

Viewing and Editing a Contact's Primary Language and Telephone Number

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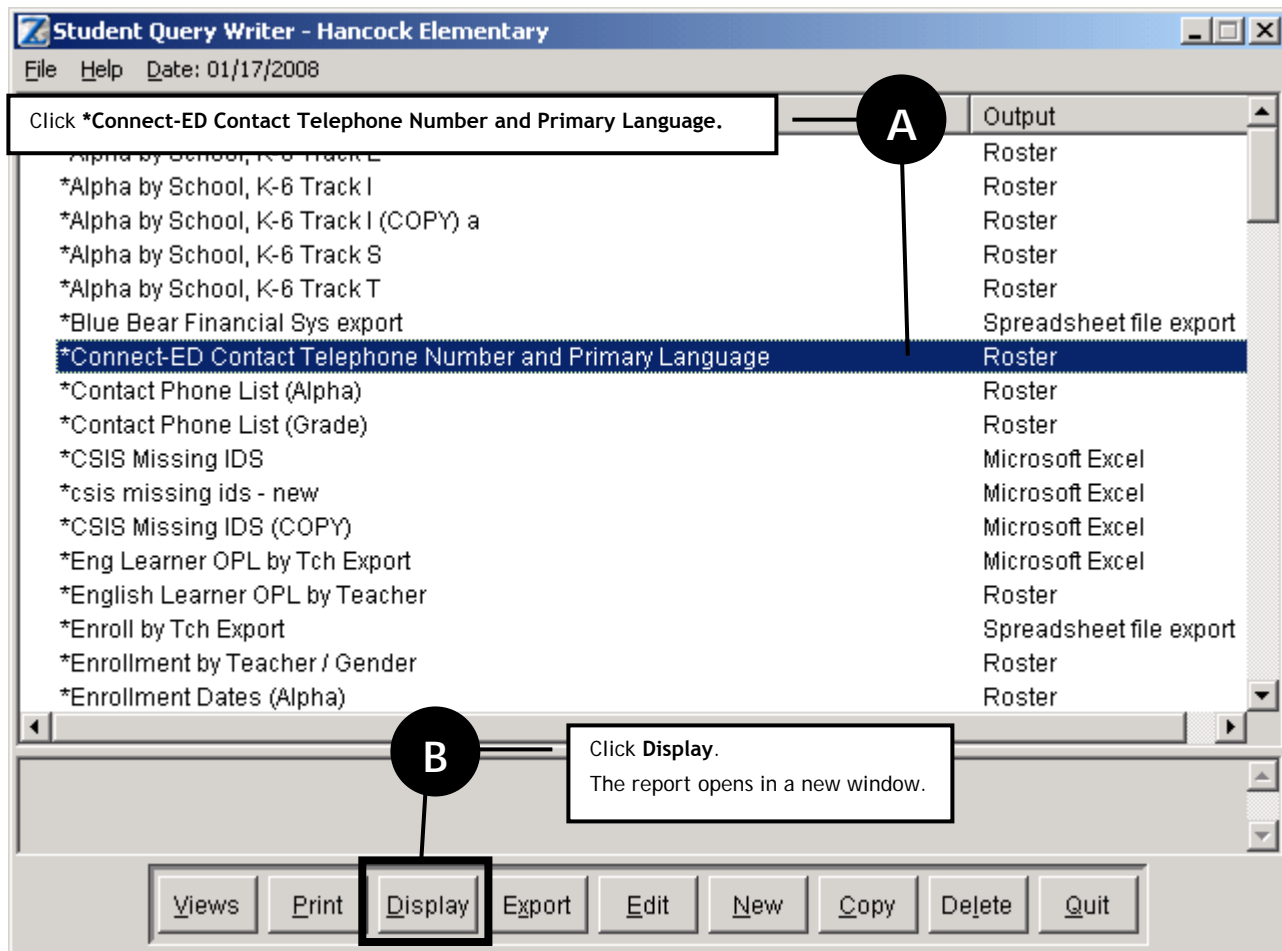
This job aid was written to help schools maintain their Zangle databases so that the Connect-ED system would call each student's correct contact at the correct telephone number in the correct language. The first part of this job aid shows how a report can be run to display this pertinent information that is currently entered in Zangle. The second part of this job aid provides directions for editing the primary contact's Primary Language. The third part of this job aid provides directions for editing the primary contact's telephone number.

