Welcome back! On August 13, 2007, the IT Department upgraded all Zangle applications to version 2007.1. Three documents are available to assist you with understanding the changes made to Zangle FrontOffice and ZangleConnection web applications.

2007.1? What’s that?

- For Power Users. There is a new 12-page job aid that describes the changes made to Zangle Front Office. Please print and distribute this document to all Zangle FrontOffice users! It can be found at: http://www.sandi.net/zangle/readandlearn/job aids/. Under the General list, look for What’s New in Zangle 2007.1 v1.0.

- For Teachers: There is a new 3-page job aid that describes the changes made to TeacherConnection, Gradebook, and Web Profile. Please print and distribute this document to your teachers! It can be found at: http://www.sandi.net/zangle/readandlearn/job aids/. Under the General list, look for What’s New in ZangleConnection 2007.1 v1.2.

- Need to know (if interested): This 90-page document was created by C Innovation and provides the full release notes for 2007.1. It can be found at: http://www.sandi.net/zangle/readandlearn/job aids/. Under the General list, look for C-Innovation 2007.1 Application Release Notes.

If you have questions about how to use the new features of Zangle, please contact your On-Site Support team member. If you have technical questions or are experiencing errors, please call the Help Desk at (619) 725-7500.
Change to Sheltered (L) Course Titles!

On August 15, the designation “ELD” (English Language Development) were removed from the titles of all L, or sheltered, versions of English courses. For example, the course formerly designated 1583L ELD American Literature 1 will now be simply 1583L American Literature 1. This is based on the request of the Office of Language Acquisition (OLA) and has been approved by the Interdivisional Curriculum Committee (ICC) and Board of Education.

No course numbers will be changed (only titles). Course numbers should be used exactly as they have been in the past when scheduling students.

The affected courses (including all corresponding dot-2, dot-4, dot-A, dot-B, etc., variants) are:

1501L English 7th  1584L American Literature 2
1520L English 8th  1591L English 9th/Literacy 9th Bridge
1540L English 1    1594L English/Literacy 6th-8th Summer
1541L English 2    1598L English Language Arts 5th
1542L English 6th/Literacy 6th 1599L Literacy Advancement Academy 7th Block
1543L English 7th/Literacy 7th 1600L Literacy Advancement Academy 8th Block
1544L English 8th/Literacy 8th 1605L English 5th/Literacy 5th Block
1550L English 6th/Literacy 6th 1612L Contemporary Voices in Literature 1 Block
1551L English 7th/Literacy 7th 1613L Contemporary Voices in Literature 2 Block
1552L English 1 Block  1615L American Literature 1 Block
1553L English 2 Block  1616L American Literature 2 Block
1554L English 3 Block  1665L English Reading/Writing Enrichment
1555L English 4 Block  1682L Literacy Advancement Academy 1 Block
1559L English 8th/Literacy 8th 1683L Literacy Advancement Academy 2 Block
1570L English 3    1684L Literacy Advancement Academy 3 Block
1571L English 4    1685L Literacy Advancement Academy 4 Block
1583L American Literature 1  1705L World Literature 1 Block
1583L American Literature 1  1706L World Literature 2 Block
1583L American Literature 1  1708L English 6th

This means that there will be no difference between the title of the “plain vanilla” version of an English course and its sheltered version. The only indicator of the sheltered version of an English course will be the L attached to the original four-digit number course number.

Courses used exclusively by charter schools have not been changed.

So long Drama...Hello Theatre!

On August 20, all course titles with the word “Drama” were changed to “Theatre.” This is at the request of the Visual and Performing Arts Department and has been approved by the Interdivisional Curriculum Committee (ICC) and Board of Education. No course numbers will be changed (only titles). Course numbers should be used exactly as they have been in the past when scheduling students.

The affected courses (including all corresponding variants) are:

1423: now Theatre 1
1424: now Theatre 2
1425: now Theatre 3
1426: now Theatre 4
1427: now Theatre 5
1428: now Theatre 6
1429: now Theatre 7
1430: now Theatre 8
1433: now Theatre Exploration 5th-6th
1439: now Theatre Wheel 6th-8th
1457: now Theatre 6th-8th Beginning
1458: now Theatre 6th-8th Intermediate
1459: now Theatre 6th-8th Advanced

District Phones!

