Using

Zangle ParentConnection

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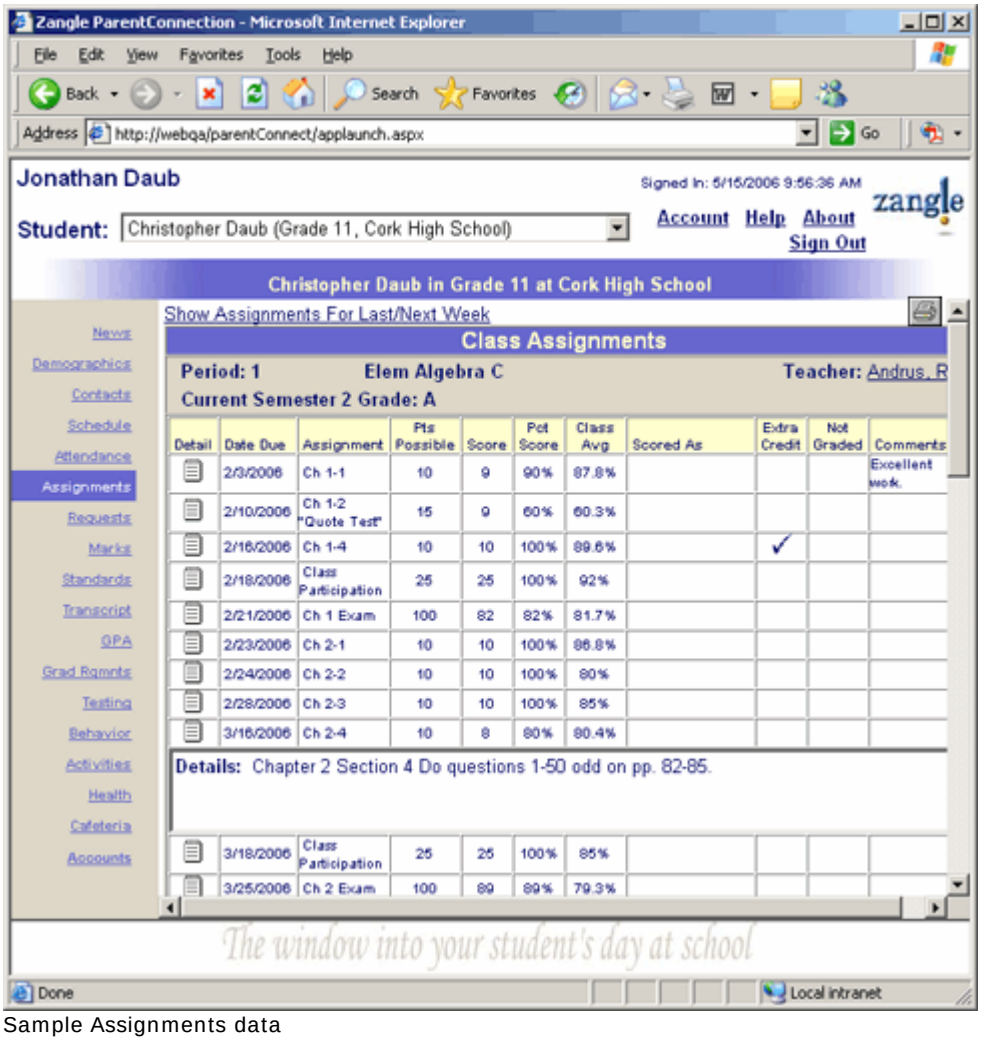
Using Zangle ParentConnection

Introduction to ParentConnection

Zangle ParentConnection is a web application providing parents with read-only access to Zangle student data over the Internet. Using a confidential PIN number and password, parents can connect to the district database and view their children's data, such as progress reports, attendance records, homework assignments, report cards, transcripts, test history, cafeteria records, classroom news, and more. (Schools will decide on a track-by-track basis what student data will be viewable.)

ParentConnection allows the parent to view, in one session, data on all their enrolled dependents in the same district, across multiple school sites.

New for Fall, 2007! Users now have an option to view the ParentConnection interface in their primary language, if the district has made the translations available.



Sample Assignments data

E-mail links to faculty members and school departments may be provided on the screens At the discretion of the school district.

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ParentConnection Email Notifications for parents and guardians may be available in your child's school. If available, a link named 'Email Notifications' will appear in the upper right corner of the screen.

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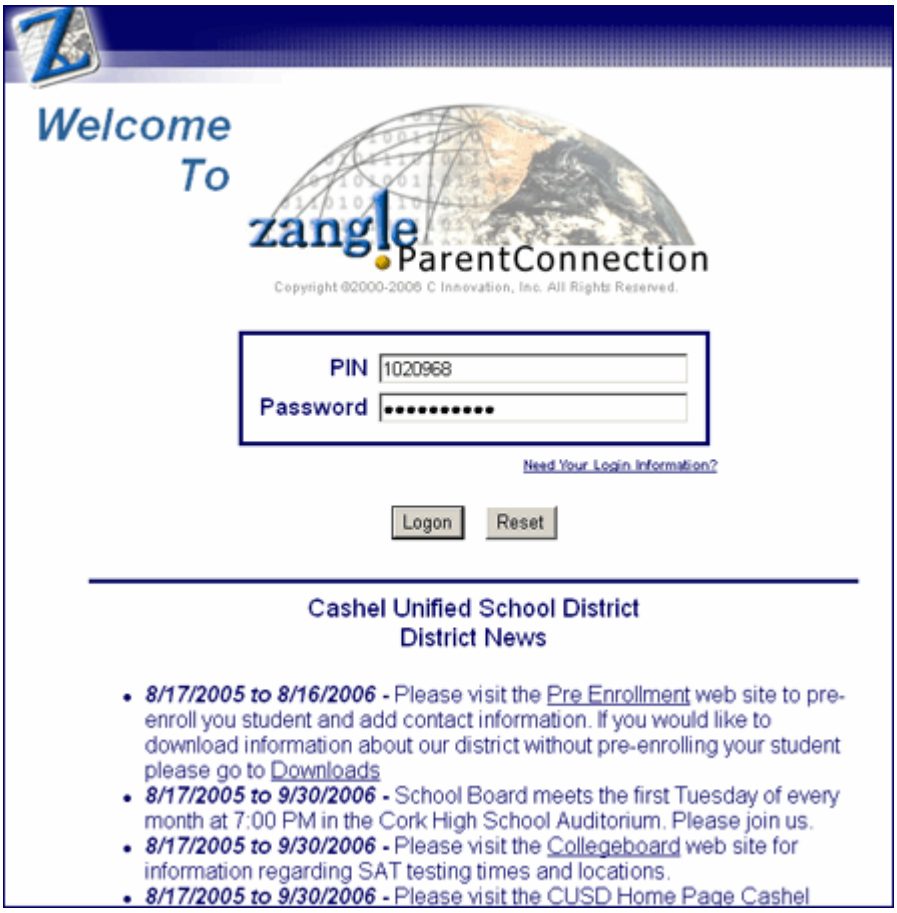
Login

Parents who have children enrolled in a Zangle district will need to get a ParentConnection PIN number, password, and ParentConnection URL from their school.

Steps

1. Enter ParentConnection URL in your browser:
   Example: http://www.your-school-district.edu/parentconnect

2. **Enter PIN and Password:** In the login screen that appears, enter your assigned personal identification number (PIN) and password. Then click on the **Logon** button to continue (or **Cancel** to abort).



Login screen

If you forgot your PIN or password, click the 'Need Your Password' or 'Need Your Login Information' link below the login fields, if available. You will be directed to a page where you enter your e-mail address to request the information. If you have a current ParentConnection account with a valid e-mail address and you are linked as a contact to a least one student in the district, your PIN and/or password information will be sent to you by e-mail. This function is a configurable option per district.

School District News, if any, is displayed at the bottom of the login screen.

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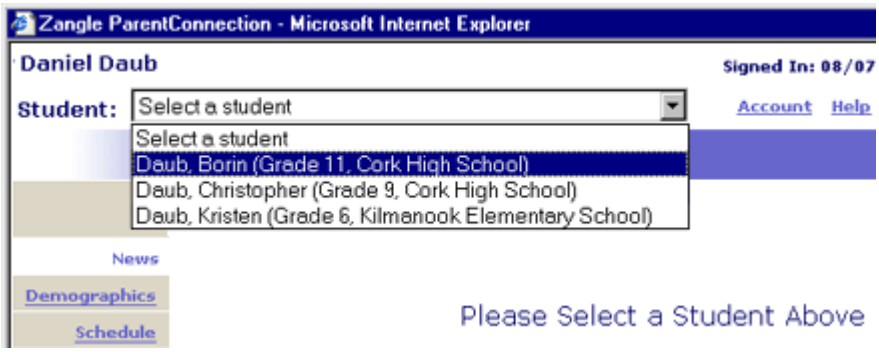
3. **Select a Student:** The next screen to appear is the ParentConnection main screen. Select a student to view in the **Student** field in the upper left of the screen. The students available for selection will be those students enrolled in the district that have been designated as dependents of the parent or guardian that is logged in. ParentConnection thus allows the parent to view, in one session, data on *all* their enrolled dependants in the same district, across multiple school sites.

   If the parent has only one dependant enrolled in the selected school district the screen will default to that student's data and the student's name will automatically appear in the **Student** field. The exception to this would be when login falls between school years, such as during summer vacation. In this case the parent must choose between the previous school year's track or the future track of the student. Once a student/track combination is selected the user can now proceed to view all available data by clicking on the various ParentConnection links.

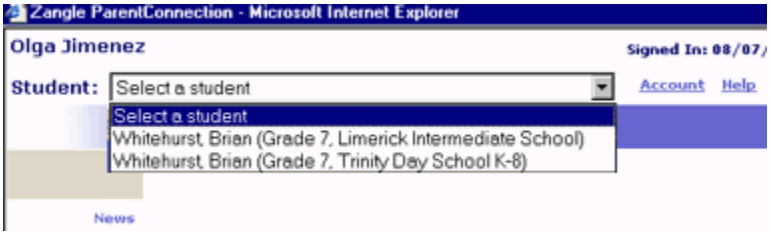
   If the parent has more than one student enrolled in the selected district, one student who is enrolled in more than one school site, or the login falls between school years, no student data will be displayed until a specific student/track combination is selected in the **Student** field.



Selecting a specific student/track for data retrieval

Dual Enrollment:

When a student is enrolled in more than one school site within the district simultaneously it is called dual enrollment or multiple enrollment. For example, a student may be enrolled at a primary school site (home site) and a part-time school site at same time. This could occur in cases where the student needs to enroll in a course that is not offered at the primary site. In these cases the dually enrolled student's name will appear twice in the **Student** selection list, one listing ('track') for each school site. ParentConnection can only display data from one school site at a time. Before data can be displayed for a dual enrollment student the user must select which track to use for data retrieval.



Selecting a track for a dual enrollment student

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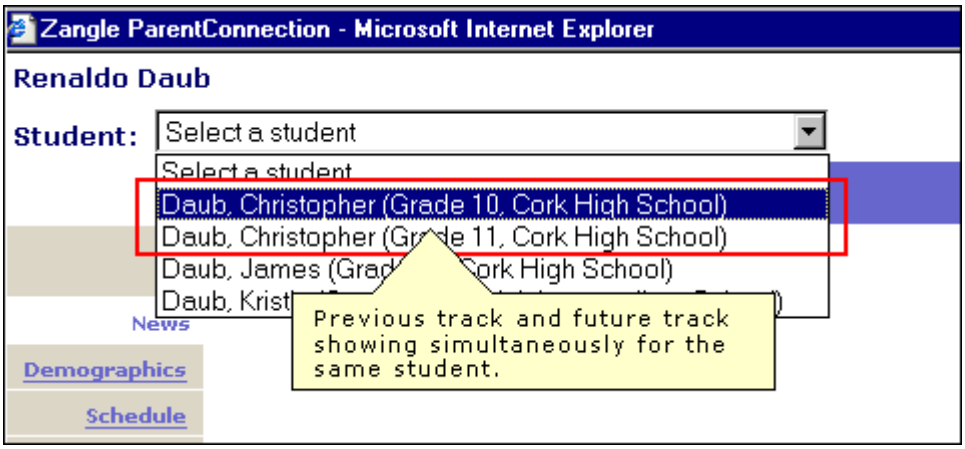
How the login date affects the Available Student list:

When a user logs on to ParentConnection on a calendar date that falls *outside* of a school year, such as during summer vacation, each available student could have two enrollment records (tracks) showing in the drop-down list: one for the previous grade and one for the next grade (called a 'future track'). This would only occur when login falls between the time that a school was closing out last year's records and setting up the upcoming school year's records.



Sample

In this scenario the user must choose between the previous track or the future track of a student to view appropriate data. For example, by choosing the future track a parent could preview the student's upcoming schedule or by choosing the previous track the user could view old classroom assignments before they are deleted from the system as the new school year approaches.

This situation will *not* occur if 1) the student has graduated from high school and no future enrollment track is necessary, or 2) the school has closed out last year's records, clearing all old enrollment tracks, leaving only a future tracks for selection.

About temporary passwords:

Your school district may implement the use of system-generated temporary passwords for security reasons. If this method is implemented you will receive your temporary password by e-mail after you have been authorized to access ParentConnect. You may also receive your PIN in this e-mail, depending on certain conditions. If you do not receive your PIN in this e-mail please contact your district to get that information if it has not already been given to you. Then when you login for the first time with your PIN and temporary password you will be required by ParentConnection to create your own permanent password before you can continue. The dialog screen is illustrated below:

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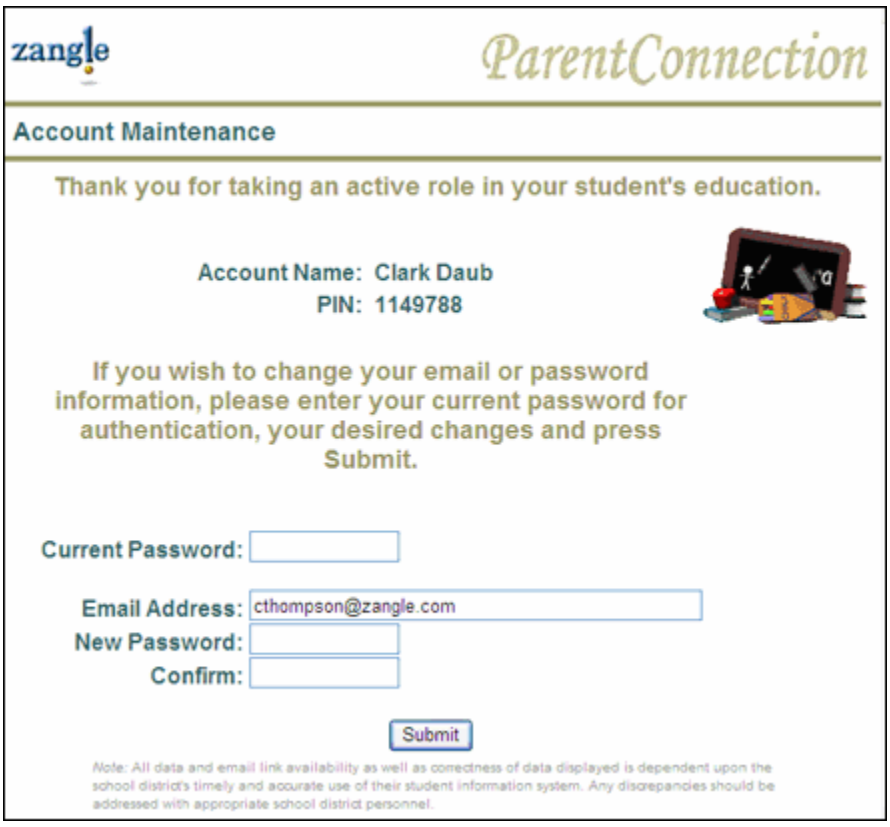
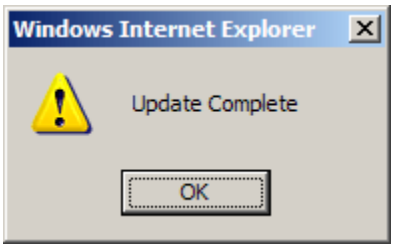


Enter your temporary password in the **Current Password** field, then enter a permanent password of your choice in the **New Password** field, and then again in the **Confirm** field. Then click **Submit**.

Upon successful submission the 'Update Complete' message will appear:



Click 'OK' to proceed.

Now you can continue in ParentConnect.

Please keep your permanent password in a safe place. If you forget it, it cannot be retrieved (for security reasons). In this case you will have to request a new temporary password using the Need Your Login Information? link in the login screen, if available, and repeat this process of creating another permanent password for yourself. If the Need Your Login Information? link is not available in your district then you must contact your district office and request a new temporary password be generated and sent to you.

Your PIN will always remain the same.

