

Zangle

Opening of School Guide for Power Users

For the 2011-12 School Year

Version 1.0

Updated August 19, 2011

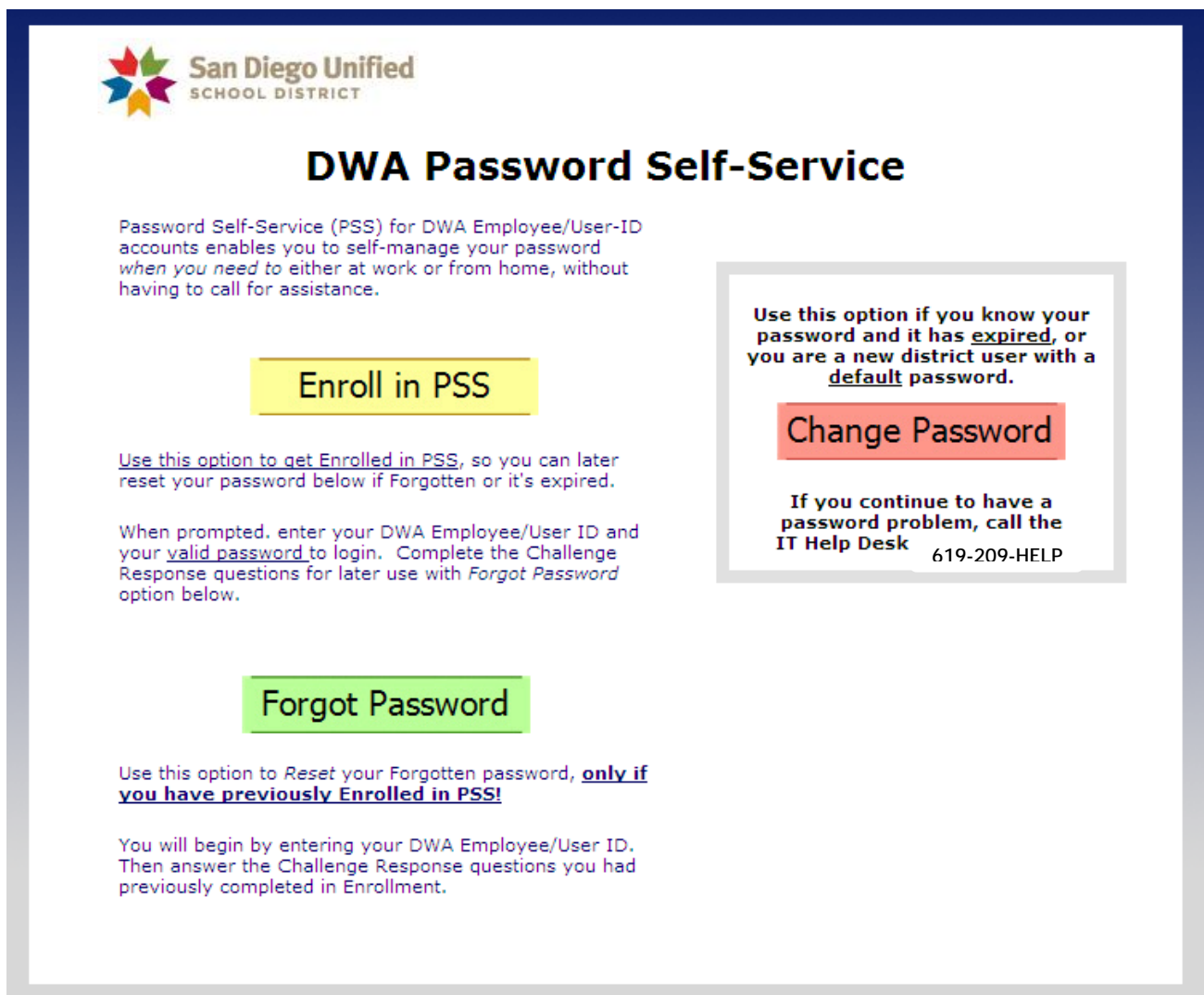
Checklist #1: When You Get Back to Work.....	1
Checklist #2: The Week Before School Starts.....	3
Checklist #3: During the First Week of School.....	7
Checklist #4: Before the Last Week of September.....	9

Checklist #1: When You Get Back to Work


Directions: Complete these steps when you return to work after summer break.

