

# TeacherConnection and Student Profile for Elementary Teachers


## OVERVIEW

Welcome to TeacherConnection and Student Profile!

TeacherConnection and Student Profile are web-based applications that put your students' information at your fingertips. From home or school, you can access your students' contact phone numbers, attendance history, and demographic data using a web browser. Also, you can print your own class rosters, birthday lists, seating charts, and much more.

This handout is designed to show you how to get started using TeacherConnection and Student Profile. It is important that you know how to launch TeacherConnection, log in, take attendance, and log out. **Soon you will take attendance online!**




The computer icon  appears next to directions that need to be completed using a computer.



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## LAUNCHING ZANGLECONNECTION

 To launch ZangleConnection follow Steps A - C below.

A. Open your web browser.


- If you're running a Windows PC, or a Mac running OS 9, use Internet Explorer. 
- If you're using a Mac running OS X, use Safari. 

B. Navigate to <https://dwa.sis.sandi.net/zangleconnect/>. (Notice the URL begins with "https" and ends with a slash.)

C. When the San Diego Unified School District ZangleConnection page appears, click the ZangleConnection Login button.



## LOGGING IN

 To log in to TeacherConnection follow Steps A-F below.

ZangleConnection is a secure website that requires a user name and password for entry.

A. Type your Employee ID in the User Name field. Your user name is your district Employee ID. If you do not know your Employee ID, contact your Head Secretary or other staff member who is responsible for managing time and labor information at your site. He or she is authorized to retrieve your Employee ID.

B. Type your password in the Password field. Your password is the DWA password that you create online.

- It must be at least 8 characters long.
- It must have at least one capital letter.
- It must have at least one number. (See the box below for directions on how to create your password.)

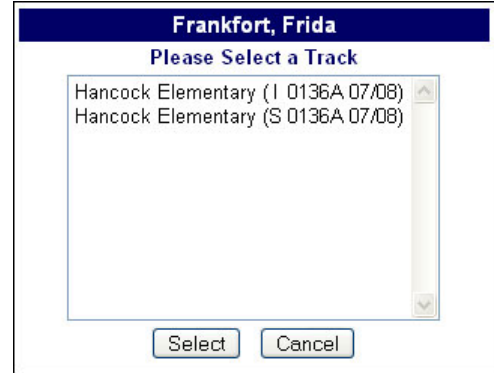
C. Click Logon.



To log in to TeacherConnection, type your user name and password, then click Logon.

Prior to using TeacherConnection for the first time *you must change your default password* online at <https://dwa.sandi.net/passwd/>. The website explains how to change your default password. Once you have changed your default password you may login to Zangle. If you forget your new password, contact the Help Desk at (619) 725-7500. Your password will be reset. Please call the Help Desk for password problems only.

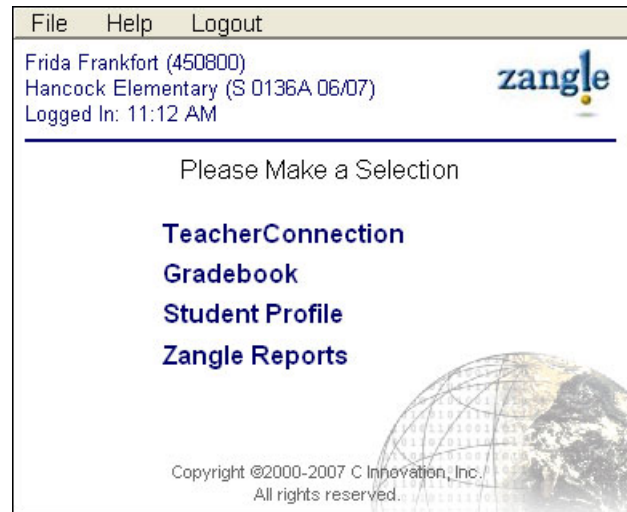
D. If you have multiple tracks (Extended Day and InterSession teachers may have multiple tracks, for example), the **Track Selection** menu appears. Select the track you will be taking attendance in. If you see additional tracks that you're not familiar with, contact your Site Tech or Power User.



E. Click the **Select** button at the bottom of the window.

F. The Launch Pad appears (teachers with single tracks will skip steps D and E and see the Launch Pad). Select **TeacherConnection** from the list of options.