The I.T. Department is now responsible for telephone support for the district, including district cell phones and Voice over Internet Protocol (VoIP) technology. All Phone Shop and Telecommunications related Service Requests should be directed to the IT Department Help Desk to initiate and receive support. The IT Help Desk can be reached at (619) 725-7500.
Mass Schedule Changes!

Mass Schedules is an application that allows classes to be added (scheduled) or scheduled classes to be dropped (unscheduled) for a set of students. Most schools frequently use Mass Schedules in August and September to mass move students from one section to another when fixing or updating their master schedules. There are two job aids, located in the Scheduling section at: http://www.sandi.net/zangle/readandlearn/jobaids, to assist you with using Mass Schedules:

1. “Mass moving students from one section to another BEFORE school starts.” This job aid shows you how to delete the students’ scheduled section and replace it with a new one.
2. “Mass moving students from one section to another DURING the school year.” This job aid shows you how to drop students from the old section as of one day and mass schedule them for a new section as of the next day.

IMPORTANT: This is a powerful tool and you must be careful when making changes during the school year. You do NOT want to delete any attendance associated with a section. When using the Mass Schedules application, you must determine if attendance has been taken on the course you are moving students from. If attendance has been taking on the course, and you set up the application to DELETE the schedule then the application may DELETE the attendance as well.

For future reference, please see Zangle Knowledgebase Article 496. If you need assistance with using Mass Schedules, please contact your IT On-Site Support representative.

MicroSoft Excel & Mail Merge Training coming soon!

Have you ever used Student Query Writer to export reports, but weren’t quite comfortable with editing the data in Excel? We have good news!

Coming this September, the IT Training Team will hold “pilot” training courses on Zangle-related Beginning Excel, Advanced Excel, and Mail Merge. Pilot classes are already full for September, but this is only the beginning! More classes are soon to come in October & November. Keep your eyes peeled for more information in upcoming issues of the Training & Support Newsletter or check for updates to the training calendar at: http://www.sandi.net/zangle/training/index.asp

Reminder!

All secondary schools are required to include the Food Service PIN on their Student Locator Cards (schedules). Food Services would like you to know that student PINs for 2007-08 are now available in Zangle! For more information on Lunch Pins, please refer to Knowledgebase Article 302!
As August comes to a close, so too will the Enrollment Center! You may have noticed that your school’s population has increased. The Enrollment Center was a great success! To date, over 700 students have enrolled, but what happens now?

Prior to the first day of school, completed enrollment cards (accompanied by all other information in the enrollment packet, i.e. immunizations, transcripts, etc.) will be delivered to your site.

IT On-Site Support team members have checked the information thoroughly and it is as up date and error free as possible in Zangle. Sections 1 through 22 and sections 31 through 42 have been verified and/or entered in Zangle. All sites will still need to enter Boundary Exceptions (if applicable), Program Codes (if desired), and Communications Tracking information as it pertains to questions 23 through 30 on the back of the enrollment card. Here’s a breakdown of where this information is found in Zangle:

### IV. QUESTIONS FOR PARENT/GUARDIAN

Please complete Questions 23-30. Check Yes or No for each question.

<table>
<thead>
<tr>
<th>Question</th>
<th>Zangle Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>23. Has your child ever received Special Education services?</td>
<td>Yes</td>
</tr>
<tr>
<td>24. Would you like to provide educational signing rights to a surrogate? If yes, provide surrogate name:</td>
<td>Yes</td>
</tr>
<tr>
<td>25. Are you now engaged in migrant work, or have you been engaged in migrant work in the last three years?</td>
<td>Yes</td>
</tr>
<tr>
<td>26. Do you want to exclude your child’s information from the directory used internally at school?</td>
<td>Yes</td>
</tr>
<tr>
<td>27. Is it okay to release the primary contact’s email address as part of your student’s information?</td>
<td>Yes</td>
</tr>
<tr>
<td>28. Do you give consent for SDUSD to submit information regarding school health services provided to your child for the purpose of receiving federal reimbursement? All information is kept confidential.</td>
<td>Yes</td>
</tr>
<tr>
<td>29. Has your child ever played interscholastic athletics? (For high school only)</td>
<td>Yes</td>
</tr>
<tr>
<td>30. Is it okay to release your child’s information to military recruiters? (For high school only)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The information provided in Sections I-IV is true to the best of my knowledge.

