

# TeacherConnection and Student Profile for Secondary 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, student directory reports, 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.



This packet contains the following information:

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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.) Click Logon.

C. Click Logon.

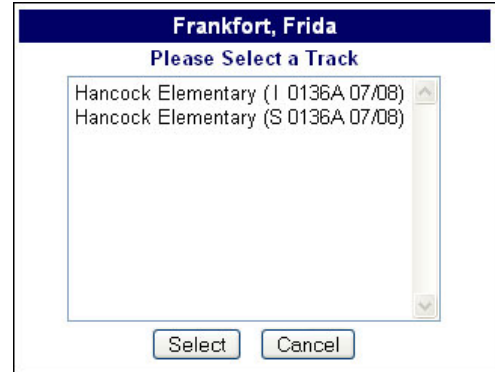


To log in to TeacherConnection, type your user name and password, then click Logon.

**Important!** You have been given a *default password*. Your default password is "Sdcs" followed by the last four digits of your Social Security Number. An example of a person's password might be "Sdcsxxxx" where "xxxx" is the last four digits of his or her SSN. Notice that the "S" is capitalized.

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.

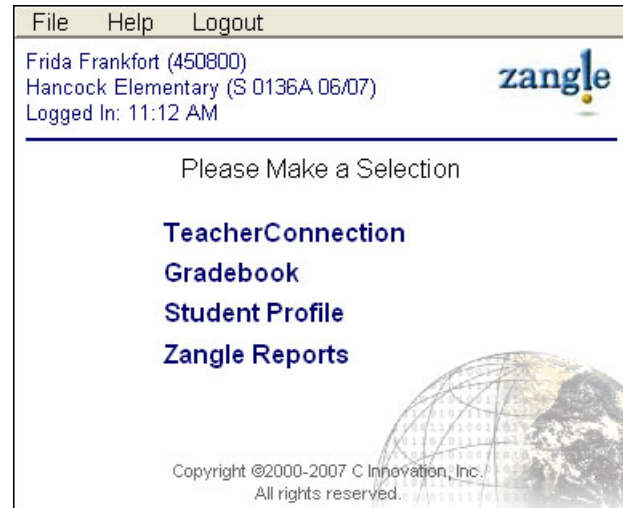
- D. If you have multiple tracks (Extended Day and InterSession teachers may have multiple tracks, for example), the **Track Selection** menu appears. Select the track you will be taking attendance in.



- 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.