___ 1. Check that staff know their passwords and can log in to Zangle!

Ask all staff members (especially teachers) to try to log in to Zangle/TeacherConnection as soon as they get back to school. Teachers will not be able to log in until Monday, August 29. Until the first day of school, set the Zangle System Date to 9/6 to see Active Students. Keep a list of all staff members that forgot their passwords and need them reset. Once you have your list compiled, call the IT Help Desk at their new number (619) 209-HELP (4357). They will reset the passwords to the district default. Remember, SDUSD has the **DWA Password Self-Service** online system to help with changing an existing password or resetting a password. Below is a screenshot of the webpage <https://pss.sandi.net/>.



The screenshot shows the San Diego Unified School District's DWA Password Self-Service page. It features the district logo and title at the top. Below is a main heading 'DWA Password Self-Service' and a brief description of the service. Three main options are presented in colored boxes: 'Enroll in PSS' (yellow), 'Forgot Password' (green), and 'Change Password' (red). Each option includes detailed instructions and a 'Use this option if...' section. The 'Change Password' section also includes contact information for the IT Help Desk.

 **San Diego Unified**
SCHOOL DISTRICT

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 from home, without having to call for assistance.

Enroll in PSS

Use this option to get Enrolled in PSS, so you can later reset your password below if Forgotten or it's expired.

When prompted, enter your DWA Employee/User ID and your valid password to login. Complete the Challenge Response questions for later use with *Forgot Password* option below.

Forgot Password

Use this option to *Reset* your Forgotten password, **only if you have previously Enrolled in PSS!**

You will begin by entering your DWA Employee/User ID. Then answer the Challenge Response questions you had previously completed in Enrollment.

Change Password

Use this option if you know your password and it has expired, or you are a new district user with a default password.

If you continue to have a password problem, call the IT Help Desk 619-209-HELP



< 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 619-209-HELP (4357).

PASSWORD PROBLEMS LIST

The following staff at my site need their passwords reset.

Call the Help Desk at (619) 209-HELP (4357) when you are ready to report the password problems.

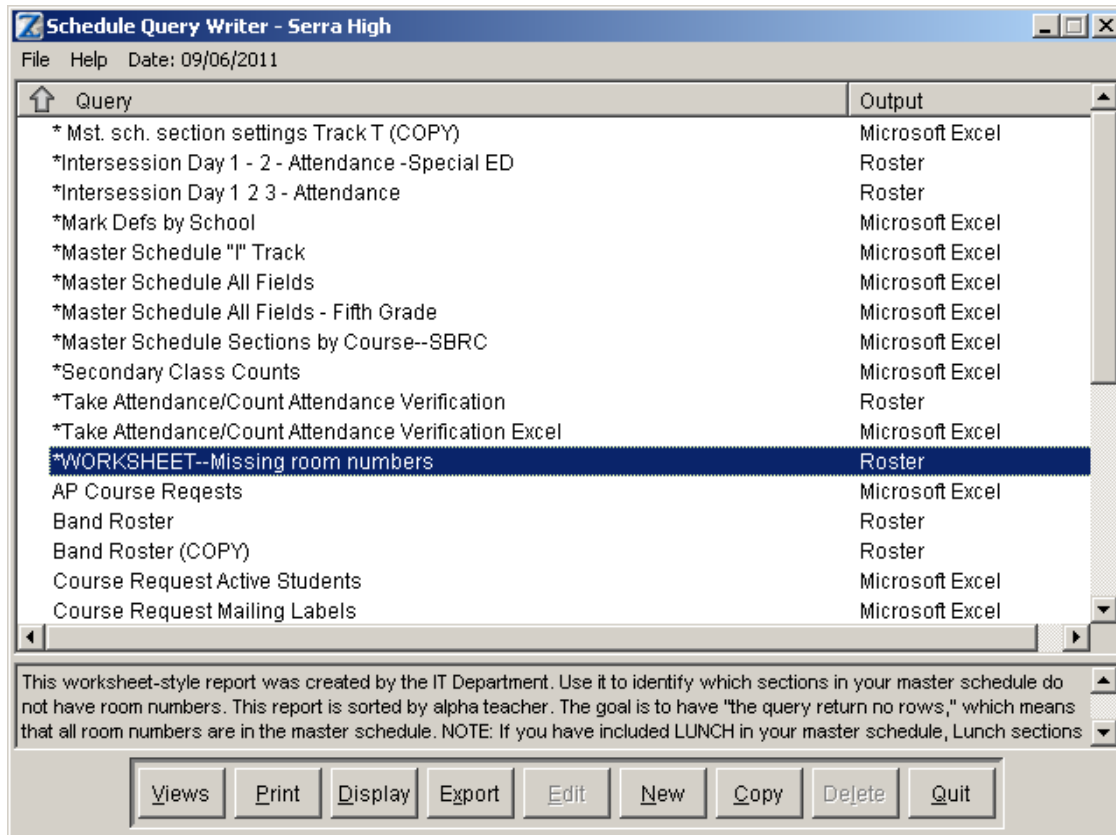
1. Name: _____ ID: _____
2. Name: _____ ID: _____
3. Name: _____ ID: _____
4. Name: _____ ID: _____
5. Name: _____ ID: _____
6. Name: _____ ID: _____
7. Name: _____ ID: _____
8. Name: _____ ID: _____
9. Name: _____ ID: _____
10. Name: _____ ID: _____
11. Name: _____ ID: _____
12. Name: _____ ID: _____
13. Name: _____ ID: _____
14. Name: _____ ID: _____
15. Name: _____ ID: _____

