

# Zangle

## Opening of School Guide for Power Users

For the 2009-10 School Year

Version 1.0

Updated August 21, 2009

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# Checklist #1: When You Get Back to Work

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

\_\_\_ 1. If you haven't already, make copies of the *What's New in Zangle 2008.3* document and distribute to all office Zangle users (including counselors).

Please make copies of *What's New in Zangle 2008.3* and hand them out! This document describes the new features that your staff will see in Enrollment, Scheduling, Attendance, Behavior, EL, and more. It is available for download at [www.sandi.net/zangle/readandlearn/jobaids](http://www.sandi.net/zangle/readandlearn/jobaids) in the General section.

\_\_\_ 2. 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. 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 (619) 725-7500. They will reset the passwords to the district default. SDUSD now has the DWA Password Self-Service online system to help with changing an existing password, or resetting your password. Below is a screenshot of the webpage <https://pss.sandi.net/>.



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 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.

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

### Change Password

If you continue to have a password problem, call the IT Help Desk 619-725-7500

### < 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.

**PASSWORD PROBLEMS LIST**

The following staff at my site need their passwords reset.

Call the Help Desk at (619) 725-7500 when you are ready to report the password problems.

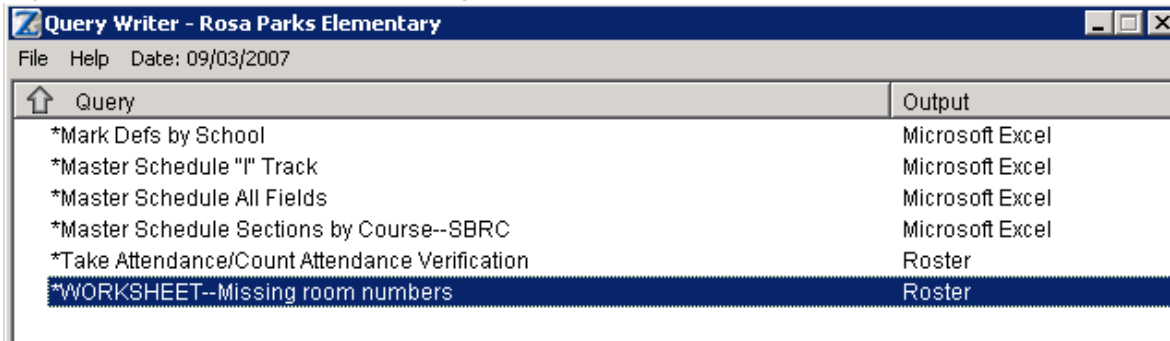
1. Name: \_\_\_\_\_ ID: \_\_\_\_\_
2. Name: \_\_\_\_\_ ID: \_\_\_\_\_
3. Name: \_\_\_\_\_ ID: \_\_\_\_\_
4. Name: \_\_\_\_\_ ID: \_\_\_\_\_
5. Name: \_\_\_\_\_ ID: \_\_\_\_\_
6. Name: \_\_\_\_\_ ID: \_\_\_\_\_
7. Name: \_\_\_\_\_ ID: \_\_\_\_\_
8. Name: \_\_\_\_\_ ID: \_\_\_\_\_
9. Name: \_\_\_\_\_ ID: \_\_\_\_\_
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.



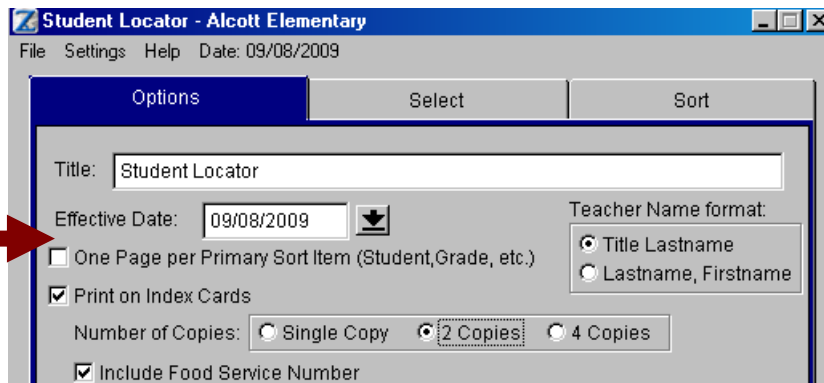
### \_\_\_ 2. Verify that you have no unscheduled students.

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.** 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).