<table>
<thead>
<tr>
<th>Parent/Guardian signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**Question 23:** Not found in Zangle. For SpEd use only.

**Question 24:** Not found in Zangle. For office use only.

**Question 25:** If marked “Yes” this information can be entered in **Student Editor**. Select the Other tab, and type “Yes” in the Seasonal/Temp Work field.

**Question 26:** This information can be entered in Records Access. You’ll also need to checkmark the Unlisted Address and Unlisted Phone Number boxes in Student Editor. This works in conjunction with Media Release Form.

**Question 27:** If marked “No”, do not enter the Parent/Guardian email address in Zangle.

**Question 28:** Not found in Zangle. For office use only.

**Question 29:** Not found in Zangle. For athletic use only.

**Question 30:** This information can be entered via Records Access.

Other than these questions, all other information from the enrollment forms has been entered in Zangle. If you happen to stumble upon any missing information, it may be due to the parent(s) not providing the information at the time of the enrollment!

What is Records Access and how do I enter this information in Zangle? Read on to the next page!
**New Enrollment Center Report!**

All students that enrolled via the Enrollment Center have been marked as “pre-enrolled”. This was done so that all enrollments could be accounted for. As a result, the IT Department has created a new **Student Query Writer Worksheet** that shows students at your site that were enrolled via the Enrollment Center! Here’s how:

1.) Go to **Enrollment > Reports**, and select **Student Query Writer**.

2.) Scroll down (the list is in alpha order) and select **WORKSHEET--Enrollment Center Students**.

3.) Click **Print**. The report is preformatted so there’s no need to edit the settings.

---

**August Tip: 06-07 Production!**

**Don’t forget! Production, the first database in the list, is now the 2007-08 school year.**

Now that a new school year has begun, the Zangle Production Database for the 2006-07 school year will be available as a read-only database. It will be listed as 0607 Production when you select a database to log in to. To maintain the integrity of the data, you won’t be able to edit information in the 2006-07 database.

This also applies to 0607 SSProduction. 07-08 Summer School data is still open for editing under SSProduction.
What is Records Access?

Media Release Forms, Military Recruiting declined, Directory Content restricted? These forms are included with all enrollment packets. But where does this information go in Zangle? It can all be found in the Records Access module!

In Records Access, you’ll find a list of the types of “Authorization Prohibitions” that can be used with a variety of district forms. These include:

- Directory content restriction
- Military recruiter restriction
- Media release permitted
- Videotaping permitted
- Program participation restriction

To these, you can apply a Status of Granted or Denied.

Let’s say for example that the “No” box is check on Question 30 of the enrollment form.

1.) First go to Enrollment > Records Access. Find the student, and click on the Authorization Prohibitions tab. Then click Add.

2.) A new screen will appear. The request date will default to today’s date. Under the Type field, select the authorization for “Military recruiter restriction”. Under the Status field, select Granted (if the parent answers “No” to Question 30 or specifically states that they do not want information released to military.)

3.) Lastly, click Save.

Please remember that depending on how questions 23-30 are answered, you may or may not have to input the information in Records Access. For more information and an in-depth job aid on the subject (which also includes how to print Records Access reports) please visit: http://www.sandi.net/zangle/readandlearn/jobaids/index.asp, and find aid entitled Recording Parent Requests v2.2.
New improvements to eProcurement, Travel Expenses, and other tasks in PeopleSoft Financials will be available to district employees in Fall 2007.

What is Direct Connect?
Direct Connect is a new feature being made available in PeopleSoft eProcurement 8.9. Direct Connect allows users to order items directly from the websites of vendors who have School Board-approved contracts that are set up as a Direct Connect vendor from within ePro itself, so you don’t have to navigate to a different website. The account information is automatically imported directly into your ePro requisition.