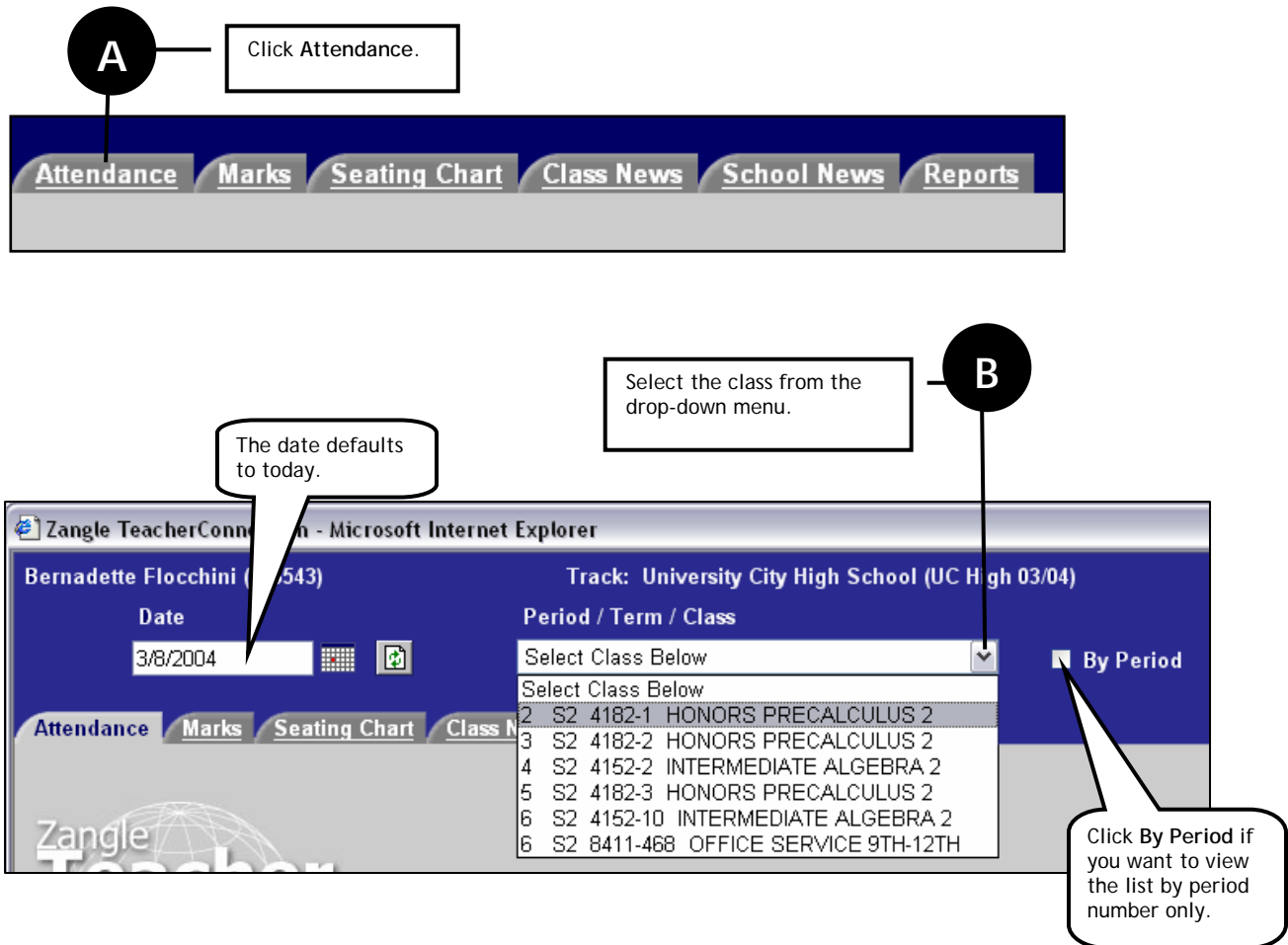


## TAKING ATTENDANCE

You will use TeacherConnection to post attendance every day. As a guideline, you should take attendance within the first 15 minutes of each period. 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. You cannot change attendance to prior days' rosters.

 To post attendance follow Steps A-E below.



**A** Click Attendance.

**B** Select the class from the drop-down menu.

The date defaults to today.

Click By Period if you want to view the list by period number only.

The screenshot shows the TeacherConnection interface in Microsoft Internet Explorer. The user is Bernadette Flocchini (ID 543) at University City High School (UC High 03/04). The date is set to 3/8/2004. The interface includes tabs for Attendance, Marks, Seating Chart, and Class News. A drop-down menu for 'Select Class Below' is open, showing a list of classes. A 'By Period' checkbox is also visible.

Period / Term / Class
Select Class Below
Select Class Below
2 S2 4182-1 HONORS PRECALCULUS 2
3 S2 4182-2 HONORS PRECALCULUS 2
4 S2 4152-2 INTERMEDIATE ALGEBRA 2
5 S2 4182-3 HONORS PRECALCULUS 2
6 S2 4152-10 INTERMEDIATE ALGEBRA 2
6 S2 8411-468 OFFICE SERVICE 9TH-12TH

#	Student Name	ID	Apply	Code
1	AGSALON, DEMONTRE	011287093	>>	Present
2	CIARALDI, TIFFANY	011187030	>>	Present
3	DAU, KATELYN	091887029	>>	Present
4	DECKER, PAUL	102886399	>>	Present
5	FARMER, JERRED	061186204	>>	Present
6	FEINSTEIN, ARUN	092186296	>>	Present
7	FERRER JR, ALAN	062586524	>>	Present
8	FLORES, PATRICK	102088140	>>	Present
9	GONZALEZ DE LA FLOR, MARQUISA	102987837	>>	Present
10	HAMMOND, MARCO	081287368	>>	Present

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

Click the **Apply** button next to the absent student(s).

