

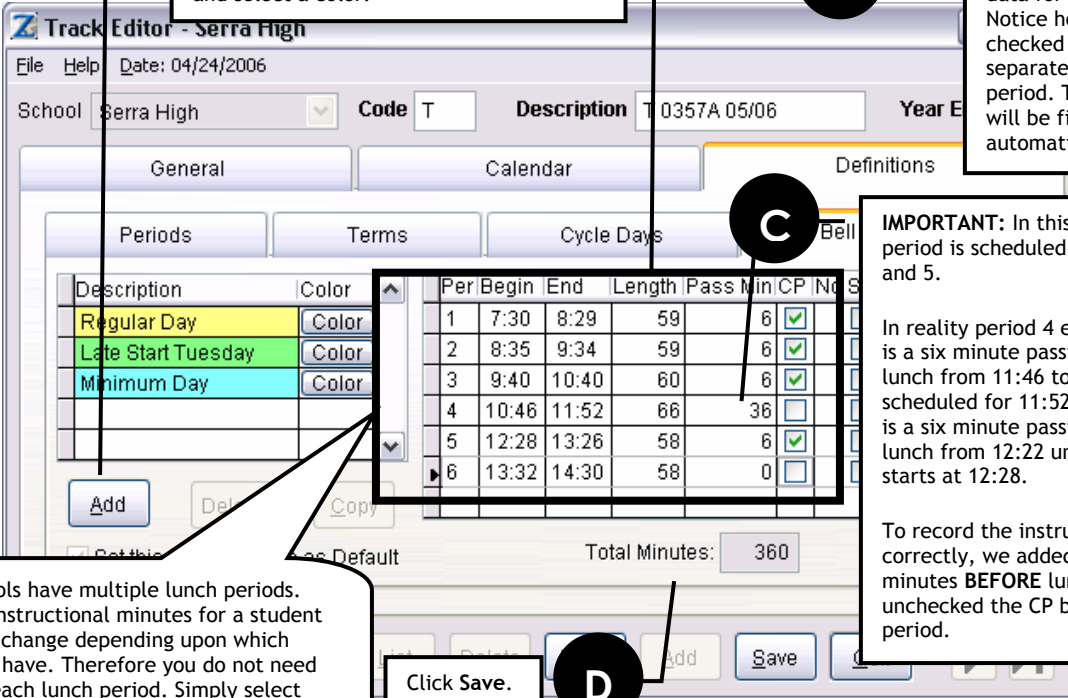
Recording Your Instructional Minutes

Secondary schools with multi-period bell schedules are required to include a minimum 30 minute duty-free lunch in their bell schedule. This time is **not** included in the total instructional minutes for the school day. The passing periods **after** the lunch period **should not** be included in this total either. The passing periods **before** the lunch period **should** be included as instructional minutes.

You will use the **Bell Schedules** tab on the **Track Editor** application to record your bell schedule and daily instructional minutes. The **Count Passing (CP)** box is used to identify passing periods that should be included in the instructional minute total. The application does not allow you to include the passing periods before lunch but exclude lunch itself. You will need to modify your bell schedule data in Zangle to allow the application to calculate the instructional minutes correctly.

Follow the steps below correctly record your instructional minutes.

- Open **Zangle**. Click on **System**. Click **System Setup**. Click **School Setup**. Select **Track Editor**. Click the **Definitions** tab. Click the **Bell Schedules** tab. Click **Edit**.
- Complete Steps A-D shown below.



A To edit an existing bell schedule, select the item and click **Edit**. Click **Add** to create a new bell schedule. Enter a name and select a color.

B Enter the bell schedule data for each period. Notice how the **CP** box is checked for each period separated by a passing period. The **Pass Min** field will be filled in automatically.

C **IMPORTANT:** In this example the lunch period is scheduled between period 4 and 5. In reality period 4 ends at 11:46. There is a six minute passing period before lunch from 11:46 to 11:52. Lunch is scheduled for 11:52 until 12:22. There is a six minute passing period after lunch from 12:22 until 12:28. Period 5 starts at 12:28. To record the instructional minutes correctly, we added the passing minutes **BEFORE** lunch to period 4. We unchecked the **CP** box for the lunch period.

D Click **Save**.

Some schools have multiple lunch periods. The total instructional minutes for a student should not change depending upon which lunch they have. Therefore you do not need to record each lunch period. Simply select bell schedule pattern to record.

Description	Color	Per	Begin	End	Length	Pass	Min	CP	No
Regular Day	Color	1	7:30	8:29	59		6	<input checked="" type="checkbox"/>	
Late Start Tuesday	Color	2	8:35	9:34	59		6	<input checked="" type="checkbox"/>	
Minimum Day	Color	3	9:40	10:40	60		6	<input checked="" type="checkbox"/>	
		4	10:46	11:52	66		36	<input type="checkbox"/>	
		5	12:28	13:26	58		6	<input checked="" type="checkbox"/>	
		6	13:32	14:30	58		0	<input type="checkbox"/>	

Total Minutes: 360