

Zangle Handbook

ParentConnection

Version 3.2
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Part I: Overview of ParentConnection

Note to the Principal

Site Principal,

ParentConnection is a very useful tool that can improve communication between your school and your parent community. This handbook was created to help provide your site with important information regarding the application and the steps necessary to provide a successful implementation. This handbook is organized into four important sections:

- Overview of ParentConnection
- ParentConnection Setup - What to do Before Implementation
- Implementing ParentConnection
- Successful Models for Implementation

Please address the following questions before distributing ParentConnection information to parents:

- How does ParentConnection work and what type of information does it display? - See **How ParentConnection works** with TeacherConnection and Gradebook - **p. 7**
- What does my site have to do before we can turn on the application? - Follow the steps in **Section II - Before Implementation** - **p. 11**
- What guidelines must I follow when developing a plan to distribute accounts to parents? - See **Implementing ParentConnection** - **p. 16**
- What are some methods that other schools have used to successfully launch ParentConnection? - See **Successful Models of Implementation** - **p. 23**

One important feature of ParentConnection is the ability to provide parents with **class assignment information**. This information comes directly from what teachers enter into **Zangle Gradebook**. District schools that have implemented ParentConnection have reported that when some teachers create and score assignment information in Gradebook, and others do not, parents notice this and contact the school about the discrepancy. Please keep this in mind as you work to implement ParentConnection at your school.

Communication between schools and parents enhances student achievement in the classroom. ParentConnection provides another means by which parents can connect with their student's education. Please feel free to contact us with any questions you may have regarding the ParentConnection application.

Introduction to ParentConnection - The Basics

What is ParentConnection?

ParentConnection is a web-based application that allows parents to access read-only information about their students. The only information a parent can edit is their password and email address.

What student information is accessible to parents?

Your school has the ability to make the following types of information available to parents:

- a. Activities Information
- b. Attendance Detail Information
- c. Attendance Summary Information
- d. Behavior Information
- e. Cafeteria Information
- f. Class Assignment Information*
- g. Contacts Information
- h. Course Requests
- i. GPA Information
- j. Graduation Requirements
- k. Health Information
- l. Report Card Marks/Progress Report Marks
- m. Report Card Notes
- n. Schedule Information
- o. School/Classroom News*
- p. Standards Information
- q. Student Demographic Information
- r. Testing Information
- s. Transcript Information

* = *only if site uses these features found in TeacherConnection/Web Administration/Gradebook*

Note: Within Zangle Web Administration, you'll have the ability to make any of the above available, or none of it, at your school's discretion. The information is accessible immediately. For example, a parent would be able to check their students' attendance information as soon as it is entered by the teacher.

Who can have access to student data in ParentConnection?

Any person who is on the enrollment form can request a ParentConnection account. ParentConnection allows multiple siblings to share a common contact. Using this technique, you can create one account for a parent that will allow them to access information about all of their students at multiple school sites.

How does a Parent receive an account?

The school site is responsible for developing a process to distribute accounts. The school **must verify** that the person has permission to access student data before activating an account. The account information must be handed to the person or mailed home to the address on the enrollment form. *The site cannot hand the information to the student for them to take home.* Please see p.23 for more information about creating a system for distributing accounts to parents.

Does the office staff have to enter additional data in order to make ParentConnection work?

There is some initial configuration that your Power User will have to perform in order to “Turn On” ParentConnection. Beyond that, parents will see data that already exists in the Zangle student information system. No additional data needs to be entered besides activating the accounts.

However, your school may wish to have a staff member enter School News via **Zangle Web Administrator→School News**. This information will show up on the **News** calendar in ParentConnection.

In addition, if teachers create and score student assignment information in **Zangle Gradebook**, parents can keep up to date on what assignments are due, and how their students are doing in their respective classes. Teachers can also enter **Class News** via the TeacherConnection web application.

What are the technical requirements for viewing ParentConnection?

ParentConnection is a web-based application. It works on any computer running Windows, Macintosh or Linux Operating Systems. Parents will need:

- A computer with Internet access,
- One of the following web browsers;
 - Internet Explorer 6.0 or higher,
 - Safari 2.0 or higher,
 - Firefox 2.0 or higher.
- Adobe Acrobat Reader installed.

Are there any inconsistencies that Parents may notice?

Yes. When teachers create and score assignments in Zangle Gradebook, this information shows up in the **Assignments** tab of ParentConnection. Parents will notice a discrepancy if only some teachers are using Gradebook for tracking assignments.

In addition, schools have the ability to determine what information is accessible by parents. If a parent has a student at your school and a student at another school, and these schools “turn on” different sets of information, the parent will notice this as well.

Finally, if schools are not careful about how household and contact data is linked, parents may have to log in with different PINs to see each student. ParentConnection uses relationships between siblings in Zangle in order to manage accounts. Sites should make every effort to ensure that students are in the correct households. **Please see p. 11 for directions on cleaning up household and contact data.**

Who will provide technical support to the parents?

The school site will be responsible for providing technical support to parents. The IT department does not have the resources to provide support to parents. **Please see p. 19 for common technical problems reported by parents.**

My site wants to implement ParentConnection. What do I have to do?

