

StudentConnection Site Orientation Handbook



***District Wide
Applications***

<http://www.sandi.net/zangle>

**STUDENT
INFORMATION
SYSTEM**



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Part I: Overview of the Application



Site Principal,

StudentConnection is a powerful tool that can be used to improve communication between teachers, counselors, and students. We are excited to know your site has expressed an interest in implementing this web-based application.

This packet was created to provide your site with important information regarding the StudentConnection application and the process necessary to provide a successful implementation. This handbook is organized into three important sections:

- Overview of the application
- Technical issues
- Successful model for implementation

Please make sure you address the following questions before distributing StudentConnection information to your students and parents:

- How does StudentConnection work and what type of information does it display? - See **Overview/Talking Points - p. 3**
- What does my site have to do before we can turn on the application? - See **Required Steps For Implementing StudentConnection - p. 5**
- What guidelines must I follow when developing a plan to distribute accounts to students? - See **Implementation Overview - p.14**

Communication between students and teachers is critical to enhancing student achievement in the classroom. StudentConnection can provide students with another means for accessing information related to their education. Please feel free to contact us with any questions you may have regarding the StudentConnection application.

Scott Irwin
Project Resource Teacher
DWA
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Overview/Talking Points

What is StudentConnection?

StudentConnection is a web-based application that allows a student to see read-only information about him or herself. The only information a student can edit is their password and email address. A student cannot see information about other students.

What types of data are accessible?

- a. Academic History **
 - b. Attendance
 - c. Course requests
 - d. GPA data **
 - e. Graduation requirements **
 - f. Individual student assignments*
 - g. Report cards/progress report grades
 - h. School/classroom news*
 - i. Student demographics
 - j. Student schedule
- (* = only if site uses these features found in TeacherConnection/PC Admin/Gradebook)
(** = only once the district implements this feature)

The information is accessible immediately. A student would be able to check their attendance information as soon as it is entered by the teacher. A site has the ability to decide what types of data are made available to students.

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

No. Students will see data that already exists in the Zangle student information system. No additional data needs to be entered besides activating the account.

Who can have access to student data in StudentConnection?

Any student can request a StudentConnection account. StudentConnection only allows the user to access their own information.

A site staff member must manually activate each account for ParentConnection. Do we need to do this for StudentConnection?

No. The accounts are automatically activated once the StudentConnection application has been set-up for your site and passwords have been created. IT can assist with the initial creation of student passwords. Please see p. 11 for information related to setting passwords.

How does a Student receive an account?

The school site is responsible for developing a process to distribute accounts. The school **must verify** that each student's parents have filled out an Acceptable Use Policy (AUP) for allowing student access to the Internet. Please see p.14 for more information about creating a system for distributing accounts to students.

What are the technical requirements for viewing StudentConnection?

StudentConnection is a web-based application. Students will need a computer with Internet access and a web browser. The minimum requirement for a web browser is Internet Explorer 5.0 or Netscape Navigator 4.7. StudentConnection works on a computer running either Windows or Macintosh OS.

Who will provide technical support to the students?

The school site will be responsible for providing technical support to students. The IT department does not have the resources to provide support. Please see p. 10 for common technical problems reported by students.

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

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

1. Create support plan for providing assistance to students - **Implementation Overview - p. 14.**
2. Develop a plan for activating and distributing accounts - **See Required Steps For Implementing StudentConnection - p. 5.**
3. Notify the IT and Communication departments - **See Information Technology/Communication Department Contacts - p. 6.**

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

Yes. We have created a sample account. This account can only be accessed from a school site or district office. It cannot be accessed outside the district network. The information displayed in this account is not real.

- <http://dwa1.poc.sandi.net/studentconnect>
- PIN = 120286471
- Password = demo

Required Steps for Implementing StudentConnection

Your site must address the following issues before you distribute accounts to your students.

