Directions for printing “Secondary School Grid Master Schedules” for Williams Audits

Open Zangle – select Production

Log on Zangle up to choosing your school.

Select Schedule button

Select Reports button

Select “Grid Master Schedule”

Under “Options Tab” at the top:
   Left hand side under “Faculty”:
      Check box that says “With Schedule”
      Check box that says “Include Only Teachers”
   Right hand side under “Terms”:
      Hi-lite first line either Semester or quarter

Under “Sort Tab” at the top:
   Select “Department and Faculty”

Under “Layout Tab” at the top:
   Select: Course Code-Section#
      Course Description
      Room #
      Seat Count
      Grade Count

   To add the above selections: find in the middle area the drop down arrow in a blank box. In the drop down list choose the above items as needed.
      Then click on “add new row”

Preview and then print (don’t print cover sheet so close cover sheet and then master schedule is previewed and send to print