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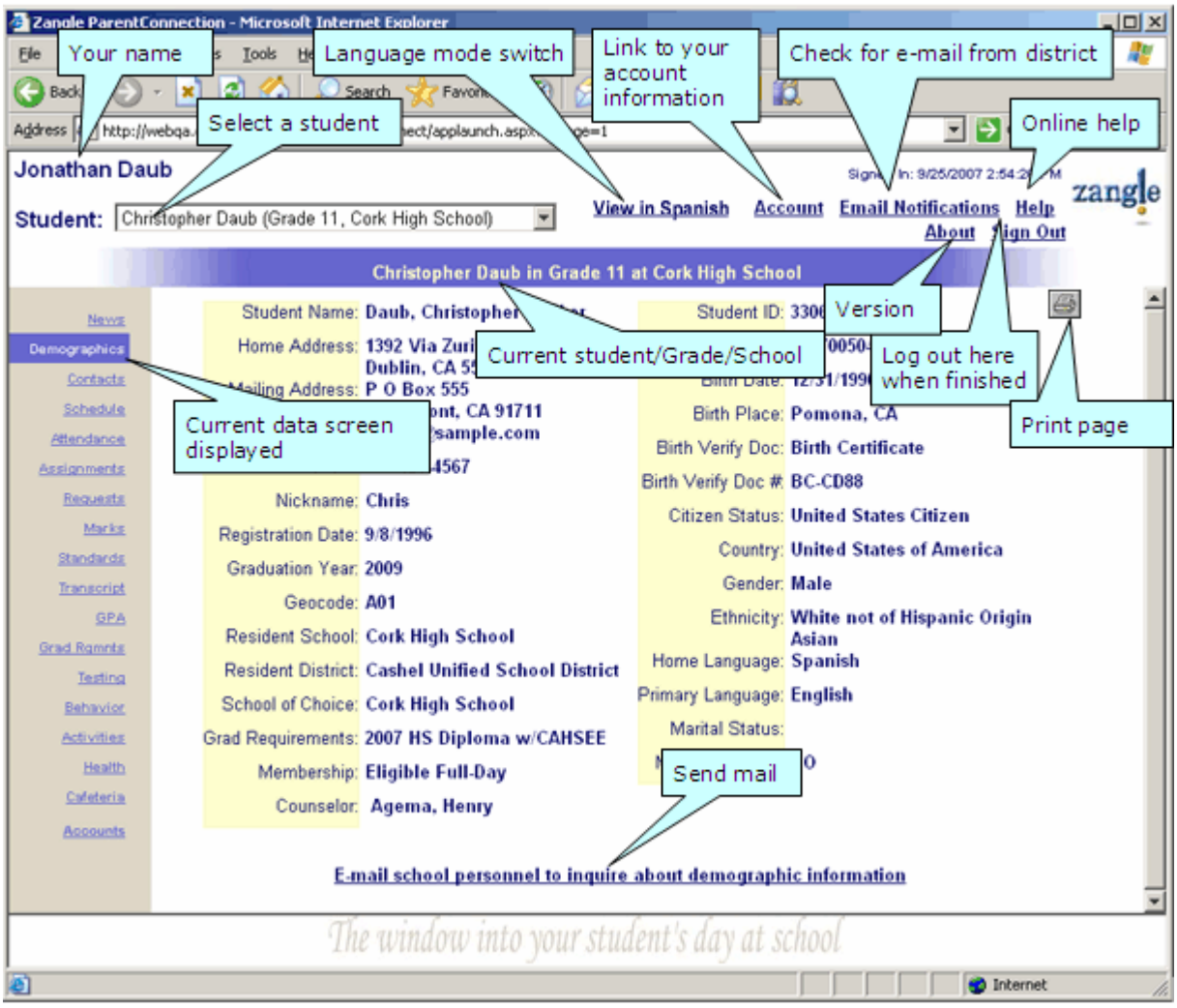
Screen layout and navigation

The main screen of ParentConnection displays all the relevant login information across the top, such as the name of the parent, today's date and time, and the name of the currently selected student.



Main screen

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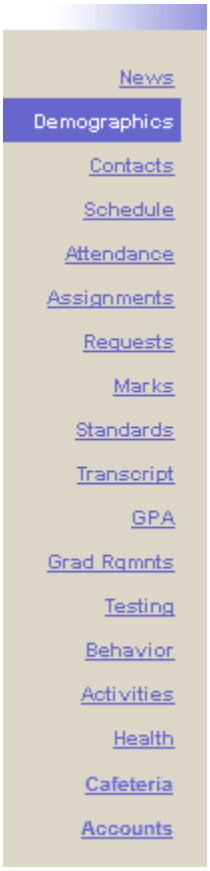
Navigate Student Data



Click the links on the left side of the screen to view different types of data for the selected student, such as News, Demographics, Attendance, etc. The currently selected link will be highlighted in white. See 'Student Data' for more information on each type of available data.

The data screens available will depend on how the school has configured the track you are viewing. Therefore the link menu array used in these examples may not correspond exactly with the track you are viewing.

Refreshing data pages

Data viewed in ParentConnection is 'live', therefore it may be updated in real time by the school while the user is browsing. However, new data posted during a session will not be visible to the user until the data page is refreshed. There are three ways too refresh a data page:

1) Click on a different link and then return to the original page.

2) Click the **Refresh** or **Reload** button on your browser.

3) Press the F5 function key on the keyboard.

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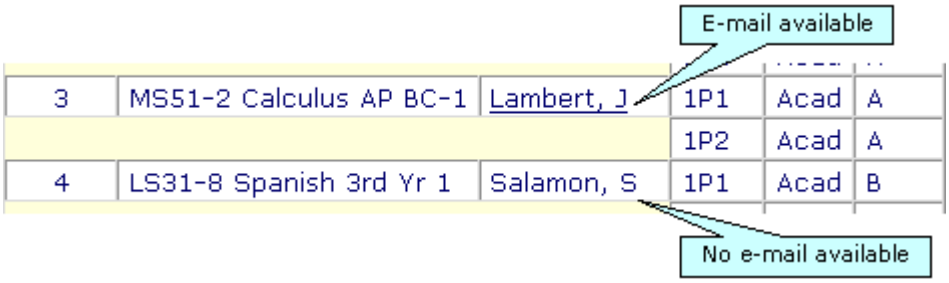
Sending e-mail to teachers and counselors

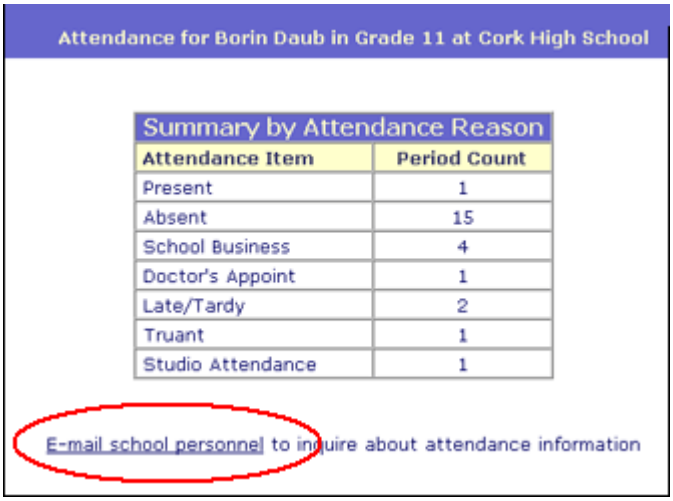
At the discretion of the school district, e-mail links to teachers and counselors can be provided in the various screens on ParentConnection. Teacher names appear throughout ParentConnection on the various student data screens, such as Marks and Schedule, etc. The student's counselor name appears on the student's Demographics page. If the Teacher/Counselor Email option has been turned on by school administrators, the names of faculty members with e-mail will be underlined in the display output. This is a standard e-mail hyperlink. Click on this hyperlink to open up an e-mail message **Send** form addressed to the recipient (your browser must be configured to send e-mail in order for this procedure to work).



Faculty e-mail hyperlinks on a report card in the Marks screen

Getting help by e-mailing school departments

At the discretion of the school district, e-mail links may be provided for specific departments at a school site, such as the attendance office, the cafeteria, the nurse's office, etc. If available, these links will be placed in the appropriate ParentConnection screens.



Sample e-mail link to personnel in the Attendance department

When you click on the e-mail link, your e-mail **Send** form will automatically open with the appropriate e-mail address in the **To** field and inquiry tracking tags in the **Subject** field and message body. Enter a message and send the e-mail.

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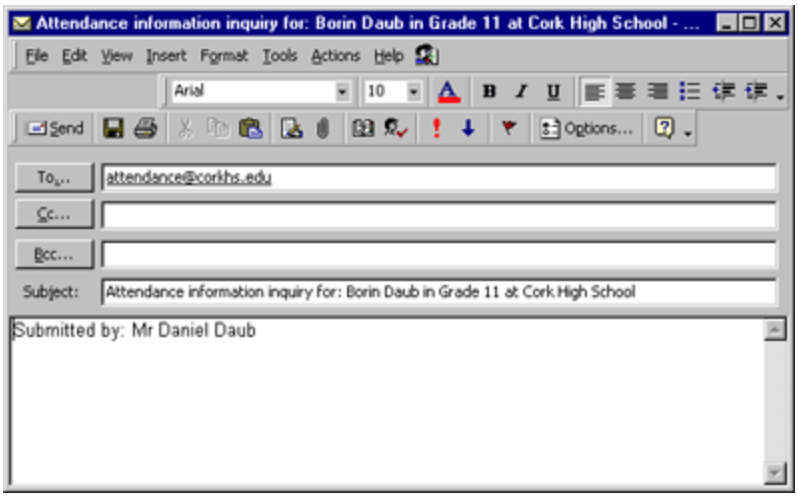

Sample e-mail Send form with inquiry tracking tags for Attendance information

Email Notifications

ParentConnection E-Mail Notifications, if enabled for a student's school, allows the parent or guardian to receive e-mail notifications from the school concerning attendance, assignments, cafeteria balances, mark reporting, and school news related to the student. The schools can individually choose which type of Notifications to offer on a per track level. Parents have the ability to choose which types of available Notifications they want to receive for each of their students.

Types of Email Notifications

Notification Type	Information Sent
School News Email	When this option is selected, District news, School News, and Classroom News will be sent to parents when it is available in the viewing window defined by the district.
Attendance Email	The Attendance e-mail will report the student's attendance per class for the day that the e-mail was generated. Teacher e-mail links will be included if the teacher has an e-mail and e-mail links are enabled in ParentConnection.

School News

Date	Notes
04/12/2007	Freshman will meet with Counselors today in the Activity Center at 1:30 pm to go over next years pre-scheduling routine.
04/12/2007	Cork HS @ Alta Loma HS 3:15
04/15/2007	Rancho Cucamonga HS @ Cork HS 3:15
04/18/2007	Pictures for PE will be taken today during your student's PE Class
04/18/2007	Vista Valley @ Cork HS 3:15
04/22/2007	All orders for School Rings will be delivered today and will be availbale to be picked up at the ASB office after 6th Period.

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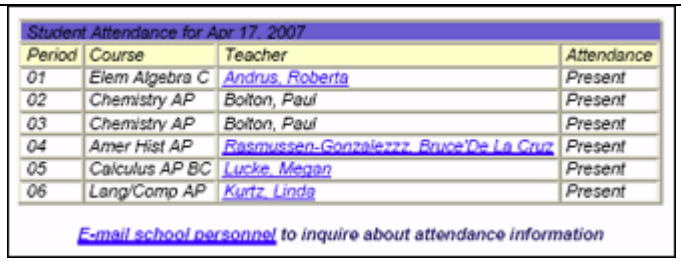
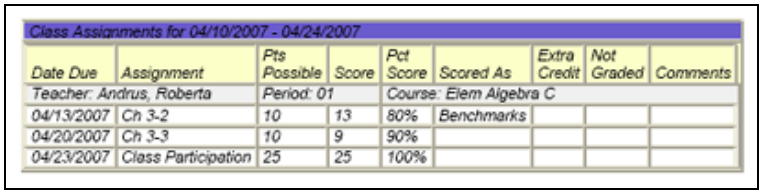


Student Attendance for Apr 17, 2007			
Period	Course	Teacher	Attendance
01	Elem Algebra C	Andrus, Roberta	Present
02	Chemistry AP	Bolton, Paul	Present
03	Chemistry AP	Bolton, Paul	Present
04	Amer Hist AP	Rasmussen-Gonzalezzz, Bruce'De La Cruz	Present
05	Calculus AP BC	Lucke, Megan	Present
06	Lang/Comp AP	Kurtz, Linda	Present

E-mail school personnel to inquire about attendance information

Assignments Email

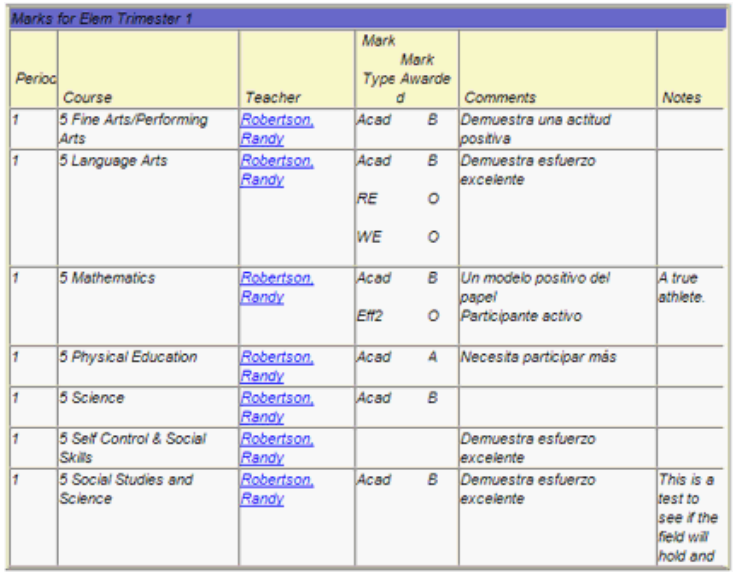
This e-mail will send a list of the student's assignments for the past 7 days and upcoming 7 days. The assignment name will be highlighted if the assignment is late and is not flagged by the teacher as 'ignore', 'extra credit', or 'not graded'. Teacher comments may or may not be available.



Class Assignments for 04/10/2007 - 04/24/2007								
Date Due	Assignment	Pts Possible	Score	Pct Score	Scored As	Extra Credit	Not Graded	Comments
Teacher: Andrus, Roberta		Period: 01		Course: Elem Algebra C				
04/13/2007	Ch 3-2	10	13	80%	Benchmarks			
04/20/2007	Ch 3-3	10	9	90%				
04/23/2007	Class Participation	25	25	100%				

Report Card Email

This e-mail will send marks from the most recent mark reporting period, when those marks become viewable in the date range window defined by the district. The same data will only be mailed once per parent. Pre-defined report Card Comments will be in the contact's primary language and teacher Notes will only be displayed if the teacher has configured them to be shown. Teacher e-mail links will be included if the teacher has an e-mail and e-mail links are enabled in ParentConnection.