This handbook provides all of the information necessary to implement ParentConnection at your site. In general, you must complete the following tasks:

1. Notify the IT Department - Call the Help Desk at 619-209-HELP.
2. Develop a plan for distributing accounts and activating individual accounts - See **Steps for Implementing ParentConnection - p. 6.**
3. Clean up contact data - See **Cleaning up Household/Contact Data - p. 11.**
4. Contact the Help Desk to get parent accounts defined and activated. See **Activating Parent Accounts in ParentConnection - p. 16.**
5. Create a support plan for providing assistance to parents - **Implementation Overview - p. 23.**

Is there a sample account I can model during staff and parent meetings?

Yes. We've created a sample account. This account can only be accessed within the district network. The parent and students displayed in this account are fictional.

- <http://dwa1.sandi.net/parentconnect>
- PIN = 125419060
- Password = demo

Steps for Implementing ParentConnection

You'll need to consider the following steps before you distribute information to your parents.

	Responsibility	Reference
1	Notify the IT department Contact regarding your plan to implement ParentConnection.	p.5
2	Determine who will be responsible for cleaning up student contact data. Begin process of cleaning up student contact data and updating households.	p.11
3	Determine which types of information should be accessible to parents in the ParentConnection tab of Zangle Web Administrator.	p.12
4	Determine who will be responsible for collecting school news from various departments at your site and posting it with Zangle Web Administrator.	p.15
5	Contact Help Desk to set up a Remedy Ticket to activate accounts.	p.16
6	Develop plan to publicize ParentConnection to parents and community members.	p.23
7	Develop a process for determining if parent has legal access to student data.	p.23
8	Develop a process to collect parent requests for access to ParentConnection.	p.23
9	Develop a method for distributing login information to parents.	p.23
10	Create a plan for providing training to parents.	p.23
11	Develop a process to provide technical support to parents.	p.19/23

How ParentConnection works with TeacherConnection and Gradebook

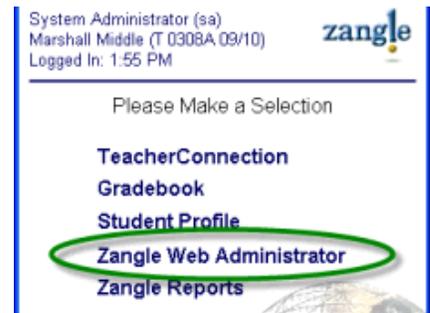
It is helpful to understand what ParentConnection is and what it provides to parents early on so that your school and your parent community can get the most benefit from this tool.

Most of the information parents can see comes from the work you and your staff are already doing. For example, attendance, behavior, and scheduling are regularly being updated by school staff. There are only 3 information sources that ParentConnection may require extra work on: **School News**, **Class News**, and **Student Class Assignments**.

SCHOOL NEWS

If your school assigns a staff member the task of collecting and inputting News and Events for your campus, they'll need to log into ZangleConnection and select **Zangle Web Administrator**:

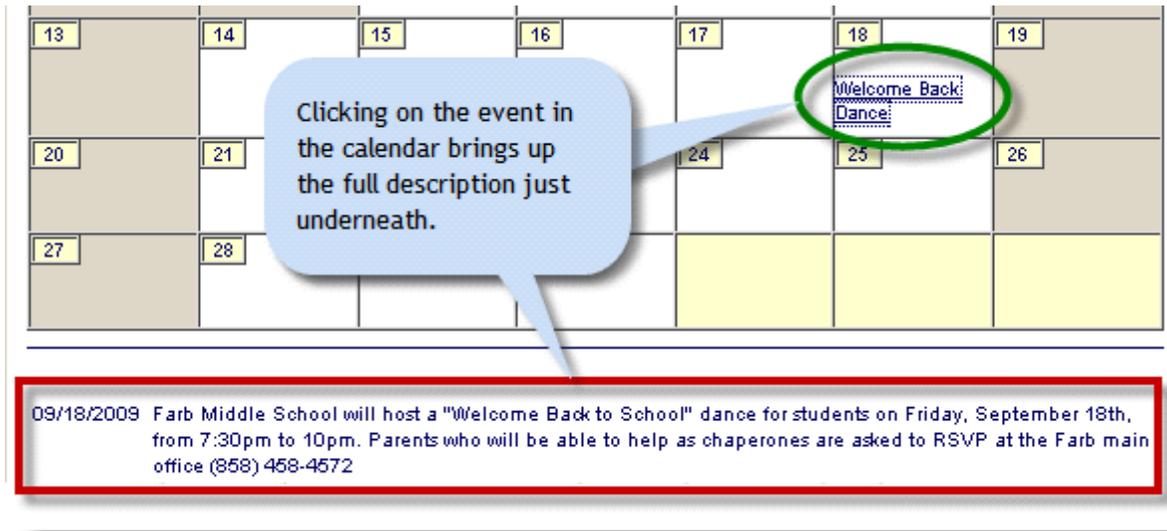
The **School News** tab provides you with the ability to add and edit events and news that can be made available to school staff only or the entire parent and student community.