If **TeacherConnection** does not appear in the list of available web applications, contact your School Administrator/Site Tech/Power User.

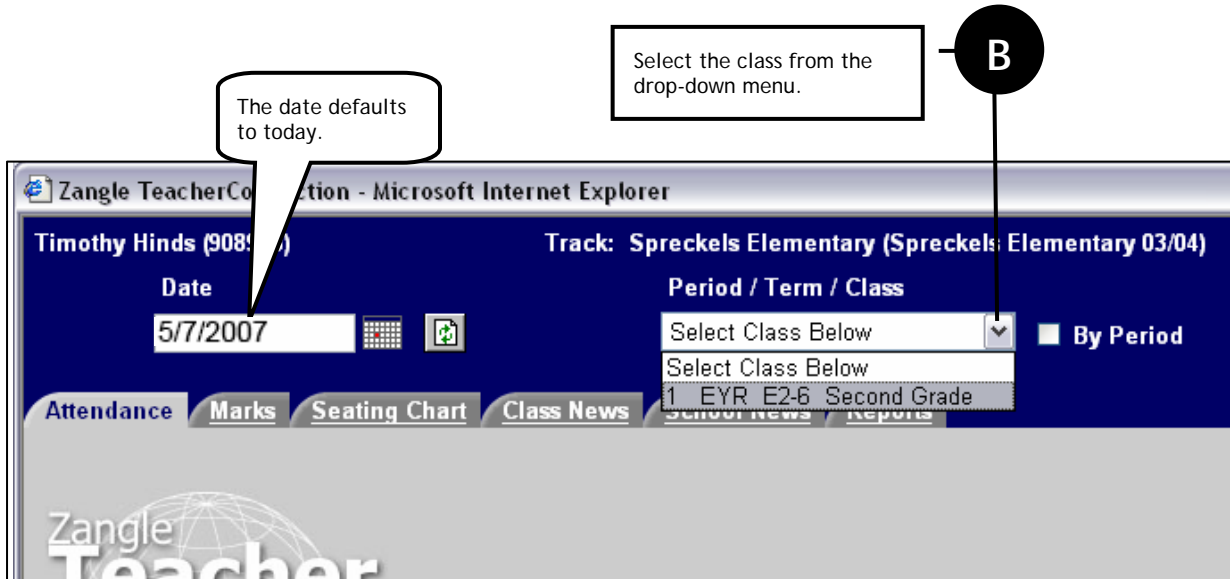
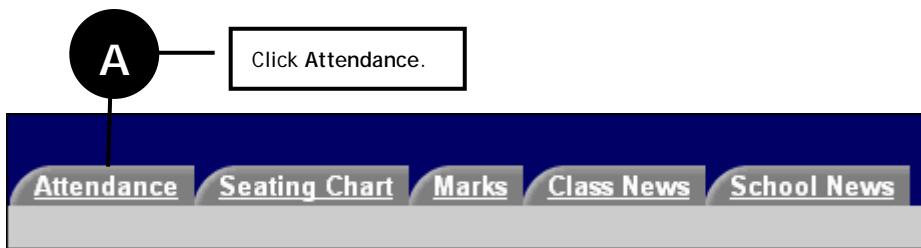


## TAKING ATTENDANCE

You will use TeacherConnection to post attendance every day. As a guideline, you should take attendance within the first 15 minutes of school. You will be able to mark your students Present, Absent, or Tardy. The default attendance code for each student is Present.

It will be possible for you to change attendance codes for students after they have been posted. For instance, if you mark a student tardy and then the student shows up to class after attendance has been posted online, you can change the student's code and re-post. This will only be possible during that school day. Make sure to contact your School Administrator before you first take Attendance. Also, keep in mind that you cannot change attendance to prior days' rosters.

 To post attendance follow Steps A-E below.



