

This issue:

- Master Schedule Editor
 - Error Messages
 - Remote Transfer
 - Academic History
 - PSS
- And much, much more!

it Training & Support Newsletter

ISSUE 13 | VOLUME 2 | APRIL 2008

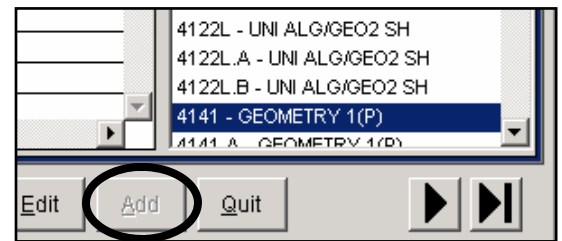


Changes to Master Schedule Editor:

On April 21, 2008, the IT Department made four changes to Master Schedule Editor.

1. "Add" button disabled

The IT Department disabled the "Add" button on the Master Schedule Editor > Show By Faculty tab. The Add button is at the bottom of the screen next to the Quit button. Previously this button allowed you to add a new section to the master schedule. This button was disabled to allow for the use of data validations and customized error messages (see #4) to ensure all sections are validated using the IT Department's custom error checking process. To add a section, use the drag-and-drop method taught in training.



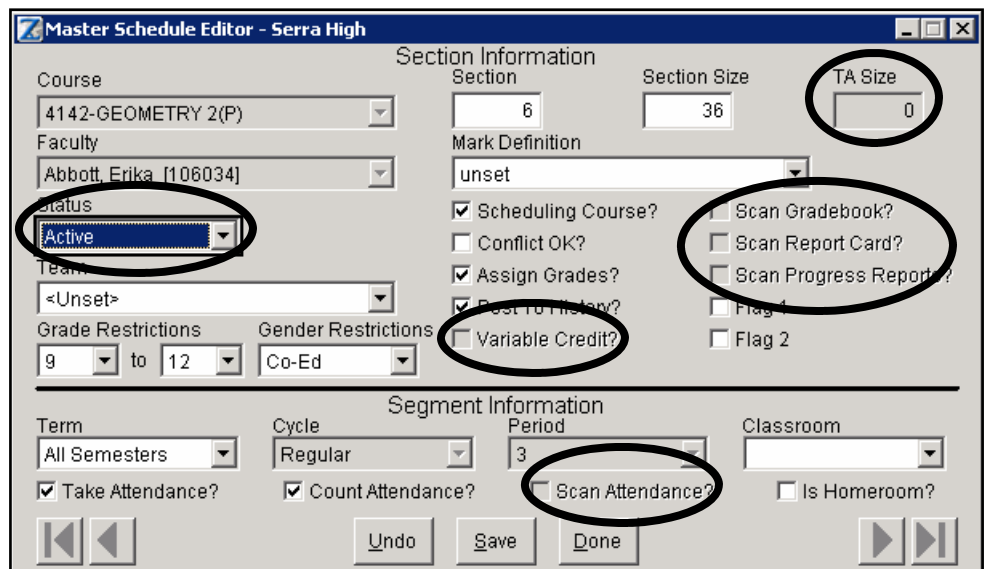
2. Six fields disabled

The IT Department disabled the following six fields:

- TA Size field
- Scan Gradebook checkbox
- Scan Report Card checkbox
- Scan Progress Reports checkbox
- Variable Credit checkbox
- Scan Attendance checkbox

3. "No credit/Auditing" and "Teacher Assistant" removed

The IT Department removed "No credit/Auditing" and "Teacher Assistant" from the Status dropdown menu. All sections in the master schedule should be entered as Active or Inactive.



4. IMPORTANT! Data validations and new error messages implemented

The IT Department implemented data validations in Master Schedule Editor to help you follow district guidelines and also avoid common mistakes when creating new sections. As a result, you will see new district-specific error messages when creating or editing sections. Please see the article titled *SDUSD Error Messages in Zangle—NEW* in this issue on p.2 for more information about the new error messages.

