



Zangle Year End Fact Sheet—Preparing for 2009-10

7/10/2009 Revised

About the Year End Process	Enrolling Students— From today until Friday, 7/24/09 4:00 P.M.	Enrolling Students— Beginning Monday, 7/27/09	Scheduling Students
<p>What is the Year End process? The Year End process is run by the IT Department after single-track schools have finished their school year. This process does two things:</p> <ol style="list-style-type: none"> 1. Closes all open student status records from this school year. 2. Converts all future status records to “Primary of multiple” (M) status. Your future students will become active at this time. <p>When will Year End be run this year? The IT Department will run the Year End process on the weekend of July 24-26. Please be out of Zangle by 4:00 P.M. Friday, July 24th.</p> <p>** IMPORTANT! All versions of Zangle will <i>not</i> be available this weekend. This includes Summer School and ZangleConnection!</p> <p>Will I have to close out my students’ 2008-09 status records? No. This will be automatically done by the Year End process.</p>	<p>Which date do I use when I enroll a student? Use September 7, 2009. When enrolling for the new school year, <i>always</i> use the date that is the day before the first day of school. For this year, 9/7/09 is the enrollment date. (When you schedule a student for class, use 9/8/09.)</p> <p>How do I enroll a future student for 2009-10? Change a student’s future status record? Retain a student? What about Remote Transfer? For information about how to handle various enrollment circumstances, please refer to the document titled Zangle New Year Initialization Document v1.0 located on the Zangle Read & Learn job aids page or the <i>Zangle Enrollment Handbook</i> found on the Read & Learn handbooks page.</p>	<p>How do I enroll students after Year End is run? Beginning Monday, July 27, use the traditional enrollment process. Please refer to the Zangle Enrollment Handbook for complete directions.</p> <p>How can I check my work to see the entry dates of my students? I think I may have enrolled students using the wrong date. Go to Enrollment. Click Reports. Select Student Query Writer. Select <i>*Enrollment Dates (Entry Date)</i> and click Display. This will show your students’ entry dates by date. You can also run the Status Changes report to reflect enters and exits. This report is in the Enrollment module.</p> <p>Will IT run a process to auto-update enrollment dates to say 9/7/2009? Yes. IT will run a process to correct any date that is not 9/7. This process will be run on Friday, 9/4.</p>	<p>Which date do I use when I schedule a student? Use September 8, 2009. When you schedule a student for class, always use the first day of school.</p> <p>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 (9/8/09). If it is set to a non-school day, like 9/7/09, you will get no results.</p> <div data-bbox="1520 980 1948 1443" style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>IMPORTANT DATES:</p> <p>July 24-26: Year End is run. NO ZANGLE ACCESS THIS WEEKEND. Including Summer School and ZangleConnection.</p> <p>July 27: All future students are active.</p> <p>September 4: IT will run a process to change enrollment dates to say 9/7/09.</p> <p>September 7: The date you must use when enrolling students.</p> <p>September 8: The date you must use when scheduling students for classes.</p> </div>