VIEWING CURRENT CONTACT'S PRIMARY LANGUAGE AND PHONE NUMBER

A query can be run to view an alphabetical list of all of the students at your school with their primary contacts, contact's Primary Language, and contact's primary telephone number.

Follow the steps below and on the following pages to view a list of students, primary contacts, phone numbers, and Primary Languages.

Open **Zangle**. Click **Enrollment**. Click **Reports**. Select **Student Query Writer**.



Preview Results

01/18/2008 *Connect-ED Contact Telephone Number and Primary Language
San Diego Unified School Dist. Hancock Element

Print Preview

Primary Contact Telephone Number and Primary Language

Student	Contact Last	Contact First	Type	Relationship	Language	Phone Number	Description
Abadeen, Scarlet Jo [34551]	Abadeen	Josie	Parent/Guardian	Mother	English	(619)551-7405	Cell Phone
Ableman, Johan [112197451]	Andrade	Zaran	Parent/Guardian	Mother	<unset>	(619)559-6711	
ACEVEDO, IRENE [070699036]	AVILES	LOURI	Parent/Guardian	Mother	<unset>	(619)552-4831	
AHEFN, Lillian MALUHIA [051597061]	Ahia	AMJANI	Parent/Guardian	Mother	English	(619)557-0780	Home Phone
AL-SABAK, Jake ISAIAH [012999216]	Alarid	Crisol	Parent/Guardian	Mother	<unset>	(619)558-4996	
Alvord, Hung M [39029]	Garcia	Dalia	Parent/Guardian	Mother	English	(619)555-2536	
ALMANZA, GIOVANNI C [40663]	ALMARIJA	XINSA	Parent/Guardian	Mother	<unset>	(619)557-0884	
Alonso, Cassidy D [063097454]	Washington	Ward	Parent/Guardian	Father	<unset>	(619)555-1359	
Alonso, DIANA M [43319]	Washington	Ward	Parent/Guardian	Father	<unset>	(619)555-1359	
Alvarado, DONALD ADAN [100597284]	Galvez	Yancy	Parent/Guardian	Mother	<unset>	(619)556-3615	
ALVAREZ, Zachary Damian [021998397]	Vargas	JUAN M	Parent/Guardian	Mother	<unset>	(619)552-5527	
AMADOR, Paige M [061898397]	ANAYA-ESPINOSA	LIZ ELVA	Parent/Guardian	Mother	<unset>	(619)550-2222	
AMIRAE FLORES, Valeria NICOLE [120597264]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)550-2222	
AMTIS, Edith D [40932]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)550-2222	
AMTIS, Sheranesean R [40927]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)550-2222	
ARMAS, Grace C [39128]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)550-2222	
ARMAS, HAILLEY Y [39130]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)555-7456	
Ashton, Carlos B [47678]	<unset>	<unset>	<unset>	<unset>	English	(619)553-9070	
Ashton, Steven R [47693]	<unset>	<unset>	<unset>	<unset>	English	(619)553-9070	
Assad, Hassan [52121]	<unset>	<unset>	<unset>	<unset>	<unset>	(619)553-9070	
Astudillo, ISRAEL M [020598476]	Atkinson	OPEN	Parent/Guardian	Father	<unset>	(619)557-1781	
ATERS, YRESSICA MARIE [112897186]	Shalvay	LOAN	Parent/Guardian	Father	<unset>	(619)550-1728	
Basz-Ladner, Trevor LEE [051597168]	Babb	Flaviana	Parent/Guardian	Mother	English	(619)552-1002	
Bahl, Lesleigh [082500171]	Cristales	Rasario	Parent/Guardian	Mother	<unset>	(619)554-2085	
BAMEA, Stephanie A [072499298]	Banburg	SAMMUEL	Parent/Guardian	Father	<unset>	(619)555-1408	
Baranowski, LE M [030997310]	Reaves	SANFRA	Parent/Guardian	Mother	<unset>	(619)551-7079	
BARRAGAN, Sergio D [1103000203]	Barrera	Clarence & Cathy	Parent/Guardian	Mother	English	(619)550-1715	
Barton, Clara [52130]	Barton	Daniel	Parent/Guardian	Father	English	(619)921-0121	Home Phone
Barzey, Richard MCKENZIE [070596521]	Bass	DANIEL & SYLVIA	Parent/Guardian	Father	English	(619)551-1943	
Battle, ITZEL TERRELL [092299198]	Batts	TANDICE	Parent/Guardian	Mother	<unset>	(619)550-7142	
BAVUNGAN, ROSA Jane [36160]	Bazyn-Wenard	Francisco	Parent/Guardian	Mother	<unset>	(619)552-1549	
BEALS, Luis F [32121]	Beard	CARMINA	Parent/Guardian	Mother	English	(619)552-7414	
BRAVEN, Andrew S [51723]	BECKER	SAMMUEL	Parent/Guardian	Father	<unset>	(619)554-1850	
Becerra, Romiesha ELIZABETH [110598203]	Campos	Maria/Javier	Parent/Guardian	Mother	<unset>	(619)552-9971	
BENASO, CHRISTOPHER [052797144]	Berham	Chip	Parent/Guardian	Mother	English	(619)553-7772	
BENNETT, Matthew H [052797144]	BENNETT	Matthew H	Parent/Guardian	Father	<unset>	(619)553-7772	