SDUSD Error Messages in Zangle—NEW

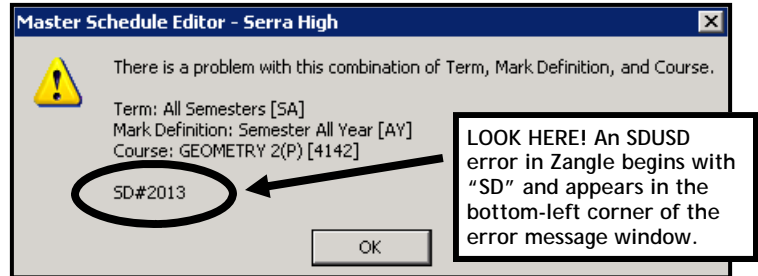
[Knowledgebase Article 806](#)

Overview

The IT Department has also implemented district-specific error messages in Zangle. In an effort to help you enter information correctly in Zangle, the IT Department created and added “data validations.” In general, the data validations are designed to assist you with following district guidelines and avoiding common mistakes. For example, when a student is suspended, you must correctly enter the suspension in Zangle to meet State reporting requirements. Master Schedule Editor is the first application where you will see data validations. In the future, Behavior Editor and Student Editor will also include data validations.

Error Codes

The data validations included in Zangle appear in the form of error messages which are unique to our school district. SDUSD customized error messages look a little different from other errors seen in Zangle. **One way to easily identify an SDUSD error is to locate the error code found at the bottom-left corner of the error message window.** SDUSD error codes begin with “SD.” An example is “SD#2013.”



The error codes will typically be restricted to certain numerical ranges, depending on what area of Zangle is being used. For example, Master Schedule Editor error codes are between 2000 and 2999. The list below indicates general error code ranges which have been identified at this time:

- 1000-1999: Student Editor
- 2000-2999: Master Schedule Editor
- 3000-3999: Behavior Editor
- 4000-4999: Contact Editor

Error Message Icons

SDUSD error messages, like other error messages in Zangle, will include an icon which tells you something about the problem. There will either be an information bubble, question mark, or exclamation point icon.



Information Bubble Icon (Information): An error message with an information icon will appear when you should be aware of information. There is no need to make a decision or fix anything, just read the message and be aware that Zangle is sharing information with you about the task that is being performed. When this icon is used, the only button which will appear is the OK button.



Question Mark Icon (Warning): An error message with a question mark icon will appear when you have a choice to make about something. For example, if you create a new section without adding a classroom (room number) and attempt to save, a message will appear asking if you wish to correct the problem. Typically, the question mark indicates that this is a warning about something important, but something which will not prevent you from saving changes. Since you are asked to make a decision, you can click either “Yes” or “No.”



Exclamation Point Icon (Problem): An error message with an exclamation point icon will appear when you must correct the problem before you can save your changes. For example, if you attempt to create a section where the course, term, and mark definition do not match, an error with an exclamation point icon will appear. When this icon is used, the only button which will appear is the OK button. You will need to click the OK button to return to the screen where you were previously working in order to fix the problem.

How to resolve Master Schedule errors!

The IT Department created a very useful job aid titled [Master Schedule Editor: Interpreting SDUSD Error Messages](#) (PDF) that contains a table of error codes, what the error message says in Zangle, where the error is occurring, and how to resolve it. It is available on the Zangle Job Aids page. If you get an error message as you create or edit a section, look at the bottom-left corner of the message to view the error code (for example, SD#2013). Then use the job aid to look up and resolve the error. The IT Department recommends that you print and refer to this job aid anytime you are working in Master Schedule Editor.



Extended Tips & Tricks: Linking Households in Zangle Student Editor:

Linking students to Households in Zangle is an important step in keeping track of students that have siblings, contacts, or other relatives that live together. It's also the only way to make good use of the Household Labels available in Zangle Reports. Additionally, you need to link students to Households if you'll be using ParentConnect at your school.

Tips & Tricks

Here are the steps to link students to a household.

1. Begin by going to **Student Editor**. Select the **Addresses** tab and find a student who you know belongs to a particular household. Click **Edit** and click **Household Address**. A new screen will appear. Look at the bottom of the screen and notice that there's a box labeled **Household Members**. It will show any contacts or students currently in the same household of the student you selected.