*If you need to mark a student Tardy, repeat Steps C and D using the Late/Tardy code.*

Select Unverified Absence.

Click Post after all absences and tardies have been marked.

Attendance Taken  
The Attendance Taken checkbox will be checked. Attendance has now been submitted and is available to the office attendance staff.

**Select Code:**

Present

Unverified Absence

Late/Tardy

Attendance Taken

Reset Post

#	Student Name	ID	Apply	Code
1	AGSALON, DEMONTRE	011287093	>>	Present
2	CIARALDI, TIFFANY	011187030	>>	Present
3	DAU, KATELYN	091887029	>>	Unverified Absence
4	DECKER, PAUL	102886399	>>	Present
5	FARMER, JERRED	061186204	>>	Present
6	FEINSTEIN, ARUN	092186296	>>	Present
7	FERRER JR, ALAN	062586524	>>	Unverified Absence
8	FLORES, PATRICK	102088140	>>	Present
9	GONZALEZ DE LA FLOR, MARQUISA	102987837	>>	Present
10	HAMMOND, MARCO	081287368	>>	Present

## Attendance Frequently Asked Questions

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

Your site administrator will determine when attendance needs to be taken. As a guideline, you should take attendance within the first 15 minutes of each period including each hour of a multi-hour class (like Literacy Block).

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

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?*

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?*


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?*

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 classes. You can use the seating charts 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-H below.

- A. Click the **Seating Chart** tab.
- B. Select a period from the drop-down menu.
- C. Click **Setup** to define the layout of your seating chart.
- D. Enter the number of columns and rows you would like to use. Click **Submit**. A popup window will appear. It reads, "Classroom Definitions Updated." Click **OK** to close this window.
- E. Click **Seat Assignment** to assign the students to seats.
- F. Select a student by clicking on a name. By default the first name in the list is selected.

G. Click on an available seat to assign the student to it. To remove a student from an assigned seat, click on the X.

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

## Seating Chart Frequently Asked Questions

*How does the "Assign All" button assign students?*

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By clicking the **Assign All** button, the students in the roster are assigned to the seating chart alphabetically beginning in the front row (bottom left).

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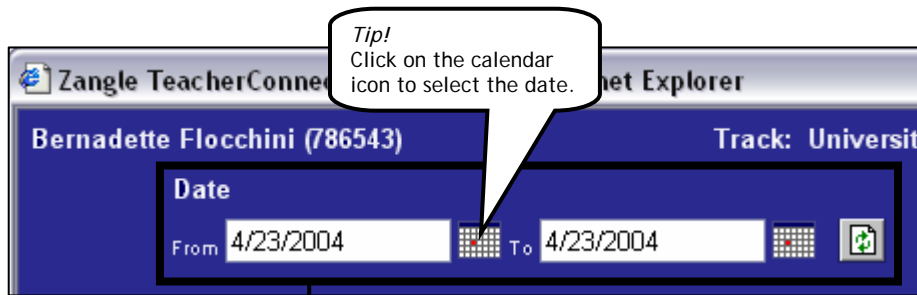
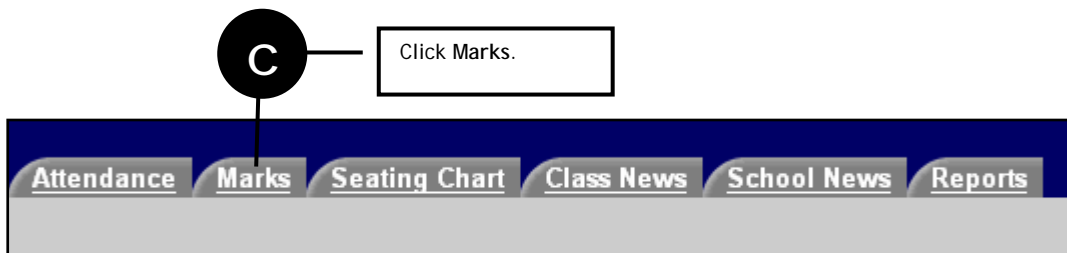
The **Classroom** button allows you to view a student's phone number, contact numbers, and attendance history for that period. The **Attendance** button allows you to take attendance from the seating chart format.