Checklist #2: The Week Before School Starts

Directions: Complete these steps after you have completed your master schedule and scheduled all students.

___ 1. Check that all room numbers are in your master schedule.

Go to **Scheduling > Reports > Query Writer**. Print the ***WORKSHEET—Missing room numbers** report. For any sections without a room number, go to the Master Schedule and enter them.



___ 2. Verify that you have no unscheduled students.

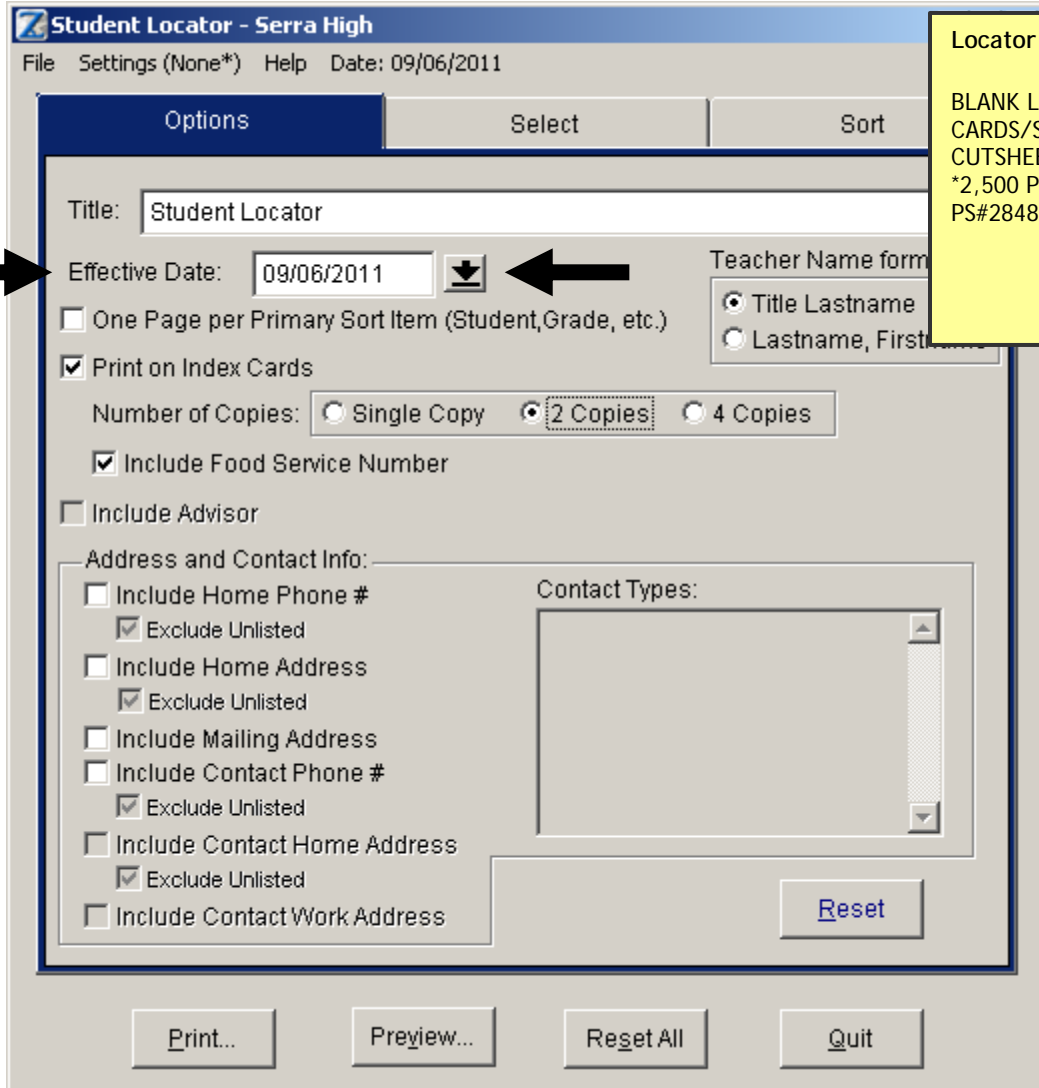
Before printing rosters, all students must be scheduled. There are a variety of ways to identify students with no classes in their schedule.