	Responsibility	Reference
1	Develop a process to collect student requests for access to StudentConnection	p.14
2	Determine data types to be made accessible to students and make appropriate adjustments in the StudentConnection tab in PCAdmin	p.8
3	Determine who will be responsible for collecting school news from various departments at your site and posting it via PCAdmin	p.9
4	Develop a method for distributing login information to students	p.14
5	Create a plan for providing training to students	p.10
6	Develop a process to provide technical support to students	p.10/14
7	Notify the Information Technology Department and Communications regarding your plan to implement StudentConnection	p.6



Information Technology/Communication Department Contacts

Your site must notify the Information Technology and Communication departments regarding your intent to implement StudentConnection before distributing account information to students. Please send your correspondence to:

Information Technology Department	Communication Department
Scott Irwin Technology Resource Teacher sirwinATsandi.net	Peri Lynn Turnbull Director pturnbullATsandi.net

Part II: Technical Issues



Adjusting the Data Accessible to Students via StudentConnection

A site has the ability to control the type of data displayed to a student. The PCAdmin web-application is used to add and remove data modules from StudentConnection. Your site PowerUser has access to this application.

Do not allow students to access information related to Graduation Requirements, GPAs, and Transcripts until the district has finalized the implementation of these features. Please contact the representatives listed on p.6 for more information on this topic.

Follow these steps to adjust the data types.

	Task
1	Login to PCAdmin. Click the link to StudentConnect. A list of possible data types is displayed on the screen. Items on the right side of the screen are currently available via StudentConnection.
2	To add a module select a data type and click Add Module .
3	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.
4	Your changes are automatically saved. You do not need to click a Save button.



Adding School News using PCAdmin

The PCAdmin web-application is used to add or edit school news events displayed in StudentConnection and TeacherConnection. Your site PowerUser has access to this application. Follow these steps to add or edit news events.

	Task
1	Login to PCAdmin. Click the link to School News. A list of existing news items is displayed on the screen.
2	Follow these steps to add a news item: <ol style="list-style-type: none">1. Enter the first date you want the event to appear in the Show From field.2. Enter the last date you want the event to appear in the Show To field.3. Enter the date range of the event the news item is describing in the Begin Date and End Date fields.4. Check the Internal box if you want the news item to be displayed to teachers only.5. Enter the text for the news items in the Description field.6. Click Submit.
3	To delete a news event, locate the item from the list and click Delete .

Solving Technical Issues Experienced by Students

Below is a list of problems frequently reported by StudentConnection users.

	Problem	Solution
1	The user has entered their name and password but they cannot see the StudentConnection page.	The user may be running Internet Explorer v.6.0.29 or greater for Windows and Pop-Up blocker is not allowing the StudentConnection window to appear. Ask the user to adjust the Pop-Up blocker options by selecting Turn-Off Pop-Up Blocker from Tools/Pop-Up Blocker.
2	The user has entered the url to StudentConnection but receives an error that StudentConnection doesn't exist.	The user may have forgotten to include the "s" in the url. Verify the user is entering: https://dwa.sis.sandi.net/StudentConnect/
3	The user has forgotten their password.	Use PCAdmin to reset the password. See p. 12 for more information on how to view/edit an account password.



Generating Student Passwords

The Information Technology (IT) Department can assist with the initial creation of student passwords. The IT staff can run a process to generate unique passwords for each student at your site. The IT Department will only run this process once. This process will erase any existing student passwords at your site and replace them with a new password.

Please see p.6 for who to contact for more information on this process.