## SUBMITTING MARKS

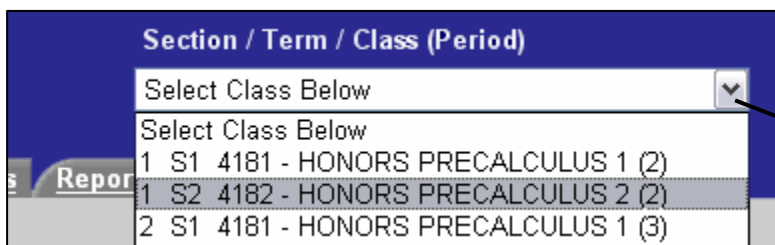
You will use TeacherConnection to submit marks for your students. The process for submitting marks in TeacherConnection is similar to posting attendance. You will log into TeacherConnection, select a period, select a grading term, and enter marks for your students in a class roster format.

 To submit marks for your students follow Steps A-H below.

- A. Open Internet Explorer. Navigate to TeacherConnection (<https://dwa.sis.sandi.net/teacherconnect/>).
- B. Enter your user name and password. Click Logon.



- D** Change the "From" and "To" dates. Enter the *last date* of the reporting period in both fields.
- Important!** The dates that you enter determine which students you see on your roster. If a student was dropped from your class on 4/2/04 and you enter 4/23/04 to 4/23/04, you will not see that student; to appear on your roster, a student must be scheduled in your class as of the dates that you enter.



- E** Select a period from the drop-down menu.

Report Period: --Select--

**F**

Select the appropriate report period from the drop-down menu.  
A class roster will appear.

**G**

Turn on CAPS LOCK on your keyboard. Enter academic marks and citizenship marks. Enter up to four comments per student.  
Do *not* enter any Notes. They will not be printed.

**H**

Click Submit when you are done. You will receive this message: "Changes were successfully posted."

Report Period:

*Tip!* Double-click in a cell to see a list of comments.

#	Grd	Student Name	Acad	Cit	Comments				Note
					1	2	3	4	
1	11	AGSALON, DEMONTRE	A	E	B	F			<input type="text"/>
2	11	CIARALDI, TIFFANY	C	S	B	H	J		<input type="text"/>
3	11	DAU, KATELYN	B	E	A	F			<input type="text"/>
4	11	DECKER, PAUL	B	G	B	F			<input type="text"/>
5	12	FARMER, JERRED	D	N	G	H	J	K	<input type="text"/>


Academic Marks are A, B, C, D, and F.  
Citizenship Marks are E, G, S, N, and U.

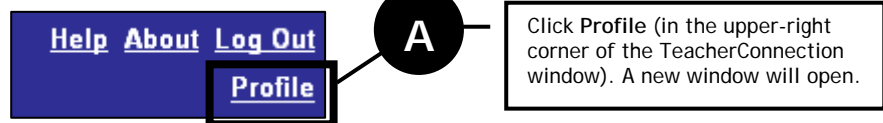
If you do not have time to finish a roster in one sitting, you may click **Submit** to save your work. The marks you entered will be there when you return. You may submit marks as often as you wish.

## 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, Attendance, Assignments, Marks, Transcript, GPA, Graduation Requirements, Programs, Behavior, and Activities.

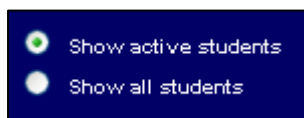
The easiest way to access Student Profile is by clicking the **Profile** link at the top of the TeacherConnection screen. Another way to access Student Profile is by navigating to <https://dwa.sis.sandi.net/profile/>.

 To access Student Profile follow the step below.



## Student Profile Frequently Asked Questions

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



By default, "Show active students" is selected. **Active students** are a teacher's students who are currently enrolled in one of his or her classes. **All students** are students who are currently enrolled or have been dropped from one of 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 [http://www.sandi.net/dwa/Training/training\\_material\\_index.toc.htm](http://www.sandi.net/dwa/Training/training_material_index.toc.htm).

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



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 Log Out 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.

