

Dear Colleagues:

Over the past few days the helpdesk has taken note of some frequently asked questions pertaining to Zangle. The intent of this email is to share with you these questions and the appropriate answers.

What are the guidelines for marking a student “Present 1st day?”

Elementary – Remember you must mark attendance in both the AM and PM. On Wednesday, you will only have classes in the PM, therefore you will only take attendance for your PM class. On Thursday, you will take attendance in both the AM and PM. Students need to be marked Present 1st day for each class, AM and PM.

Secondary – Remember you must mark students Present 1st day for each class period. For example, if Billy Bob is in your first hour class and your fourth hour class, you will mark Present 1st day for each of those classes.

How do I know if I’ve marked a student “Present 1st day?”

Running a one-week classroom attendance report will allow you to determine which students have been marked Present 1st day. See below for instructions on creating this report.

Do I need to keep a paper record of my attendance (CA-10)?

No, teachers are required to print a one-week classroom attendance report, which will be turned into the attendance secretary at the end of each week. IMPORTANT – Teachers must sign and date this report. Teachers are only required to turn in this report until four weeks after count day, November 1, 2008.

How do I print a one-week classroom attendance report?

1. *Login to Zangle*
2. *Click Zangle Reports*
3. *Click/Expand TeacherConnection*
4. *Click/Expand Attendance*
5. *Click Class Attendance Spreadsheet*
6. *Edit the Attendance Date Range*
7. *Click Create Report (lower left corner)*
8. *Click OK to open the PDF report*
9. *Click File*
10. *Click Print*

Remember, this report needs to be turned into your attendance secretary at the end of every week. IMPORTANT – Teachers must sign and date this report. Teachers are only required to turn in this report until four weeks after count day, November 1, 2008.

Can I change a student's attendance record that was submitted by the office?

No, you are only able to modify the attendance record if it was initially submitted by you.

When do I have to take attendance by?

This is subject to your building principal's decision. Zangle will allow teachers to input attendance for the current day only. Attendance record modifications before or after the current day, must be made by the office.

How do mark attendance for a class in which all students are present?

You should click the attendance taken button and then submit. The office will be notified that attendance was taken for the class.

How do I change my Zangle password?

- 1. Login to Zangle*
- 2. Click File*
- 3. Click Change Password*
- 4. Enter your current password (tab)*
- 5. Enter your new password (5 characters or more, tab)*
- 6. Confirm your new password*
- 7. Click Submit*

How do I access Zangle?

*Home – <http://zangle.oakland.k12.mi.us/hazelpark/zangleconnect>
School – [www/zangle](http://www.zangle)*

IMPORTANT – You MUST use Firefox or Internet Explorer