Note: Use the dynamic groups to filter Zangle reports (using the Select tab). You can also filter by the dynamic groups in banner applications:

- Unscheduled Period Report (Scheduling module)
- Students with no schedules (Dynamic group)
- Students with no course requests (Dynamic group)
- Unscheduled Course Request Report (Scheduling module)
- Students with unscheduled course requests (Dynamic group)

___ 3a. Print locator cards with PINs (secondary)

Go to Scheduling > Reports > Student Locator. **Set the date to the first day of school, 9/6/2011.** Turn on Print on Index Cards and select Single Copy (1-up), 2 copies (2-up), or 4 copies (4-up). Turn on Include Food Service Number (PIN).

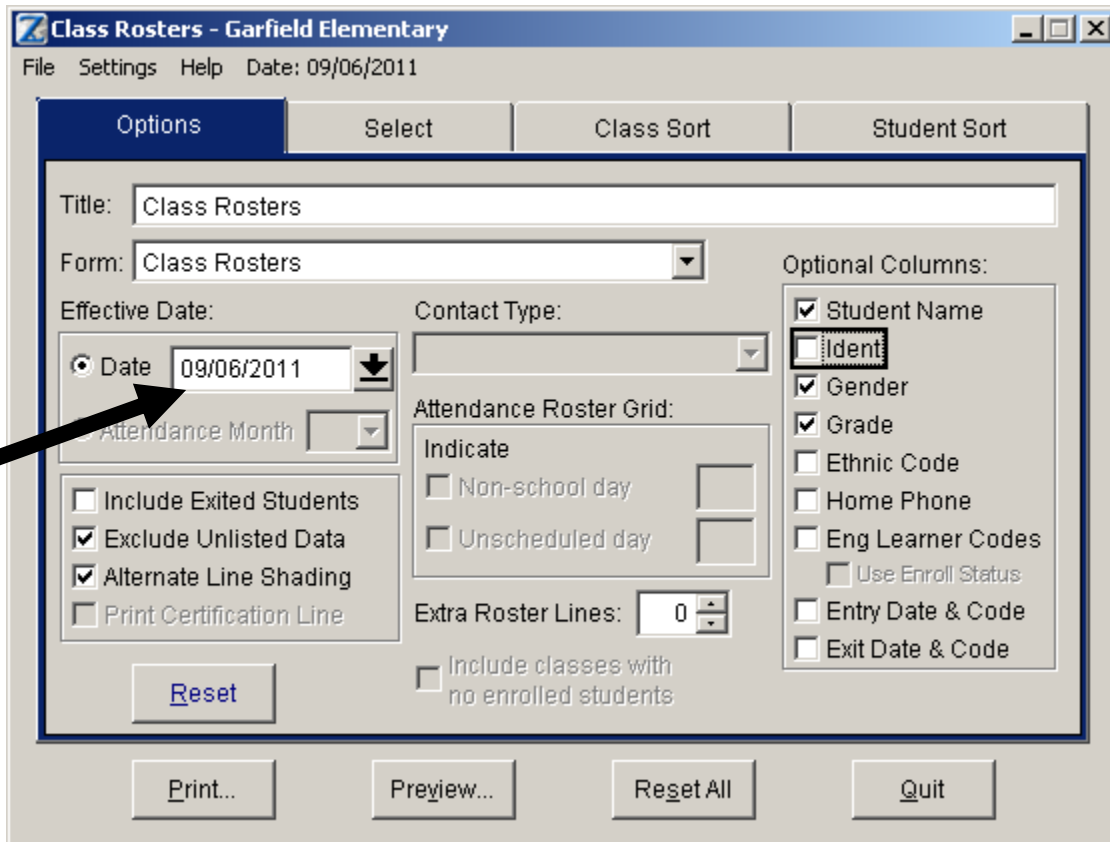


Locator Cards Reorder #
BLANK LOCATOR
CARDS/SHEET 8 1/4 X 11 IN
CUTSHEET
*2,500 PER CARTON.
PS#2848 STK#22S2425

___ 3b. Print class rosters or K-6 Alpha by School (elementary)

For elementary schools that post class rosters by grade level on a bulletin board for parents to view, go to **Scheduling > Reports > Class Rosters**. **Set the date to the first day of school, 9/6/2011**. Turn on **Alternate Line Shading** for better readability. It is recommended that you uncheck the **Ident** checkbox to remove the student ID.

IMPORTANT! Most elementary schools want their rosters sorted by grade level. To sort by grade level, go to the **Class Sort** tab and drag **Course Code** to the top of the sort list.