Marks for Elem Trimester 1						
Period	Course	Teacher	Mark Type	Mark Awarded	Comments	Notes
1	5 Fine Arts/Performing Arts	Robertson, Randy	Acad	B	Demuestra una actitud positiva	
1	5 Language Arts	Robertson, Randy	Acad RE WE	B O O	Demuestra esfuerzo excelente	
1	5 Mathematics	Robertson, Randy	Acad Eff2	B O	Un modelo positivo del papel Participante activo	A true athlete.
1	5 Physical Education	Robertson, Randy	Acad	A	Necesita participar más	
1	5 Science	Robertson, Randy	Acad	B		
1	5 Self Control & Social Skills	Robertson, Randy			Demuestra esfuerzo excelente	
1	5 Social Studies and Science	Robertson, Randy	Acad	B	Demuestra esfuerzo excelente	This is a test to see if the field will hold and

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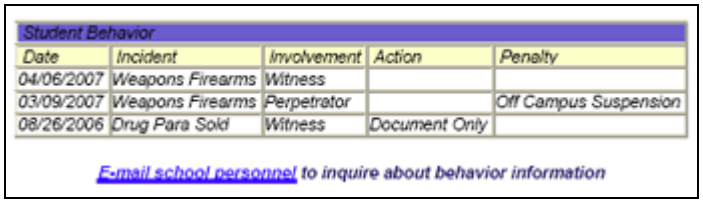
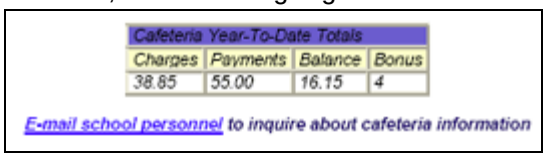
Behavior Email	The Behavior e-mail will send a notification of each new behavior incident, but only once. If there is a subsequent change in the same incident it will be sent again. A Behavior incident will be displayed in red font if it has been flagged as an 'Alert'.  Student Behavior Date | Incident | Involvement | Action | Penalty 04/06/2007 | Weapons Firearms | Witness | | 03/09/2007 | Weapons Firearms | Perpetrator | | Off Campus Suspension 08/26/2006 | Drug Para Sold | Witness | Document Only | E-mail school personnel to inquire about behavior information
Cafeteria Balance Email	The Cafeteria e-mail notification contains the student's charges, payments, balance, and any bonus meals they have in their food service account. If there is a negative balance, it will be highlighted in red.  Cafeteria Year-To-Date Totals Charges | Payments | Balance | Bonus 38.85 | 55.00 | 16.15 | 4 E-mail school personnel to inquire about cafeteria information

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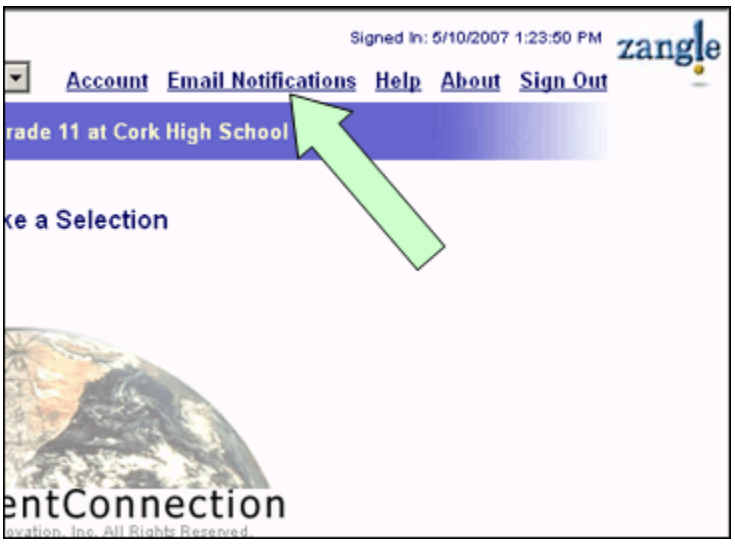
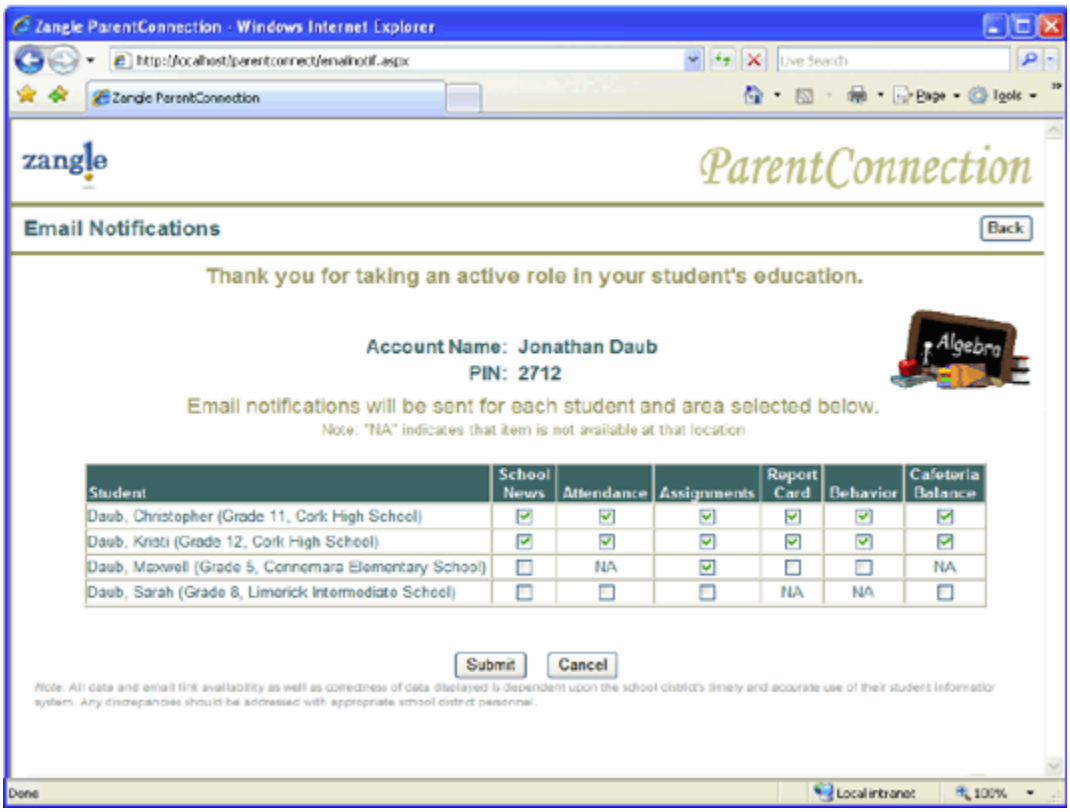
How to subscribe to Email Notifications

First, check to see if any Notifications are available for the logged on school. If the **Email Notifications** link appears in the upper right corner of the ParentConnection screen, at least one of the student's schools has enabled Notifications:



Click the **Email Notifications** link to open the Email Notifications dialog:



E-Mail Notifications dialog for parents.

Select the Notification Types you would like to subscribe to per student, per track. Click **Submit** to save your selections.

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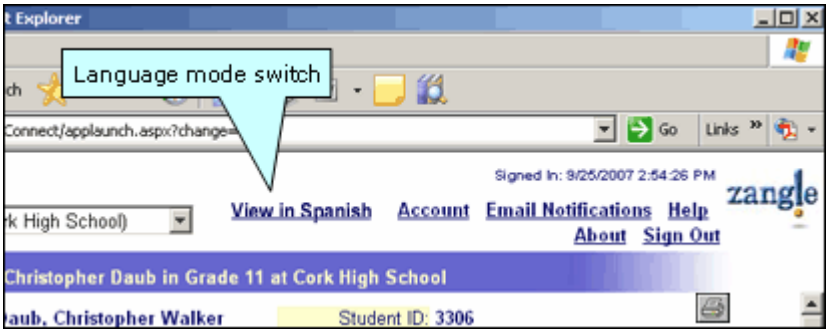
Language mode switch

The default mode of ParentConnection is English, but if your primary language is other than English and ParentConnection has been translated to that language, you will have the option to view the interface in your primary language.

ParentConnection detects your primary language when you log in, as it is designated in the Zangle Contacts database. If available, you will see a language mode switch at the top of the screen that reads, **View in (your Primary Language)**.



Click this link to switch to your primary language. All or parts of the interface will be translated for you:

Sample interface translated to Spanish

To return to English, click the language mode switch again, which now reads **View in English**.

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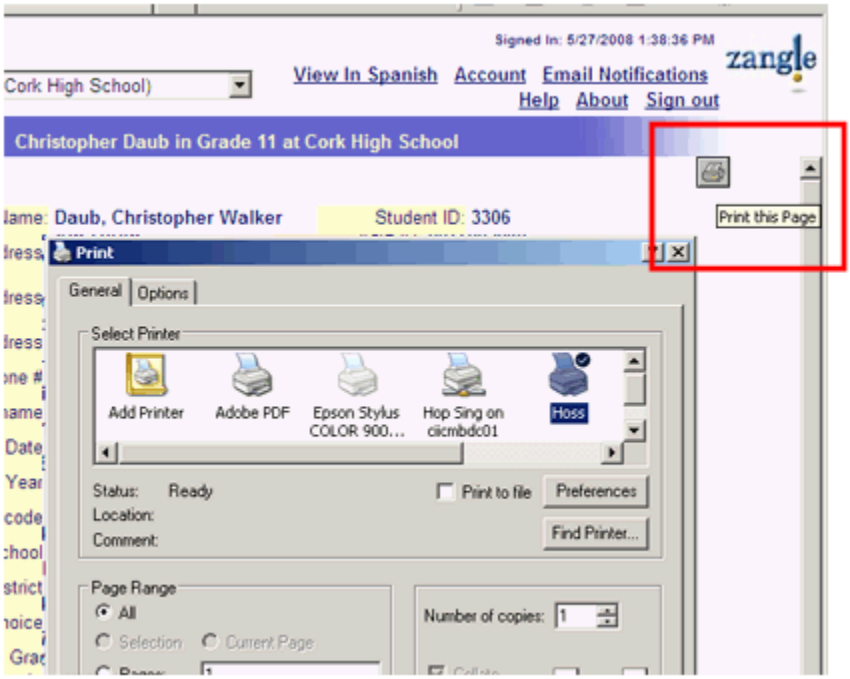
Print this Page command

Click on the printer icon in the upper right corner of a page to print the page to your default printer or a network printer of your choice.



You can also initiate the print dialog on any page by right-clicking in the page and selecting 'Print' from the menu that appears.

Sign Out

Click on the **Sign out** link in the upper right corner when you are finished with your session.

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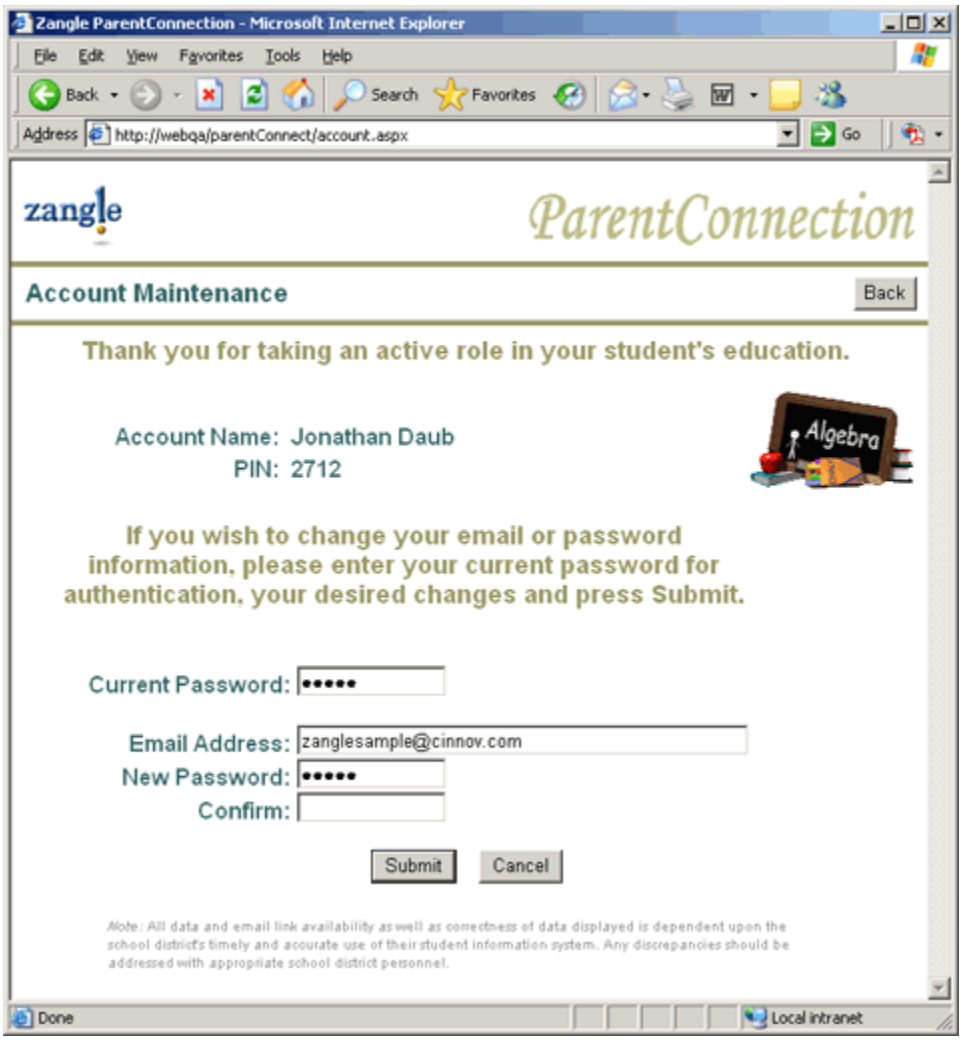
Account Maintenance

The Account Maintenance dialog enables the user to edit their e-mail address and/or change their ParentConnection password.



Sample Account Maintenance dialog

1. Click on the Account link in the upper right of the main screen to open the Account Maintenance dialog.
2. Edit your **E-mail Address** if necessary.
3. If you want to change your account password, enter a **New Password** and password **Confirm** in the fields provided. Make sure to write down your new password in a safe place.
4. Click **Continue** (or Cancel to abort). Your account will automatically be modified and the view will return to the ParentConnection main screen.

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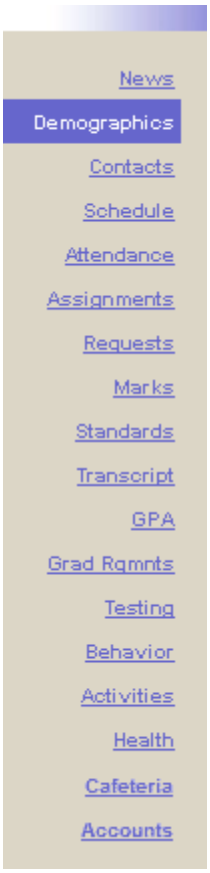
Student Data



The data screens available will be determined by how ParentConnection is configured for the track you are viewing. The link menu array on the left side of the screen will reflect the configuration of the current track. Each school will decide what data screens they want to make available in each track and, in some cases, what type of data *within* a screen will be viewable.

All possible data screens and data types are covered in this help document. However, the sample menus arrays used in this document may not match the menu in the track you are viewing – it will depend on your school. Likewise, the sample data screens documented here (and the data types therein) may or may not be available in the track you are viewing.

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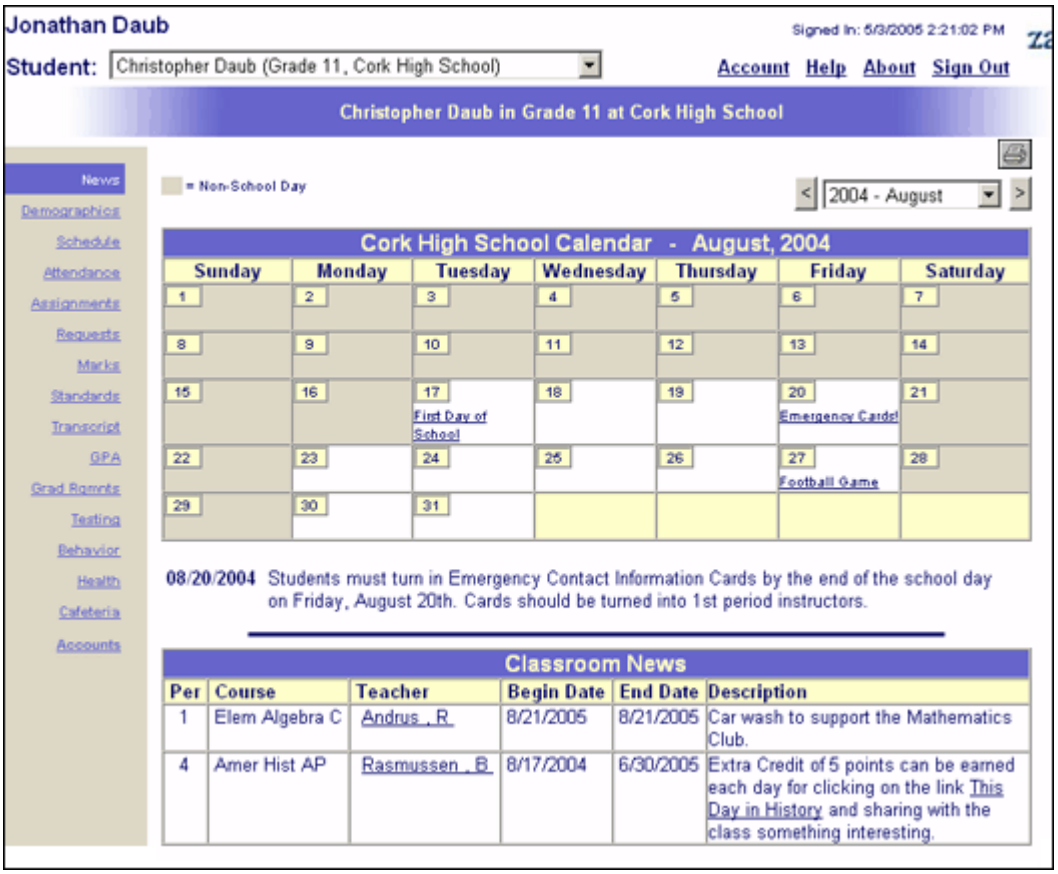
News

News items are bulletins or announcements for parents from school administrators and teachers. The News page is the default selection on the ParentConnection main screen after a student is selected.

There are two types of news items available on the News page: **School News**, in the form of a calendar and **Classroom News**, in the form of a list. A third type of News item, **School District News**, appears at the bottom of the Parent Connection login screen.



Sample News page

School News

School News items are associated with the current school of enrollment for the selected student. These news items are normally posted by school administrators. They can be read by scrolling through the calendar in the top half of the screen and clicking on the hyperlinks that appear for each scheduled event. When clicked, the details of that event will be displayed immediately below the calendar.