After reviewing this report to confirm that the information is correct, click the X to close it.
You will return to the previous window.

Student Query Writer - Hancock Elementary

File Help Date: 01/17/2008

Query

- *Alpha by School, K-6 Track E Roster
- *Alpha by School, K-6 Track I Roster
- *Alpha by School, K-6 Track I (COPY) a Roster
- *Alpha by School, K-6 Track S Roster
- *Alpha by School, K-6 Track T Roster
- *Blue Bear Financial Sys export Spreadsheet file export
- *Connect-ED Contact Telephone Number and Primary Language Roster**
- *Contact Phone List (Alpha) Roster
- *Contact Phone List (Grade) Roster
- *CSIS Missing IDS Microsoft Excel
- *csis missing ids - new Microsoft Excel
- *CSIS Missing IDS (COPY) Microsoft Excel
- *Eng Learner OPL by Tch Export Microsoft Excel
- *English Learner OPL by Teacher Roster
- *Enroll by Tch Export Spreadsheet file export
- *Enrollment by Teacher / Gender Roster
- *Enrollment Dates (Alpha) Roster

Click *Connect-ED Contact Telephone Number and Primary Language.

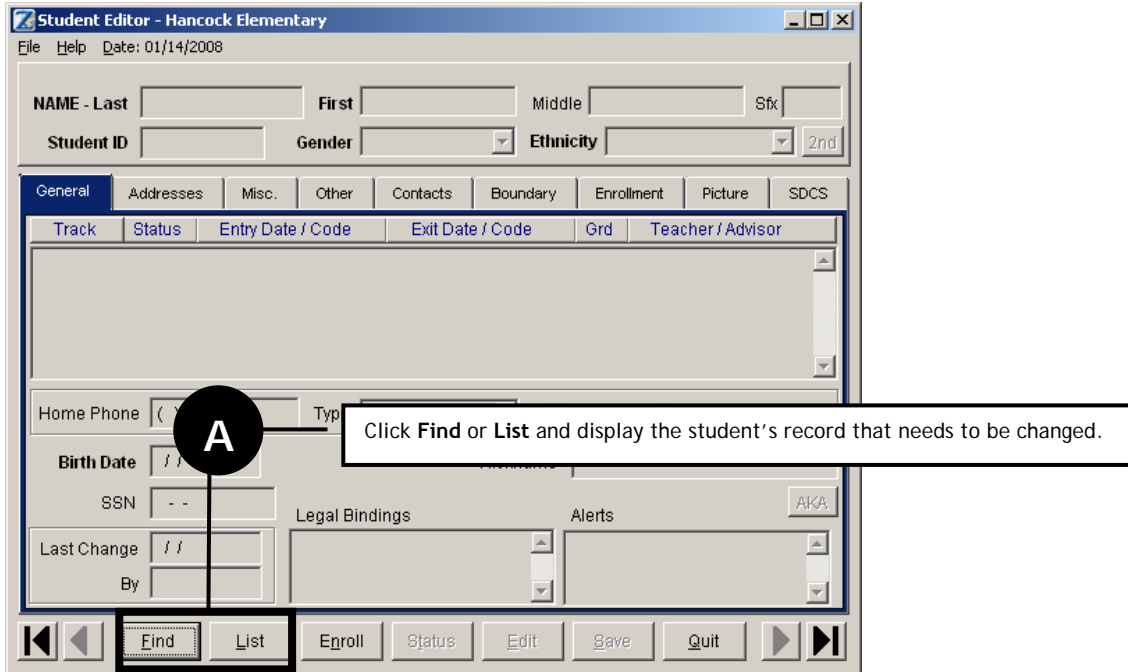
Click Print.
The report prints to the default printer.