Name	Relationship	School	Status
Tyler, Bernadette	Contact		
Tyler, Tae	Contact		
Tyler, Deandre	Student	0357A	M
Tyler, Kyeshia	Student	0357A	M

2. Click **Chg Household** to link this student to a *different* household.
3. Another new screen will appear. Here, you'll need to type a House # or Street Name. Click **Find**, and a list will show all the addresses that match the House # or Street Name (unless there is only one match). By scrolling through the list and selecting **Matching Household Addresses**, you'll be able to see the members of each household. You'll notice that there are a lot of duplicate addresses; these may be old or invalid records. The Household Members field will show siblings, contacts, or any other individuals that stay at that address.

4. Once you've found the household that matches the student's information, click **Select** and then **Save**. The student will now be linked to that household! For assistance with linking students to a household, please contact your IT On-Site Support Representative!

What is a Geocode? [Knowledgebase Article 719](#)

A geocode is a numeric code that represents a geographical area within the school district. It appears on the Addresses tab in Student Editor. This field is read-only and is automatically assigned based on the student's current household address. Thus you cannot change a geocode. Students with geocode 999 live at an address outside of the district's bounds. These students' District of Residence should be set to the proper district (not "San Diego Unified"). The District of Residence is set in Student Editor on the Addresses tab.

How to use Remote Transfer—REMINDER:

At this time of year, Remote Transfer is to be used for Future students ONLY! Effective April 21, 2008, Remote Transfer application will no longer allow you to transfer current year students. If you attempt to transfer a current year student, you will receive a transfer validation check that reads, " *This student is not available for enrollment due to the following: Remote Transfer cannot be used for current year enrollments at this time.*"



If a current year transfer is necessary, you must call the school where the student is currently enrolled. The "owning" school will withdraw the student which will allow you to manually enroll the student using Student Editor. To determine the enrollment staff contact at any school, please use the Enrollment Staff Locator at <http://www.sandi.net/zangle/webapp/enrollmentsearch/search.asp>.

NOTE: At the beginning of the 2008-09 school year, you will be able to use Remote Transfer for current year students.

Where's SSProduction?

Attention Summer School sites! On April 14, 2008, the IT Department removed SSProduction from the list of databases that you see when you launch Zangle. SSProduction is the database used for Summer School. On Monday, May 5, SSProduction will reappear. At this time you will be able to access this year's summer school database (08-09). NOTE: If you need to access *last* school year's summer school database (07-08), you can still select 0708 SSProduction when you launch Zangle. If you have any questions, please contact your IT On Site Support representative or the IT Help Desk.

Related note:

Summer School training has begun! Please see the list of training sessions on pp.9-10 of this issue.

Grade data in SIS: IMPORTANT NOTE FOR SECONDARY SCHOOLS

Remember that you must continue to ensure that all grade information is complete and accurate in SIS, the system of record for transcript information. Watch for your Grade Upload maintenance reports, including from Summer School, and make corrections to SIS as needed until we move to Zangle Academic History in the Fall.

Academic History Delayed Until Fall 2008:

The Academic History project has been delayed. The IT Department is postponing all Academic History training sessions until Fall 2008.

Why? The IT Department has been working steadily in correcting all configuration issues within the Academic History application. It is the desire of the IT Department to resolve all process and procedure questions prior to go-live. The IT Department is working with C-Innovation in correcting the remaining configuration roadblocks.

Now what? All existing Academic History training sessions have been canceled. IT Training and Support will notify all secondary schools when the new training sessions are made available.

What's next? If you have not already completed clean up of Grade History in SIS for your students, please complete this task by Friday, May 30, 2008. There have been outstanding questions about the entry of marks from Preuss; however, all other issues should already have been identified and resolved.

Encore News: End of Year Encore Activities

The Special Education Department wants to remind all Encore users of the following end-of-year Encore activities.

- **Locking events.** All IEP events *must* be locked in Encore by the end of your school year (traditional or year round). Please do not have any “unfinished business” before you leave for the summer. If you are unable to obtain parent consent for an IEP, lock the event without parental consent. This will enable the IEP team to continue to work on the IEP by cloning and holding another IEP meeting in the Fall
- **Students who change schools.** Many students change schools over the summer. Please be kind to your colleagues and have all your IEPs and assessments current, accurate, *and locked!*
- **Revisions in Encore.** There will be forms and service description revisions in Encore over the summer. Assessment staff and service providers working after the end of the year round schedule will be notified of the exact date in the beginning of August that this will occur.
- **Encounter Tracker.** Providers using Encounter Tracker must make their service tickets *Eligible for Billing*. Please review the ET Handbook if you are unsure of this process. Potential revenue from Medi-CAL will be affected if these service tickets are not made eligible for billing.