Classroom News

Classroom News items are associated with the current student's scheduled classes (periods) and are posted by the teachers of each class. These items are displayed in the lower half of the screen and will have a Begin Date and an End Date (often these two dates will be the same if the bulletin is effective for only one day). Classroom News items will be displayed for each period in ascending chronological order by

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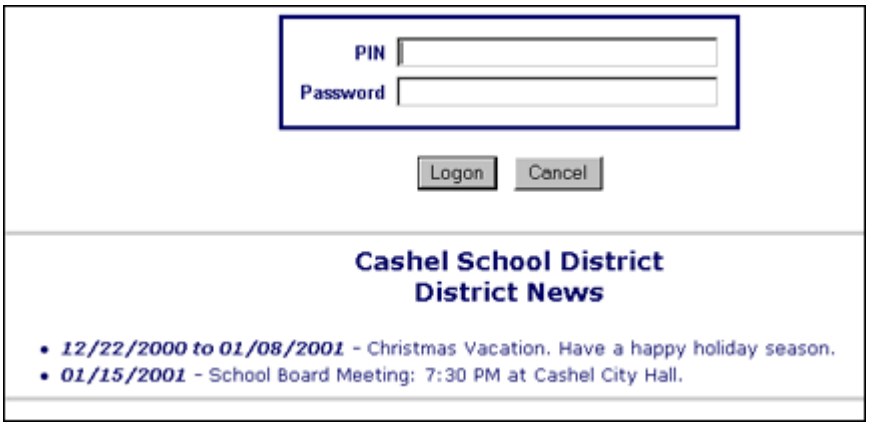
their Begin Date. A Classroom News item will be removed when its End Date has passed.

School District News

School District News items are announcements and bulletins pertaining to the school district as a whole, normally posted by school board administrators. This type of news will be displayed at the bottom of the ParentConnection login screen before you actually launch into ParentConnection.



Sample School District News

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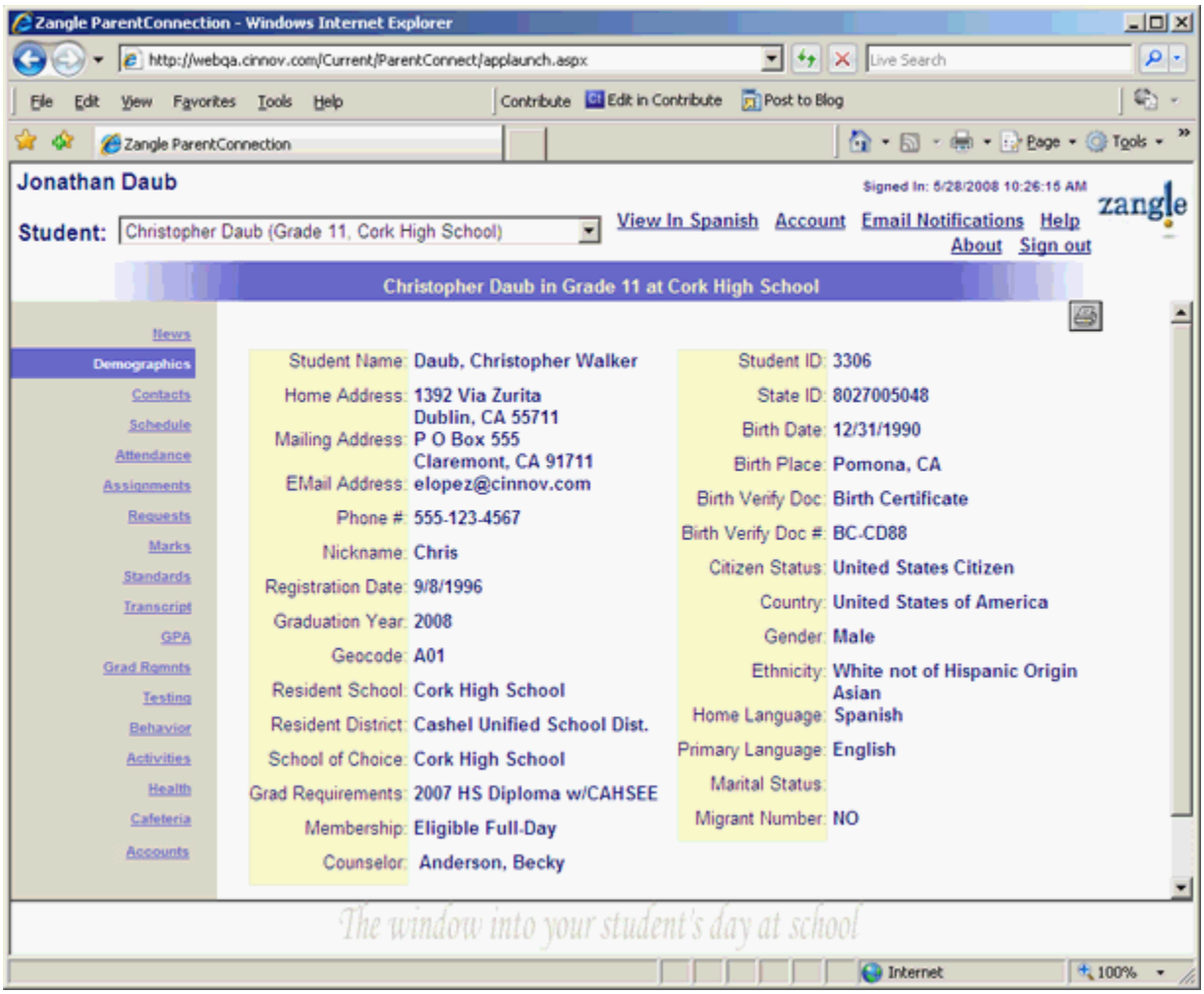
Demographics

The Demographics screen shows essential information for the selected student, such as name, address, phone, birth date, counselor, etc. This is available so parents can check the accuracy of the information as it exists in the school database. Inaccuracies or misspellings should be reported to the school office.



Sample Demographics

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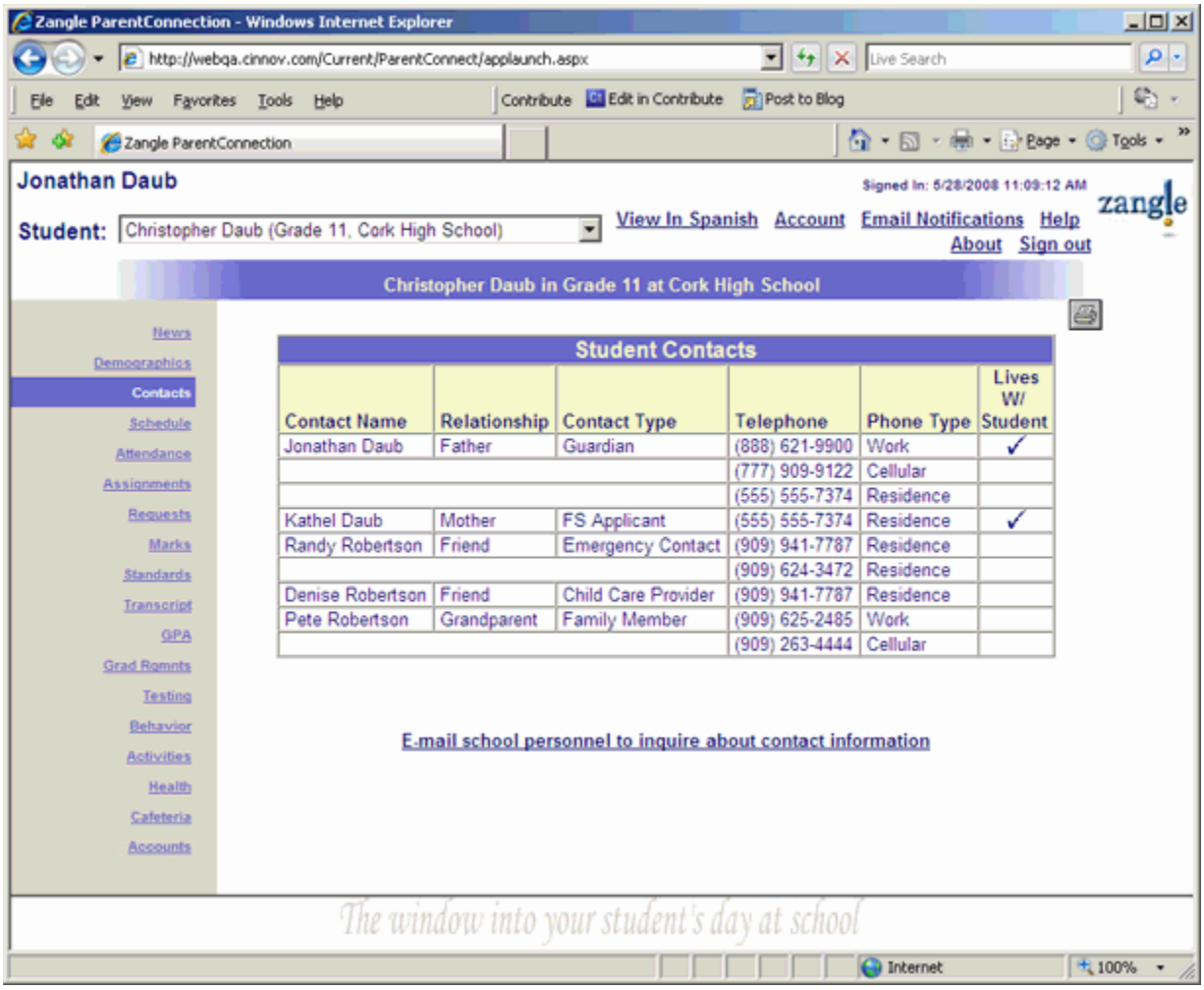
Contacts

The Contacts screen displays first-tier contact information on file for the selected student.



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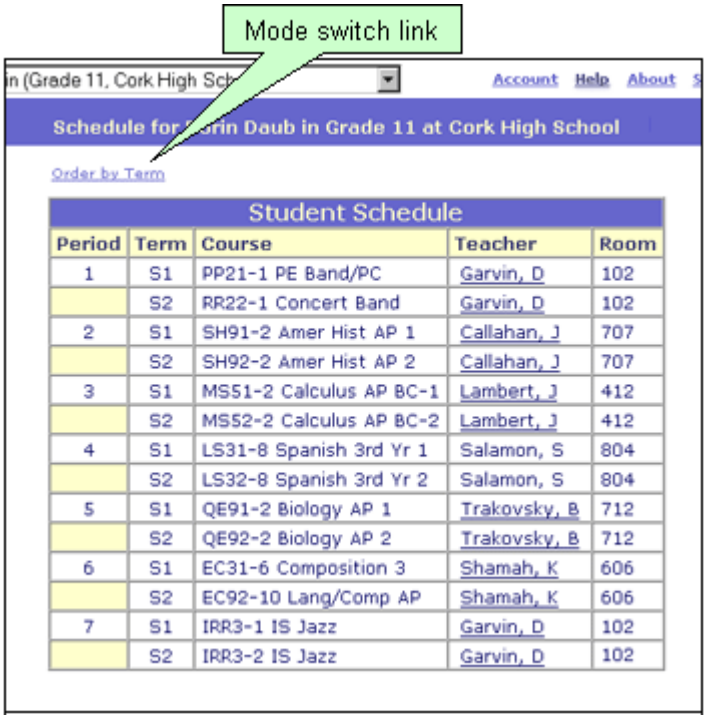
Schedule

This page displays the selected student's daily schedule for the current and future terms in the current track. There are two modes for viewing: **Order by Period** (default) or **Order by Term**. The viewing mode may be toggled by clicking on the mode switch link to the upper left of the schedule table.

Order by Period mode

In this mode each scheduled period is indicated in the leftmost column. For each period there is a line to show what class is scheduled for each term in the school year. The terms are indicated by a term code, such as 'S1' for Semester 1, and so on. The course description, teacher, and room number follow these.



Student Schedule

Period	Term	Course	Teacher	Room
1	S1	PP21-1 PE Band/PC	Garvin, D	102
	S2	RR22-1 Concert Band	Garvin, D	102
2	S1	SH91-2 Amer Hist AP 1	Callahan, J	707
	S2	SH92-2 Amer Hist AP 2	Callahan, J	707
3	S1	MS51-2 Calculus AP BC-1	Lambert, J	412
	S2	MS52-2 Calculus AP BC-2	Lambert, J	412
4	S1	LS31-8 Spanish 3rd Yr 1	Salamon, S	804
	S2	LS32-8 Spanish 3rd Yr 2	Salamon, S	804
5	S1	QE91-2 Biology AP 1	Trakovsky, B	712
	S2	QE92-2 Biology AP 2	Trakovsky, B	712
6	S1	EC31-6 Composition 3	Shamah, K	606
	S2	EC92-10 Lang/Comp AP	Shamah, K	606
7	S1	IRR3-1 IS Jazz	Garvin, D	102
	S2	IRR3-2 IS Jazz	Garvin, D	102

Order by Period mode

You can switch to the Order by Term mode by clicking on the mode switch link.

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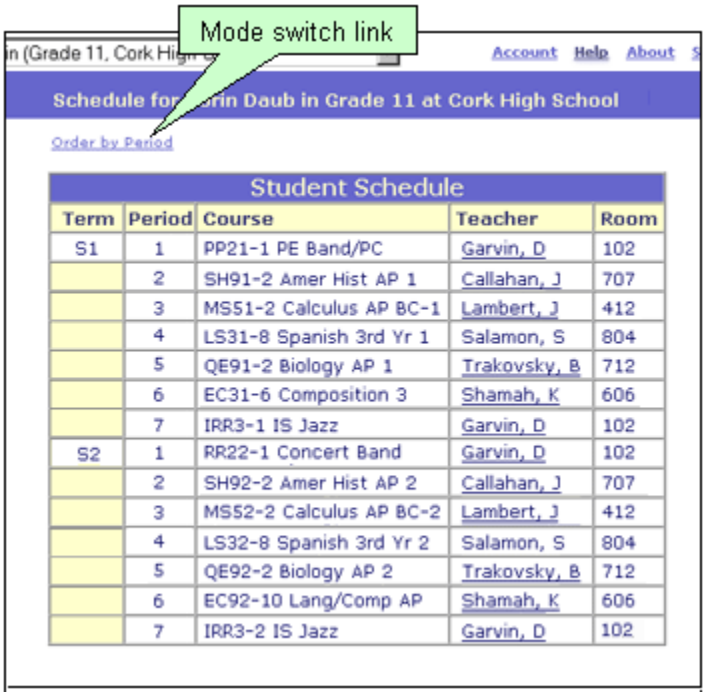
Order by Term mode

Each term is indicated in the leftmost column by a term code, such as 'S1' for Semester 1, and so on. For each term there is a line for each scheduled period in the term. The Course description, teacher, and room number follow these.



Student Schedule

Term	Period	Course	Teacher	Room
S1	1	PP21-1 PE Band/PC	Garvin, D	102
	2	SH91-2 Amer Hist AP 1	Callahan, J	707
	3	MS51-2 Calculus AP BC-1	Lambert, J	412
	4	LS31-8 Spanish 3rd Yr 1	Salamon, S	804
	5	QE91-2 Biology AP 1	Trakovsky, B	712
	6	EC31-6 Composition 3	Shamah, K	606
	7	IRR3-1 IS Jazz	Garvin, D	102
S2	1	RR22-1 Concert Band	Garvin, D	102
	2	SH92-2 Amer Hist AP 2	Callahan, J	707
	3	MS52-2 Calculus AP BC-2	Lambert, J	412
	4	LS32-8 Spanish 3rd Yr 2	Salamon, S	804
	5	QE92-2 Biology AP 2	Trakovsky, B	712
	6	EC92-10 Lang/Comp AP	Shamah, K	606
	7	IRR3-2 IS Jazz	Garvin, D	102

Order by Term mode

Click on the Order by Period mode switch link to see the schedule sorted by period.

