



# ZANGLE FRONT OFFICE STEP-BY-STEP GUIDE

## Downloading Zangle FrontOffice

Access downloadable files at <http://www.scusdafterschool.org/staff-resources.html>

1. Right click on the "Zangle Front Office Download" link and select the "Save target as..." option from the menu that appears. *You will get an error message if you try to open the file by double-clicking it. You need to save the file to your computer before you can open it.*
2. In the menu that appears after "right-clicking" the file, select the "Save As" or "Save Target As" option, and save the file onto your **Desktop** folder.
3. Before opening the program, download the "Zangle 2012-2013 Update" file. Open the file (a Word document) and follow the instructions.
4. Once the update is complete, find the Front Office icon and double-click to open it. Give it a couple of minutes to open as it is populating the database, so it may be a little slow.
5. Once it opens, select the "SCUSD\_AfterSchool" 2013 track by double clicking it.
6. Enter your district login (same as what you use to access your district email account).
7. You should see a set of menu buttons with a green background. Follow the instructions below to complete the necessary steps to set up your program roster.

## Creating Classes

To take attendance on Zangle, you have to first set up a class and assign your students to the class that you established. To set up a class, do the following:

**Step 1:** Open Front Office so that you have access to the main Zangle screen which consists of a bunch of buttons with titles like "System", "Enrollment", etc. Once here, click on the following buttons **System - > Scheduling -> Master Schedule**

**Step 2:** Once in the Master Schedule screen, click on the "**Find**" towards the bottom center of the screen. Type "PM1" into the Last Name box. After doing this, you should see "PM1, <<School Name>>" appear in the Faculty box on the top right.

**Step 3:** After you confirm that "PM1, <<School Name>>" appears in the Faculty section, click on the "Add" button towards the bottom right. In the gray box that appears, do the following: *(At this point you need to decide if you want to create one universal class into which you will enroll all of your students or if you want to create separate classes that match your program structure. This is completely up to you. The benefit of one class is that it limits the number of steps you will need to take to input attendance and/or enroll and dis-enroll students in the future.)*

- Click on the "Course" pull down menu and select a Course that you feel best captures the class that you are creating. *(If you are creating multiple classes you are able to create classes by grade)*
- Just to the right of the "Course" menu is another pull down menu that allows you to associate more detail to the class. If you are creating multiple classes you can provide more specifics about the class (i.e. grade level, split grade, etc.). If you are creating a universal class, select an option that best communicates the universality of this class (i.e. avoid selecting any specific grade)
- **Do not change the number in the Section box.** This is a predesignated number that is assigned by Zangle to help distinguish the courses.
- Click in the **Term** box and select the "Yearly" option. You may have to read carefully as this option appears differently for different schools. You just want to make sure that you select the option that most closely identifies your course as a year-long course.
- Once you are done making these changes, click on the "**Add**" button on the bottom left. (If you are creating a universal class then you can click on the "Done" button. If you are creating multiple classes you will repeat the steps above for each class that you want to create.

**Step 4:** After clicking **Done**, you should return to the "Master Schedule" screen. Confirm that "PM1, <<School Name>>" appears in the Faculty box on the top right *(if it does not, click on the "Find" button*

near the bottom center, and type PM1 into the Last Name box). In the center left column you should see the course that you created. If you created multiple courses, simply click on the course that appears and you should be able to see all of the courses that you created in the *drop down menu*. If you see the courses, click **Quit** on the bottom right corner to save your information. If your courses do not appear go back to Step 2 and try again.

## Assigning Students

After quitting the previous box, you should be taken back to the "Systems" menu of buttons. Click on the "Assign Students" button in the top row. In the gray screen that appears, click on the "Find" button and type PM1 into the Last Name box. You should see "PM1, <<School Name>>" appear at the top right of the box. Before proceeding, you should know that Zangle operates on a negative attendance system meaning that students are assumed to be present unless you indicate otherwise. This means that when taking attendance, you only have to identify the students that were absent since the rest of the students will receive an automatic "Present". To begin assigning students into your class(es) do the following:

1. In the "Date" box, make sure to select the date of enrollment for the students as Zangle will associate attendance starting with the selected date. Students will automatically be given perfect attendance starting on the date selected in this box. This means that you will have to assign students into your class based on the day that they started the program.
2. In the "Course" box, select the course that you want to assign students to.
  - If you established a single universal class, you can go to the next step; or,
  - If you established multiple classes, you can use the "Grade" box near the top left of the screen to access students by grade.
3. Once you **confirm that you have selected the right start date and course**, you can begin assigning students. To do so, find their name in the left column and click on it so that it is highlighted. Once you select the students that you want to assign to the class on the selected start date, click on the ">" add button in the center of the screen. You should see the names appear in the right hand column. Repeat this process until you have enrolled all of your students into your established course(s). Once you do so, click on the "Quit" button to save your information.

## Taking Attendance

To take attendance using Front Office, please do the following:

1. In the Zangle Front Office "System" menu, click on Attendance
2. In the box that appears, click on the "Find" button and type "PM1" into the last name to bring up your course(s)
3. Select the correct course from the drop down menu.
4. Confirm that the correct date is selected for the day that you want to input attendance for.
5. Click on the "Edit" button near the bottom left of the screen to unlock the attendance codes.
6. Select the code that applies (i.e.: "Unverified" or "Tardy") in the codes section.
7. Click on the students that were absent on that date. You will see the "." in the box change to a letter associated with the attendance code that you selected for that student.
8. If no students were absent or tardy, click on the "Attendance Taken" button near the top left to verify that you have taken attendance and that all students were present.
9. Repeat process for each day of the program.
10. Once you are done, click "Save" to save your information.

## Zangle Attendance Reports

To download Zangle attendance reports, please do the following:

1. Go to the Zangle Webconnect site at <https://zangle.scusd.edu/SCUSDAfterSchool/ZangleConnect/>
2. Enter your district login information
3. Click the "TeacherConnection" link

4. In the "TeacherConnection" screen, click on the icon that looks like "a folder with the printer" near the top right of the screen.
5. On the left of your screen, click on the "TeacherConnection" link
6. Select "Attendance"
7. Click on the "Class Attendance Spreadsheet" option
8. Confirm that the information below appears in each of the following sections:
  - Print Attendance Summary For: "<All Classes>"
  - Attendance Date Range: Enter the "from" and "to" dates that you want
  - Select the "Print Attendance Records Spreadsheet"
  - Select the "Both Student Name and ID" option
  - Make sure that only "Attendance Codes Legend" and "Alternate Row Shading" are checked off
9. Click on "Create Report"
10. Click on the "Save" disk near the top left to save a copy on your computer