Attendance for Monday, May 07, 2007

**Select Code:**

Present  
Unverified Absence  
Late/Tardy

Attendance Taken

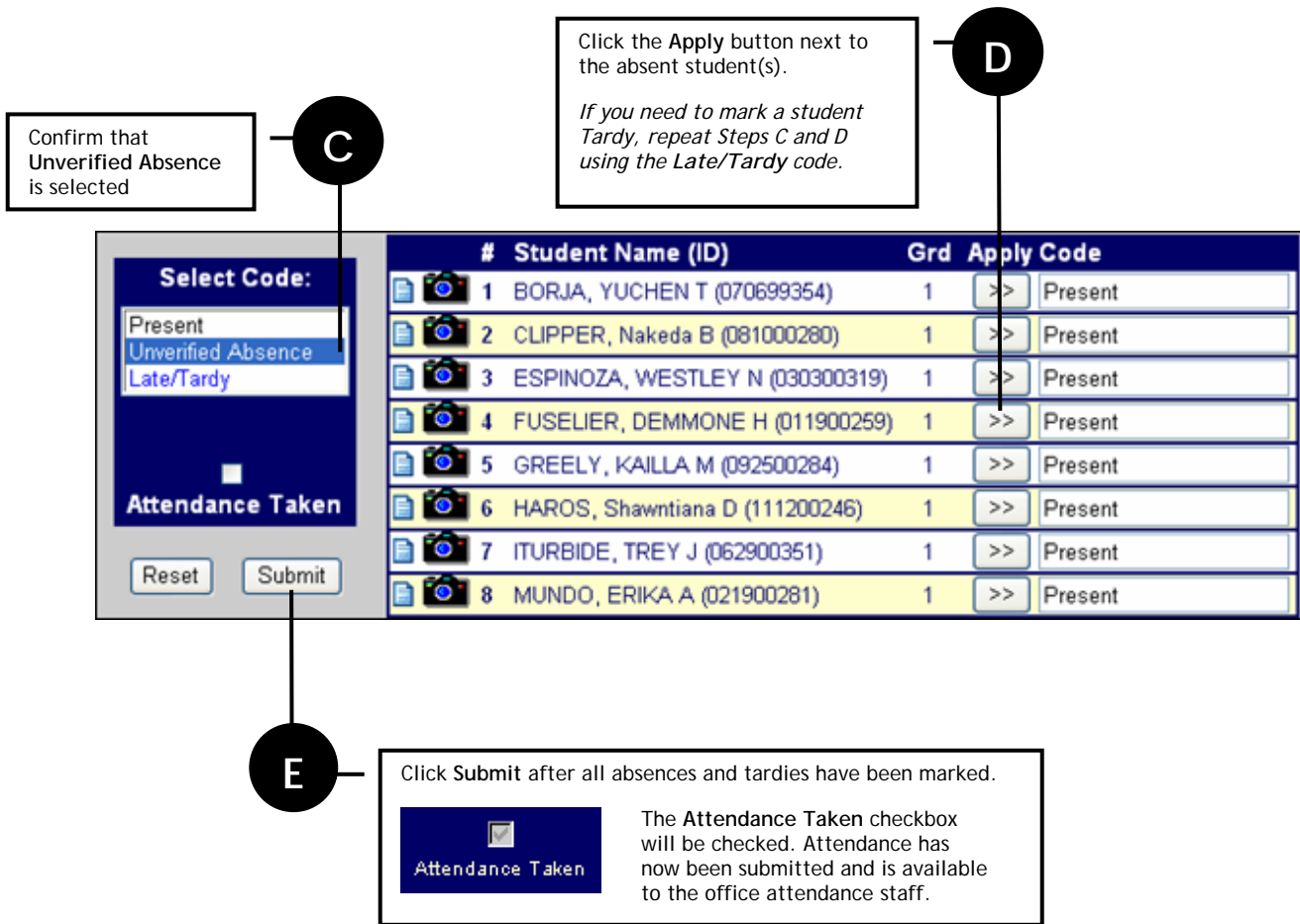
Reset Submit

Item Counts

I certify that my submission of this student attendance reporting is in accordance with all applicable policies and procedures.

#	Student Name (ID)	Grd	Apply Code
1	BORJA, YUCHEN T (070699354)	1	>> Present
2	CLIPPER, Nakeda B (081000280)	1	>> Present
3	ESPINOZA, WESTLEY N (030300319)	1	>> Present
4	FUSELIER, DEMMONE H (011900259)	1	>> Present
5	GREELY, KAILLA M (092500284)	1	>> Present
6	HAROS, Shawntiana D (111200246)	1	>> Present
7	ITURBIDE, TREY J (062900351)	1	>> Present
8	MUNDO, ERIKA A (021900281)	1	>> Present
9	PAPP, Adan K (062600233)	1	>> Present
10	Peterson, KAYLI M (051600193)	1	>> Present
11	Preston, COLE J (37534)	1	>> Present
12	Segerson, CYLE J (031900247)	1	>> Present
13	SMITH, T'Karia A (110100230)	1	>> Present
14	Tovar, MONIQUE A (010500214)	1	>> Present

This is the attendance roster for the period that was selected. By default every student is Present.