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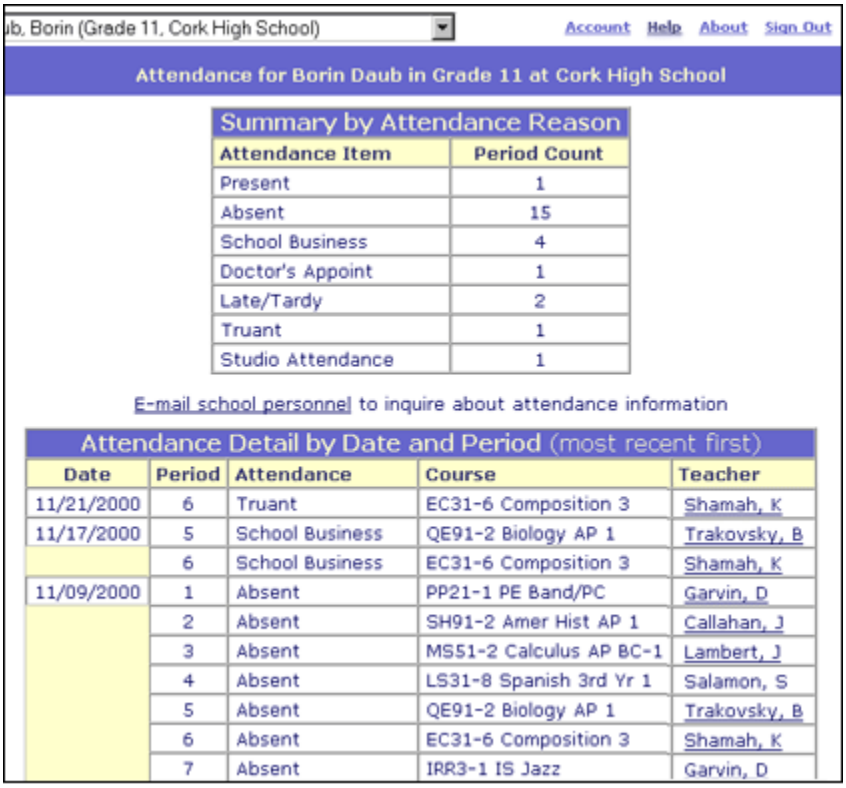
Attendance

This page displays a record of attendance entries for the selected student in the current school year. An attendance entry is an attendance code entered into the computer system by a teacher or attendance clerk at the school site.

Attendance codes will vary greatly from school to school. The most common codes are 'Present', 'Absent', and 'Tardy' or their equivalents. Depending on the school site, 'Present' attendance codes may or may not be displayed in ParentConnection but codes related to absences, tardies, leaves, and suspensions will most likely be displayed.



Sample Attendance

The **Summary by Attendance Reason** table at the top of the page displays the cumulative counts-to-date for each type of attendance code entered for the student.

The **Attendance Detail** table displays attendance data in descending chronological order (most recent day first). Attendance entries are then detailed per period/course/teacher.

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Assignments

Assignments are scored classroom tasks assigned to students, such as homework, quizzes, exams, etc. When a teacher uses Zangle Gradebook to define, organize, and score their class assignments, the assignment data for their students will be viewable to parents using ParentConnection.

The following Assignment data is available:

- Name of assignment
- Date Due
- Points Possible
- Grade (or numerical score)
- Percentage Score (may be hidden at teacher's discretion)
- Class Average (may be hidden at teacher's discretion)
- Current Semester Grade for the class (may be hidden at teacher's discretion)
- 'Scored As' options (where the original score for an assignment may have a different applied value in the calculations for the final grade in the class.)
- Comment (teacher's comments on the student's score for the assignment)

Assigned tasks are grouped by **Period** (class) and then displayed in ascending chronicle order by their **Date Due**. The parent can easily view the student's upcoming homework assignments and the resulting scores of past assignments for each class.

Printable progress reports can be generated for each class. Acrobat Reader required.

Note: A teacher has the option *not* to publish their Assignment information in ParentConnection. If they do choose to publish Assignment information, the teacher can chose to hide the **Current Semester Grade** and/or the **Class Average** values on a class-by-class basis. The teacher can also choose to hide individual Assignments.

Viewing modes

There are two viewing modes: **Show Assignments for Last/Next Week** (default) and **Show All Assignments**.

Show Last/Next mode

This mode filters the assignments to show only those with due dates that are within the previous seven days and the next seven days. The purpose of this mode is to help the viewer focus on the most current class assignments.

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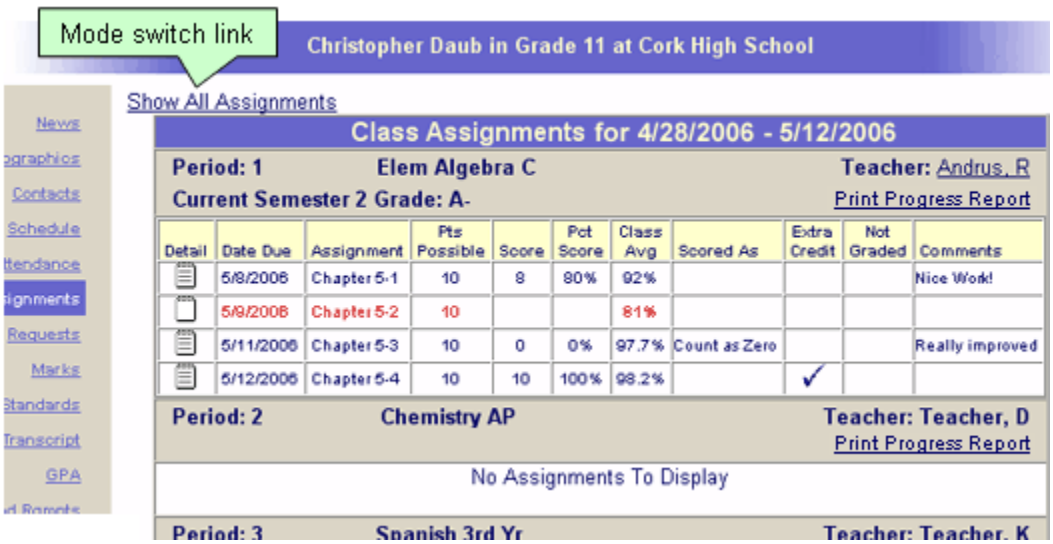
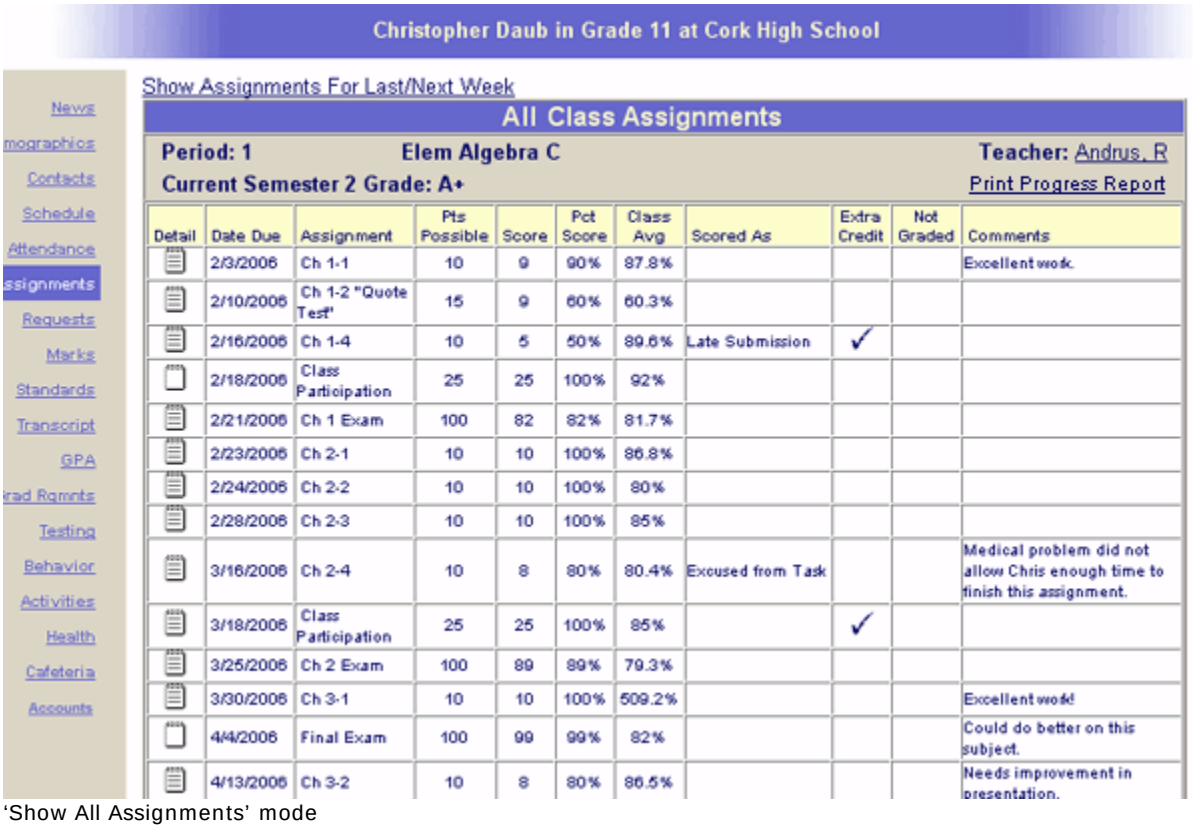


Sample Assignments in the 'Last/Next' mode

Click on the Show All Assignments mode switch link to see a different view of assignments.

Show All Assignments mode

This mode expands the table to show all assignments in the currently calculated term for each class.



'Show All Assignments' mode

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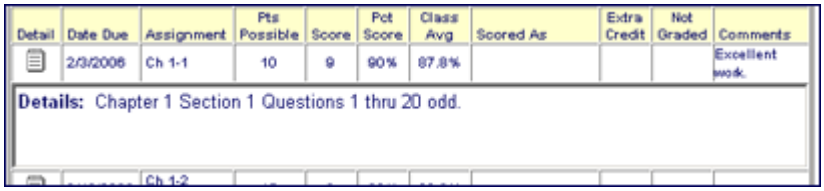
How to read the Assignments display

- Assignments displayed in **red font** are tasks that have a **Date Due** that has passed but have not yet been graded by the teacher.

- Assignments displayed in **gray font** are assignments that have due dates *outside* of the student's class enrollment.

Detail	Click on the **Detail** icon to expand the row to see the long description of the assignment, if available.  Details mode A blank icon indicates a long description is not available.
Date Due	The due date for the student to complete the assignment.
Assignment	Short Description of the assignment.
Pts Possible	Total points possible to earn on this assignment. Grades are calculated by comparing the points possible with the points earned, producing a percentage value. When letter grades are used for scoring the assignment this percentage value determines the letter grade according to a grading scale defined for the class.
Score	Student's grade for the assignment. This could be a traditional letter grade or it could be a numerical score.
Percentage Score	The student's grade for the assignment; shown as the percentage of points earned against points possible. (May be hidden at teacher's discretion.)
Class Average	This value shows the average grade of all the students in the class for this assignment; shown as the percentage of points earned against points possible. (May be hidden at teacher's discretion.)
Scored As	At the discretion of the teacher a points earned value different than what is recorded for a specific assignment may be used to compute a student's *final grade* in the class. For example, the teacher could exempt a student from an assignment without a penalty, deduct a fixed percentage from the recorded score when an assignment is late, multiply the recorded score by a bonus percentage, etc. In ParentConnection these are called 'scoring options'. If a scoring option has been applied to a particular grade, the name of the option will be displayed in the **Scored as** field. Remember that the original grade the student received for an assignment will always be displayed in the **Grade** field - only the student's final grade in the class will be affected by scoring options.
Comment	Displays notes from the teacher about the student's grade on an assignment.

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Current Grade:	This field appears in the title bar of each class in the grid. This is the student's calculated grade to date for the class, also called the 'current term calculated mark' or 'current grade'. It is not necessarily the student's final grade for the class. The grade to date is calculated by comparing points possible to points earned on assignments as of today's date. The teacher may set up this calculation in several different ways. For example, she could choose to compare all possible points for the entire term with the currently earned points to date or she could calculate points possible using only tasks with due dates up to the current date only. Also, missing assignments could be excluded from the calculation or they can be counted as zero. These factors can significantly affect the grade to date, yielding different results. If you have any questions on the method used, please contact the teacher of the class. (May be hidden at the teacher's discretion.)

Print a Progress Report for a class

Click the Print Progress Report link underneath a teacher's name to generate a printable progress report for that class. The report will open in a new window as a PDF file. (Acrobat Reader required.) Use the Reader's **Print** command to print the report to the printer of your choice.

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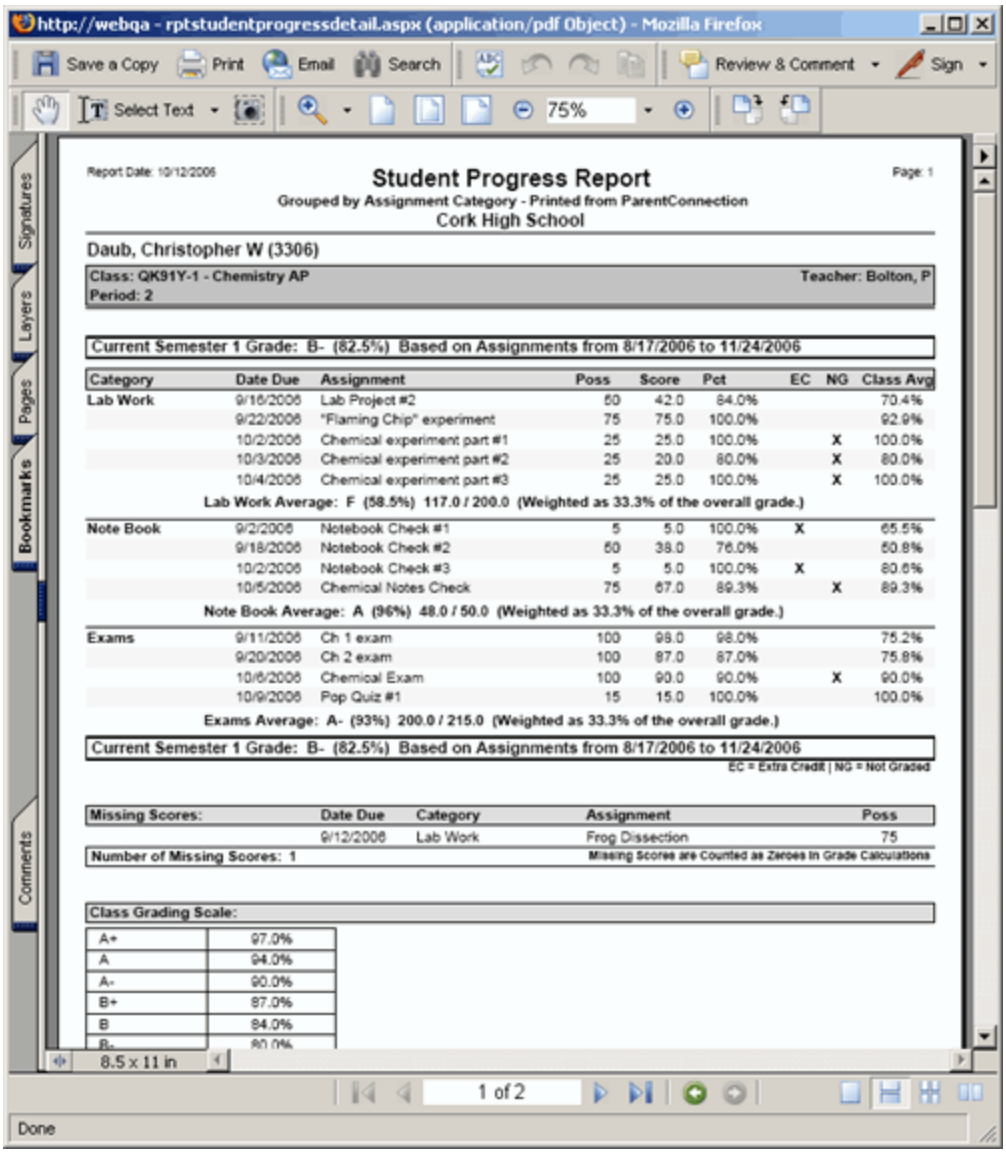

Sample Progress Report opened in Acrobat Reader

Note: Assignment Percentage and Class Average Percentage values may be hidden at the teacher's discretion.