If a staff member enters the following into the **Add New School News Item** area:

Add New School News Item			
Begin Date	End Date	Internal	Description
8/28/2009 <small>(mm/dd/yyyy)</small>	8/28/2009 <small>(mm/dd/yyyy)</small>	<input type="checkbox"/>	Welcome Back Dance
Details: <div style="border: 1px solid black; padding: 5px;"> <p> B I U ABC ☰ ☷ ☷ ☷ -- Font family -- -- Font size -- A ab </p> <p> ☰ ☷ x x² ↶ ↷ ☰ ☷ ☰ ☷ Ω ☺ </p> <p> Hoover High will be hosting a Welcome Back Dance on Friday, August 28th, from 7pm to 10pm. A DJ will be on hand, and refreshments will be served. Parents who are available to chaperone please RSVP the main office at 619-260-7550. <i>Let's put together a great dance and welcome our students back in style!</i> </p> </div>			
<input type="button" value="Submit"/> <input type="button" value="Reset"/>			

Parents will see this (via the News tab of ParentConnection):



09/18/2009 Farb Middle School will host a "Welcome Back to School" dance for students on Friday, September 18th, from 7:30pm to 10pm. Parents who will be able to help as chaperones are asked to RSVP at the Farb main office (858) 458-4572

CLASS NEWS

In TeacherConnection, teachers have access to the Class News tab for creating and maintaining news and events for the sections they teach.

If a teacher inputs this into Class News:

Add New News Item Submit Reset

Show Item		Item Dates		Apply To
From	8/17/2009	Begins	9/10/2009	<input checked="" type="checkbox"/> 1-US HST/GEO 1(P)
To	9/11/2009	Ends	9/10/2009	<input type="checkbox"/> 1-US HST/GEO 1(P)
Description: Our 1st Period US History/Geography class will be making a Welcome Back Field Trip on Thursday, September 10th to take a look at the World War I and World War II Aviation Posters exhibit at the Museum of San Diego History in Balboa Park.				<input type="checkbox"/> 1-US HST/GE1 SH(P) <input type="checkbox"/> 2-US HST/GEO 1(P) <input type="checkbox"/> 2-US HST/GEO 1(P) <input type="checkbox"/> 2-US HST/GE1 SH(P) <input type="checkbox"/> 3-US HST/GEO 1(P) <input type="checkbox"/> 3-US HST/GEO 1(P) <input type="checkbox"/> 3-US HST/GE1 SH(P)

A parent will see this (Once again in the News tab, underneath the School News Calendar):

Classroom News					
Per	Course	Teacher	Begin Date	End Date	Description
1	US HST/GEO 1(P)	Alvarez, D	9/10/2009	9/10/2009	Our 1st Period US History/Geography class will be making a Welcome Back Field Trip on Thursday, September 10th to take a look at the World War I and World War II Aviation Posters exhibit at the Museum of San Diego History in Balboa Park. <i>Students, make sure to get your permission slips turned in no later than September 1st!</i>

Classroom News appears underneath the School News calendar in the News tab of ParentConnection

CLASS ASSIGNMENTS

ParentConnection will only display student's assignments that are created and scored in Zangle Gradebook. Teachers must turn on the **Share Assignment Information** button in the **Gradebook Setup** → **Class Options** tab.

How assignments appear to parents in ParentConnection depends on how much information the teacher inputs. If a teacher uses the quick **Spreadsheet** method to input assignment scores:

						Submit	Reset		
#	Student	Grd	Pct	Pts	Poss			g1_state 8/18/2009	cp1_ga 8/17/2009
5	Cisneros, Brian	A	90.0	27	30	>		20	7

Parents will see the following basic assignment information:

Class Assignments for 8/11/2009 - 8/25/2009									
Period: 1		US HST/GEO 1(P)				Teacher: Alvarez, Derek			
Current Grade For Quarter 1: A		Print Progress Report							
Detail	Date Due	Assignment	Pts Possible	Score	Pct Score	Scored As	Extra Credit	Not Graded	Comments
	8/17/2009	First Day Question & Answer	10	7	70%				
	8/18/2009	Quiz: Name the States	20	20	100%				

If Teachers use the **Edit by Task** and **Edit by Student** tabs and add comments to student work:

Due	Assignment	Pts Poss	Score	Count As	Comment	Share Cmmt	Drop Score	Attendance
8/18	hw1_pt	25	22		Good job overall. Had trouble with <u>Beryllium</u> ,	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Present

Parents will see the assignment information with comments:

Period: 3		CHEM 1 HRS (HP)				Teacher: Nitzel, Bernard			
Current Grade For Quarter 1: B		Print Progress Report							
Detail	Date Due	Assignment	Pts Possible	Score	Pct Score	Scored As	Extra Credit	Not Graded	Comments
	8/18/2009	Periodic Table	25	22	88%				Good job overall. Had trouble with Beryllium, Scandium and Vanadium, but otherwise excellent work.

Assignment details the teacher has input when creating the assignment show up as a *page with text* icon  in the **Detail** area of ParentConnection; clicking on the icon expands the window to show the additional assignment information:

	8/18/2009	Periodic Table	25	22	88%				Good job overall. Had trouble with Beryllium, Scandium and Vanadium, but otherwise excellent work.
Details: We'll cover the first 25 elements of the Period Table. Extra credit for each element (and it's molecular composition) over 25.									

Part II: Before Implementation



Cleaning up Household/Contact Data

ParentConnection uses the **Household** and **Contacts** features in Zangle to allow a parent to use one PIN and password to access information regarding multiple siblings. When school sites work to build households and clean up the contact data before activating ParentConnection accounts, it makes it much more straightforward for parents to log in and access their student's information.