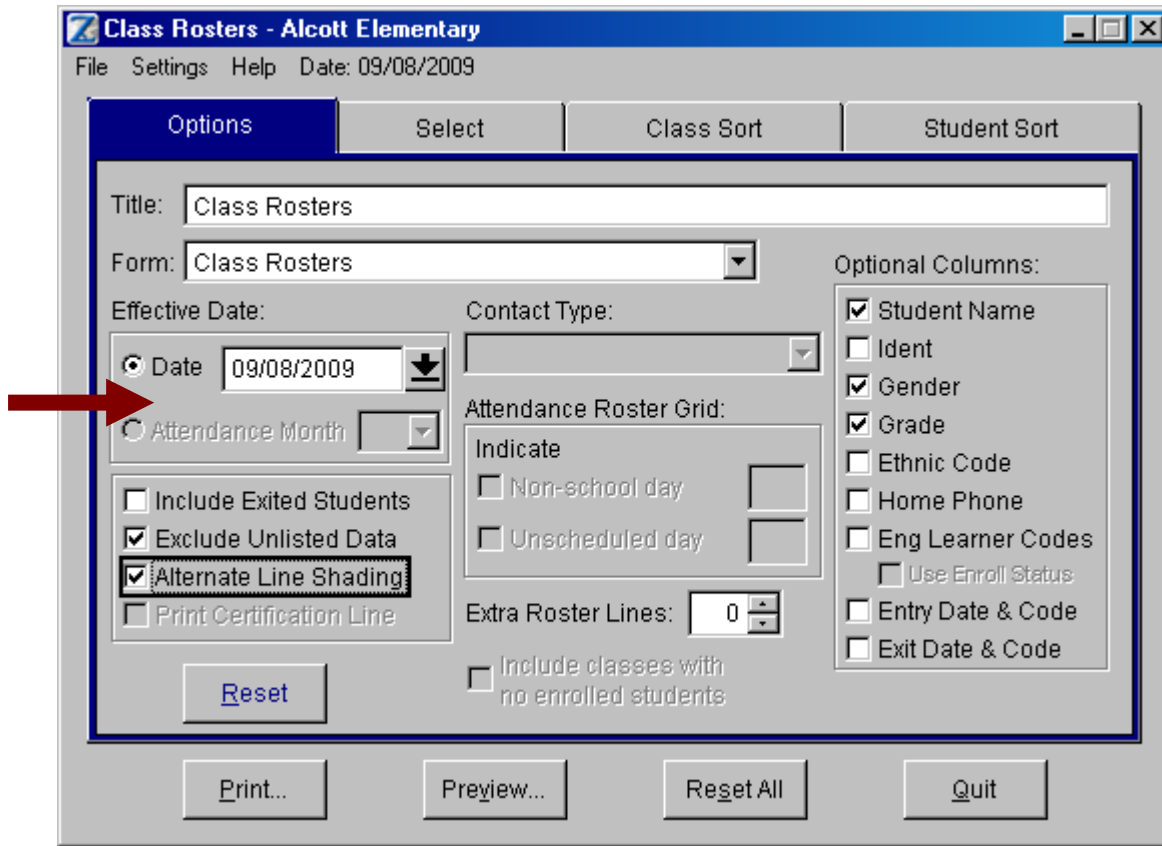
#### Locator Cards Reorder #

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 outside, go to **Scheduling > Reports > Class Rosters**. **Set the date to the first day of school**. Turn on **Alternate Line Shading** for easier readability. Optional: Some schools uncheck the **Ident** checkbox to remove the student ID.