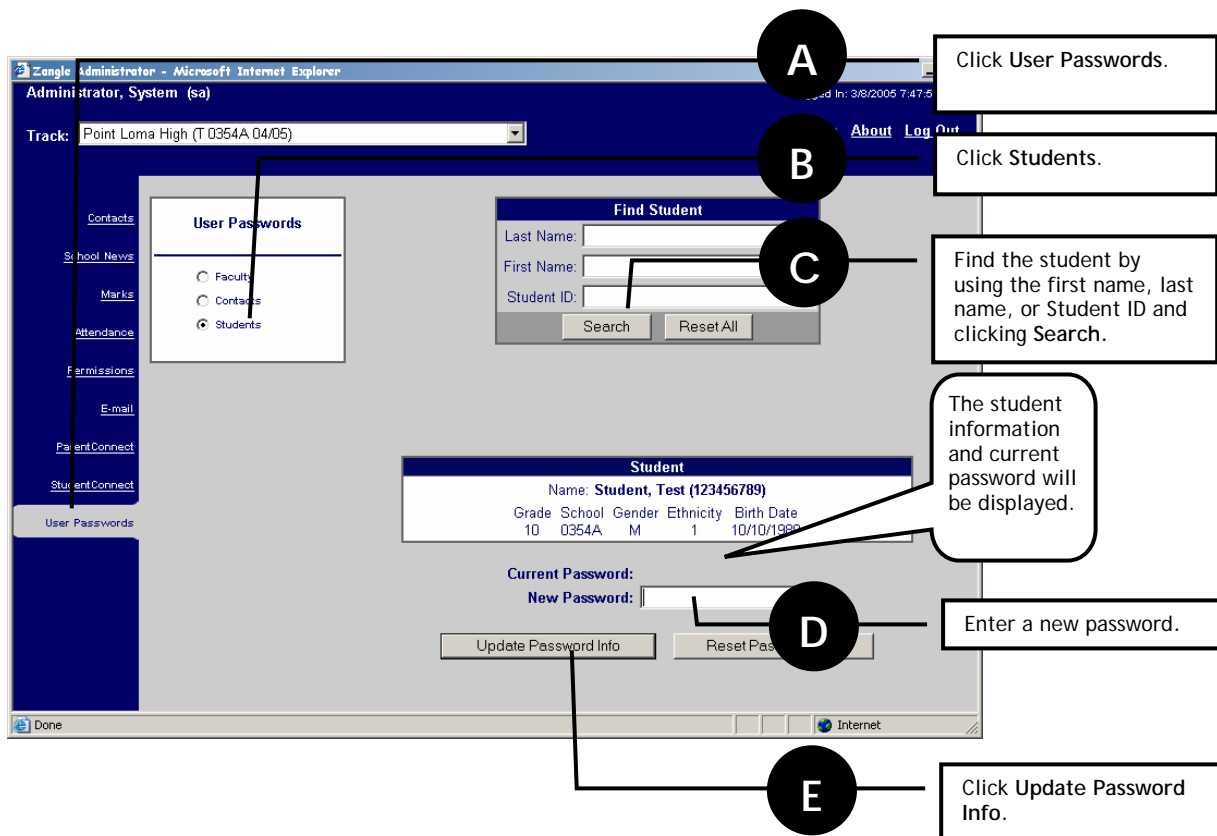
The school site will be responsible for generating passwords for students who enroll after the date which passwords are mass assigned. Please see p.12 for more information on individually assigning/editing a password.

Editing a Student Password Using PCAdmin

The site tech can use PCAdmin to edit student passwords. This may be necessary if a student resets their password and forgets to record this information.

Follow the steps below to reset a student password using PCAdmin.

- Open a web browser. Enter the following URL: <https://dwa.sis.sandi.net/pcadmin/>
- Click **Administrator Login**. Enter your username and password. Select your track from the Track menu.
- Complete Steps A-E below.



The screenshot shows the PCAdmin interface in Microsoft Internet Explorer. The browser title is 'Administrator - Microsoft Internet Explorer'. The user is logged in as 'Administrator, System (sa)'. The 'Track' dropdown is set to 'Point Loma High (T 0354A 04/05)'. The 'User Passwords' section has the 'Students' radio button selected. The 'Find Student' form has 'Student, Test' entered in the 'First Name' field. The 'Student' information box displays: Name: Student, Test (123456789), Grade: 10, School: 0354A, Gender: M, Ethnicity: 1, Birth Date: 10/10/1988. The 'New Password' field is empty. The 'Update Password Info' button is highlighted.

A Click User Passwords.

B Click Students.

C Find the student by using the first name, last name, or Student ID and clicking Search.

The student information and current password will be displayed.