## Attendance Frequently Asked Questions

*By what time do I need to take attendance?*

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Your site administrator will determine when attendance needs to be taken. As a guideline, you should take attendance within the first 15 minutes of school.

*What if I mark a student absent, post attendance, and then the student shows up?*

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You can post attendance as many times as necessary during a school day. In this situation, you would apply the "Late/Tardy" code to the student and then click Post again.

*What if the whole class is present? Do I need to do anything?*

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Yes! If the whole class is present, you still need to click the "Post" button. This confirms that attendance was taken and that the whole class is there.

*What if students are sick? How do I mark them ill?*

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You only have the ability to mark students Present, Absent, or Tardy. The attendance clerk at your school will mark students with all other codes as appropriate. If necessary, you should communicate with the clerk.


*What if I realize the next day that I marked a student incorrectly? Or that I forgot to?*


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If you need to modify attendance on prior days' rosters, you must use the pink **Absence Report Cancellation** (22-A-0690) or the white **Absence Report by Teacher** (22-A-0685) form.

## BUILDING A SEATING CHART

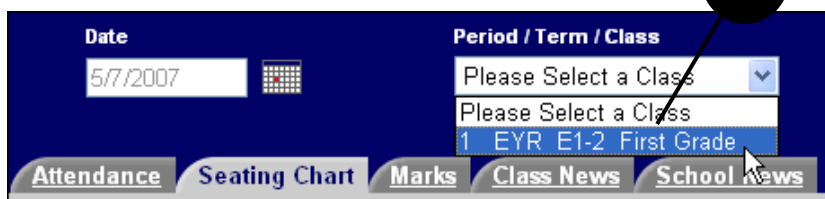
You can use TeacherConnection to build seating charts for your class. You can use the seating chart to take attendance. Also, you can view a student's contact information and attendance history from the seating chart view.

 To build a seating chart follow Steps A-I below.



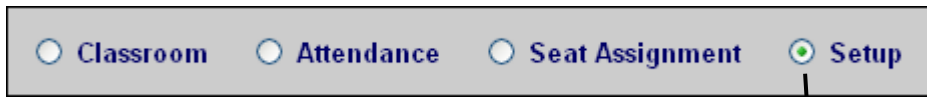
**A** Select the Seating Chart tab.

The Seating Chart page opens.

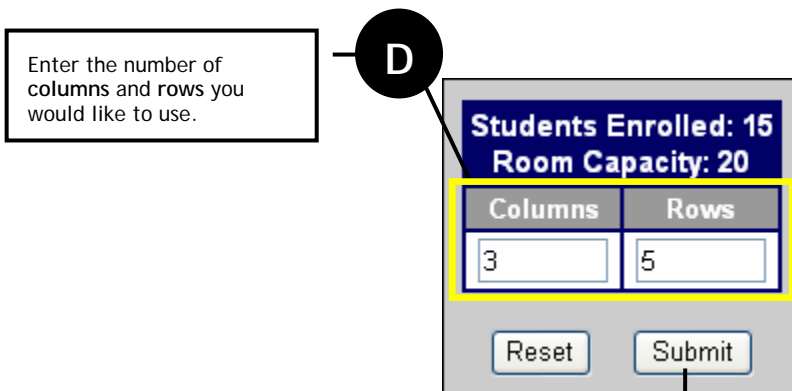


**B** Select your class from the Period/Term/Class pull-down menu

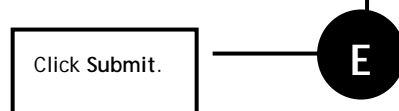
A set of radio buttons appears just under the Seating Chart tab.



