


# Zangle/Q Gradebook FAQ

Note to current Gradebook users: you may jump  icons to note changes to the system

1. Login in to Zangle/Q at <http://zangle.conejousd.org> using your username and password.



[Click here](#) to add Zangle/Q to your Favorites.

## Zangle / Q Index:

- [Zangle / Q Connect](#) - Web application for Teachers, School Nurses, Elementary Counselors, and others given web-only access.  
08/03/2012 - Notice to Teachers: Your Gradebook is now under the "Q Shell" menu. You will be getting information about training shortly.
  - [Logon Help](#)
- [Zangle / Q Connect for Summer School](#) - Web application for Summer School teachers.
- [ParentConnect](#) - Web application for Parents. Please read [this information](#).
  - [Parent Connection Documentation](#) - complete documentation for parents using Zangle Parent Connection.
- [StudentConnect](#) - Web application for Students.

- [Zangle Docs](#) - Zangle documentation for employees only.
- [Q Docs](#) - Q Quick References and documentation. These documents are in addition to the built-in Q Help.

Zangle and Q documentation is for employees only. You must be registered and logged in on the CVUSD web site with your @conejousd.org email address.

File	Links	Help	Date: 8/4/2012	Logout
Jayna Lovo (06619) Conejo Valley USD (T CVUSD 12/13) Logged In: 8:58 AM Last Logged In: 8/1/2012 At 3:47 PM				 <a href="#">App List</a>

Please Make a Selection

- Decision Support Tool
- MEASURES
- Notifications
- Q Shell**
- Special Education
- Student Profile
- Reports

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2. Choose the *Q Shell* option – not Gradebook



3. The Q main menu will load

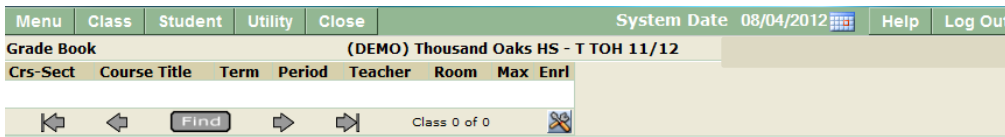
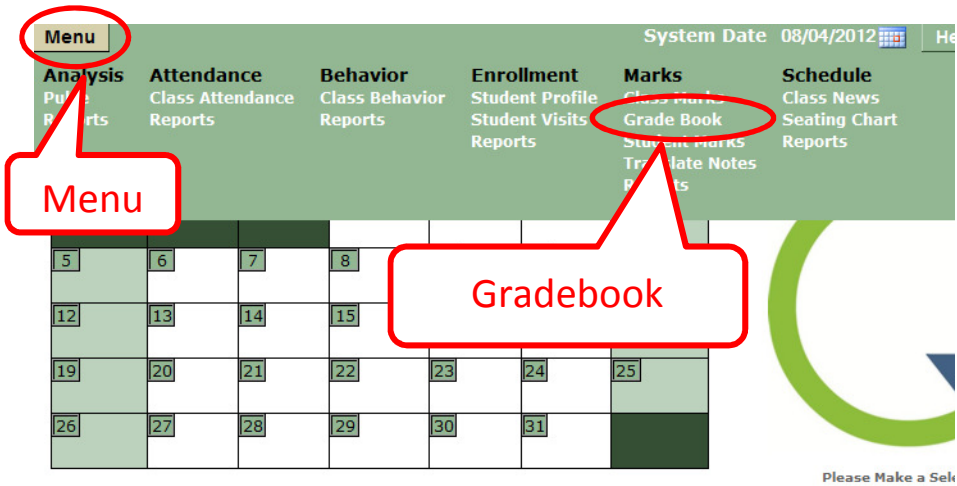
Menu	System Date 08/27/2012	Help	Log Out
Conejo Valley USD - T CVUSD 12/13		Welcome Jayna Lovo	