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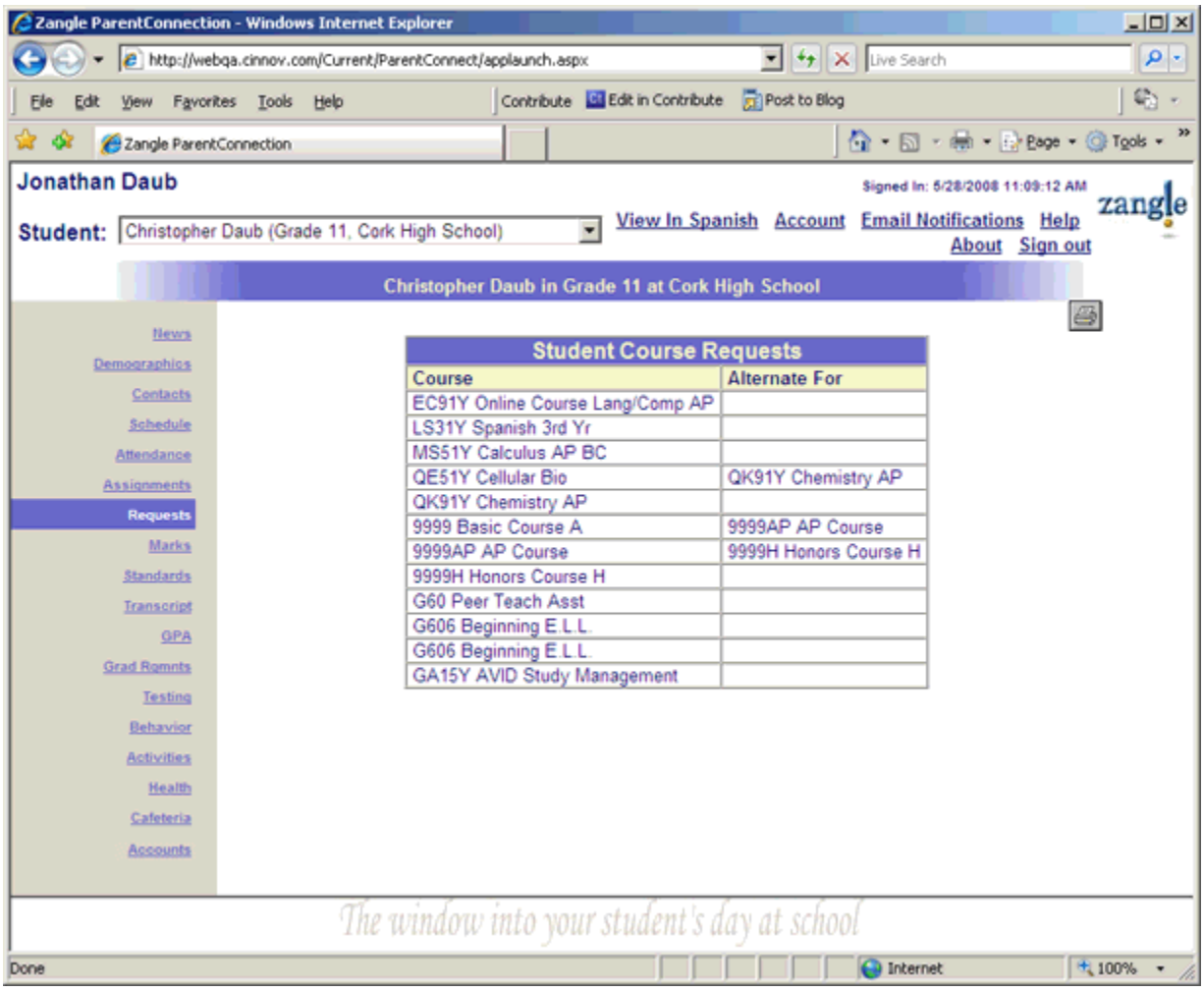
Course Requests

The Requests screen displays all current course requests in the school's database for the selected student. The student's counselor or advisor normally enters course requests into the system, but in some cases the student may enter their own requests, such as electives.

Course Requests are used by the school to create schedules for the student. This screen simply shows what course requests are current in the system; it does not, however, indicate which requests were successfully scheduled. Some may have been scheduled; some may not have been scheduled. (To view the student's current schedule go the Schedule screen.)



Sometimes a course request will be an alternate for another course requested; in the event the first request cannot be scheduled. In these cases the original request will be displayed in the **Alternate For** column.

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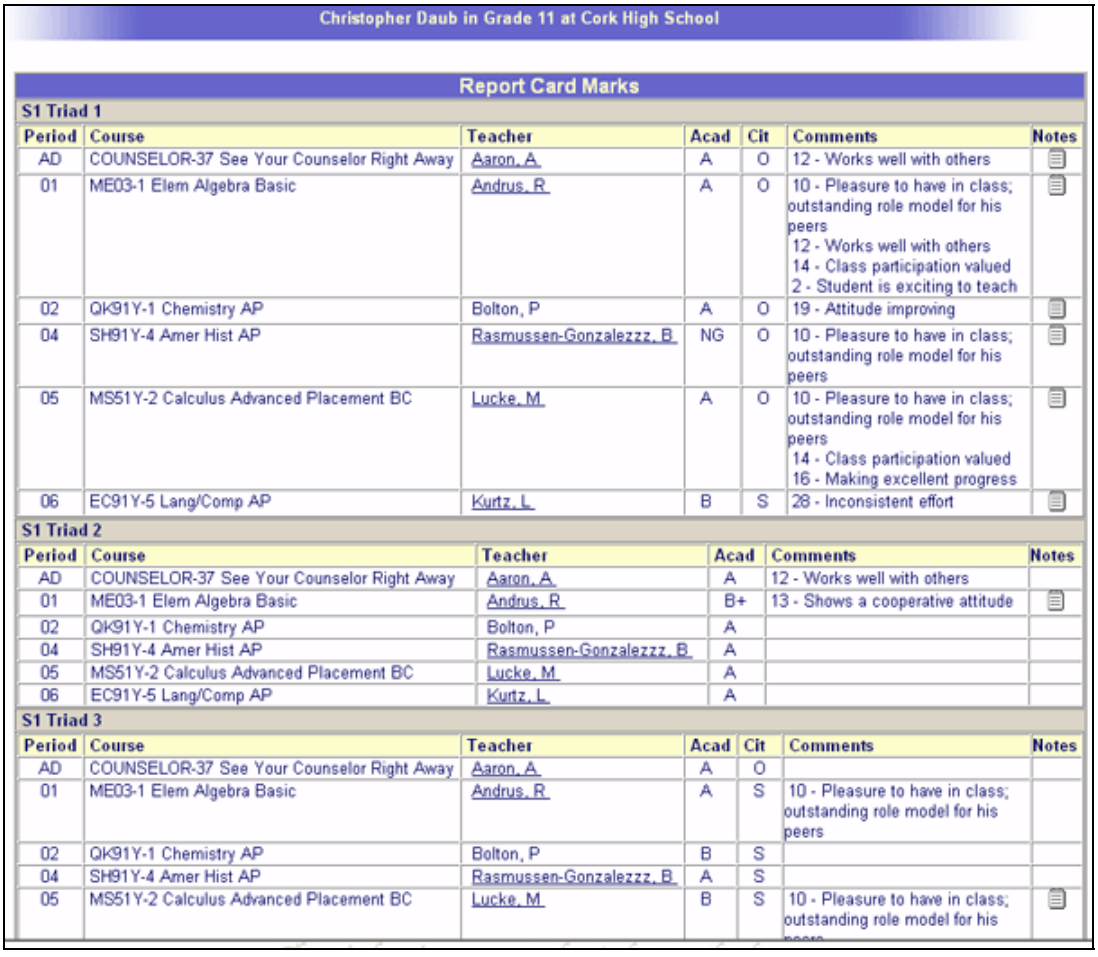
Marks

This screen will display an aggregate list of all the report card marks that have been posted to the system for the selected student in the current school year.

- Mark reporting terms are represented by term codes in the subheadings, such as 'S1' for 'Semester 1', 'S2' for Semester 2, and so on. Term codes will vary from school to school.
- There can be different types of marks given for a class; each type will have its own column to the right of the **Teacher** column. The most common type of mark is **Acad** (Academic) or its equivalent. Another common type is **Cit** (Citizenship) or its equivalent. Marks can be displayed as a numerical value or a letter grade, depending on district policy or teacher discretion.
- **Comments** – Predefined generic evaluations that can be added at the teacher's discretion. The number preceding each comment is a database code used by the system.
- **Notes –** If Report Card Notes is enabled for the logged in track, the **Notes** column will appear on the far right. This field can contain a narrative comment added by the teacher for a mark. If the Teacher has entered any notes for a mark a details icon will appear in the **Notes** column. Click the icon to expand the row below and read the contents of the note.



Christopher Daub in Grade 11 at Cork High School

Report Card Marks

S1 Triad 1

Period	Course	Teacher	Acad	Cit	Comments	Notes
AD	COUNSELOR-37 See Your Counselor Right Away	Aaron, A	A	O	12 - Works well with others	
01	ME03-1 Elem Algebra Basic	Andrus, R	A	O	10 - Pleasure to have in class; outstanding role model for his peers 12 - Works well with others 14 - Class participation valued 2 - Student is exciting to teach	
02	QK91Y-1 Chemistry AP	Bolton, P	A	O	19 - Attitude improving	
04	SH91Y-4 Amer Hist AP	Rasmussen-Gonzalezzz, B	NG	O	10 - Pleasure to have in class; outstanding role model for his peers	
05	MS51Y-2 Calculus Advanced Placement BC	Lucke, M	A	O	10 - Pleasure to have in class; outstanding role model for his peers 14 - Class participation valued 16 - Making excellent progress	
06	EC91Y-5 Lang/Comp AP	Kurtz, L	B	S	28 - Inconsistent effort	

S1 Triad 2

Period	Course	Teacher	Acad	Comments	Notes
AD	COUNSELOR-37 See Your Counselor Right Away	Aaron, A	A	12 - Works well with others	
01	ME03-1 Elem Algebra Basic	Andrus, R	B+	13 - Shows a cooperative attitude	
02	QK91Y-1 Chemistry AP	Bolton, P	A		
04	SH91Y-4 Amer Hist AP	Rasmussen-Gonzalezzz, B	A		
05	MS51Y-2 Calculus Advanced Placement BC	Lucke, M	A		
06	EC91Y-5 Lang/Comp AP	Kurtz, L	A		

S1 Triad 3

Period	Course	Teacher	Acad	Cit	Comments	Notes
AD	COUNSELOR-37 See Your Counselor Right Away	Aaron, A	A	O		
01	ME03-1 Elem Algebra Basic	Andrus, R	A	S	10 - Pleasure to have in class; outstanding role model for his peers	
02	QK91Y-1 Chemistry AP	Bolton, P	B	S		
04	SH91Y-4 Amer Hist AP	Rasmussen-Gonzalezzz, B	A	S		
05	MS51Y-2 Calculus Advanced Placement BC	Lucke, M	B	S	10 - Pleasure to have in class; outstanding role model for his	

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Standards & Benchmarks

The Standards & Benchmarks are used to define various levels of competence at each grade level through a benchmark scoring system. In the Zangle Student Information System Standards & Benchmarks is maintained as a distinct layer of mark reporting that is tracked and reported separately from regular report card marks. Your district may or may not be implementing the Standards system. If Standards is implemented, it is applied on a course-by-course basis; it is not tied to any track or school site. If a student has enrolled in any courses that are designated for Standards & Benchmarks tracking, the benchmark scores earned in those courses will be displayed here in the Standards screen.

Dated Marks mode

Benchmarks scores can be recorded by a teacher on any date in the track calendar, but unlike attendance, these scores do not have to be recorded *every* day. In the Dated Marks mode the *latest* score a student has received on a benchmark will be their 'current score' for that benchmark. This current score is what is displayed on the page. This current score will be used when a report card is printed that includes Standards & Benchmarks.

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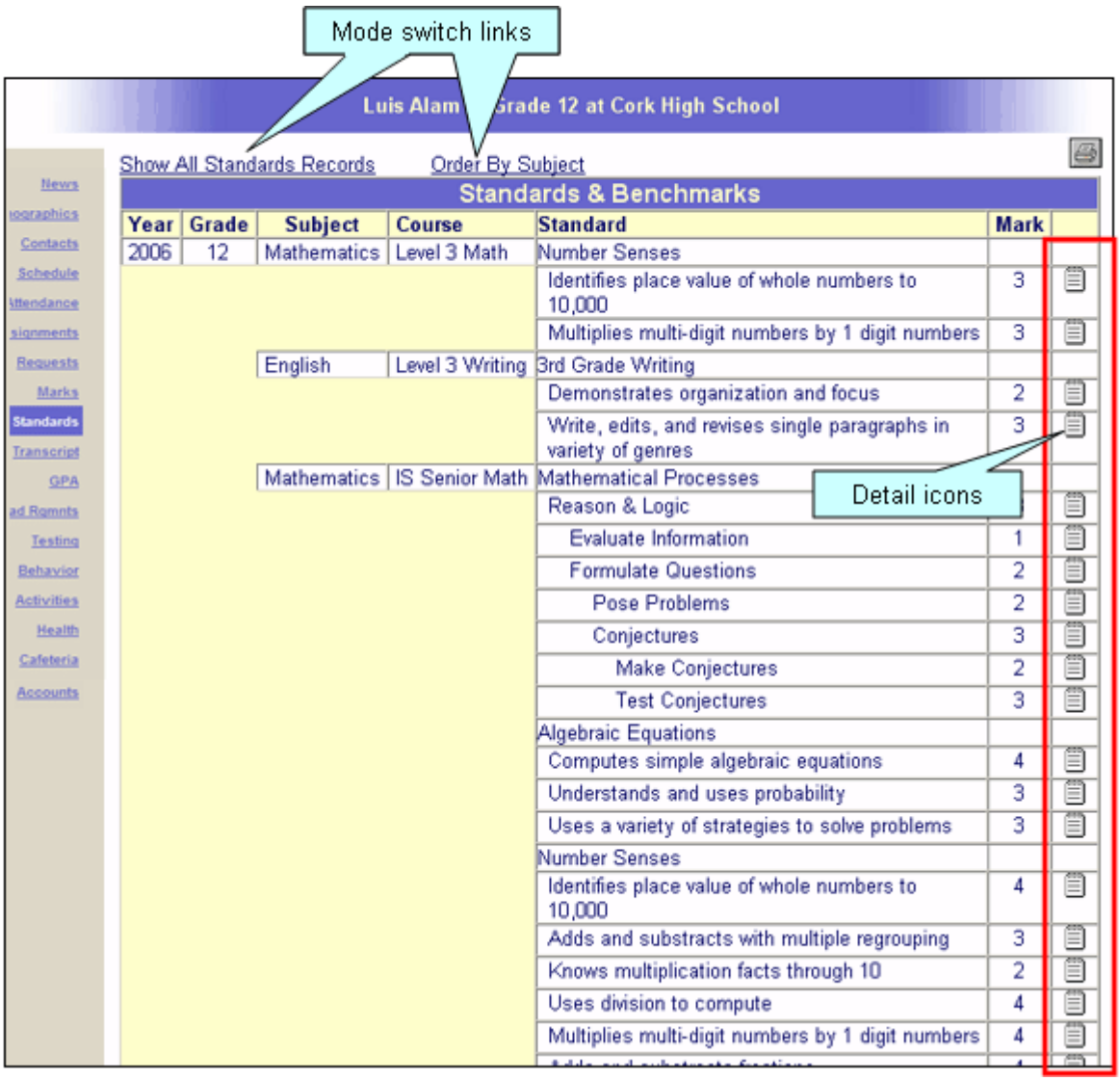

Dated Marks mode

A set of Standards may have more than one level. When this is the case, the subcomponent levels are indented beneath the higher levels in a hierarchical fashion. Subcomponents may be used to calculate marks for a higher level.

Viewing modes in Dated Marks mode

Use the mode switch link in the upper left of the header to View All Standards Records (default) or View Current Year Standards Records. The sorting order of the records can be toggled between Order by Date (default) or Order by Subject by using the mode switch link in the upper right.

View details

The default view shows only the latest mark given for a benchmark. Click on a **Detail** icon to expand a record. In the expanded view you will see more descriptive details of the benchmark (if available), the history of marks received for the benchmark, and a definition for each of the marks. Scroll down to see all the information. The most current mark when the class is finished will be the student's final score.