Views Print Display Export Edit New Copy Delete Quit

EDITING A CONTACT'S PRIMARY LANGUAGE

Follow the steps below and on the following pages to edit a contact's Primary Language.

- Open Zangle. Click Enrollment. Click Student Editor.



Student Editor - Hancock Elementary
File Help Date: 01/14/2008

NAME - Last First Middle Sfx
 Student ID Gender Ethnicity 2nd

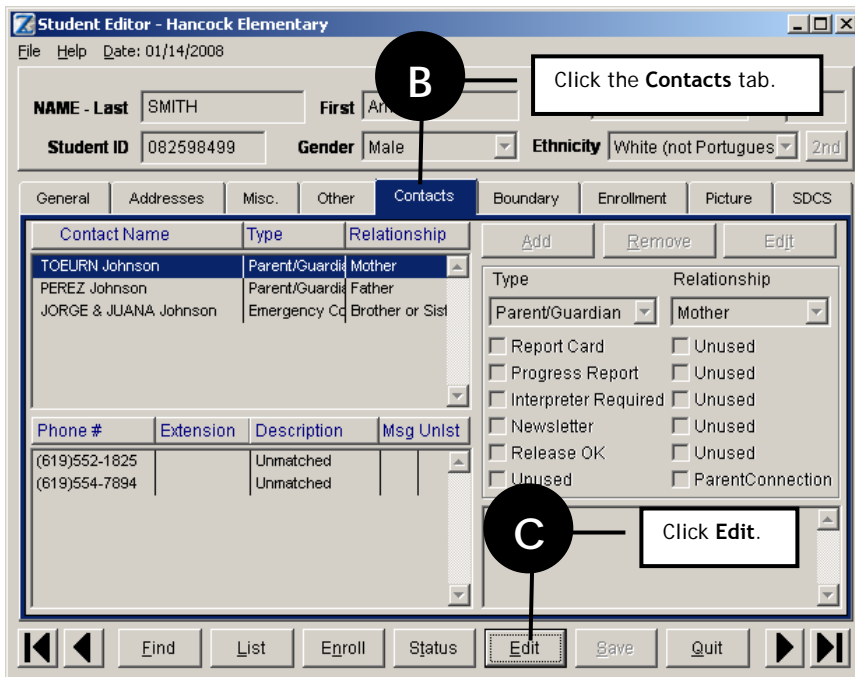
General | Addresses | Misc. | Other | Contacts | Boundary | Enrollment | Picture | SDCS

Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor

Home Phone () Typ
 Birth Date
 SSN Legal Bindings Alerts
 Last Change By

Find List Enroll Status Edit Save Quit

A Click Find or List and display the student's record that needs to be changed.



Student Editor - Hancock Elementary
File Help Date: 01/14/2008

NAME - Last SMITH First
 Student ID 082598499 Gender Male Ethnicity White (not Portugues) 2nd

General | Addresses | Misc. | Other | **Contacts** | Boundary | Enrollment | Picture | SDCS

