shown below). Then click **Edit**. A new window will appear.

Per.	Standard Day
1	E3-G-1 Third Grade GATE

In the bottom-right portion of the screen, choose the room number from the classroom list. Click **Save**.



Classroom

B-2

Is Homeroom?

▶ ▶▶

*If the room number is not in the list, it is because it has not been entered in **Classroom Editor**. To add a classroom, click **System**. Click **System Setup**. Click **School Setup**. Click **Classroom Editor**. Click **Add**. Add the classroom information, then click **Save**. You may need to exit **Master Schedule** and re-open it to see the changes take effect.*

2. I am at a secondary school. I built my master schedule in **Builder and Loader**. Now I'm using the **Editor** to edit classroom numbers. However, in order to save, the system forces me to choose a mark definition rule and there are none to select. How can I edit the classroom number?

The district is running a script that will assign a mark definition rule to your courses. Please wait for the script to be run. Do not uncheck the "Assign Grades" checkbox. This will cause problems for you when the script is run.

3. We just found out that one of our teachers is leaving. I've already assigned a class to this teacher in the master schedule and I've scheduled the students. How do I change the teacher for this class?

Open **Master Schedule**. Find the current teacher in the faculty list. Click on the teacher's course so that it is selected (as shown below). Then click **Edit**. A new window will appear.

Per.	Standard Day
1	EK-5 Kindergarten

In the top-left portion of the screen, choose the new faculty from the faculty list. Click **Save**.

Course	EK-Kindergarten
Faculty	Platt, Frederika [127075]

If the new teacher is not in the list, it may be because the teacher has not been processed by HR and is not yet in the system. If this is the case, select a dummy teacher, like ZZ TeacherA. If the teacher has been processed, you may need to give the teacher a faculty status record for your track. Don't forget to check the Teacher checkbox!

4. One of our teachers will be teaching fifth grade instead of fourth grade. I've already assigned a fifth grade class to this teacher in the master schedule and I've scheduled the students. How do I change what the teacher teaches in the master schedule?

This is a multi-step process where you will (1) assign the new course to the teacher, (2) delete the old course and unscheduled the students, and (3) schedule students for the new class. **Important!** Follow these steps only when the school year has not yet begun. Once the school year has begun and attendance has been taken, you may not delete a class because attendance records are tied to it. Please see the *Elementary Scheduling Handbook v 1.1* for more information.

1. Open **Master Schedule**. Find the teacher in the faculty list. You should see the fourth grade course next to Period 1. From the Available Courses list, drag the appropriate fifth grade course over to Period 1 and drop it on top of the fourth grade course. A window will appear. Enter the room number (in the lower-right portion of the screen). Click **Save**. You will return to the master schedule. You should see the new course listed in red text. (Red text means that there is more than one course assigned to the teacher during the period. If you click on the course, the list will drop down and you will see the other course.) Now the teacher has two courses assigned to him or her.

Per.	Standard Day
1	E5-G-2 Fifth Grade GATE

2. Click on the red text. The list should drop down and you will see all the courses assigned to the teacher. Choose the teacher's fourth grade course that he or she will no longer be teaching.

Click **Delete**. A window will appear telling you that you need to unschedule the students that are in the class. Click **Unschedule**.

Section 4 of E4-G - Fourth Grade GATE

The following students are enrolled in this Section. They must be unscheduled before this Section can be deleted.

Student	Entry	Exit	Cycle Day	Period	
Ali, AVANTI	09/02/2003	06/11/2004	S	1	
DAMIAN, CURTIS	09/02/2003	06/11/2004	S	1	
PERRY, JONATHAN	09/02/2003	06/11/2004	S	1	
STRAUB, MAIRIANI	09/02/2003	06/11/2004	S	1	

3. Open **Assign Students**. Find the teacher. Verify that the course is correct by looking in the upper-right portion of the window. Set the date to 9/7/04. Assign students to the teacher. (This may require that you unschedule students from other teacher's courses.)

5. How do I set up one class that is shared by two teachers?

This is called a **job share**. Your site's designated Zangle Power User will need to designate these two teachers as "job share" teachers where one is the "Assigned Faculty" and the other is the "Alternate Faculty."

1. Ask your Power User which teacher has which role. In **Master Schedule**, assign the appropriate course to the Assigned Faculty.
2. Open **Assign Students**. Schedule the appropriate students to this teacher's class. (The Alternate Faculty teacher will have access to attendance and student records in TeacherConnection. However, the Alternate Faculty's name will not appear on class rosters or other reports.)
3. *Only a power user may complete this part.* Click **System**, click **Faculty Info**, then click **Alt Faculty**. At the top of the screen, choose "Job Share w/out Marks" (or "Job Share w/Marks" if the faculty needs to have access to assign grades) from the Type menu. Click **Add**. A new window will appear. **IMPORTANT!** Set the date range (for instance, 9/7/04 to 6/17/04 if the job share is for the entire school year). Then select the Assigned Faculty and the Alternate Faculty. The Assigned Faculty's course(s) will appear in the bottom portion of the screen. Click the checkbox for each course you want to share. Then click **Save**. You will return to the main screen.

See the next page for a screenshot of the Job Share w/out Marks screen.

Alternate Faculty - Grant Elementary

Add Job Share w/out Marks

Date Range: to

Assigned Faculty:

Alternate Faculty:

Classes:

Add	Course	Section	Track	Periods
<input checked="" type="checkbox"/>	E5-G - Fifth Grade GATE	503	T 0127A 2004/0	1
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Sections
 Meetings

Already scheduled

Assigned schedule

Partially scheduled

Partial assigned schedule