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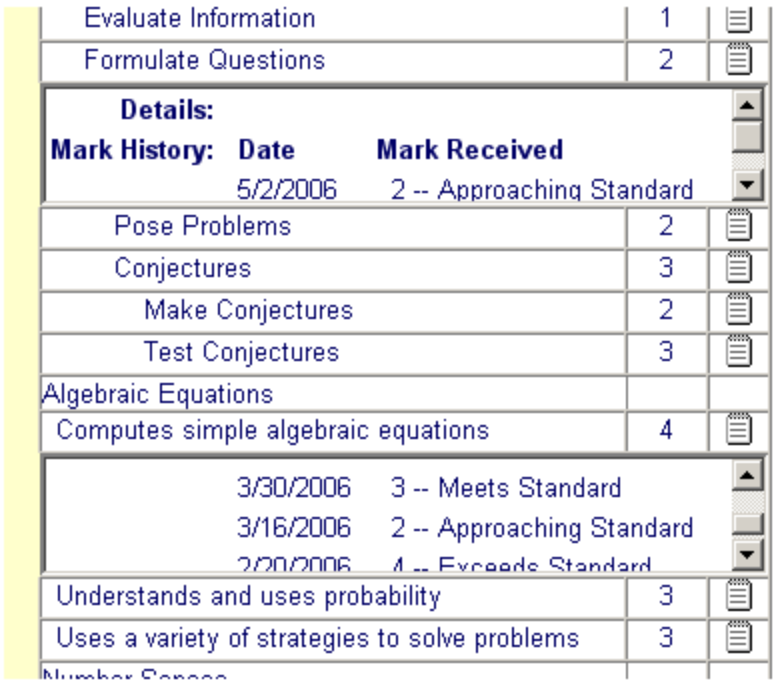

Expanded view of two records, showing details

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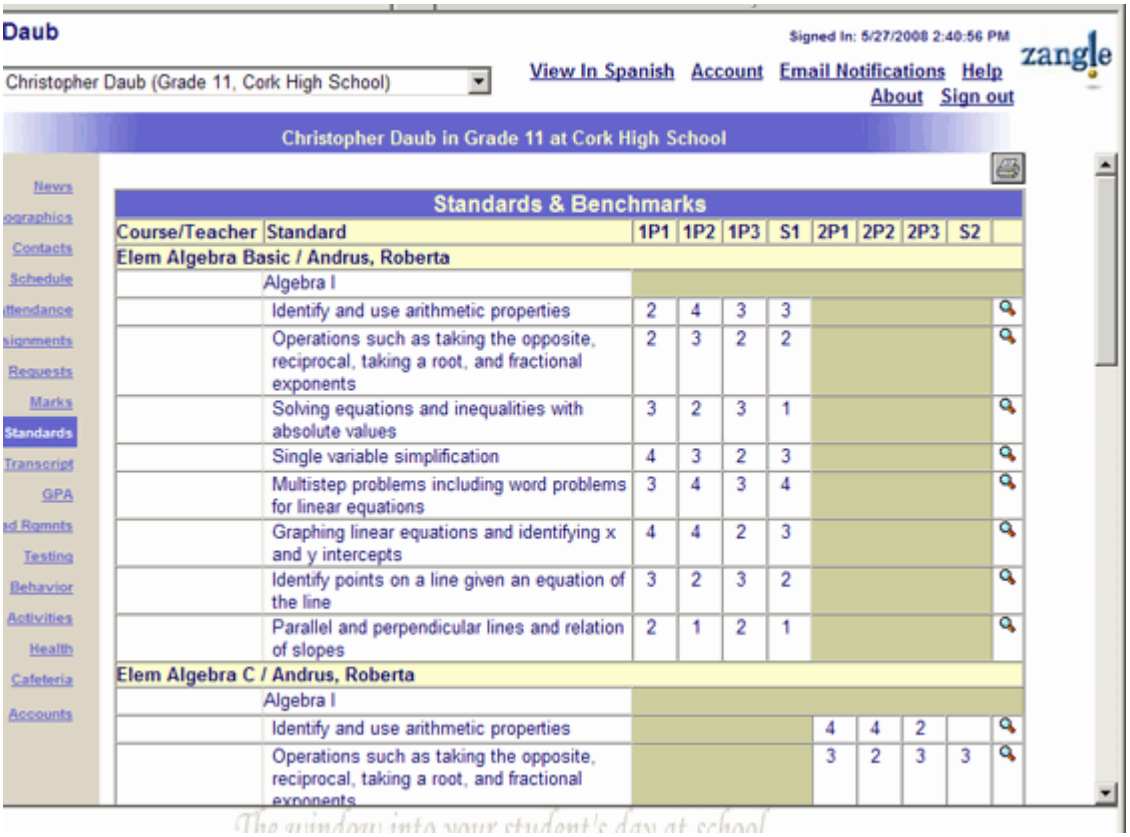
Term-ending Marks mode

If your school district has chosen to use Term-ending Marks for Standards & Benchmarks the Standards screen will look a bit different.

Term-ending marks, when in use, become the student's final score for a term, regardless of previous dated marks, even if those dated marks fall on the last day of a term. Term-ending marks are linked to specific terms and not tied to track calendar dates. They can be manually entered by the teacher or automatically calculated from other benchmarks using a district formula. In either case these kinds of marks become the student's final Standards marks for a term when a Standards report card is printed.

Term-ending Marks for a term will only be viewable if the teacher has entered or calculated them and then only on or after the view date allowed by the district. In some cases the district may postpone the view date until some time after the term ends, to allow time for the teachers to complete all their term marks.



Term-ending Marks mode

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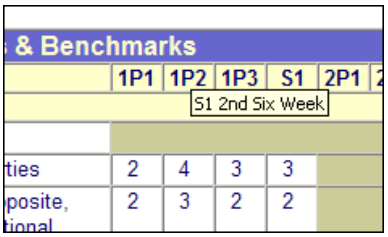
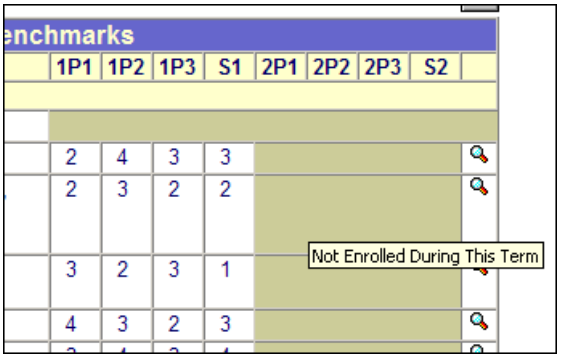
Mouse over the grid for details

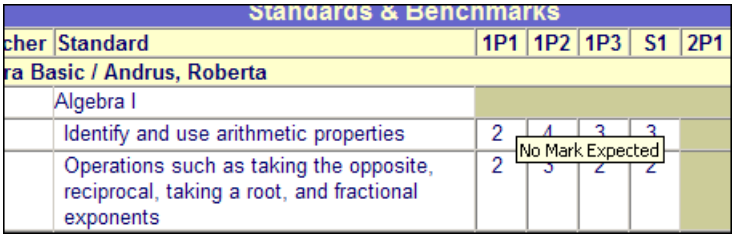
- Float the mouse over a Term Code on a column header to see a short description of the Term.



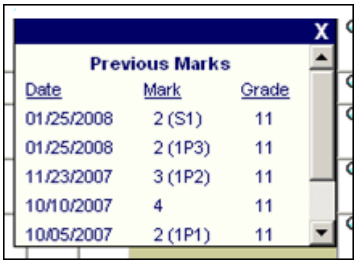
- Beige colored Term columns with no cells for scoring indicate the student was not enrolled in the class during that term. A mouse over anywhere in this neutral area will read 'Not Enrolled During This Term'.



- Horizontal beige rows without cells for scoring are hierarchical levels under which a set of related benchmarks are grouped. The subcomponent benchmarks collect scores but the higher level label typically does not. When this is the case a mouse over on one of these rows will read 'No Mark Expected'.



View previous marks detail



Even if the district is using Term-ending marks, dated marks will likely be recorded by the teacher along the way. Dated marks, if any, are not displayed up front in Term-ending Marks mode. They are behind the scenes. To view all previous marks a student has received for a particular score, click on the small magnifying glass icon in the far right column of a benchmark row to open a pop up 'Previous Marks' window. Previous marks, if any, will be listed in descending chronological order showing the Date, Mark, and Grade. Term-ending marks will flagged with an associated term code in parenthesis – to distinguish them from regular dated scores.

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Transcript

This screen displays the complete history of marks and credits earned for the selected student, since the beginning of their high school enrollment. The **Mark** column shows the final grade earned for a course (the format for marks will vary from school to school). The **Credit** column shows the credits awarded towards graduation for completion of the course.

Viewing modes

There are two mode switching links in the transcript header. Each link toggles between two modes. Therefore, in combination, these settings can produce *four* possible viewing modes

School viewing mode

The default mode will show transcript records from the current school only, which is determined by the track being viewed. To see transcript records from all schools the student has attended, click on the Show All Transcript Records link in the upper left. Click Show Current School Transcript Records to toggle back to the default mode.

Sorting mode

The default sorting mode is by date. Transcript records are sorted in reverse chronological order by 'school year' with the **Year** column displaying the *ending* year of the school year. Records are then further sorted by **Term** using term codes, such as 'S1' for Semester 1, 'S2' for Semester 2, and so on. Term codes will vary from school to school.

To view the records ordered by **Subject**, click on the Order by Subject link in the upper right. Toggle back to the default mode by clicking on Order by Date.

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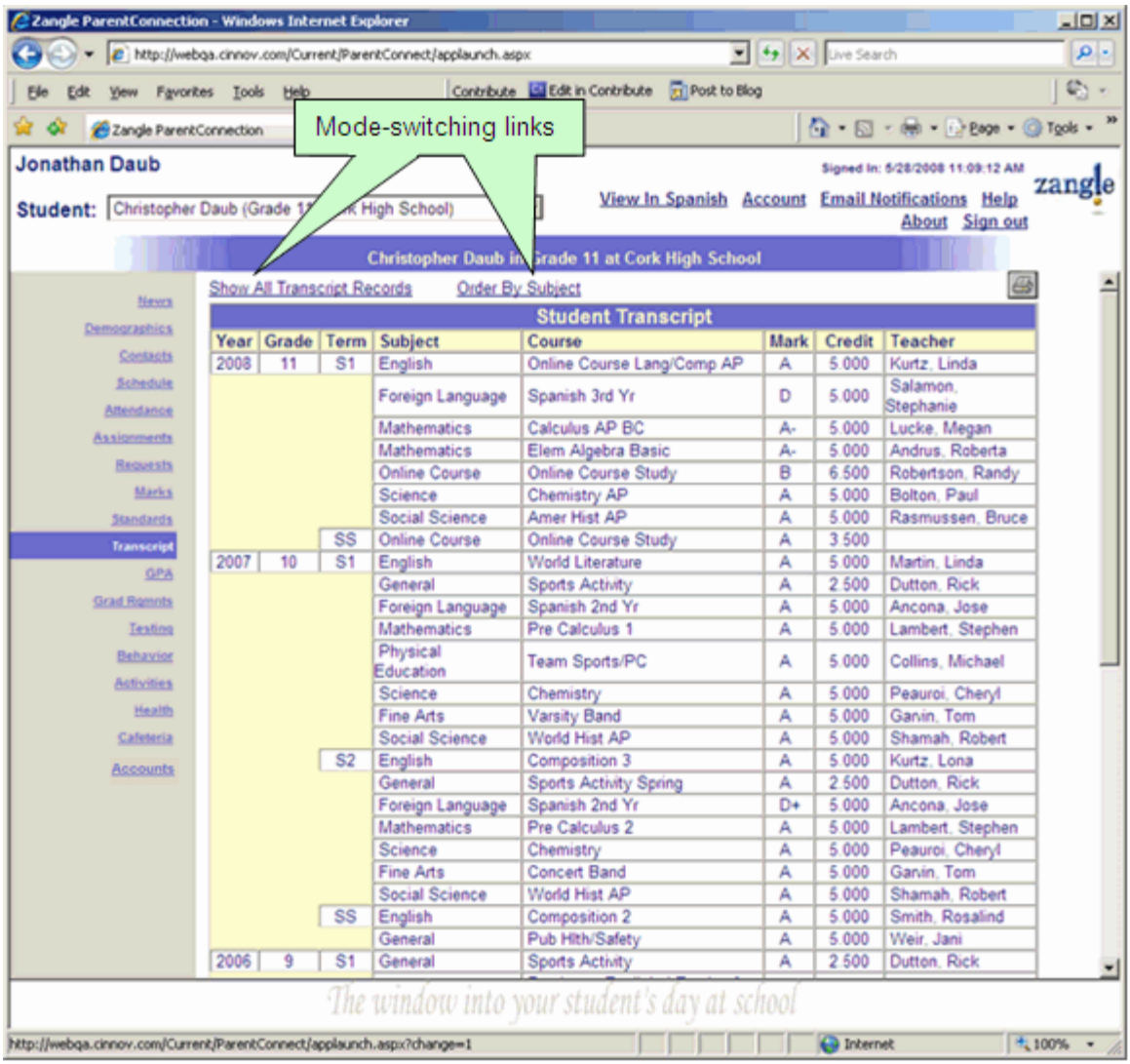

Sample transcript in the default 'Show Current School Transcript records' mode, ordered by **Date**

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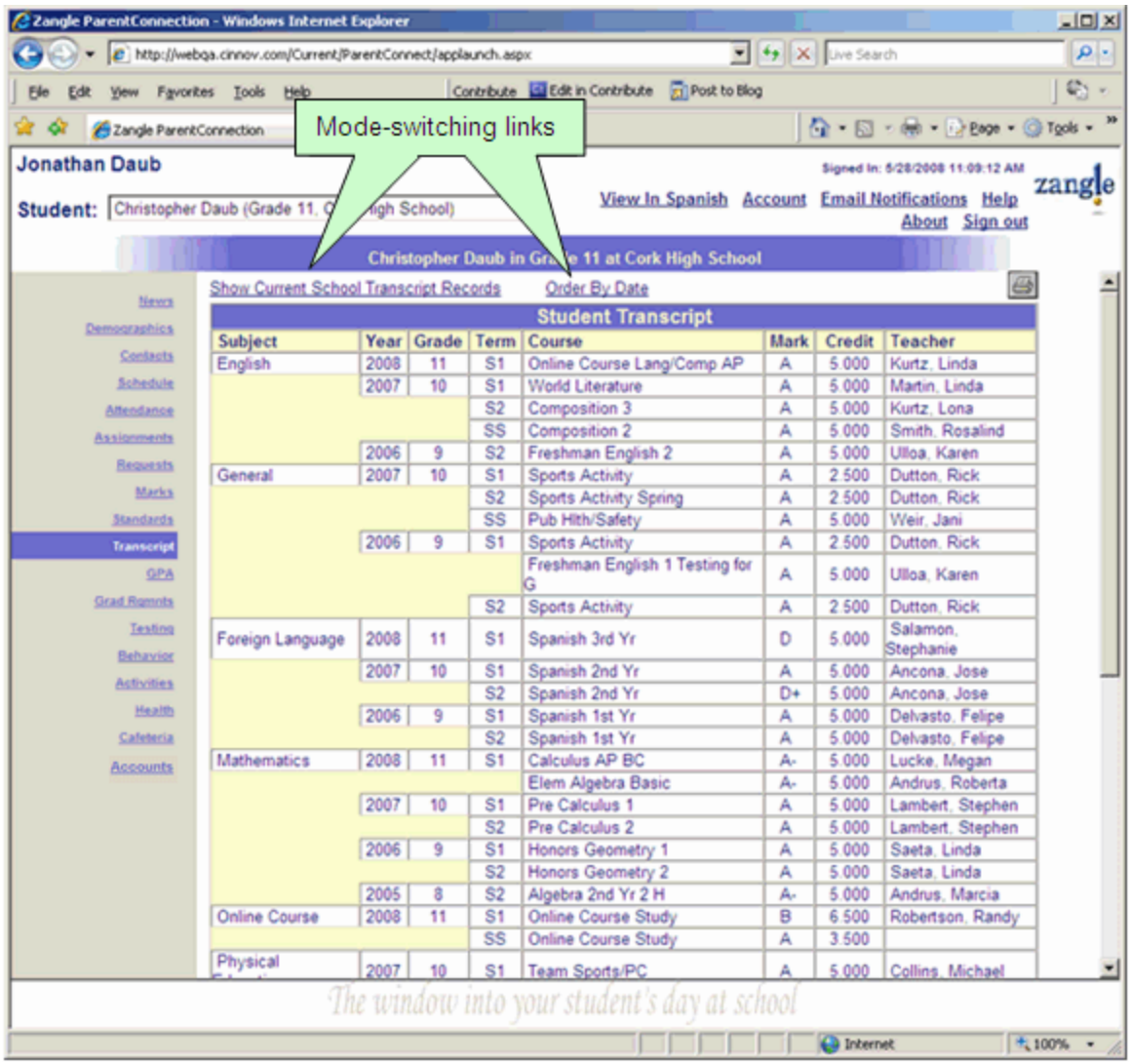

Sample transcript in 'Show All Transcript Records' mode, ordered by **Subject**

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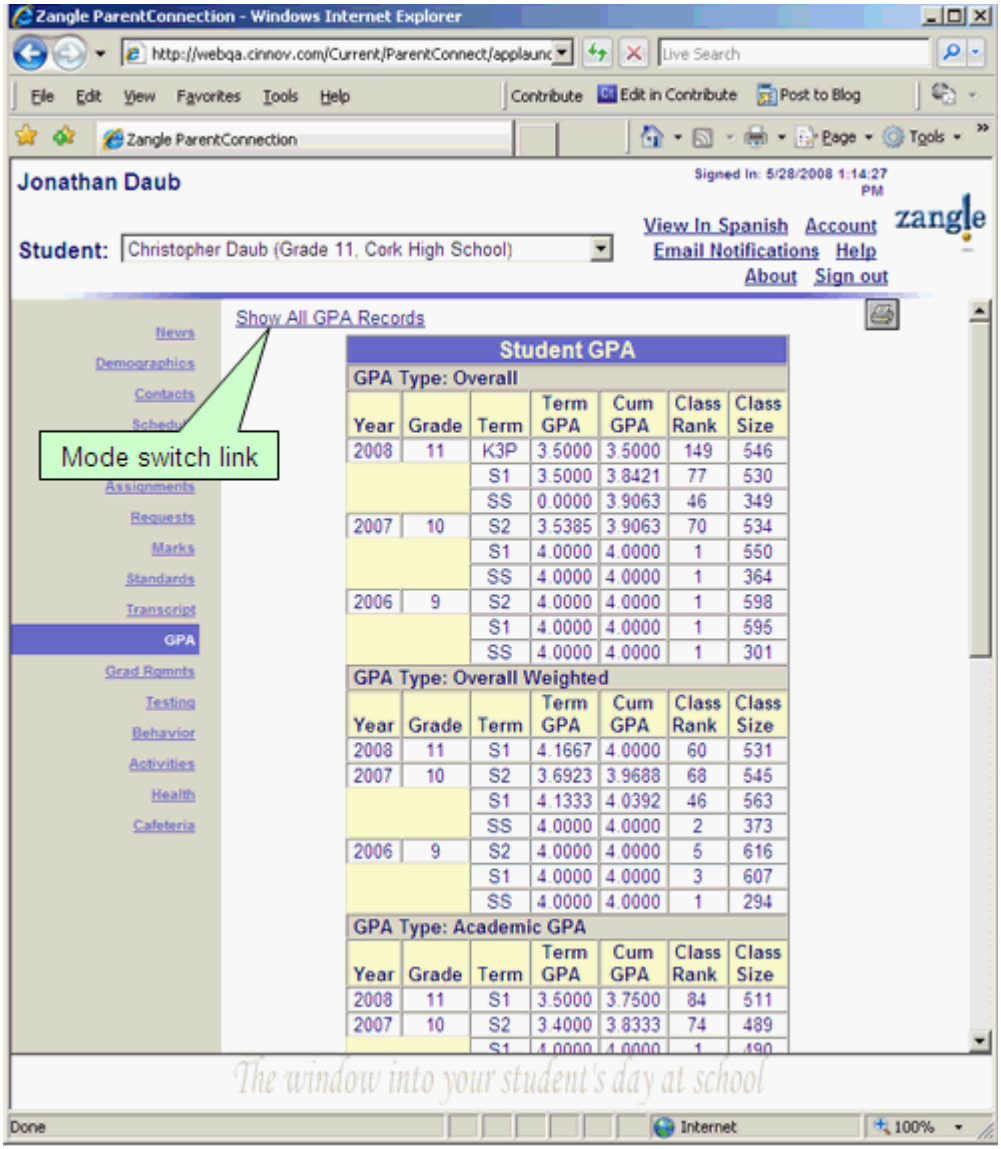
GPA

This page profiles the complete history of the student's grade point average for each mark reporting term, including their class rank and class size. The cumulative grade point average is also shown as each term is reported. Different GPA types are displayed in separate tables.