Having trouble logging into Encore?

If you need help with your Active Directory password, call the IT Help Desk (619-725-7500). If you are locked out of Encore, continue to call your Encore Support representative—however the IT Help Desk is available as an additional resource to assist you with locking issues, too.

Attention Secondary T-Track Site Techs and Power Users! Semester 2 grade uploads are June 18, 2008:

If you are a T-Track school and the IT Department uploaded your grades in the past, remember that Semester 2 grade uploads from Zangle **MUST BE** completed by 3:00 PM, June 18, 2008. On May 28, Jean Gallenson will send an email with a form (shown below) to all T-Track secondary schools for which IT uploads Zangle grades. **You must reply to Jean’s email.** Remember, SIS is the system of record for grades, so transcripts and scholastic standing reports (class rankings) are dependent on accurate academic history in SIS. Here is the information Jean will need from you:

Upload and Report Card Parameters Input Form

School Name: _____

Location Number: _____

Site Tech name: _____

Site Tech phone number, including area code and extension: _____

Site Tech fax number, including area code: _____

Site Tech e-mail address: _____

Will we be uploading your grades from Zangle? _____

Or are you one of the very few sites who will enter grades directly on the SIS GH screen? _____

Date you expect grades to be ready to upload: _____ (MM/DD/YYYY)

Zangle Term Code _____ (Ex: S1, Q2, Q4S, X3S etc)

Charter School _____ (Yes or No)

All student copies will be mailed home.

How would you like your school copies printed?

- “A” - Alpha
- “C” - Counselor (alpha, grouped by counselor; requires good TCH and STU uploads)
- “G” - Grade level (alpha, grouped by grade level)
- “NA” - Not applicable (not needed)

Enter your desired sort sequences:

Office Copy _____ A, C, G, NA

Counselor Copy _____ A, C, G, NA

DWA Password Self-Service (PSS) – Enroll by Summer:

The IT Department wants to remind you and your staff to take advantage of Password Self-Service (PSS). This system saves you valuable time by giving you the ability to reset your own DWA Password without having to call for the IT Help Desk for assistance. Employees sometimes neglect to change their password before it expires, or their password has expired or is forgotten after coming back from an absence, such as Summer Break, Winter Break, Vacation, or Year-round school schedule. Previously when this happened, a call to the IT Help Desk was needed in order to reset the password. Now by **Enrolling for Self-Service**, you can reset your own password.

We urge you and your staff to get started with the Enrollment process at <https://pss.sandi.net> prior to Summer break. To make things easier, the DWA Password Self-Service (PSS) website has a new and improved look. Click the yellow ENROLL button to begin!

San Diego Unified School District
Information Technology Department

DWA Password Self-Service

Password Self-Service (PSS) for DWA Employee/User-ID accounts enables you to self-manage your password when you need to either at work or online from home, instead of needing to call for assistance.

<p><i>I know my password and want to Enroll in Self Service so I can later reset a forgotten or expired password</i></p> <p>Enroll</p> <p>You will first be prompted to validate who you are. Enter your DWA Employee/User ID and your valid password to log in.</p> <p>You will be presented with a series of Challenge Response Questions. Completing these questions will enable you to use the Reset password option.</p>	<p><i>I want to Reset my password by responding to my Enrollment questions</i></p> <p>Reset</p> <p>You begin by entering your DWA Employee/User ID. You will be presented with the Questions you had previously answered during Enroll for Self-Service.</p> <p>Upon successfully answering your Challenge Response Questions you will be able to change your password, even if it has expired.</p>	<p><i>I need to Change my Default Password (Sdcsnnnn) as a first-time user, OR my password is expiring soon</i></p> <p>Change</p> <p>You must know your current password in order to select a new one using this option. This does not involve PSS Challenge Response Questions.</p> <p>After completing a password change you should Enroll for Self-Service if you have not already done so.</p>
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< When to Call Help Desk >
If your password has expired or is forgotten - and you have not Enrolled in PSS - you must contact the IT Help Desk for assistance at 619-725-7500.