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Co	Brother or Sist

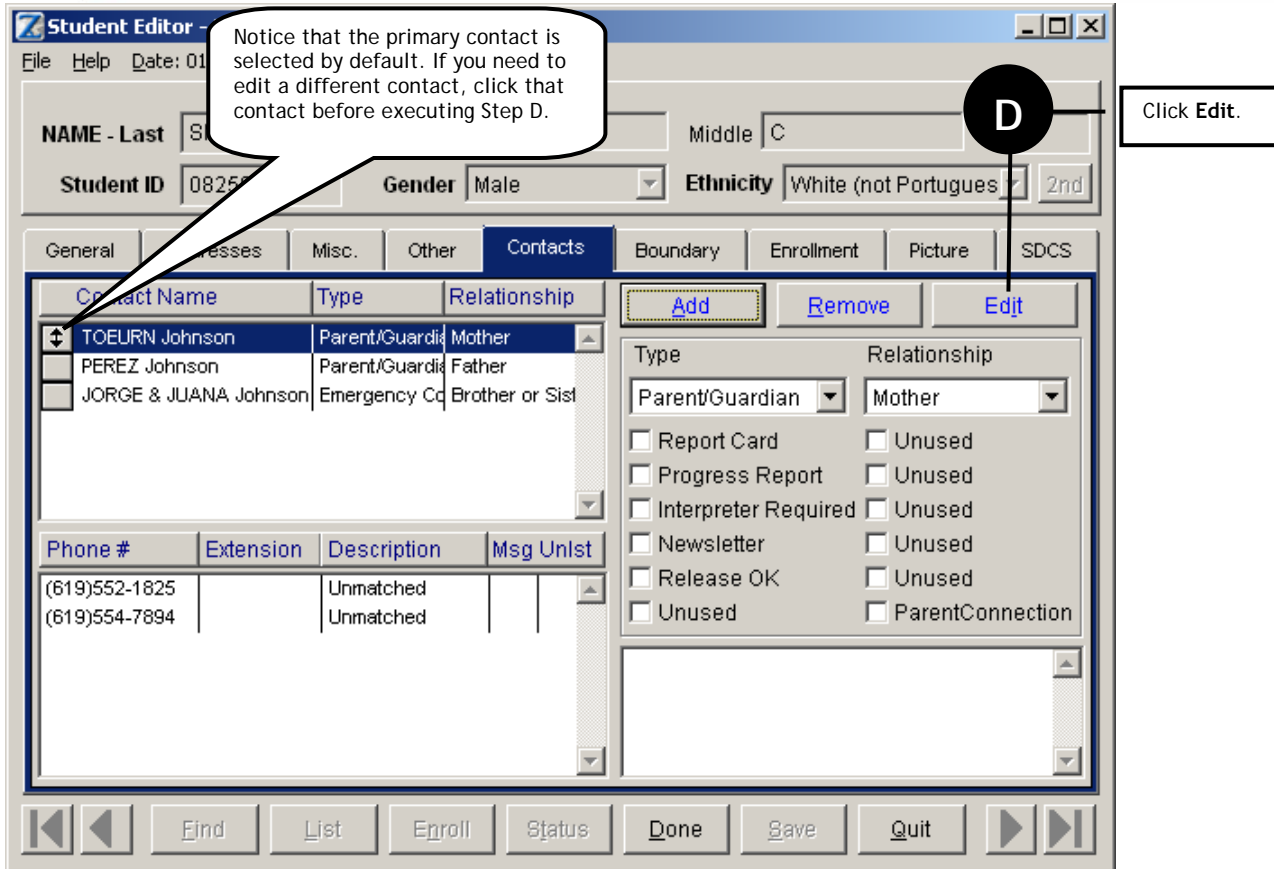
Phone #	Extension	Description	Msg Unlst
(619)552-1825		Unmatched	
(619)554-7894		Unmatched	

Add Remove Edit

Type	Relationship
Parent/Guardian	Mother
<input type="checkbox"/> Report Card	<input type="checkbox"/> Unused
<input type="checkbox"/> Progress Report	<input type="checkbox"/> Unused
<input type="checkbox"/> Interpreter Required	<input type="checkbox"/> Unused
<input type="checkbox"/> Newsletter	<input type="checkbox"/> Unused
<input type="checkbox"/> Release OK	<input type="checkbox"/> Unused
<input type="checkbox"/> Unused	<input type="checkbox"/> ParentConnection

Find List Enroll Status **Edit** Save Quit

B Click the Contacts tab.
C Click Edit.