**C** Click Setup to define the layout of your seating chart.

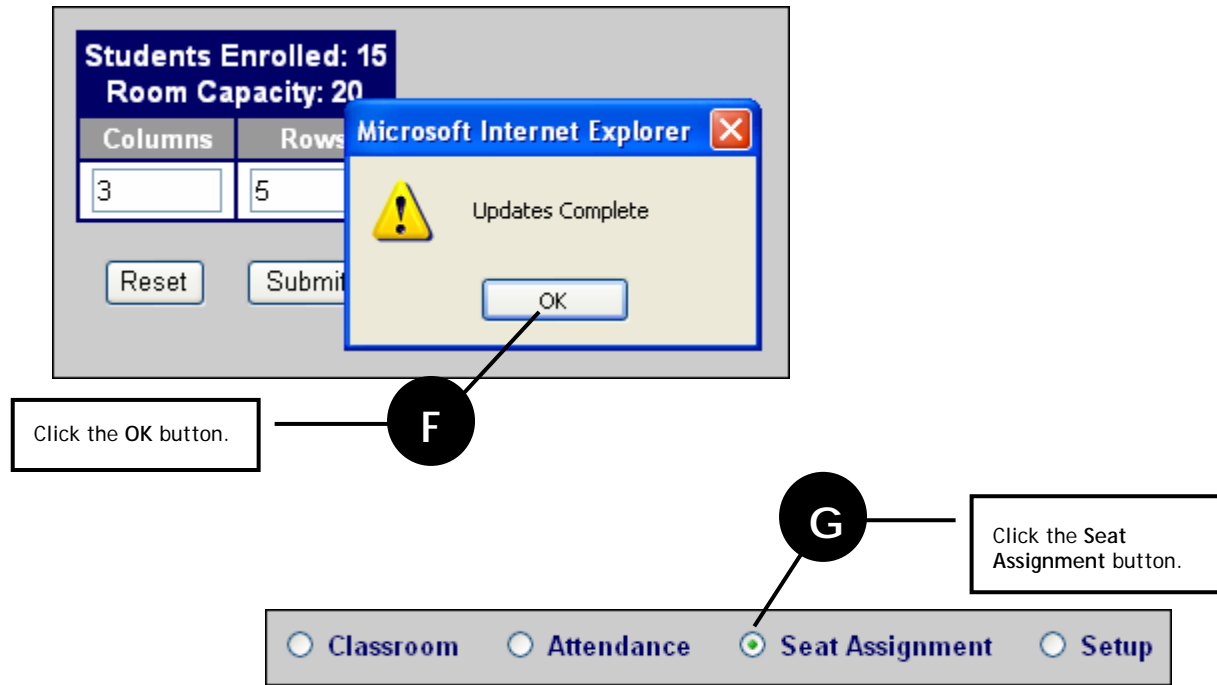


**D** Enter the number of columns and rows you would like to use.



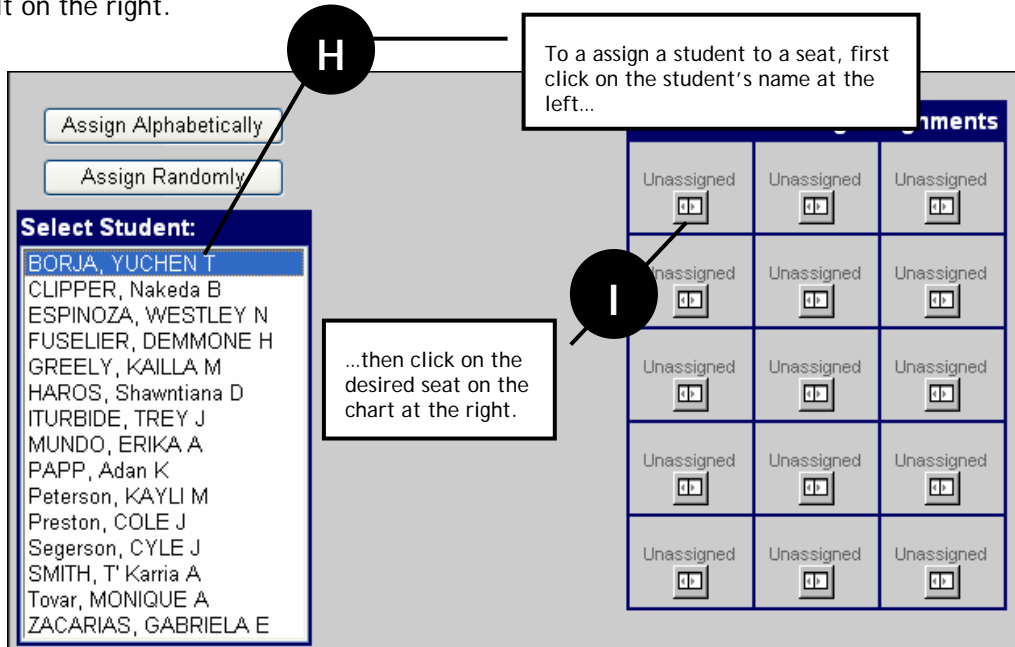
**E** Click Submit.