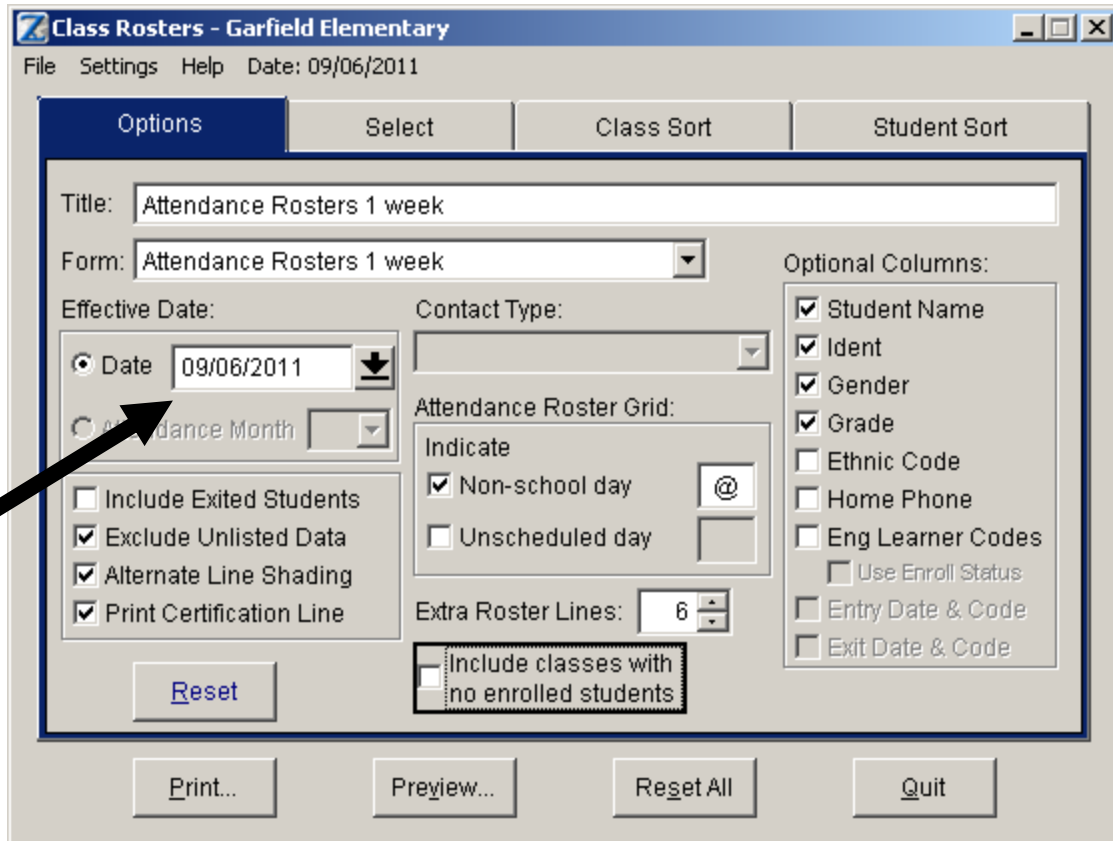


The screenshot shows the 'Class Rosters - Garfield Elementary' application window. The 'Options' tab is active. The 'Effective Date' is set to 09/06/2011. The 'Ident' checkbox under 'Optional Columns' is unchecked. A black arrow points to the 'Date' dropdown menu.

ABOUT THE K-6 ALPHA BY SCHOOL ROSTER: If your school prints and displays an alpha list of students and their schedule assignments, go to **Enrollment > Reports > Student Query Writer**. **Set the date at the top of the screen to the first day of school, 9/6/2011**. Select ***Alpha by School, Elementary K-6**, and then click **Display**. In the track code prompt, enter T (for traditional schools) or S (for single-track schools). For schools with multiple tracks such as TE, TM, SE, SM, S6 etc, run the appropriate report for each track at your site.

___ 4. Print backup attendance rosters

Plan to distribute class rosters in the form of backup attendance rosters to every teacher. This roster would be used for attendance-taking only if TeacherConnection was not available to the teacher during the first week of school. However, the roster also serves as a list of students the teacher can expect to see. Go to **Attendance > Substitute Roster**. Set the form to **Attendance Rosters 1 week** (or another attendance-style form). **Set the date to the first day of school**. Turn on **Alternate Line Shading** for easier readability. Turn on **Print Certification Line**. Click the **Non-school day** checkbox and enter an @ in the blank (to show an @ on the roster for non-school days). Recommended: In the **Extra Roster Lines** box, enter 6. This will allow teachers to make notes on their rosters in the case of students that appear in their rooms that are not on their lists.



___ 5. Make sure that your new teachers know how to take online daily attendance.

There is an online tutorial that teachers can watch to learn how to take attendance using TeacherConnection. Please direct your new teachers to the Zangle eLearning page at www.sandi.net/zangle/readandlearn/elearning.

___6. High Schools Only: Site tech should re-open facstat for previous year for their Registrar.

Checklist #3: During the First Week of School

Directions: During the first week of school, you will enroll new students and drop no-show students, adjust schedules, and maintain attendance. Here are some additional things to be aware of.

___ 1. When closing out sections and opening new ones (mass schedule changes for entire class), make sure you set the old sections *Status* to *Inactive*.

After the school year begins, you may realize that the course assigned to a teacher in the master schedule is not the correct one and needs to be fixed. This is a three-step process:

- Create a new course/section for a teacher.
- Mass move all of the students from the old section to the new one.
- Close the teacher's old course/section by setting the **Status** to **Inactive**.

___ 2. Remove teachers from your master schedule that are no longer teachers at your school.

Follow the directions in the Zangle *System Administration for Power Users* handbook in the section entitled "Deleting Facstat Records", which can be found on the [Zangle Handbooks](#) webpage.