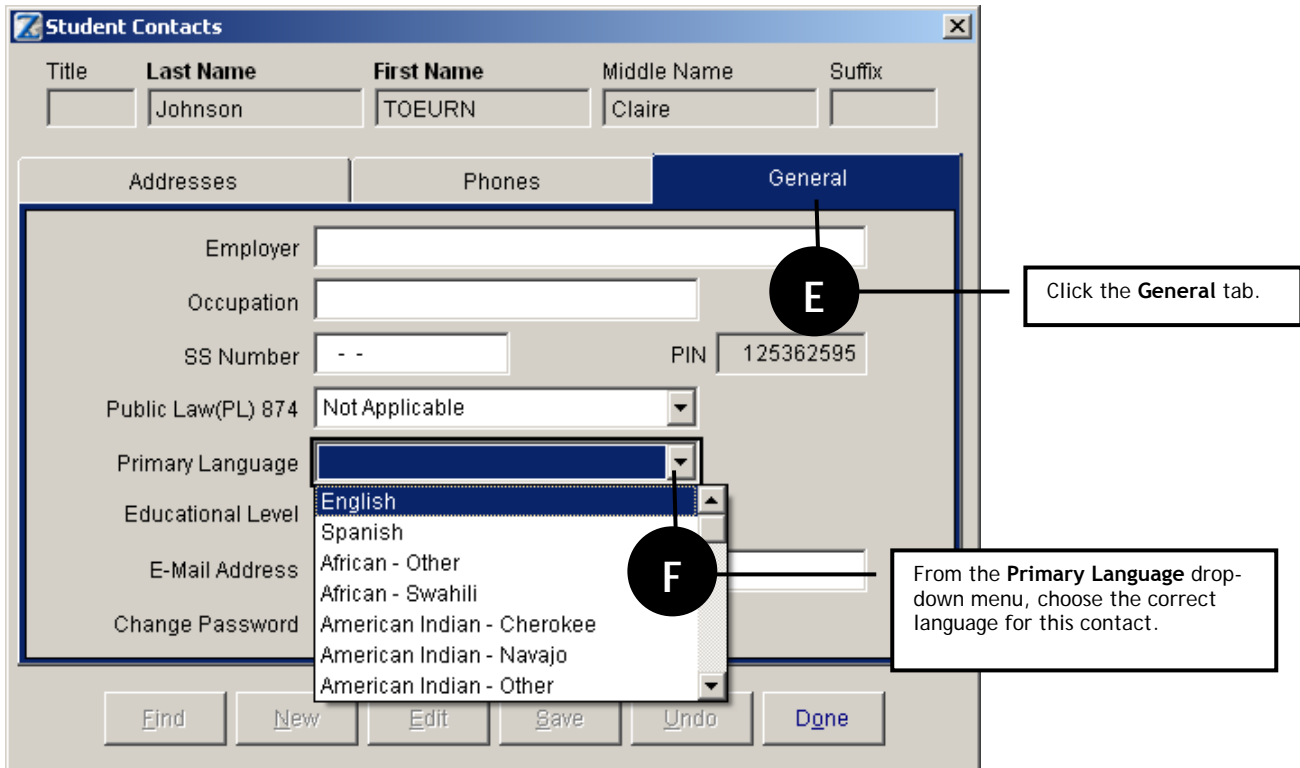


Notice that the primary contact is selected by default. If you need to edit a different contact, click that contact before executing Step D.

Click Edit.

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Contact	Brother or Sister

Phone #	Extension	Description	Msg Unlist
(619)552-1825		Unmatched	
(619)554-7894		Unmatched	



Click the **General** tab.

From the **Primary Language** drop-down menu, choose the correct language for this contact.

Fields shown: Title, Last Name (Johnson), First Name (TOEURN), Middle Name (Claire), Suffix, Employer, Occupation, SS Number, PIN (125362595), Public Law(PL) 874 (Not Applicable), Primary Language (English), Educational Level, E-Mail Address, Change Password.

Student Contacts

Title: [] Last Name: Johnson First Name: TOEURN Middle Name: Claire Suffix: []

Addresses | Phones | **General**

Employer: []
 Occupation: []
 SS Number: - - PIN: 125362595
 Public Law(PL) 874: Not Applicable
 Primary Language: English
 Educational Level: <Unset>
 E-Mail Address: []
 Change Password: []

Click Save. **G** **H** Click Done.

