

# Zangle Report --Quick Reference

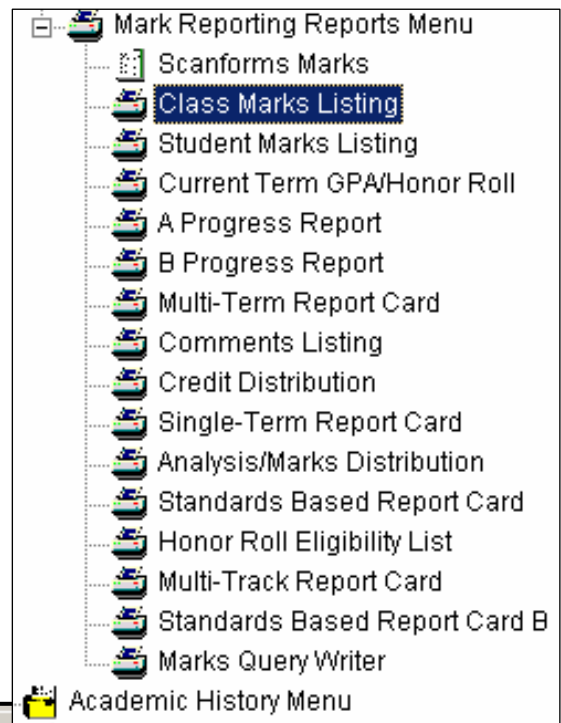


**Purpose:** Check to see if specific teachers have entered class progress report comments.

**Note:** This is a very lengthy report and should not be printed, but instead used as a reference to scroll through.

## Steps:

1. Open Zangle FrontOffice
2. Click on Mark Reporting
3. Click on Mark Reporting Reports Menu
4. Click on Class Marks Listing
5. Set the Options Tab (see illustration)
6. Click Preview



A screenshot of the "Options" tab in a software window titled "Class Marks". The window has three tabs: "Options", "Select", and "Sort". The "Options" tab is active. The form contains the following fields and controls:

- Title: Class Marks
- Track: T 331 07/08
- Report Period: 9 : Progress 1
- Include Previous:
- Include:  All students,  Only students missing marks,  Only classes with no marks
- Page Breaks:
- Include Credits: Attempted, Awarded:
- Include Attendance: Absent, Tardy:
- Include Report Card Comments:
- Include Notes:
- Include students enrolled before: 06/27/2008
- Include students withdrawn after: 07/06/2007
- Reset button
- Print... button
- Preview... button (highlighted with a dashed border)
- Reset All button
- Quit button