Notes:

- Your DWA Password is used to log into PeopleSoft, Zangle, Outlook Web Access (email), Encore, and for Active Directory workstation authentication. It does not include MF/CS or SIS users.
- When asked to enter your User-ID during the enrollment process, use your six-digit DWA Employee ID.
- You do not have to change your password after completing the Enrollment process - you only need to change your password after it expires or if you forget it.
- More information is available on the Password Self-Service page, and within the system's built-in Help sections, marked with a "?" symbol.
- The process of Enrollment should be viewed as a form of "insurance;" employees should understand the key advantage of the system as being a handy extension of services to eliminate that possible need for a Help Desk call.

Language Survey and Grade K students who are currently Pre-K?

Elementary schools: When enrolling a Pre-K child as a Kindergartener in the future track, you will not be able to enter Language Survey information (Zangle > Enrollment > Student Editor > SDCS tab > Language Survey sub tab) until after the IT Department runs the Zangle Year End process, typically toward the end of July. The Year End process will make the student's Kindergarten record active. At that point, the Language Survey fields are available for data entry. School personnel will need to enter the Language Survey information (typically when they return to work in late August) for all of those kindergarteners who were pre-K in the previous year.

Running Reports on Your Future Students:

Do you need to run reports on your future students? If so, use the district-created "For Next Year" queries, Enrollment Analysis Report, and Zangle predefined reports. Additionally, you can make use of Query Writer Views and dynamic groups to report on your future students.

Reports

- **Query Writer--*For Next Year--INCOMING STUDENTS**
This report generates a list of students, sorted by school, who have future stustats for your school. You can display it as a roster or export it to Excel. This report displays the following fields: From School Name, From School Code, From School Phone, Last, First, ID, State ID, From Grade, To Grade.
- **Query Writer--*For Next Year--OUTGOING STUDENTS**
This report lists your outgoing students. You can print it as a roster or export it to Excel. This report displays the following fields: To School Name, To School Code, To School Phone, Last, First, ID, State ID, From Grade, To Grade. To run the report, follow the directions above.
- **Enrollment Analysis Report**
This report generates an Excel pivot table. It provides the number of future students by grade level.
- **Zangle predefined reports--must choose Future students**
When you run a predefined (canned) report, like Student Directory, you must select Future students. To do this, go to the Select tab and double-click Enrollment. Set the enrollment to Future Students and click Done.

Additional Techniques

- **Query Writer Views**
Most SDCS Query Writer views will work in either the current year or future year. For example, schools can login to their future track and run the SDCS Student Contact 1 View to see all future students and contacts.
- **Dynamic Groups**
The district-wide, dynamic groups for grade levels will work for students in either the current year or future year. For example, the "1st Grade Students" dynamic group will include 1st graders in the current year when users are logged into the current year; however, this group will include future 1st graders when logged into the future year.

Please see [Knowledgebase Article #802](#) (*How to run reports on your future students*) for step-by-step directions.

ZangleConnection Web Administrator - Role Definitions:

There has been a problem with Power Users changing the Role Definitions in ZangleConnection (Web Administrator > Permissions > Role Definitions). *If you change anything on this screen, it affects the entire district*, not just the track at your school. Never make changes to the Role Definitions in the Permission section of Web Administrator. For more information about ZangleConnection permissions, please refer to p.36 of the System Administration Handbook.

Using Teams Instead of Variants in Zangle

Prior to the implementation of Zangle, schools were able to create their own site-specific course numbers to group students (e.g., grouping students on the basketball team into the same PE course). With the conversion to Zangle, the creation of course numbers became centrally controlled and another method for grouping students had to be found. Initially, it was determined that course "variants" (e.g., .A, .B, .C) could be used for grouping purposes. However, a number of unanticipated problems have surfaced as a result of using course variants. These include the difficulty of maintaining the thousands of "extra" courses now in Zangle and many unintended transcript and report card glitches (e.g., multiple credits/grades where none is intended, incorrect GPAs).