The Updates Complete confirmation window pops up.



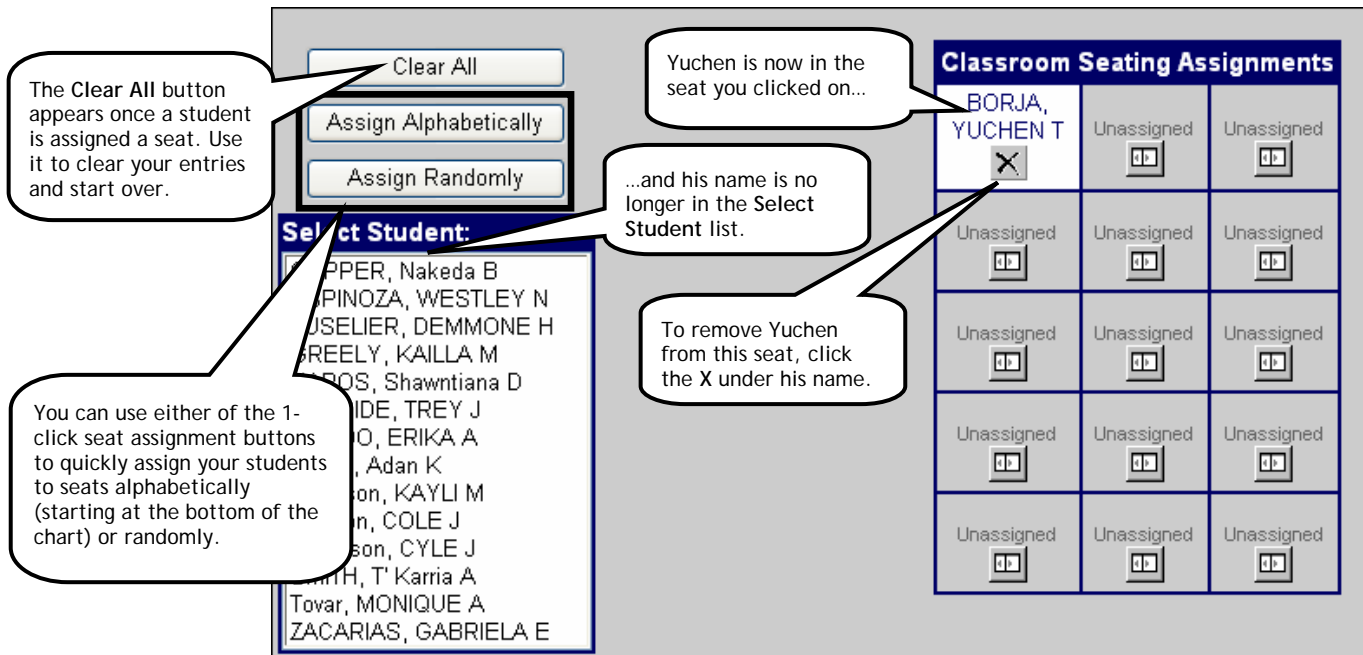
The screenshot shows a web application interface. On the left, a window titled 'Students Enrolled: 15 Room Capacity: 20' contains a table with 'Columns' (3) and 'Rows' (5), and 'Reset' and 'Submit' buttons. A 'Microsoft Internet Explorer' dialog box with a yellow warning icon and the text 'Updates Complete' and an 'OK' button is overlaid on top. A callout box labeled 'F' points to the 'OK' button with the text 'Click the OK button.' Below this, a navigation bar has four radio buttons: 'Classroom', 'Attendance', 'Seat Assignment' (which is selected), and 'Setup'. A callout box labeled 'G' points to the 'Seat Assignment' radio button with the text 'Click the Seat Assignment button.'