In general the quickest way to link siblings is for your site to link your student to an **existing** household and contact of a sibling that does not attend your school. If there is no existing household and contact available for a student, then your site will have to create one, but *be very careful to avoid creating duplicate households or contacts.*

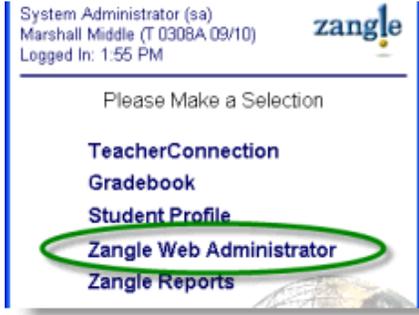
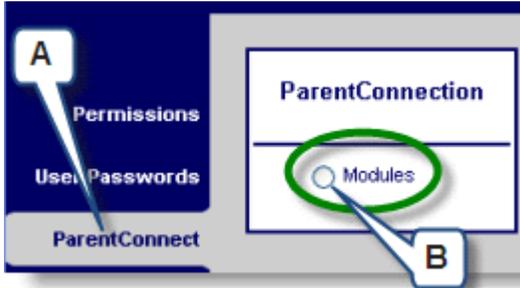
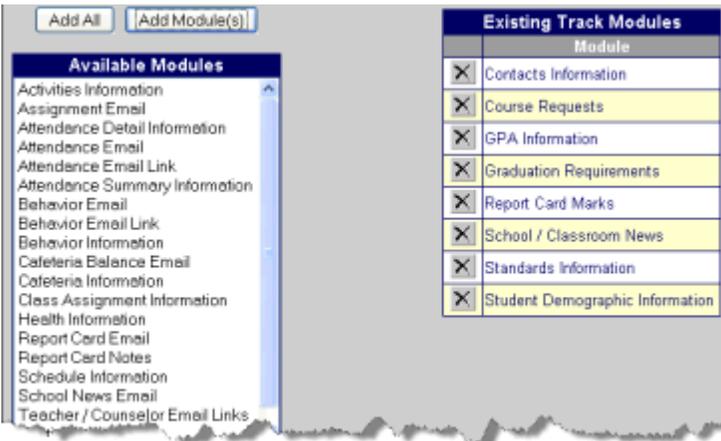
In addition, remember to verify all information on the enrollment form **before** creating households.

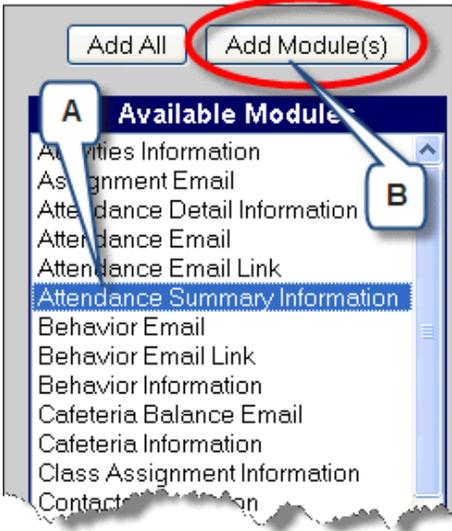
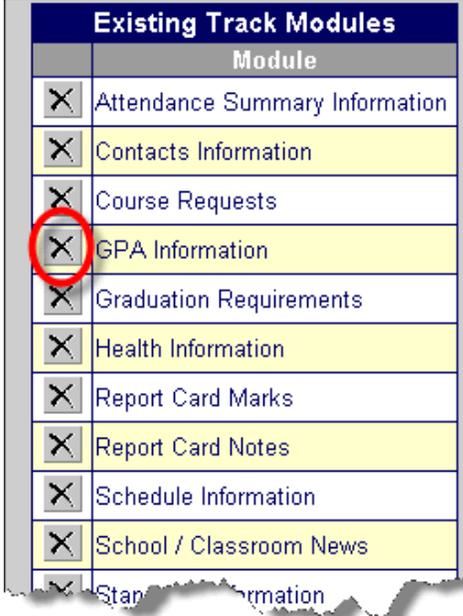
Finally, keep in mind that "less is more" when searching for households and contacts. Try entering the first few characters in a field first to make sure you see as many candidates as possible.

If you run into problems when cleaning up household and contact data, please call the Help Desk at 619-209-HELP.

Determining Information Parents Can See

Your site has the ability to control the types of information displayed to a parent. The **Zangle Web Administrator** application in ZangleConnection is used to add and remove information “modules” from ParentConnection. Your site Power User has access to this application. Follow these steps to adjust the information modules.

	Task	
1	<p>Log in to ZangleConnection.</p> <p>Select Zangle Web Administrator.</p>	
2	<p>Zangle Web Administrator opens in a new window.</p> <p>A. Click the ParentConnect tab at the left.</p> <p>B. Click the Modules radio button that appears at the upper left.</p>	
3	<p>A list of available information modules is displayed on the screen.</p> <p>Modules on the right side of the screen are currently available to parents via ParentConnection.</p>	

<p>4</p>	<p>To add an information module:</p> <ul style="list-style-type: none"> A. Select the module. B. Click Add Module. 	
<p>5</p>	<p>To remove a module, locate the item from the list on the right side of the screen and click the X next to the item.</p>	
<p>6</p>	<p>Your changes are automatically saved. There is no Save button to click.</p>	

Linking ParentConnection to Your School's Website

Parents can access the San Diego Unified's ParentConnection Login page by going to the following URL:

<https://dwa.sis.sandi.net/parentconnect/>

(It's important to emphasize the 's' at the end of http in the URL above).