Find New Edit Save Undo Done

Student Editor

File Help Date: 01/1/01

NAME - Last: SM... Sfx: []
 Student ID: 082598 Gender: Male Ethnicity: White (not Portugues) 2nd

General | Addresses | Misc. | Other | **Contacts** | Boundary | Enrollment | Picture | SDCS

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Contact	Brother or Sister

Phone # | Extension | Description | Msg Unlist

(619)552-1825		Unmatched	
(619)554-7894		Unmatched	

Add Remove Edit

Type: Parent/Guardian Relationship: Mother

Report Card Unused
 Progress Report Unused
 Interpreter Required Unused
 Newsletter Unused
 Release OK Unused
 Unused ParentConnection

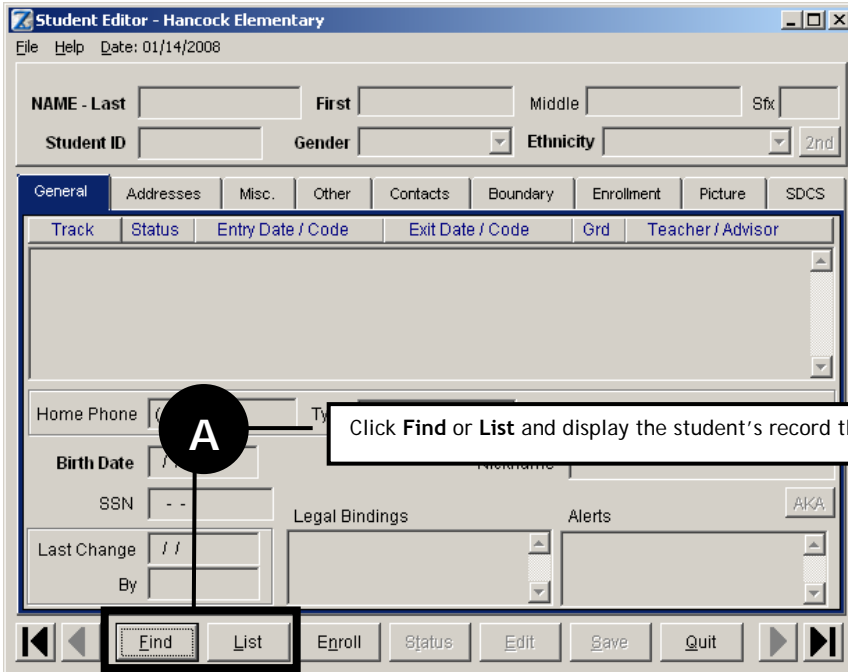
I Click Done.

Find List Enroll Status Done Save Quit

EDITING A PHONE NUMBER

Follow the steps below and on the following pages to edit a contact's telephone number.

- Open Zangle. Click Enrollment. Click Student Editor.



Student Editor - Hancock Elementary
File Help Date: 01/14/2008

NAME - Last First Middle Sfx
 Student ID Gender Ethnicity 2nd

General Addresses Misc. Other Contacts Boundary Enrollment Picture SDCS

Track	Status	Entry Date / Code	Exit Date / Code	Grd	Teacher / Advisor

Home Phone

Birth Date

SSN

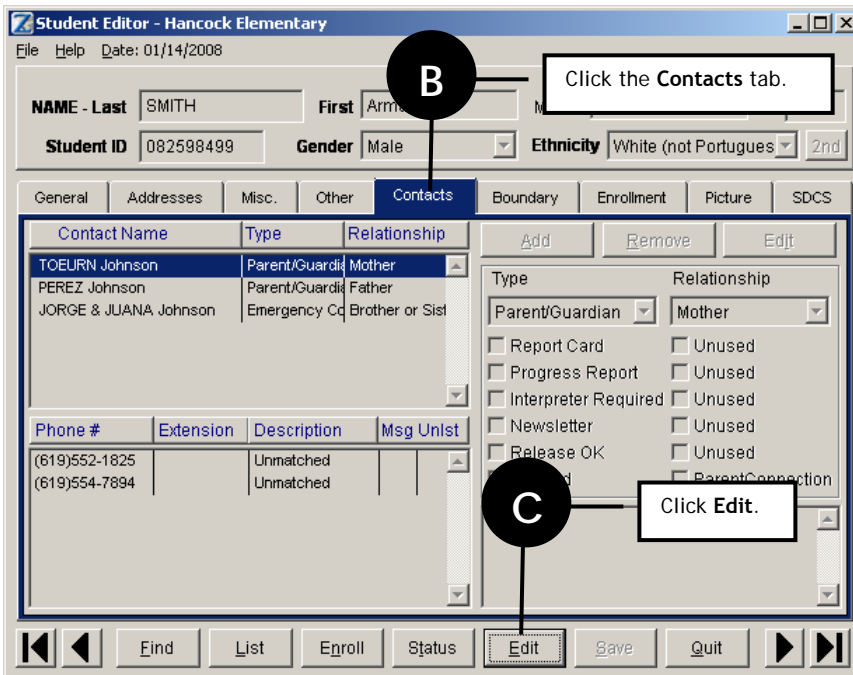
Last Change

By

Legal Bindings Alerts AKA

Find List Enroll Status Edit Save Quit

A Click Find or List and display the student's record that needs to be changed.