The Seat Assignment window displays a list of your students on the left, and the seating chart you just built on the right.



The screenshot shows the 'Seat Assignment' window. On the left, there are two buttons: 'Assign Alphabetically' and 'Assign Randomly'. Below them is a 'Select Student:' list box containing the following names: BORJA, YUCHEN T; CLIPPER, Nakeda B; ESPINOZA, WESTLEY N; FUSELIER, DEMMONE H; GREELY, KAILLA M; HAROS, Shawntiana D; ITURBIDE, TREY J; MUNDO, ERIKA A; PAPP, Adan K; Peterson, KAYLI M; Preston, COLE J; Segerson, CYLE J; SMITH, T' Karria A; Tovar, MONIQUE A; ZACARIAS, GABRIELA E. A callout box labeled 'H' points to the list with the text 'To a assign a student to a seat, first click on the student's name at the left...'. On the right, there is a 5x3 grid of seats, each labeled 'Unassigned' and containing a small seat icon. A callout box labeled 'I' points to one of the seats with the text '...then click on the desired seat on the chart at the right.'





The Clear All button appears once a student is assigned a seat. Use it to clear your entries and start over.

You can use either of the 1-click seat assignment buttons to quickly assign your students to seats alphabetically (starting at the bottom of the chart) or randomly.

Yuchen is now in the seat you clicked on...

...and his name is no longer in the Select Student list.

To remove Yuchen from this seat, click the X under his name.

**Classroom Seating Assignments**

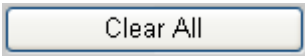
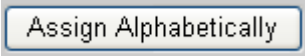

BORJA, YUCHEN T	Unassigned	Unassigned
Unassigned	Unassigned	Unassigned
Unassigned	Unassigned	Unassigned
Unassigned	Unassigned	Unassigned
Unassigned	Unassigned	Unassigned
Unassigned	Unassigned	Unassigned

**Select Student:**

- PPER, Nakeda B
- PINOZA, WESTLEY N
- USELIER, DEMMONE H
- BREELY, KAILLA M
- OS, Shawntiana D
- IDE, TREY J
- O, ERIKA A
- , Adan K
- on, KAYLI M
- n, COLE J
- son, CYLE J
- TH, T' Karria A
- Tovar, MONIQUE A
- ZACARIAS, GABRIELA E

Repeat Steps H and I until all the students have been assigned to seats.

Alternatively, you can use either of the 1-click seat assignment buttons just above the **Select Student** list to quickly assign your students to seats. A third button appears once any seat has been assigned. The table below shows how each of these buttons is used.

Button	Description
	Use this button to clear your seating chart and start over. This button only appears after at least one student has been assigned to a seat on your chart.
	This button assigns your students to seats alphabetically, starting with the bottom row and working it's way up. Any unassigned seats will be at the top row or rows of the seating chart.
	Use "Assign Randomly" to randomly place your students in seats on your chart. Unassigned seats may exist anywhere on the chart.

## Seating Chart Frequently Asked Questions

*What if I assign a student to a seat and then want to move the student?*

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To edit a student's seat, simply click on the X under his name. This returns the student to the unassigned list at the left. Then reassign the student to any available seat by clicking on it.

*What if I need greater or fewer seats than were originally specified during the setup?*

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A teacher can click **Setup** (Step C) at any time to change the number of rows and columns. If rows or columns are being added, the students who were assigned to seats will be unaffected. If rows or columns are being deleted, the students who are out of the range will become unassigned.

*What if I want to arrange the students in pods or groups?*

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The seating chart can be used creatively. Pods and groups can be made by setting up the chart with more seats than needed. The extra seats can be used to make aisles between the pods.