To address this issue, **Standards, Assessment, and Accountability (SAA)** has decided that **no new course variants will be created and that, over time, existing course variants will be phased out.** This does not mean that students can no longer be grouped for master scheduling purposes. Rather, "teams" should be used instead of "variants" for grouping in Zangle. This involves creating a team (e.g., basketball players) and then assigning a section to the appropriate team. This information was sent from Karen Bachofer and Mike Casey to all principals in a memo on April 21, 2008.

The IT Trainers will provide documentation and training on how to create and use teams at master schedule classes. Your IT On-Site Support representative will be available to provide on-site support for your staff *after they have attended training.* Please feel free to contact your school's IT On-Site Support representative if you would like additional information.

Information for elementary schools new to SBRC in 2008-09:

Per the Office of Instruction and Curriculum, all elementary schools will be using Zangle for Standards-Based Report Cards (SBRC) in 2008-09. Over 65 schools will be coming onboard to SBRC next year. The following information was emailed from Instruction and Curriculum to the principals at elementary schools that are new to SBRC. Please review the following key points:

- **Parent Conference time**
All elementary schools should be scheduling between **6-8 minimum days per year** because parent conferences will take a bit more time with the new report card.
- **Elementary Master Schedule Training**
The IT Training Team will be providing Elementary Master Schedule Training sessions in **late May thru late July.** School sites will be notified when the training session will be made available for scheduling. To ensure success with SBRC, it is strongly recommended that all Power Users attend this training to make sure that the master schedule is set up properly.
- **Combination classes**
SBRC does not support the concept of combination courses. On **May 16,** the IT Department will be removing all combination courses, like E34 Third/Fourth Grade, from your 08-09 master schedule. This does not mean that you can no longer provide multiple grade level classes—just that you must indicate within the master schedule each grade level independently, like E3 Third Grade and E4 Fourth Grade.
- **Deleting your master schedule**
It might be easier to have your master schedule deleted and to start from scratch. If you would like to have your master schedule deleted, please contact the IT Help Desk at (619) 725-7500 and create a Remedy ticket. **A Remedy ticket must be created by May 5, 2008.**

A gentle reminder...

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Please *thoroughly* search for a student prior to creating a new student enrollment!

Power Users—Please handle permissions

The IT Help Desk is receiving phone calls from employees asking that their Zangle permissions are adjusted. These types of requests should be handled at the school site. Power Users, please make sure that your staff members (including substitutes) are aware that you are the person at your school who handles Zangle permissions. Thank you!

Interactive Zangle, PeopleSoft, & Encore course catalogs now available:

Not sure which training course is right for you? Try the interactive course catalogs at:

Zangle: http://www.sandi.net/zangle/training/course_catalog/

PeopleSoft: http://www.sandi.net/peoplesoft/training/course_catalog/

Encore: http://www.sandi.net/encore/training/course_catalog/

Here you will find details about the courses, including length of class, purpose, intended audience and course objectives. Additionally, this page shows you the next available session for a particular course and you can sign up for that class right from that page!

Zangle Training Calendar

	Course	Section	Date	Time	Location
May 2008	Academic History	AH-20	05/01/08	12:00 - 3:00 PM	Fremont B5
	Excel - Beginning	BEGEXCEL-26	05/01/2008	8:00 - 11:00 AM	Fremont B5
	MS-Error Checking	MS-EC-4	05/01/2008	8:00 - 11:00 AM	Fremont B6
	Academic History	AH-21	05/02/08	8:00 - 11:00 AM	Fremont B5
	Web CMS	WebCms-07	05/05/2008 and , 05/12/2008	12:00 - 3:00 PM	Fremont B5
	Summer School Setup EXPERIENCED	SS-SETUPEXP-01	05/05/2008	12:00 - 3:00 PM	Fremont B6
	Academic History	AH-22	05/06/08	12:00 - 3:00 PM	Fremont B5
	Excel - Beginning	BEGEXCEL-27	05/06/2008	8:00 - 11:00 AM	Fremont B5
	Summer School Setup INEXPERIENCED	SS-SETUP-INEXP-02	05/06/2008	12:00 - 3:00 PM	Fremont B6
	Academic History	AH-23	05/07/08	8:00 - 11:00 AM	Fremont B5
	Excel - Beginning	BEGEXCEL-28	05/07/08	12:00 - 3:00 PM	Fremont B5
	Excel - Beginning	BEGEXCEL-29	05/08/08	12:00 - 3:00 PM	Fremont B5
	Summer School Setup EXPERIENCED	SS-SETUPEXP-03	05/08/2008	8:00 - 11:00 AM	Fremont B6
	Summer School Setup INEXPERIENCED	SS-SETUP-INEXP-04	05/09/2008	8:00 - 11:00 AM	Fremont B6
	Summer School Setup EXPERIENCED	SS-SETUPEXP-05	05/12/2008	12:00 - 3:00 PM	Fremont B6
	Excel - Advanced	ADVEXCEL-22	05/13/2008	12:00 - 3:00 PM	Fremont B5