How does Direct Connect affect me?
Unlike the district procurement card, purchases made through Direct Connect will be immediately reflected in your budget, just like anything else you order with ePro. This feature will help your budget totals in PeopleSoft be more accurate.

What’s good about Direct Connect?
• When you use Direct Connect you save money. You get to take advantage of specially discounted prices and either free shipping or reduced shipping costs. You can’t get these special, made-for-Direct-Connect deals when you use a procurement card.
• You get an e-mail notification from our Direct Connect vendors right away, telling you that they received your order, giving you the P.O. #, their order #, and also telling you when to expect delivery...often the very next day.
• With Direct Connect you can split the cost of any items between two or more budgets. A procurement card can’t do that.

Will this slow down the process of creating a requisition?
No, it will actually speed up the overall process. Item numbers, descriptions and the School Board’s prices will default from the vendor’s website. Once the Requisition is approved, it will be processed into a Purchase Order the same day and sent to the Vendor. Because the item numbers and prices came from the vendor via Direct Connect, then the Purchase Order can be immediately entered into the vendor’s shipping system for delivery to SDUSD. Orders placed by 4:00 pm with next-day vendors should be delivered the next day, and orders placed by 4:00 pm with other vendors should be received within 3-5 business days.

Who is going to help me with using ePro Direct Connect?
The IT Training team is developing a series of job aids and online tutorial demonstrations to assist you with learning more about Direct Connect. Stay tuned for more information!

How can I learn more about Finance 8.9 during the summer so I’ll be better prepared for fall?
We will continue to distribute informational emails twice a month. Please visit the PeopleSoft Training website (http://www.sandi.net/peoplesoft) for more information about the Finance 8.9 upgrade.

Who should I contact with questions?
Please contact Jessica Youngs, PeopleSoft Development Coordinator, at jyoungs@sandi.net
When entering behavior data in Zangle, it is necessary to choose an Incident Type. Standards, Assessment, and Accountability (SAA) and Placement & Appeals have asked the IT Department to revise the list of Incident Types. The list of Incident Types listed on the following page, matches what you will see in the Zangle Behavior module the next time you enter behavior information. If you'd like to print a copy of the revised Behavior handbook please go to: http://www.sandi.net/zangle/readandlearn/handbooks/ and select Behavior v3.2.

**How to use Incident Types:**

- **If you are suspending a student, please use an Incident Type that begins with a number**, like “01A_S Attempted/Threatened Phys Inj” or “11A_S Disruption/Defiance-Minor.” These codes match the district’s suspension form. In Zangle, these choices are sorted near the bottom of the list of Incident Types.
- **If you choose an item with an asterisk (*), you must suspend the student for 5 days**, select “Recommended for Expulsion” as the Action, and select “Yes” when asked to place an Enrollment Block on the student.
- **If you are not suspending a student, use any incident type that doesn’t begin with a number**, like “Cell Phone” or “[NS] Disruption/Defiance-Minor.”
- **Some codes begin with [NS.]** NS means “non-suspendable” and are the non-suspendable versions of the suspension codes 01-18. Use the NS codes when you want to use that Incident Type but do not want to suspend the student.

(Continued on the next page)
Here is a list of the revised Incident Types shown in the same order you’ll see in Zangle:

Absence
Absences - Excessive
[NS] Aid/Abt Attmpt Phys Injry
[NS] Alc/Contrld Sub-Posstd/Used
Altering Records
Annoying Others
Arson
Assignments Not Turned In
[NS] Attmpted/Threatnt PhysInj
[NS] Battery-Minor Injury
Birthday Bashing
Bomb Threat
Bullying
Bus Referral / Disturbance
Cell Phone
Cheating
Chewing Gum
Computer Use Policy Violation
Detention No Show
Display of Affection
Disrespectful
[NS] Disruption/Defiance-Major
[NS] Disruption/Defiance-Minor
Dress Code Violation
[NS] Drug Paraphernalia-Posessed
[NS] Drug Paraph-Furnished/Sold
[NS] Fireworks-Pos/Sold/Furn
Food Fight
Forgery
Gambling
Gang Activity
Graffiti
[NS] Harass-Intim/Threat/Disrpt
[NS] Hate Incd-Mut Combat
[NS] Hate Incd-Offnsv Commnt
[NS] Hate Incd-PhysForce/Min
[NS] Hate Incd-Threat of Violnc
[NS] Hate Incd-Vandlsm/Gvffiti
[NS] Hazing
He/She Said
[NS] Intim-Threat Against Sch
Kicking
Left Class Early
Littering
Loitering
Lying
Marker Possession
Name Calling
Non-Suit / PE
[NS] Obsc-Committed Profnty/Vulg
[NS] Obsc-Committed Obscene Act
Off Campus / Lunch
Play Fighting
Possessed Inappropriate Item
[NS] Property Damage-Attempted
[NS] Property Damage-Major
[NS] Property Damage-Minor
[NS] Property-Attempted to Steal
[NS] Property-Stolen
Pulled Fire Alarm
Radio / Walkman
Rock Throwing
Run-Away
Running
[NS] Sexual Harass-Continued
[NS] Sexual Harass-PhysCont/Min
[NS] Sexual Harass-Verbl/Visl
Skateboard / Blades / Bike
Sleeping in Class
[NS] Soma-Offrd/Arrngd Sale/Sld
Spitting
Stalking
Stink Bomb
[NS] Subst InLieuOf Delvr’d/Furn
Tardiness
Tardiness - Excessive
Tardy Sweep
Traffic / Parking Violation
Trespassing
Truancy - All Day
Truancy - Period
Uncooperative
Uniform: non-compliance
[NS] Witnss Intim-Hrass Threat
01A_S Attmpted/Threatnd Phys Inj
01C_S Battery-Minor Injury
01D_S Battery-Serious Injury*
01F_S Assault/Battery-SchlEmply*
01H_S Assault/Battery-Sexual*
01K_S Aid/Abet Attmpt PhysInjry
02G_S Weap or Expl-Pos/Sld/Fur*
02H_S Weapon-Brandished Knife*
02I_S Fireworks-Pos/Sold/Furn
02J_S Firearm/Imit-Pos/Sld/Fur*
03A_S Alc/Contrld Sub-Posstd/Used
03D_S Alc/Contrld Sub-Furn/Sold*
03E_S Alc/Contrld Sub-MoreThanPers*
03H_S Soma-Offrd/Arrngd Sale/Sld
04B_S Subst InLieuOf Delvr’d/Furn
05A_S Robbery or Extortion*
06A_S Property Damage-Attempted
06B_S Property Damage-Minor
06C_S Property Damage-Major
07A_S Property-Attmpted to Steal
07B_S Property-Stole
07C_S Property-Received Stolen
09A_S Obsc-Comm. Obscene
09B_S Obsc-Committd Profnty/Vulg
10A_S Drug Paraphernalia-Possed
10B_S Drug Paraph-Furnished/Sold
11A_S Disruption/Defiance-Minor
11B_S Disruption/Defiance-Major
13A_S Sexual Harass-Verbl/Visl
13B_S Sexual Harass-PhysCont/Min
13C_S Sexual Harass-Continued
14A_S Hate Incd-Mut Combat
14B_S Hate Incd-Offnsv Commnt
14C_S Hate Incd-PhysForce/Min
14D_S Hate Incd-PhysFrce/Ser*
14E_S Hate Incd-Threat of Violnc
14F_S Hate Incd-Vandlsm/Gvffiti
15A_S Witnss Intim-Hrass Threat
15C_S Intim - Threat AgainstSch
17A_S Harass-Intim/Threat/Disrpt
18A_S Hazing

For questions about how to enter behavior data in Zangle, please contact your IT On-Site Support rep.
For questions about policy/procedure related to the use of the incident types, please contact Mara Bernd in Research & Reporting at (619) 725-7164.
**Interactive Zangle, PeopleSoft, & Encore course catalogs now available!**

Not sure which training course is right for you? Try the interactive course catalogs at:

- **Zangle:** [http://www.sandi.net/zangle/training/course_catalog/](http://www.sandi.net/zangle/training/course_catalog/)
- **PeopleSoft:** [http://www.sandi.net/peoplesoft/training/course_catalog/](http://www.sandi.net/peoplesoft/training/course_catalog/)
- **Encore:** [http://www.sandi.net/encore/training/course_catalog/](http://www.sandi.net/encore/training/course_catalog/)

Here you will find details about the courses, including length of class, purpose, intended audience and course objectives. Additionally, this page shows you the next available session for a particular course and you can sign up for that class right from that page.

