Directions for printing “Elementary School Master Schedules” for Williams Audits

Open Zangle – select Production

Log on Zangle up to choosing your school.

Select Schedule button

Select Reports button

Select “Master Schedule”

Make sure teacher is checked (left hand side of box under “Group By:”)

Make sure section is checked (also left hand side of box under “Show:”)

Unclick check on “Include regular seat count”

Make sure to check “include class tallies”

Make sure to check “include grade counts”

Preview and then print

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