D Enter a new password.

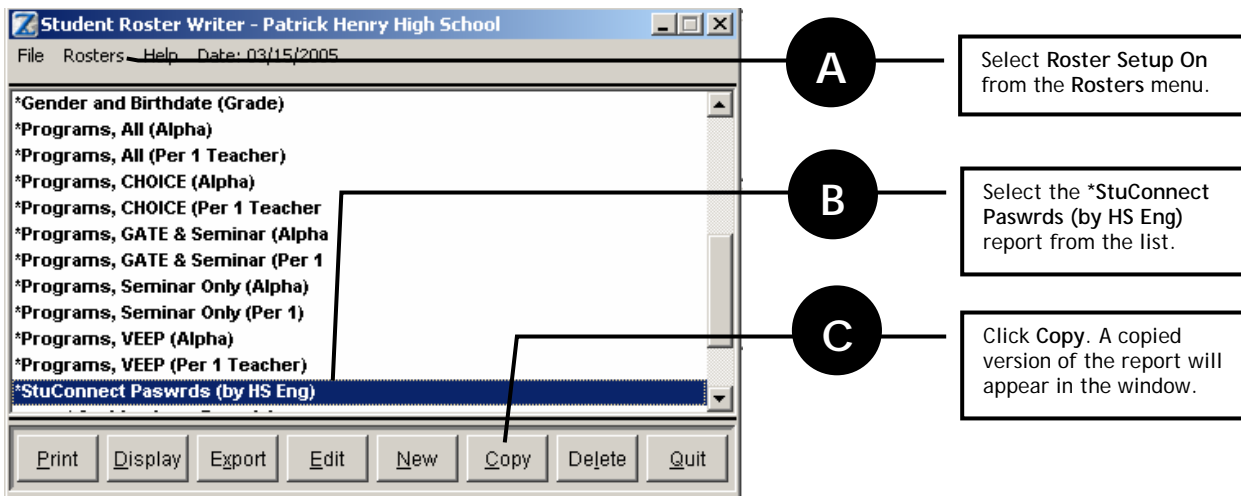
E Click Update Password Info.

Creating a Student Password Report

A Student Roster Writer view that includes student ID numbers, StudentConnection passwords, and schedule data has been created to assist your site in implementing the use of StudentConnection. A pre-saved report has been created to provide a template for your site. This report includes all necessary information, sorted by teacher name and period, and filtered on generic high school English courses. Please copy and edit this report to meet the needs of your site.

Follow the steps below to copy and edit the StudentConnection password roster writer report.

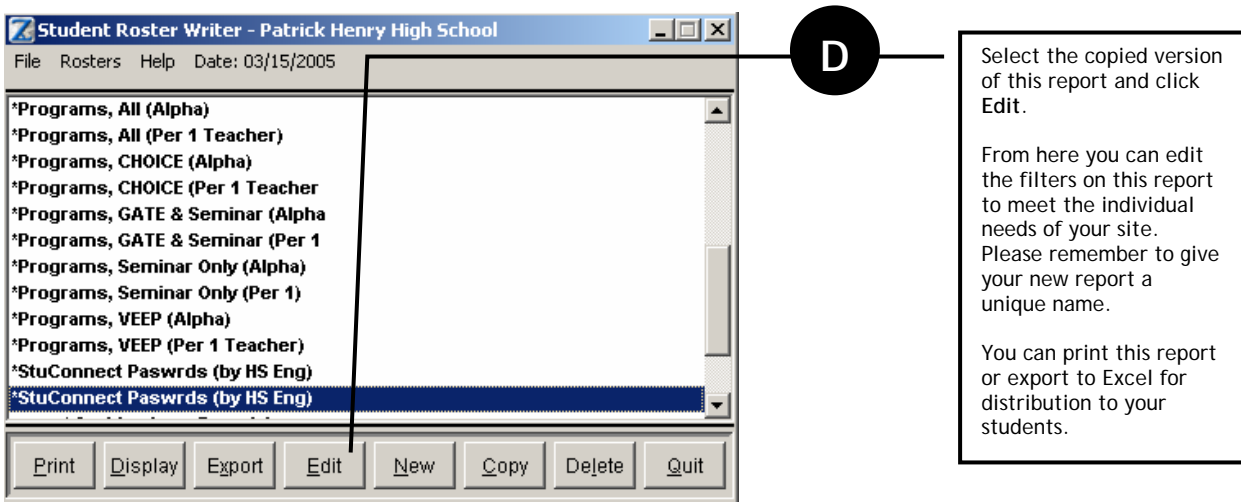
- Open Zangle. Click on Enrollment. Click Reports. Click Student Roster Writer.
- Complete Steps A-C shown below.