___ 3. Update your staff's Zangle web permissions in Web Administrator.

- Log into ZangleConnection at zangle.sandi.net. From the launch pad, select Zangle Web Administrator.
- Click **Permissions**. Click the **Faculty Roles** radio button.
- From the **Permissions Role** drop-down menu, choose **Teacher**. A list of all faculty with access to your track will be listed in the **Unassigned Faculty** box; all faculty assigned to the **Teacher** role will appear on the right.
- Click **Add All Teachers**. On the right side of the screen, verify that all of your teachers are in the list. Click the **X** to remove any staff member that should not be in the **Teacher** permissions.
Note: This step gives teachers the ability to access Web Profile; they already have the ability to take attendance in TeacherConnection simply by being in the master schedule.
- Next, select **Nurse** from the **Permissions Role** drop-down menu. Make sure that your nurse is on the right side of the screen. If not, select the nurse in the **Unassigned Faculty** box, and then click **Add Member**. Repeat this process for the other roles: **Counselor**, **Site Administrator**, **Site Tech/Power User**, and **SPED staff**.
- Can't find the staff member you are looking for? With web permissions, staff members can be in *one set only*. Check other sets to see if a staff member got accidentally assigned to the wrong set. Otherwise, please refer to the Zangle *System Administration for Power Users* handbook for more information or contact the IT Help Desk at (619)-209-HELP (4357).

___ 4. Set Connect-ED call times in Track Editor.

If your school is using the Connect-ED automated attendance calls feature, set your call time(s) in **Track Editor** when you are ready for automated calls to begin.

___ 5. At Secondary Schools, run the Credit Distribution report and check for accuracy.

Follow the directions in Zangle *Mark Reporting* handbook, which can be found on the [Zangle Handbooks](#) webpage.



___ 6. Have new staff sign up for Zangle training in August.

We have Zangle Training classes beginning in August. Please make sure your new office staff are properly trained! The training calendars are posted at www.sandi.net/zangle/training. All Zangle training sessions are at the Fremont Training Center in Old Town in bungalows B5 and B6.

___ 7. Zangle Power Users should remind their school's staff to edit or delete saved settings for banner applications.

For assistance, please call the IT Help Desk at (619)-209-HELP (4357).

Checklist #4: Before the Last Week of September

Directions: Complete this step in your master schedule.

1. Check that all ZZTeacher entries in your master schedule are updated to a known instructor. Beginning in 2011-12, ZZTeacher entries in the master schedule must be updated to a known instructor by September 30 each school year. Ideally, every course in the master schedule must have an identifiable instructor with a district employee ID. Only the following courses will be allowed to use ZZTeachers beyond September 30th:

1. Courses taught by *non-district and non-charter school employees who do not have district employee IDs* (e.g., community college courses).
2. Sections *used solely for scheduling purposes*: there is no staff person assigned to oversee students during these time periods. These entries are not real classes and are used by the school only to track student whereabouts during a specific period (e.g., **Lunch**).

Please see the table below for guidance on using specific ZZTeacher codes in Zangle. For questions or assistance, contact the ITTS Help Desk at 619-209-HELP (4357).

ZZ Teacher Codes in Zangle

Faculty Name	Faculty ID	Type	Use
ZZTeacher A through ZZTeacher Z	zzteachera through zzteacherz	Placeholder	<ul style="list-style-type: none"> • May be used as placeholder instructor <i>until 9/30</i> each school year. • Must be replaced by a known instructor, or if applicable, by one of the three *New Faculty Names below. • Continued use beyond 9/30 will be flagged as a master schedule error. <p>Note: To view ZZTeacher placeholders in your master schedule, run the Zangle Scheduling Query Writer report "Master Schedule - ZZ Teacher Placeholders."</p>
*NEW NonClass ScheduleOnly	*NEW ZZNonClass	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For master schedule entries that are not real classes and used only for scheduling purposes, such as Lunch if you use a course called Lunch.
*NEW Grant Funded	*NEW ZZGrantTch	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For externally funded instructors <i>who are not district nor charter school employees and who do not have district employee IDs</i>.
*NEW Community College	*NEW ZZCollTch	Special	<ul style="list-style-type: none"> • May be used beyond 9/30 each school year. • For community college instructors who do not have district employee IDs.



For iHigh Virtual Academy use *only*

Faculty Name	Faculty ID	Type	Use
Apex AP Teacher	ZZApexAP	Special	<ul style="list-style-type: none">• May be used beyond 9/30 each school year.
Apex World Lang Tchr	ZZApexWLng	Special	<ul style="list-style-type: none">• May be used beyond 9/30 each school year.
NUVHS AP Teacher	ZZNUVHAP	Special	<ul style="list-style-type: none">• May be used beyond 9/30 each school year.
NUVHS Teacher	ZZNUVHS01	Special	<ul style="list-style-type: none">• May be used beyond 9/30 each school year.