Please Make a Selection




4. Hover your cursor over the menu button and click *Grade Book*



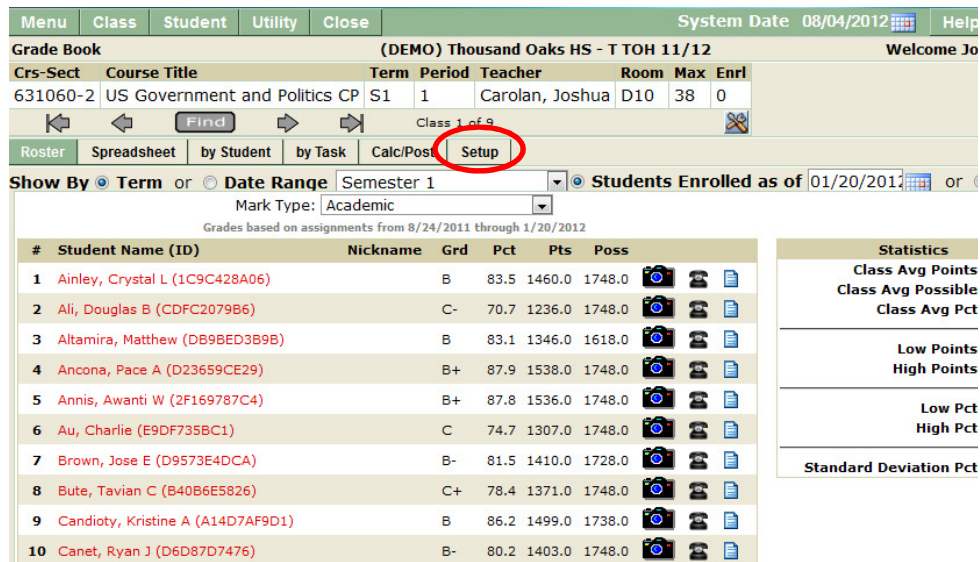
## Grade Book

Please Select a Class



5. To open your first class of the day, click the . Continue clicking to cycle through classes. *Note: you may also click **Find** then double click the desired class from the list*

6. To setup your gradebook, click the Setup button



7. Click the *Preferences* to begin. Note: many of the setup screens are exactly like the old Zangle Gradebook

The screenshot shows the Grade Book interface for (DEMO) Thousand Oaks HS - T TOH 11/12. The top navigation bar includes Menu, Class, Student, Utility, Close, System Date (08/04/2012), Help, and Log Out. Below this is a table with columns: Crs-Sect, Course Title, Term, Period, Teacher, Room, Max, and Enrl. The first row shows course 631060-2, US Government and Politics CP, S1, 1, Carolan, Joshua, D10, 38, 0. Below the table are navigation buttons: Roster, Spreadsheet, by Student, by Task, Calc/Post, and Setup. A 'Setup Areas' menu is open on the left, listing: Preferences (highlighted with a red circle), Options, Categories, Grading Scale, Scoring Options, Groups, Assignments, Copy Setup, and Configuration. The main content area displays 'Please Select a Setup Area'.

The screenshot shows the 'Teacher Preferences' form. At the top are 'Reset' and 'Submit' buttons. The form contains the following options:

- Calculate grades using tasks due on or before current date.
- Display only currently active students in rosters.
- Display point totals with calculated grades.
- Include students enrolled as Teacher Assistants (TA) in rosters.
- Edit assignment scores on Spreadsheet Tab.
- Default assignment comments to 'Shared' (Student Profile and ParentConnect).
- Sort assignments descending by due date.

8. Choose the desired preferences using the check boxes and clicking *Submit*. Click the **Options** button available in the left column of the screen.

**Display only currently active students in rosters:** selecting “on” will cause all students, including those that have been unenrolled to show in the gradebook roster. Selecting “off” will hide (not delete) any students that have been unenrolled.

9. The Options screen provides the same choices as the original *Class Options* screen in Zangle Gradebook. These options include numeric vs. grade values, point calculation vs. percentage calculation, parent connect sharing, etc. Once your options are chosen, click *Submit*.

**Assignment Results Displayed and Entered As:**

Numeric Score Values: displays the entered point value

Grade Value: displays the letter grade entered

**Calculate Student Grades Using:**

Point Calculation Method: number of points earned/number of points possible

Percentage Calculation Method: weighted categories (i.e. homework = 20%, tests = 35%, etc.)

**Apply Class Setup To:** checkbox the classes to apply the settings to

**Assignment Publishing (Profile, Parent Connection):** These options allow you to control what pieces of the gradebook are shared via the Student Profile and Parent Connect.

*Note: "Current Term" has been added as an option for the Marking Term to Display in Parent Connect. You no longer need to remember to change it each semester/trimester.*



10. Categories Button: The gradebook software requires you have at least one category setup – even if your grading scale is not based on weighted categories. Enter the info, using the *Add* button to add additional categories

**Mark Type:** *Academic* is used for assignments which calculate the letter grade (A, B, C, D, F). *Citizenship* is used if you desire to calculate the E, S, N, U citizenship grades for each student.



**Colors:** An option to color-code grades when adding a grading scale is included. You may choose to make F's red, D's orange, C's yellow, etc. as desired.



## 11. Grading Scale

**Minimum Percent:** the minimum percent required to assign that grade. For example, if 93 is placed in the "A" field and 90 is placed in the "A-" field, a student with a 92.9% will be assigned an "A-."