A Select Roster Setup On from the Rosters menu.

B Select the *StuConnect Paswrds (by HS Eng) report from the list.

C Click Copy. A copied version of the report will appear in the window.



D Select the copied version of this report and click Edit.

From here you can edit the filters on this report to meet the individual needs of your site. Please remember to give your new report a unique name.

You can print this report or export to Excel for distribution to your students.

Part III: Successful Models for Implementation

Implementation Overview

The school site is responsible for developing an implementation method that address the key issues described below. On the following page is a sample “StudentConnection” permission form that was distributed to students along with the Acceptable Use Policy (AUP) form at the beginning of the year.

	Issue	Model	NOT ACCEPTABLE
1	Develop process for determining if the student has returned a completed AUP	Include a StudentConnection consent form along with the AUP and collect both at the same time	Assuming that all students have completed the AUP
2	Develop method for distributing login information to students to verify that appropriate students receive the information	Have the teacher collecting the AUP distribute the PIN and password to the student	Give the PIN and password to a student for distribution to the rest of the class
3	Create plan for providing training for students	Create a job-aid for distribution with the PIN and password. Have the teacher demonstrate the application	No information provided to students
4	Develop support plan for students who have technical/password questions	Students will contact “StudentConnection Coordinator”	Ask students to contact the SDCS Help Desk for assistance

Your site may choose to modify the model mentioned above or develop your own, but it must address these four issues mentioned above.



SAN DIEGO CITY SCHOOLS Student Connect Responsibility Contract

Collaboration and communication between parents, staff, and students are a priority at our school. In an effort to build on this belief, and to ensure academic success for all students, we are implementing Student Connect. The Student Connect application provides students secured Internet access to a wide array of student school data such as: district, school and classroom news; student demographics; student schedules; attendance activity; class assignments; report cards and progress reports; health and immunizations; transcripts; standardized testing results; behavioral incidents; food service transactions; and e-mail links to teachers, counselors, and school administrators. This application will also be used for students to enter and edit course requests.

Please read the "Network Use Guidelines" for San Diego City Schools before signing this document. This is a contract and must be signed before you will be given access to San Diego City Schools' wide area network (SanDiNet) and Student Connect.

I understand and will abide by the above terms and conditions for access to SanDiNet and/or the Internet.

I understand that the signatures at the end of this document are binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I further understand that any violation of these regulations is unethical and some actions could constitute a criminal offense. Should I commit any violation, my access privileges will be revoked, school disciplinary action will be taken against me, and appropriate legal action will be considered.

Student Name (please print): _____ ID#: _____

Student Password (assigned by school): _____

Student User's Signature: _____



Parent/Guardian Network Responsibility Contract

(If user is under the age of 18, a parent/guardian must also read and sign this agreement.)

As the parent/guardian of this student, I have read the terms and conditions outlined in the San Diego City Schools "Network Use Guidelines."

I understand that this access is designed for educational purposes and San Diego City Schools has taken precautions to eliminate controversial materials. However, I also recognize it is impossible for San Diego City Schools to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network.

If this student has access to the Internet in a setting other than school, I acknowledge that the school district is not responsible for any material the student may access.

I hereby give my permission for the above-named student to have access to SanDiNet, the Internet, and Student Connect.

Parent/Guardian (please print): _____

Parent/Guardian Signature: _____ Date: _____