However, you can aid your parent community and make it much easier for parents to get to the Login page. By far the most effective way to provide access to the ParentConnection Login page is to *link to it from your school's web site*. Adding a **job aid** showing parents the steps to log in will also help parents tremendously while cutting down on Technical Support phone calls to your school's front office staff.

Follow the steps below to update your school's web site and add a **How to Use ParentConnection** job aid.

	Task	Description
1	Create a How to Use ParentConnection job aid specific to your school.	<p>The IT Training group has created a template of the job aid; you can find it at http://sandinet.net/zangle/parentconnect/HowTo_Use_ParentConnect.doc.</p> <p>This template is a Microsoft Word .doc to make it easy for school sites to adapt. Once you've edited this template to make it specific for your parents, make sure to create a PDF version of it to upload to your web site. <i>Areas of the job aid that schools will need to edit are italicized red.</i></p>
2	Create a ParentConnection page	<p>This page should include the following:</p> <ul style="list-style-type: none"> • Introductory text spelling out the requirements for obtaining a ParentConnection account. • A link to your school's How to Use ParentConnection job aid. • A link to the district's ParentConnection Login page.
3	Link to the ParentConnection page from your school's navigation bar	<p>If you can work with your web master or web site host to include access to your ParentConnection page in the nav bar, that means your parents will be able to get to this page from any page within your school's web site.</p>

If you need any assistance with this important phase in implementing ParentConnection, please call the Help Desk at 619-209-HELP.

Part III: Implementing ParentConnection

Activating Parent Accounts in ParentConnection

Once you've collected parent requests for access to ParentConnection, and determined that the parent has legal access to student data (refer to **Implementation Overview**, p. 23 for more information), you'll need to activate ParentConnection accounts.

If you have only a few parents participating, you may find it more convenient to activate accounts individually; refer to **Activating Individual ParentConnection Accounts**, p. 17 for steps on how to do this).

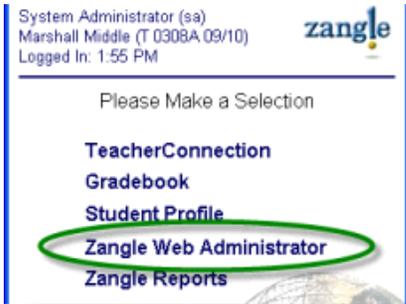
If you have a significant number of participants, IT can help you with this process. Perform the steps below to activate ParentConnection accounts for multiple participants.

	Task
1	Contact the Help Desk at (619) 209-HELP.
2	Request the Help Desk attendee to set up a Remedy Ticket to activate ParentConnection accounts for your school.
3	Request that the Remedy Ticket specify the following: <ul style="list-style-type: none"> o Set the ParentConnection Access flag for the first contact of each enrolled student (if the flag isn't set yet) o Set the ParentConnection Account Valid From and Account Valid To dates to the first and last days of the academic year o Set initial passwords for the flagged contacts. <p>Please see Knowledgebase article 841 for more information.</p>
4	Request the Help Desk attendee to provide you with the Remedy Ticket number for this case.
5	You'll need to confirm that the steps above have been completed before you can move on to providing parents with their account information. If you haven't heard back from somebody in IT within a week, contact the Help Desk at (619) 209-HELP and request a status update on your Remedy Ticket, providing the ticket number you received in step 4 above.
6	Once the parent accounts have been activated, you can generate a report that lists Parent PINs and Passwords. Use the *ParentConnection PIN and Password report in Student Query Writer to see passwords that have been assigned. Keep in mind that this report shows PINs and default passwords; if a parent has changed their password, it will not show up in the report.

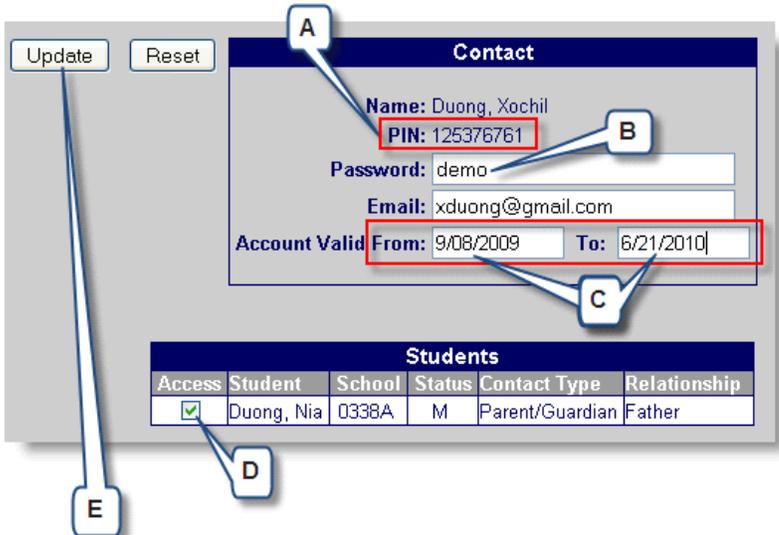
Activating Individual ParentConnection Accounts

After you've worked with the Help Desk to activate the bulk of your student contact's accounts, you'll still likely need to make additions (for new students enrolling at your school over the course of the academic year, or for parents who decide late that they'd like to take part in the program) or deactivate or remove parents from participation.

