

If you do not have access to do the following in Zangle, please email Tiffany at popet@lisd.net for assistance. We are trying to fix your access as soon as we can

The following steps are done after the student turns in their copy of the drop request form signed by their parents. You will keep the form with you on campus and email us to let us know of the drop request.

Step 1 : Locate the student on your campus in Zangle

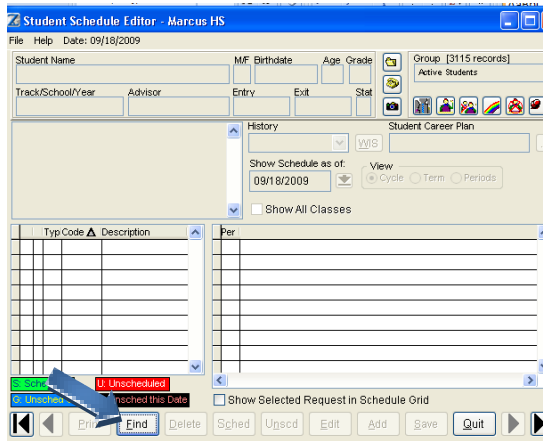
Click on the Scheduling Button when you open Zangle



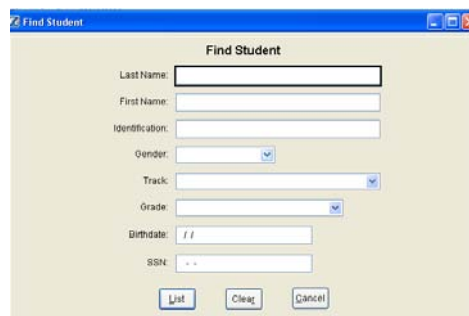
Click on the Student Schedule Button



Click on the "Find" Button at the bottom to locate your student

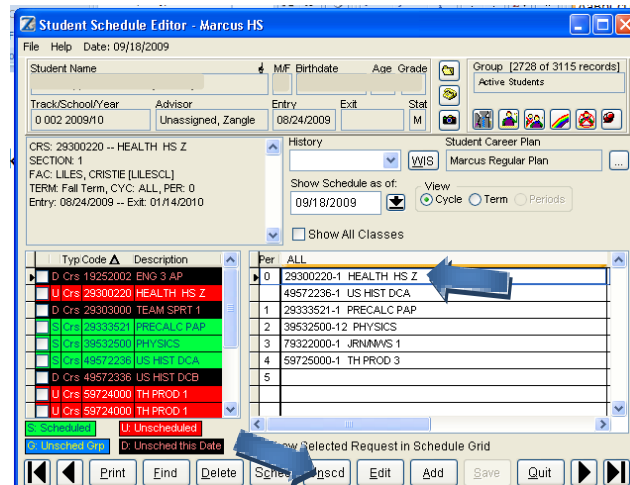


Now enter your search criteria for the student

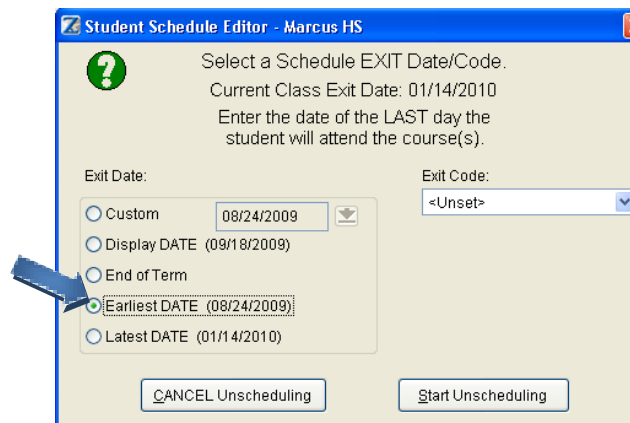


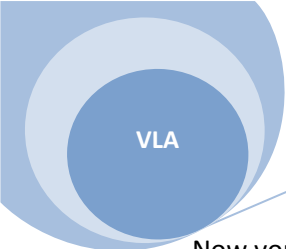
Step 2 : Begin “unscheduling”

When your students schedule appears, locate the online course he/she would like to drop. High schools will find the course in “0” period and Middle Schools will find it on “1st” period. Click on the class to be dropped and then click on “Unscd” as shown below.