Zangle Training Calendar (continued)

Course	Section	Date	Time	Location
Summer School Setup INEXPERIENCED	SS-SETUP-INEXP-06	05/13/2008	12:00 - 3:00 PM	Fremont B6
Excel - Advanced	ADVEXCEL-23	05/14/2008	8:00 - 11:00 AM	Fremont B5
Excel - Advanced	ADVEXCEL-24	05/15/2008	12:00 - 3:00 PM	Fremont B5
Summer School Setup EXPERIENCED	SS-SETUPEXP-07	05/15/2008	8:00 - 11:00 AM	Fremont B6
Summer School Setup INEXPERIENCED	SS-SETUP-INEXP-08	05/16/2008	8:00 - 11:00 AM	Fremont B6
MS-Loading Students	MS-LS-1	05/19/2008	12:00 - 3:00 PM	Fremont B6
Summer School Maintenance EXPERIENCED	SS-MAINT-EXP-01	05/19/2008	12:00 - 3:00 PM	Fremont B6
Excel - Advanced	ADVEXCEL-25	05/20/2008	12:00 - 3:00 PM	Fremont B5
MS-Loading Students	MS-LS-2	05/20/2008	12:00 - 3:00 PM	Fremont B6
Summer School Maintenance INEXPERIENCED	SS-MAINT-INEXP-02	05/20/2008	12:00 - 3:00 PM	Fremont B3
Mail Merge	MAILMERGE-18	05/21/2008	12:00 - 3:00 PM	Fremont B5
MS-Loading Students	MS-LS-3	05/21/2008	8:00 - 11:00 AM	Fremont B6
Mail Merge	MAILMERGE-19	05/22/2008	12:00 - 3:00 PM	Fremont B5
MS-Loading Students	MS-LS-4	05/22/2008	8:00 - 11:00 AM	Fremont B6
Summer School Maintenance EXPERIENCED	SS-MAINT-EXP-03	05/22/2008	8:00 - 11:00 AM	Fremont B6
Summer School Maintenance INEXPERIENCED	SS-MAINT-INEXP-04	05/23/2008	8:00 - 11:00 AM	Fremont B6
Mail Merge	MAILMERGE-20	05/27/2008	12:00 - 3:00 PM	Fremont B5
Summer School Maintenance EXPERIENCED	SS-MAINT-EXP-05	05/27/2008	12:00 - 3:00 PM	Fremont B6
Mail Merge	MAILMERGE-21	05/28/2008	8:00 - 11:00 AM	Fremont B5
MST - Publication and Dissemination	MSTPD-1	05/28/2008	3:00 - 4:30 PM	Fremont B5
MST - Publication and Dissemination	MSTPD-2	05/29/2008	3:00 - 4:30 PM	Fremont B5
Summer School Maintenance INEXPERIENCED	SS-MAINT-INEXP-06	05/29/2008	8:00 - 11:00 AM	Fremont B6
MST - Publication and Dissemination	MSTPD-3	05/30/2008	3:00 - 4:30 PM	Fremont B5
Summer School Maintenance EXPERIENCED	SS-MAINT-EXP-07	05/30/2008	8:00 - 11:00 AM	Fremont B6