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**August Zangle Training Calendar**

**Critical Skills courses are now available!**

<table>
<thead>
<tr>
<th>Course</th>
<th>Section</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction To Zangle</td>
<td>INTRO-01</td>
<td>08/23/2007</td>
<td>12:00 - 3:00 PM</td>
<td>Fremont B5</td>
</tr>
<tr>
<td>Critical Skills Enrollment</td>
<td>CS-ENROLL-01</td>
<td>08/24/2007</td>
<td>12:00 - 3:00 PM</td>
<td>Fremont B6</td>
</tr>
<tr>
<td>Introduction To Zangle</td>
<td>INTRO-02</td>
<td>08/24/2007</td>
<td>8:00 - 11:00 AM</td>
<td>Fremont B6</td>
</tr>
<tr>
<td>Open Lab - PeopleSoft/Zangle</td>
<td>OLG-01</td>
<td>08/24/2007</td>
<td>8:00 - 11:00 AM</td>
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<tr>
<td>Open Lab - PeopleSoft/Zangle</td>
<td>OLG-02</td>
<td>08/24/2007</td>
<td>12:00 - 3:00 PM</td>
<td>Fremont B5</td>
</tr>
<tr>
<td>Critical Skills Sec Scheduling</td>
<td>CS-SECSCH-01</td>
<td>08/27/2007</td>
<td>8:00 - 11:00 AM</td>
<td>Fremont B5</td>
</tr>
<tr>
<td>Elementary Scheduling</td>
<td>ELEMSCH-01</td>
<td>08/27/2007</td>
<td>8:00 - 11:00 AM</td>
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</tr>
<tr>
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<tr>
<td>Critical Skills Enrollment</td>
<td>CS-ENROLL-02</td>
<td>08/28/2007</td>
<td>8:00 - 11:00 AM</td>
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<tr>
<td>Critical Skills Enrollment</td>
<td>CS-ENROLL-03</td>
<td>08/30/2007</td>
<td>12:00 - 3:00 PM</td>
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<tr>
<td>System Administration</td>
<td>SYSADM-01</td>
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<td>08/28/2007</td>
<td>12:00 - 3:00 AM</td>
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<tr>
<td>Introduction To Zangle</td>
<td>INTRO-04</td>
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<td>Critical Skills Attendance</td>
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<td>Open Lab-Zangle</td>
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<td>Critical Skills Attendance</td>
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<td>09/07/2007</td>
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Random Zangle Information!
Are you ready? Here’s an Opening of School Checklist!

TO DO BEFORE SCHOOL STARTS:
✓ Check that room numbers are in master schedule
✓ Check that all students are scheduled for class
✓ Print locator cards with PINs (secondary)
✓ Print class rosters or K-6 Alpha by School (elementary)
✓ Print backup attendance rosters
✓ Distribute What’s New in ZangleConnection 3-page document to teachers
✓ Make sure all staff members know their passwords and can log into Zangle/TeacherConnection
✓ Make sure bell schedules are in and that one of the bell schedules is flagged as the default

TO DO DURING FIRST WEEK OF SCHOOL:
✓ Make sure all teachers, counselors, principals, nurses, and SPED have web permissions in Web Admin
✓ Close out facstats of teachers that are no longer at your school

Need help? Please contact your IT On-Site Support rep.

August Newsletter Puzzle!? 

When did the Cenozoic Age occur? How many Behavior codes can be used for suspensions? How many can be used for expulsions?

Send your answers to mgrace1@sandi.net by 9/21/07 and you’ll be entered in a drawing to win a Mystery Prize delivered to you by your I.T. On-Site Support person! Winners will be announced in next month’s issue!

Congratulations to July’s puzzle Winner!

Carolina Iglesias
@Marston Middle School!

Questions? Comments?
Feel free to contact the editors:
mgrace1@sandi.net or phamada@sandi.net

Next Issue: MY LITTLE ZANGLE (PONIES!)