Student Editor - Hancock Elementary
File Help Date: 01/14/2008

NAME - Last SMITH First Middle Sfx
 Student ID 082598499 Gender Male Ethnicity White (not Portugues) 2nd

General Addresses Misc. Other **Contacts** Boundary Enrollment Picture SDCS

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Contact	Brother or Sister

Phone #	Extension	Description	Msg Unlist
(619)552-1825		Unmatched	
(619)554-7894		Unmatched	

Add Remove Edit

Type Relationship
 Parent/Guardian Mother
 Report Card Unused
 Progress Report Unused
 Interpreter Required Unused
 Newsletter Unused
 Release OK Unused
 ParentConnection

Find List Enroll Status **Edit** Save Quit

B Click the Contacts tab.
C Click Edit.

Student Editor -

File Help Date: 01

NAME - Last S Middle C

Student ID 0825 Gender Male Ethnicity White (not Portugues) 2nd

General Messages Misc. Other **Contacts** Boundary Enrollment Picture SDCS

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Contact	Brother or Sister

Buttons: Add, Remove, Edit

Type: Parent/Guardian Relationship: Mother

Report Card Unused
 Progress Report Unused
 Interpreter Required Unused
 Newsletter Unused
 Release OK Unused
 Unused ParentConnection

Phone #	Extension	Description	Msg Unlist
(619)552-1825		Unmatched	
(619)554-7894		Unmatched	

Buttons: Find, List, Enroll, Status, Done, Save, Quit

Notice that the primary contact is selected by default. If you need to edit a different contact, click that contact before executing Step D.

D Click Edit.

Student Contacts

First Name TOEURN Middle Name Claire Suffix

Addresses **Phones** General

Phone Number Extension

() -

Phone Number	Extension	Description	Msg Unlist
(619)552-1825		Unmatched	
(619)554-7894		Unmatched	

Buttons: New, Edit, Delete, Save

Buttons: Find, New, Edit, Save, Undo, Done

Click the Phones tab.

E

Click the phone number you wish to edit.

F

G Click Edit.

Simply click in the **Phone Number** field and type the correct telephone number.

Phone Number	Extension	Description	Msg Unlst
(619) 552-1825		Home Phone	<input type="checkbox"/>
(619)552-1825		Unmatched	<input type="checkbox"/>
(619)554-7894		Unmatched	<input type="checkbox"/>

From the **Description** drop-down menu, choose the correct description.

Click **Save**.

The phone numbers should be in the order that they should be called. To order the numbers, click and hold the gray box to the left of a phone number and drag it up or down.

Phone Number	Extension	Description	Msg Unlst
() -			<input type="checkbox"/>
(619)552-1825		Home Phone	<input type="checkbox"/>
(619)554-7894		Unmatched	<input type="checkbox"/>

Click **Done**.

Student Editor - Hancock Elementary [Window Title Bar]

File Help Date: 01/14/2008

NAME - Last: SMITH First: Armando Middle: C Sfx: []

Student ID: 082598499 Gender: Male Ethnicity: White (not Portugues) 2nd

General | Addresses | Misc. | Other | **Contacts** | Boundary | Enrollment | Picture | SDCS

Contact Name	Type	Relationship
TOEURN Johnson	Parent/Guardian	Mother
PEREZ Johnson	Parent/Guardian	Father
JORGE & JUANA Johnson	Emergency Contact	Brother or Sister

Buttons: Add, Remove, Edit

Type: Parent/Guardian Relationship: Mother

Report Card Unused
 Progress Report Unused
 Interpreter Required Unused
 Newsletter Unused
 Release OK Unused
 Unused ParentConnection

Phone #	Extension	Description	Msg Unlst
(619)552-1825		Home Phone	
(619)554-7894		Unmatched	

Click Done.

Buttons: Find, List, Enroll, Status, Done, Save, Quit