May 2008

PeopleSoft Training Calendar

May 2008	course	section	date	time	location
	eProcurement 8.9 - Beginning	ePro-Beg-10	05/06/2008 and 05/07/2008	8:30 AM - 11:30 AM	Roosevelt B3
	Open Lab - PeopleSoft/Zangle/Cognos	OLG-23	05/09/2008	8:00 - 11:00 AM	Fremont B3
	Open Lab - PeopleSoft/Zangle/Cognos	OLG-24	05/09/2008	12:00 - 3:00 PM	Fremont B3
	Expenses 8.9	EXP-13	05/13/2008	8:30 AM - 12:00 PM	Roosevelt B3
	Time and Labor	TL-11	05/14/2008 and 05/15/2008	8:30 AM - 11:30 AM	Roosevelt B3
	eProcurement 8.9 - Advanced	ePro-Adv-15	05/20/2008	8:30 AM - 12:00 PM	Roosevelt B3
	PAR Processing	PAR-10	05/21/2008	8:30 AM - 12:30 PM	Fremont B3
	Open Lab - PeopleSoft/Zangle/Cognos	OLG-25	05/23/2008	8:00 - 11:00 AM	Fremont B3
	Open Lab - PeopleSoft/Zangle/Cognos	OLG-26	05/23/2008	12:00 - 3:00 PM	Fremont B3
	Time and Labor Tune-up	TLTUNE-09	05/29/2008	1:00 PM - 3:00 PM	Fremont B3

Encore Training Calendar

May 2008	Course	Section	Date	Time	Location
	Encore Training Part 1&2 - RSP/SLP	EIEP_RS-SLP-11	05/08/2008	8:00 AM - 3:00 PM	Angier B5
	Encore Training Part 1&2 - SDC Teachers	EIEP_SDC_1&2-10	05/21/2008	12:30 - 4:00 PM	Angier B5
	Encore Initial Training - Non Case Mgrs	EIEP_NCM - 8	05/29/2008	1:00 - 3:30 PM	Angier B5
	Encore Plus--Attachments		05/07/2008	1:00 - 3:00 PM	Angier B5
	Encounter Tracker		05/14/2008	1:00 - 3:00 PM	Angier B5

Do You Know How To Run Your OCILE Reports?

If you are sending students to Old Town (Grade 4) and/or Balboa Park (Grade 5), your school needs to generate three reports in Zangle before you send your students. These reports are the Transportation Report, Class Rosters, and Meal Code Count. If you are sending students to Camp Palomar (Grade 6), you need to generate a set of Class Rosters. Make sure you are running these reports correctly for OCILE! Please refer to the job aid titled [Running Zangle OCILE Reports v1.0](http://www.sandi.net/zangle/readandlearn/jobaids/), located on the Job Aids page at <http://www.sandi.net/zangle/readandlearn/jobaids/>.

NOTE: The job aid has two sets of instructions for running class rosters for Camp Palomar; one for Middle schools and one for Elementary schools.

I.T. On-Site Support Staff

www.sandi.net/onsitesupport
www.sandi.net/encore

Zangle

Area 1

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I.T. Training

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Karin Alvarado, Joshua Bleier, Angela Bolick, Chris Dubbs, Scott Moss, Richard Ojeda, Debra Sayble, Jerry Sussman

Congratulations to January's Puzzle winner!

Beth Lewis

@Whitman Elementary

Questions? Comments?

Feel free to contact the editors:

mgrace1@sandi.net or phamada@sandi.net

Next Issue: **PROM!**

Random PeopleSoft Information:

Need help with PeopleSoft?

Just go to www.sandi.net/peoplesoft and you'll find...

- **Online Tutorials** (easy, quick, narrated video clips show you what to do)
- **Manuals & Job Aids** (print them out and follow step-by-step illustrations)
- **The Knowledgebase** (PeopleSoft encyclopedia with down-to-earth answers)
- **Open Lab** (where & when to get one-on-one, in-person help)
- **Training** (register for short, effective classes geared to *your* needs)
- **Blog** (up-to-date news about PeopleSoft in our school district)
- **Links** (to PeopleSoft applications and other important websites)
- **Contacts** (how to reach folks who can help you)

April Newsletter Puzzle

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S F R F R U U R E S U E T S N Y U E R O T A N

Use the letters above to solve the phrase, and send your answer to mgrace1@sandi.net by 5/23/2008 and you'll be entered in a drawing to win a Mystery Prize delivered to you by your I.T. On-Site Support Rep! Winners will be announced in next month's issue!