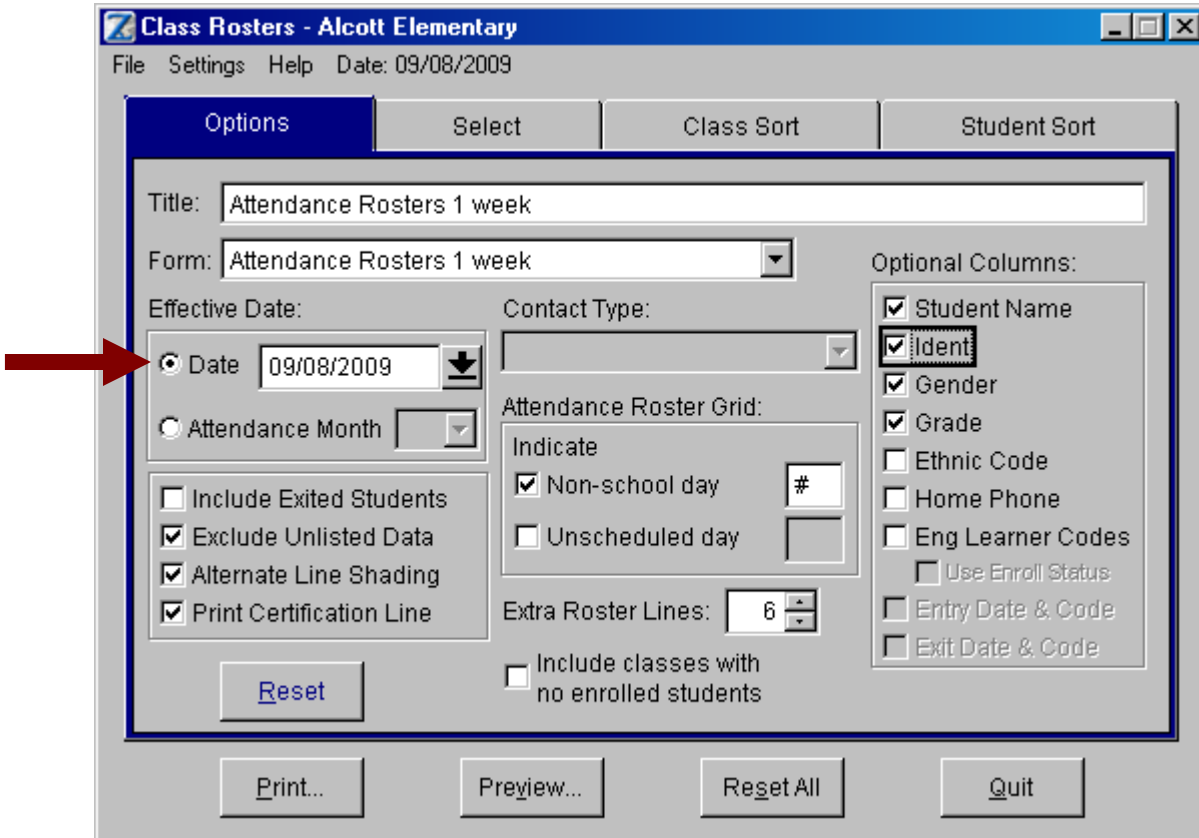
**IMPORTANT!** Most elementary schools want their rosters sorted by grade level. To sort by grade level, go to the **Class Sort** tab and drag **Course Code** to the top of the sort list.



**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**. Select **\*Alpha by School, Elementary K-6**, then click **Display**. In the track code prompt, enter **T** (for traditional schools) or **S** (for single-track schools).

\_\_\_ 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 X in the blank (to show an X 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. If you haven't already, make copies and distribute the *What's New in ZangleConnection 2008.3* document to teachers along with backup attendance rosters.

Please make copies of *What's New in ZangleConnection* and hand them out! This document describes the new features that teachers will see in TeacherConnection, Web Profile, and Gradebook. It is available for download at [www.sandi.net/zangle/readandlearn/jobaids](http://www.sandi.net/zangle/readandlearn/jobaids) in the General section.

\_\_\_ 6. 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](http://www.sandi.net/zangle/readandlearn/elearning).

## Checklist #3: During the First Week of School

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*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) use the *new* process. No more ZZDoNotSchedule!**

After the school year begins, you may realize that the course assigned to a teacher in the master schedule is not the correct one. 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,
- *Then close the teacher's old course/section by setting the status to Inactive. That is all. Do NOT reassign this class to ZZDoNotSchedule, do NOT set change any other section settings.*

**\_\_\_ 2. Remove teachers from your master schedule that are no longer teachers at your school.**

Follow the directions in Zangle *System Administration for Power Users* handbook which can be found on the [Zangle Handbooks](#) webpage.

**\_\_\_ 3. Update your staff's Zangle web permissions in Web Administrator.**

- Log into ZangleConnection at <https://dwa.sis.sandi.net/zangleconnect/>. From the launch pad, select **Zangle Web Administrator**.
- Click **Permissions**. Select the **Faculty Roles** radio button.
- From the Permissions Role dropdown, select **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 dropdown. Make sure that your nurse is on the right side of the screen. If not, select the nurse in the Unassigned Faculty box 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 only be in one set. Check other sets to see if a staff member got accidentally assigned to the wrong set. Otherwise, please refer to the System Administration handbook for more information or contact your IT On-Site Support staff member.

**\_\_\_ 4. Have new staff sign up for September Zangle training.**

We have Critical Skills Zangle Training classes in late August and early September, but our regular Zangle classes begin the second week of school. Please make sure your new office staff are properly trained! The September training calendar will be posted at [www.sandi.net/zangle/training](http://www.sandi.net/zangle/training). All Zangle training sessions are at Fremont in Rooms B3, B5, and B6. **Important!** Beginning August 2009, we are using a new online scheduling application. This new application, [Electronic Registry Online](#) or ERO, will only allow you to register yourself for training classes. No longer can a site Power User sign up their staff for training classes. For a Job Aid on how to use the new application, click [here](#).