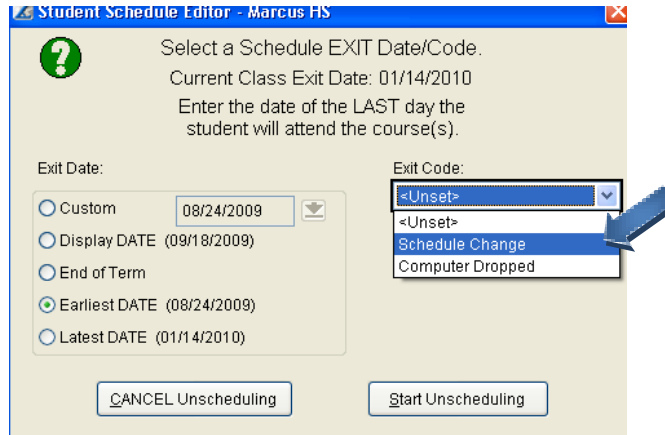
Now you will see a new screen as seen below. You will click on “Earliest DATE” in the left hand side of the box:



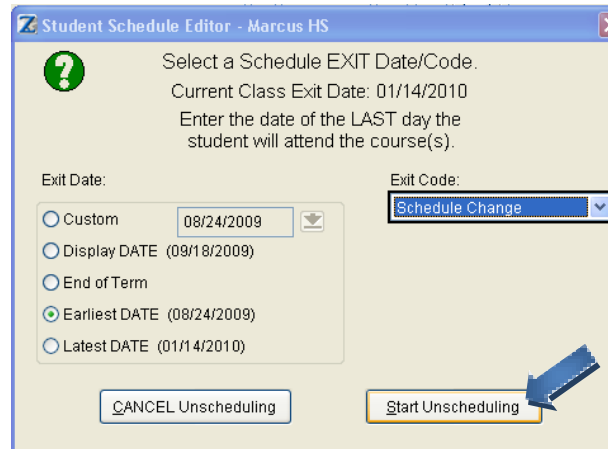


How to Drop a student from their Online Course

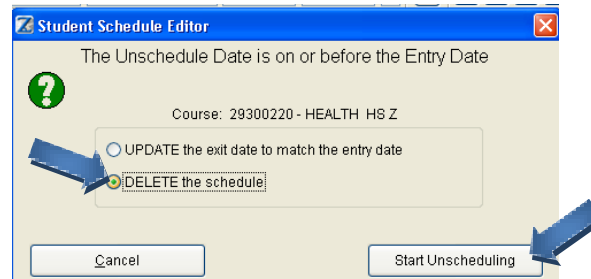
Now you will use the dropdown box on the right hand side of the box to choose “Schedule Change”



Now click “Start Unscheduling”

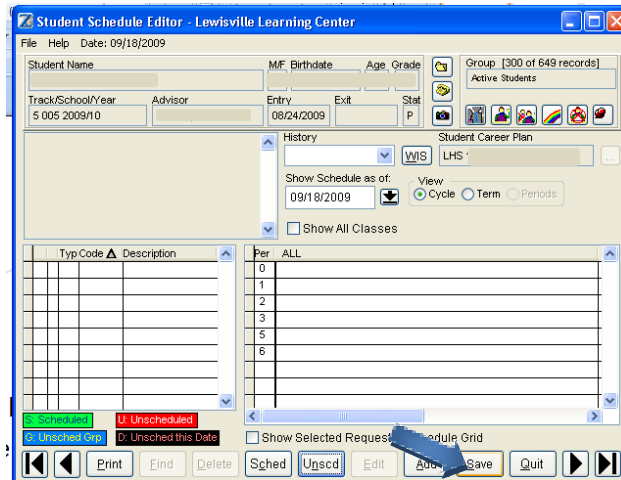


On the next box that appears, click on “DELETE the schedule” then “Start Unscheduling”



How to Drop a student from their Online Course

Now you will be taken back to the students scheduling screen as seen below, CLICK SAVE!



You will follow these same steps on your campus AND LLC Track 5.