**Apply Grading Scale To:** checkbox the classes to apply the settings to

**Setup Areas** [Edit] [Delete]

**Preferences**

**Options**

**Categories**

**Grading Scale**

**Academic (Letter Marks with +/-)**

Scale Name	Default
Default	✓

[Add]

**Scoring Options**

**Groups**

**Assignments**

**Copy Setup**

**Configuration**

12. You may add scoring options that will be useful to you in grading.

**Setup Areas** [Cancel] [Reset] [Submit]

**Preferences**

**Options**

**Categories**

**Grading Scale**

**Scoring Options**

**Score Options**

Code	Description	% of Score Earned	OR	Ignore Task	Color
X E	Excused from Task	%		<input checked="" type="checkbox"/>	Red

[Add]

**Groups**

**Assignments**

**Copy Setup**

**Configuration**

For example, the "Excused from Task" scoring option will allow the manual option for assignments to be ignored. Or if late work is counted as half-credit, the points that would have been earned may be entered and the assignment flagged "late submission." The student will receive the pre-set % of the points earned in the grade calculation.

## Task Maintenance: Add/Edit Assignments

Adding Assignments: after opening the Assignments page on the Setup screen, use the Add button to add an assignment to a class.

Roster	Spreadsheets	by Student	by Task	Calc/Post	Setup
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**Setup Areas**

**Preferences**  
**Options**  
**Categories**  
**Grading Scale**  
**Scoring Options**  
**Groups**  
**Assignments**  
**Copy Setup**  
**Configuration**

**Assigned On:** 01/20/2012  
Task shows in Student/Parent Connect on this date unless Display On is after.

**Display On:** 01/20/2012  
Task will NOT show in Student/Parent Connect BEFORE this date.

**Due On:** 01/20/2012  
Task is Due on this date.

**Title:**

**Short Title:**

**Category:** Homework (Academic)

**Pts Possible:**

**Weight:**

Assignment Graded  Hidden  Extra Credit

**Instructions:**

**Teacher Note:**

**Apply Task/Assignment To**

<input type="checkbox"/>	Term Pd	Crs-Sect	Course Title
<input checked="" type="checkbox"/>	S1	1 631060-2	US Government and Politics CP
<input type="checkbox"/>	S2	1 631060-10	US Government and Politics CP
<input type="checkbox"/>	BS	2 631441-1	AP Psychology
<input type="checkbox"/>	S2	3 631060-6	US Government and Politics CP
<input type="checkbox"/>	S1	3 631060-12	US Government and Politics CP
<input type="checkbox"/>	S2	4 631440-2	Psychology CP
<input type="checkbox"/>	S1	4 631440-3	Psychology CP
<input type="checkbox"/>	S2	5 631050-1	US Government and Politics S
<input type="checkbox"/>	S1	5 631060-9	US Government and Politics CP

Select students that are NOT responsible for this Assignment (light row color) by clicking on their name, or selecting one or more of the Group Filters.

**Students:**  Select All

Student (ID)	Group
Ainley, Crystal L (1C9C428A06)	
Ali, Douglas B (CDFC2079B6)	
Altamira, Matthew (DB9BED3B9B)	
Ancona, Pace A (D23659CE29)	
Annis, Awanti W (2F169787C4)	
Au, Charlie (E9DF735BC1)	

Note: it appears that in the Q Gradebook, at least one assignment must be added to the gradebook using the Setup menu before the Add button is enabled on the other gradebook screens. Just like in previous iterations of Gradebook, the only other assignment management steps that must be done from the Setup screen are modifying the assignment category or deleting the assignment from the gradebook.

There are a number of new features available when adding assignments.

**Assigned On:** this will default to the current date. If desired, it may be changed to the date students were given the assignment.

**Display On:** will default to the current date. If desired, you may set a future date for the assignment to be visible in Parent Connect.

**Due On:** depending on the options checked on the Preferences screen, the date listed here may affect how student grades are calculated.

**Weight:** formerly Task Weight, this will weight individual assignments within the assigned category

**Assignment Graded:** this box must be checked for an assignment to be calculated into student grades. Even if the current date is past the assignment due date and regardless of the settings chosen in Preferences and Options. To find out if an assignment is marked Graded or not, open the Setup tab and go to Assignments. You will find a full list of your assignments with a Graded checkbox next to them.

**Hidden:** this will hide an individual assignment from view in Parent and Student Connect. It will remain visible to you when logged into your gradebook.

**Extra Credit:** this will calculate an individual assignment as extra credit. A note will also be placed next to the assignment in Parent Connect citing it is extra credit.

**Instructions:** this is a new entry field. It is NOT required by the system. It will show in Parent/Student Connect if access is granted on the Options screen.