*What are the Classroom and Attendance buttons for?*

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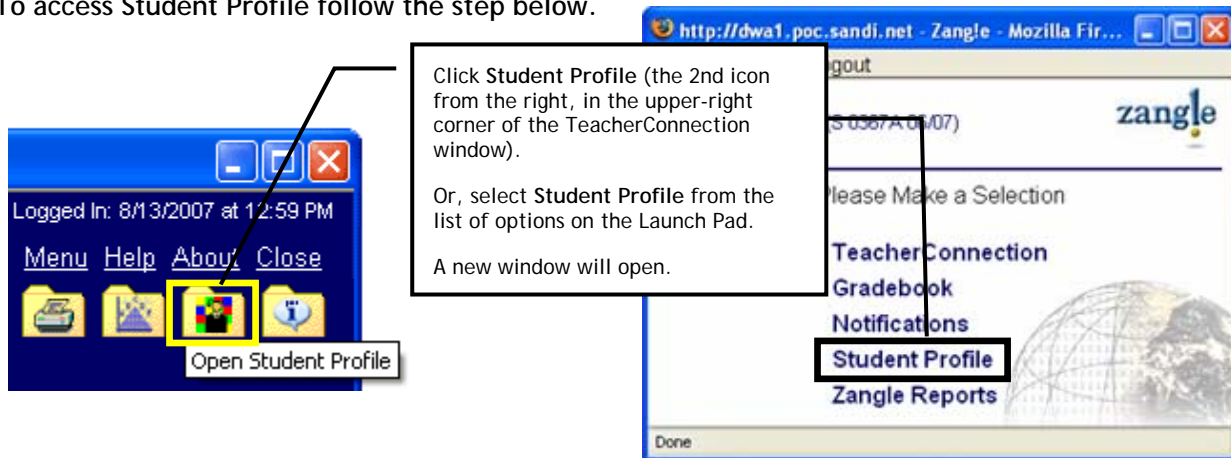
The **Classroom** button allows you to view a student's phone number, contact numbers, attendance history for that period, and any health or behavior alerts. The **Attendance** button allows you to take attendance from the seating chart format.

## ACCESSING STUDENT PROFILE

Student Profile is a web-based application linked to TeacherConnection. It allows you to view profile data for any student you teach. The following types of data are available: Demographics, School, Contacts, Schedule, Requests, Attendance, Assignments, Marks, Standards, Transcripts, GPA, Tests, Programs, Special Education, Behavior, Activities, and Health.

You access Student Profile by clicking the **Student Profile** icon at the top of the TeacherConnection screen, or by selecting **Student Profile** from the Launch Pad. If you do not have access to Student Profile, talk to your school's Zangle Power User. He or she can use an application called PC Admin to give you access.

 To access Student Profile follow the step below.



## Student Profile Frequently Asked Questions

*What is the difference between "Show active students" and "Show Inactive students"??*

- Show Active Students**
  - Show Inactive Students**
- By default, "Show active students" is selected. **Active students** are a teacher's students who are currently enrolled in his or her class. **Inactive students** are students who have been dropped from the teacher's classes.

*Some students have a symbol next to their names. What do the symbols mean?*

The wingding symbols (◆ ☿ ✓ ⌘ ■ 📖) correspond to the programs in which students are actively enrolled. For example, all students enrolled as English Learners will have the book icon (📖) next to their names in Student Profile. For the most current Program Symbols Key, go to the Enrollment section of the Job Aids page at our Zangle Training Web Site:

<http://www.sandi.net/zangle/readandlearn/jobaids/index.asp#enrollment>.

*What are the "Alerts" on the School screen?*

**Alerts:** Behavior(1);Hlthist(2)

The School screen displays “Alerts.” Alerts are flags that are intended to make the viewer aware of an incident or situation. Alerts are set by the person who enters data in Zangle. Students may have behavior, health history, health screenings, household, accounts, and bus alerts. Behavior alerts may be viewed by selecting the “Behavior” category; they appear in red text on this screen. Health alerts may not be viewed on the screen due to the Health Insurance Portability and Accountability Act (HIPAA); teachers must communicate with the school nurse to get more information about a health alert.

*How can I print the information from the profile screen?*


For Mac users: Go to File→Print.

For PC users: Right-click on the bottom portion of the screen. Select print from the menu.

## LOGGING OUT

When you are finished using TeacherConnection and Student Profile, always log out by clicking the Close link at the top of the screen. This is the most secure way of exiting. *You should not exit by going to File→Quit. You also should not simply close the browser window.*

If you leave TeacherConnection open for longer than 15 minutes without using it, then your connection will time out. This is for security purposes. If your connection times out you must close the expired screen and log in again.

 To log out of TeacherConnection or Student Profile follow the step below.