The **Zangle Web Administrator** application within ZangleConnection provides you with the ability to activate or change status for individual ParentConnection accounts. Your site Power User has access to this application. Use the following checklist to activate the ParentConnection account.

	Task	
1	Log in to ZangleConnection and select Zangle Web Administrator .	 <p>The screenshot shows a login menu for a System Administrator (sa) at Marshall Middle (T 0308A.09/10). The menu options are: TeacherConnection, Gradebook, Student Profile, Zangle Web Administrator (circled in green), and Zangle Reports.</p>
2	<p>A. Select the Contacts tab,</p> <p>B. Click the Find Contact button.</p>	 <p>The screenshot shows the 'Contacts' tab selected in the interface, with a callout 'A' pointing to it. To the right, the 'Find Contact' button is highlighted with a callout 'B'.</p>
3	Use First Name, Last Name, and/or PIN to Find the Contact.	 <p>The screenshot shows the 'Find Contact' form in the Zangle Administrator application. The form has three input fields: Last Name (with 'Duo' entered), First Name (with 'X' entered), and PIN. Below the fields are 'Find', 'Clear', and 'Cancel' buttons.</p>

Task	
4	<p>The Contact pane appears.</p> <ol style="list-style-type: none"> A. Verify the PIN. B. Verify or edit the Password. C. Verify or edit the Account Valid From and To fields. D. Place a check next to the name of each student the parent should have access to via ParentConnection. E. Click Update.



The screenshot shows a 'Contact' form with fields for Name, PIN, Password, Email, and Account Valid From/To. Below it is a 'Students' table with columns for Access, Student, School, Status, Contact Type, and Relationship. The 'Update' and 'Reset' buttons are at the top left of the form area.

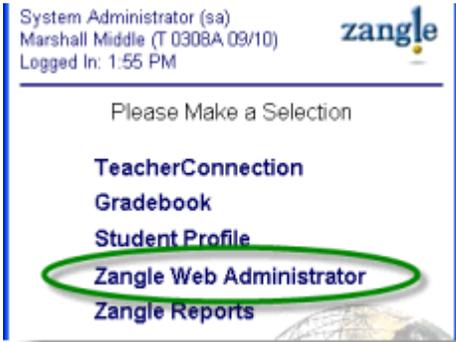
Solving Technical Issues Experienced by Parents

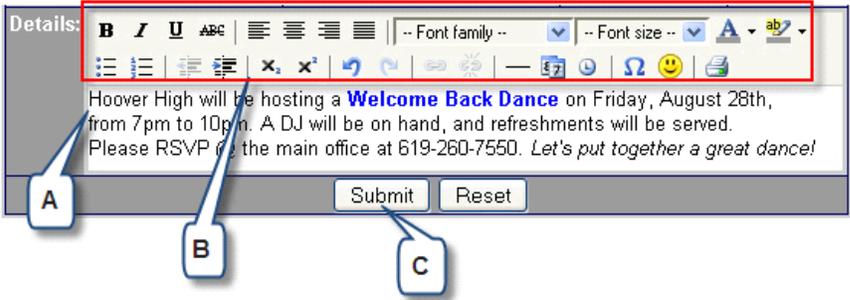
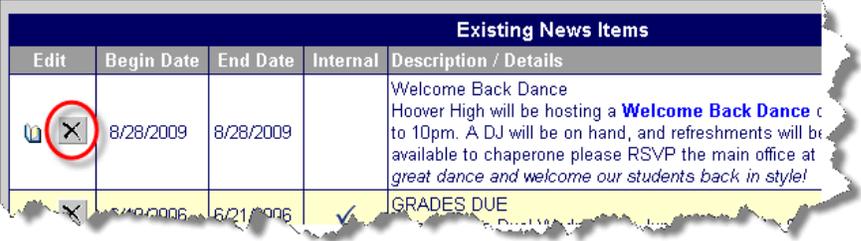
Below is a list of problems that ParentConnection users have reported.

	Problem	Solution
1	The user can't log in.	Confirm that the user is inputting their PIN and Password correctly.
2	The user has entered their PIN and password correctly, but they cannot see the ParentConnection page.	The user may be accessing ParentConnection with a web browser that has a Pop-Up blocker enabled. Ask the user to turn off the Pop-Up Blocker. (For instructions on turning off Pop-Up blockers for the various web browsers supported, please refer to the Disabling Pop-Up Blockers job aid available from the Zangle Training web site.) http://sandi.net/zangle/readandlearn/jobaids/PopUp_Blockers.pdf
3	The user has entered the URL to ParentConnection but receives an error that ParentConnection doesn't exist or is not responding.	The user may have forgotten to include the "s" in the URL. Verify the user is entering: https://dwa.sis.sandi.net/parentconnect/ In addition, ParentConnection may be unavailable during routine Zangle maintenance.
4	The user has forgotten their PIN or Password.	Use Zangle Web Administrator to confirm the PIN or reset the Password. See p. 17 for more information on how to view/edit an account password. However, please ensure that you only change and provide passwords to verified contacts.
5	After logging in, the user reports an error message popping up.	Contact the Help Desk at (619) 209-HELP

Adding School News using Zangle Web Administrator

The **Zangle Web Administrator** application is used to add or remove school news events from ParentConnection, TeacherConnection and StudentConnection. Your site's Power User has access to this application. Follow these steps to add or remove news events.

	Task	
1	Login to ZangleConnection, and select Zangle Web Administrator .	
2	Click the School News tab at the left. A list of existing news items is displayed at the bottom of the screen. At the top is the Add New School News Item area.	
3	<p>A. Enter the date range of the event the news item is describing in the Begin Date and End Date fields.</p> <p>B. Check the Internal box if you want the news item to be displayed to teachers only.</p> <p>C. Enter a brief description of the news items in the Description field.</p>	

<p>4</p> <p>A. Provide specifics about the news item in the Details section.</p> <p>B. This section allows you to format your text by adding font and background colors, bulleted lists, etc.</p> <p>C. Click Submit.</p>																					
<p>3</p> <p>To delete a news event, locate the item from the Existing News Items at the bottom and click the large black X in the Edit column.</p>	 <table border="1"> <thead> <tr> <th colspan="5">Existing News Items</th> </tr> <tr> <th>Edit</th> <th>Begin Date</th> <th>End Date</th> <th>Internal</th> <th>Description / Details</th> </tr> </thead> <tbody> <tr> <td></td> <td>8/28/2009</td> <td>8/28/2009</td> <td></td> <td>Welcome Back Dance Hoover High will be hosting a Welcome Back Dance c to 10pm. A DJ will be on hand, and refreshments will be available to chaperone please RSVP the main office at great dance and welcome our students back in style!</td> </tr> <tr> <td></td> <td>6/19/2006</td> <td>6/21/2006</td> <td>✓</td> <td>GRADES DUE</td> </tr> </tbody> </table>	Existing News Items					Edit	Begin Date	End Date	Internal	Description / Details		8/28/2009	8/28/2009		Welcome Back Dance Hoover High will be hosting a Welcome Back Dance c to 10pm. A DJ will be on hand, and refreshments will be available to chaperone please RSVP the main office at great dance and welcome our students back in style!		6/19/2006	6/21/2006	✓	GRADES DUE
Existing News Items																					
Edit	Begin Date	End Date	Internal	Description / Details																	
	8/28/2009	8/28/2009		Welcome Back Dance Hoover High will be hosting a Welcome Back Dance c to 10pm. A DJ will be on hand, and refreshments will be available to chaperone please RSVP the main office at great dance and welcome our students back in style!																	
	6/19/2006	6/21/2006	✓	GRADES DUE																	

Part IV: Successful Models for Implementation

Implementation Overview

ParentConnection allows parents/guardians to have access to personal information about their students. In order to ensure the safety of our students, your site needs to develop a process for distributing a PIN and password to parents that includes steps for verifying that only the appropriate people receive an account. Your site must address methods for providing training and support to your parents as well.

Your school may wish to designate a staff member (*e.g.*, Vice Principal or Power User) as the *Site ParentConnection Coordinator*. See the Implementation Models below for suggested responsibilities for your Site ParentConnection Coordinator.

This handbook includes two different models for implementation. Each model addresses the following issues:

	Issue	Model 1	Model 2	NOT ACCEPTABLE
1	Develop process for determining if parent has legal access to student data.	Attendance clerk checks the Enrollment form and Legal Bindings field in Zangle.	Secretary checks the Enrollment form and Legal Bindings field in Zangle.	Not checking the enrollment form and Legal Bindings field.
2	Develop method for distributing login information to parents that includes method to verify that appropriate parent received the information.	Parent must attend a "ParentConnection Night" where a school employee checks a photo ID.	Login information is mailed home to the address on the enrollment form only.	Give the PIN and password to the student to take home to the parent.
3	Create plan for providing training to parents.	Parents will receive training during "ParentConnection Night".	Parents receive job-aid on how to use the application.	No information provided to parents.
4	Develop support plan for parents who have technical/password questions.	Parents will contact the "Site ParentConnection Coordinator" or a school Administrator.		Ask parents to contact the IT Help Desk for assistance.
5	Develop a plan to handle parents who forget their passwords.	Ask the parent to come in with a picture ID. Site ParentConnection Coordinator or Power User will provide or change their password.		Provide a password to someone calling on the phone. Provide a password via email. Send a password home with the student.

Your site may choose to modify one of these methods or develop your own but it must address the five issues mentioned above.

Model 1 – ParentConnection Night

This method uses a **ParentConnection Night** to distribute login information and provide parents with a brief overview on how the application operates. Parents must request an account via a web page on your school's web site **before** Parent Night in order to receive the information.

	Action	Responsibility
1	Create a web page for Parents to request participation in ParentConnection program. See Linking ParentConnection to Your School's Website - p. 14.	School Webmaster
2	Communicate the implementation of ParentConnection for the school site to all parents. Communication includes: <ul style="list-style-type: none"> • Steps for enrollment in the program. • URL of web page for Parent Enrollment request. • Appropriate deadlines. 	Site ParentConnection Coordinator
3	Request a ParentConnection account via the school web page. Parent provides the following information: <ul style="list-style-type: none"> • Name of student(s) • Name of the school the student(s) attends • Parent email address 	Parent
4	Verify parent is eligible for an account using the following documents: <ul style="list-style-type: none"> • Enrollment form • Legal bindings field in Zangle 	Site ParentConnection Coordinator
5	Update the household and contact information in Zangle. Refer to Cleaning up Household/Contact Data - p. 11.	Site ParentConnection Coordinator
6	Activate ParentConnection accounts. Refer to Activating Parent Accounts in ParentConnection - p. 16.	Site ParentConnection Coordinator
7	Form letter is created that contains the following information: <ul style="list-style-type: none"> • Name of student(s) • Name of parent • Parent PIN number • Default password • URL for ParentConnection • Instructions for changing password once logged in. 	Site ParentConnection Coordinator



	Action	Responsibility
8	Parent is notified regarding the account activation, and is sent an invitation to attend ParentConnection Night.	Site ParentConnection Coordinator
9	Parent attends ParentConnection Night: <ul style="list-style-type: none">• At a <i>ParentConnection Orientation Session</i>, Site staff verifies parent's photo ID.• The form letter with account information is distributed to parent.	Parent
10	Provide ongoing technical support to parents. See Solving Technical Issues Experienced by Parents - p. 19 for more information.	Designated staff.

Model 2 – U.S. Mail

This method uses a **registration form** distributed during Parent Orientation and to students to advertise the ParentConnection program. The parent must complete the form and return it to the school. After the site staff processes the request, the PIN and password are added to an **activation form** which is mailed home to the parent along with directions for using the application.

	Action	Responsibility
1	Registration form is distributed during Parent Orientation and to students to take home.	Site ParentConnection Coordinator
2	Collect the registration forms and verify the parent has legal access to student data by checking: <ul style="list-style-type: none"> • Enrollment form • Legal bindings field in Zangle 	Site ParentConnection Coordinator
3	Update the household and contact information in Zangle. Refer to Cleaning up Household/Contact Data - p. 11.	Designated staff
4	Activate the ParentConnection accounts. Refer to Activating Parent Accounts in ParentConnection - p. 16.	Site ParentConnection Coordinator
5	Write the PIN and password on the ParentConnection Activation form.	Site ParentConnection Coordinator
6	Mail home the ParentConnection Activation form.	Designated staff
7	File the ParentConnection registration form in a 3-ring binder.	Designated staff
8	Provide ongoing technical support to parents. See Solving Technical Issues Experienced by Parents - p. 19.	Designated staff.



ParentConnection ABC Middle School

Collaboration and communication between parents and staff is a priority at ABC Middle School. In an effort to build on this belief, and to ensure academic success for all students, we are implementing **ParentConnection**. ParentConnection is a web-based application you can use on any computer with Internet access and a web browser. It provides parents secured Internet access to a wide array of their student's school data, such as district, school, and classroom news; student demographics; student schedules; attendance activity; class assignments; report forms & progress reports; health & immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; e-mail links to teachers, counselors, and school administrators.

Please return this form to your student's second period teacher to begin the "Connection".

Student Name: _____

Period 2 Teacher: _____

Parent Name: _____

____ I have read and agree to the Privacy Policy on the back of this form.

Parent Signature

Date

Within a week of returning this form, you will be given instructions on how to access ParentConnection, a unique PIN number and a generic password that you must change.

Thank you for staying "connected" with us as we strive to provide your student with the best education possible.

In Partnership,
The ABC Team

ParentConnection Activation ABC Middle School

Thank you for your interest in ParentConnection, a web-based application you can use to stay current with your student's performance at ABC Middle. Below you will find instructions for accessing your student's account, along with a PIN number and temporary password. Feel free to contact me by e-mail at jdoe@sandi.net with any questions. We will do our best to ensure that you are provided with the timely and accurate information for your student. Again, we appreciate your desire to work with us in providing your student with the best education possible.

In Partnership,
John Doe
Vice Principal

Student Name: _____

Step 1

To access ParentConnection, please go to <http://sandi.net/schoolwebsite> and click on "ParentConnect" on the left column of the page. Alternatively, you may go directly to ParentConnection by entering the following Web address in you Internet browser: <https://dwa.sis.sandi.net/parentconnect> (notice the "s" after http).

The ParentConnection Login window will appear.

Step 2

Enter your PIN: _____
and Password: _____

Then, click Logon



*****IMPORTANT:** You must allow pop-ups for this site in your Internet web browser.

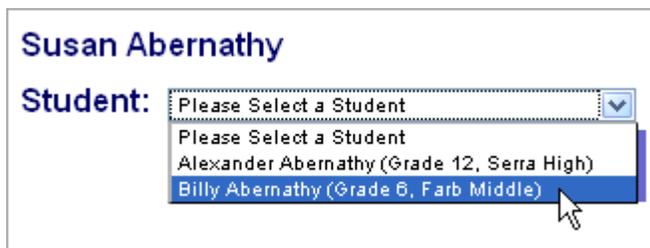
Step 3

Once you have logged in, you must change your password by clicking on **Account** at the top right of the page.



Step 4

If you have more than one student at a school with ParentConnection, select which student's information to access via the Student drop-down menu at the left.



Step 5

Begin accessing your student's information by clicking on the links on the left column.