Viewing modes

The default viewing mode shows GPA records from the currently logged school only, which is determined by the track being viewed. To view the GPA records from all schools the student has attended, click the Show All GPA Records mode-switching link in the upper left. Toggle back to the default view by clicking on the Show Current School GPA Records link.



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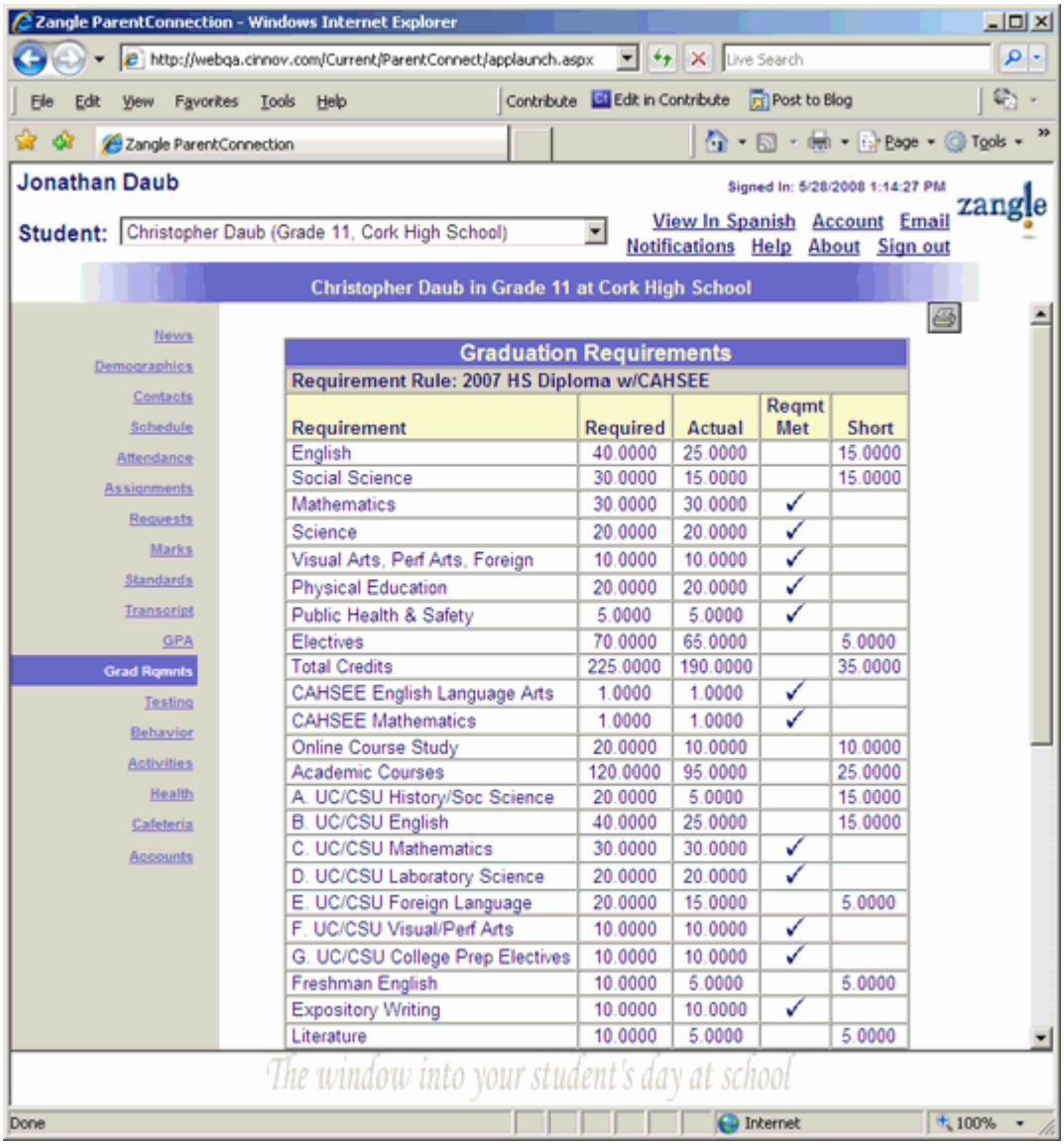
Graduation Requirements

Graduation Requirements are credits that must be earned per Subject category in order for a student to graduate from high school. The requirements are defined by school administrators according to district policy.

In this screen the required credits are compared to the current (**Actual**) number of credits the student has earned to date per category. The Requirement Met (**Reqmt Met**) column indicates by a 'Yes' if the requirements for a category have been met. This cell will be blank if the requirement has not yet been met. The balance of credits needed for each category is displayed in the **Short** column. A blank cell in the **Short** column indicates the required credits have been met for that category.

In the sample below, Proficiency tests have been included in the Graduation Requirements, where a value of 1.0000 indicates Pass (Yes) and 0.0000 indicates not passed.



Sample Graduation Requirements data

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Testing

This data set displays the student's score history in standardized testing.

Most standardized tests are subdivided into categories. These categories are displayed in the **SubTest** column.

There may be a variety of score types for each subtest or there may only be one score type, such as 'Pass/Fail'. The score types for each subtest are displayed in the **Score Types** column, followed by a **Pass** logical field and the **Score** earned.

The grade level of the student at the time the test was taken is displayed in the **Grade** column.

Viewing modes

There are two mode switching links in the header: one for school viewing and one for sorting records. Each link toggles between two modes. Therefore, in combination, these settings can produce *four* possible viewing modes

School viewing mode

The default mode will show test records from the current school only, which is determined by the track being viewed. Click on the Show All Test Records link in the upper left to see test records from all schools the student has attended. Click Show Current School Test Records to toggle back to the default mode.

Sorting mode

The default sorting mode is by date. In this mode test records are sorted in reverse chronological order by the **Date Taken** field. Records are then further sorted by **Test** and **Subtest** in ascending alphabetical order. To view the records ordered by test name, click on the Order by Test link in the upper right. Toggle back to the default mode by clicking on the Order by Date Taken link.

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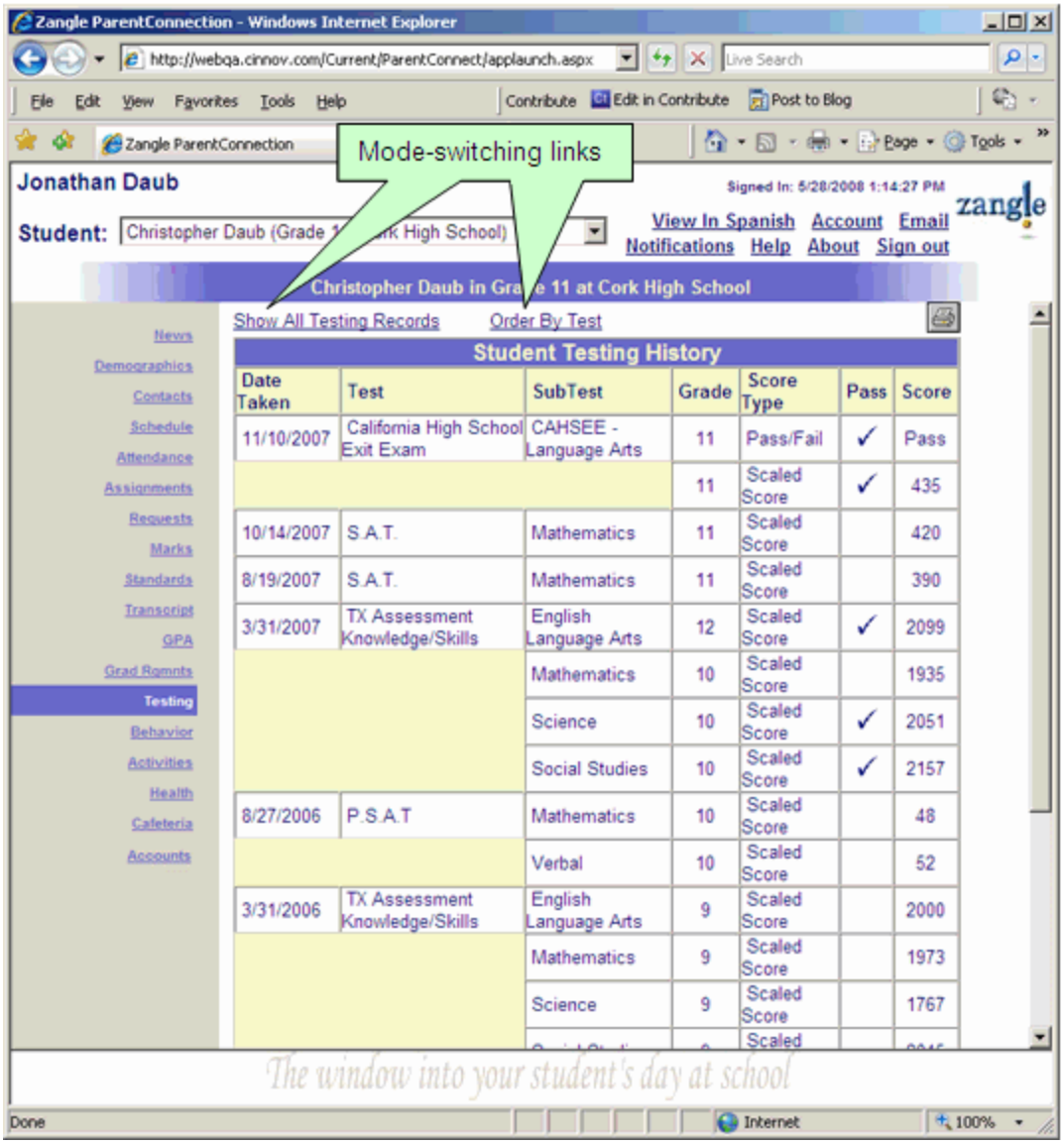

Sample showing records from the **Current School**, sorted by **Date Taken**

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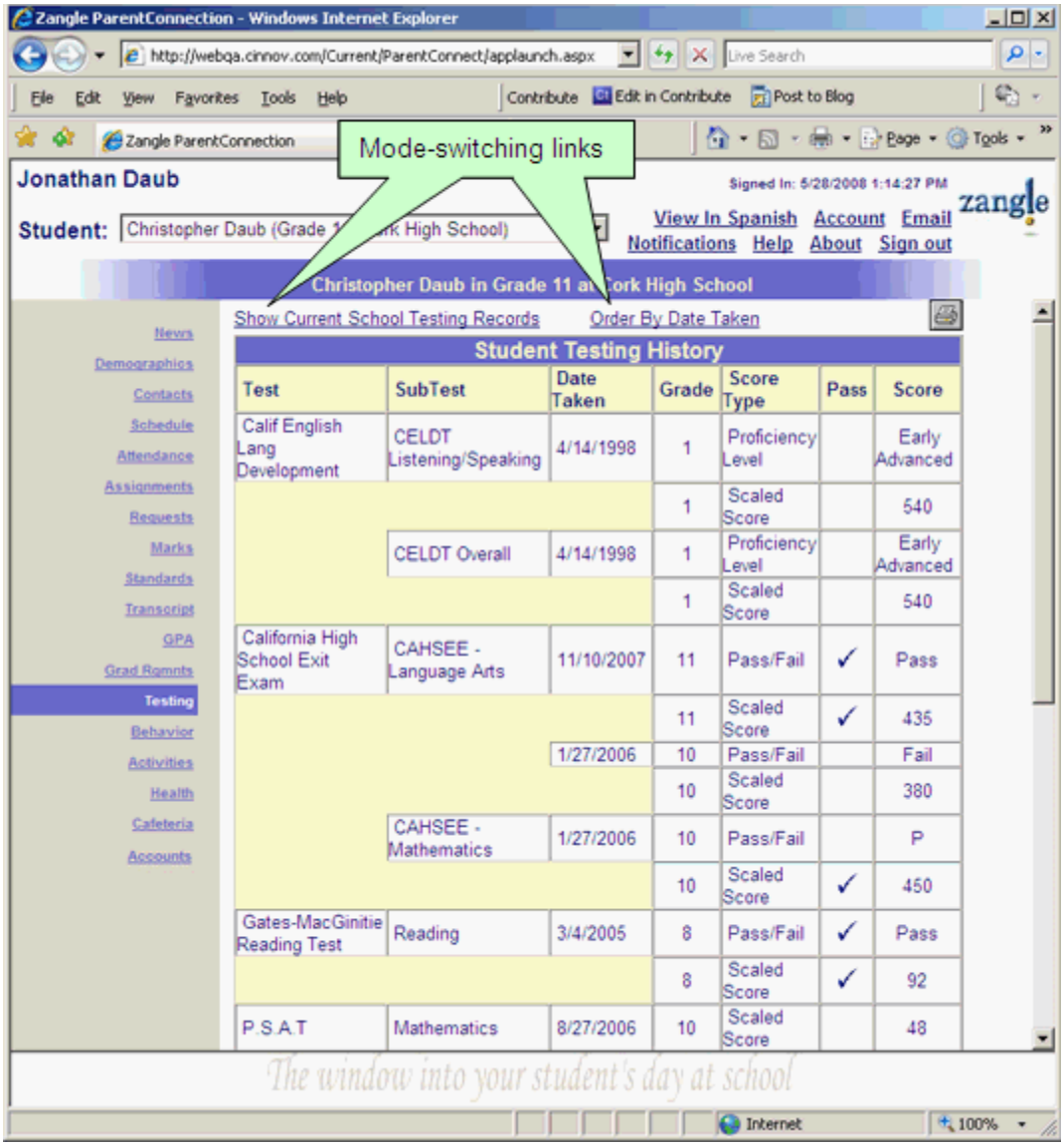

Test	SubTest	Date Taken	Grade	Score Type	Pass	Score
Calif English Lang Development	CELDT Listening/Speaking	4/14/1998	1	Proficiency Level		Early Advanced
			1	Scaled Score		540
	CELDT Overall	4/14/1998	1	Proficiency Level		Early Advanced
			1	Scaled Score		540
California High School Exit Exam	CAHSEE - Language Arts	11/10/2007	11	Pass/Fail	✓	Pass
			11	Scaled Score	✓	435
		1/27/2006	10	Pass/Fail		Fail
			10	Scaled Score		380
	CAHSEE - Mathematics	1/27/2006	10	Pass/Fail		P
			10	Scaled Score	✓	450
Gates-MacGinitie Reading Test	Reading	3/4/2005	8	Pass/Fail	✓	Pass
			8	Scaled Score	✓	92
P.S.A.T	Mathematics	8/27/2006	10	Scaled Score		48

Sample showing All Test records, sorted by **Test** name

Note: The scores will vary widely in format depending on the test, subtest, and score type used for calculation. If you are not familiar with the standardized tests ask your school administrator for help on how to interpret scores earned.

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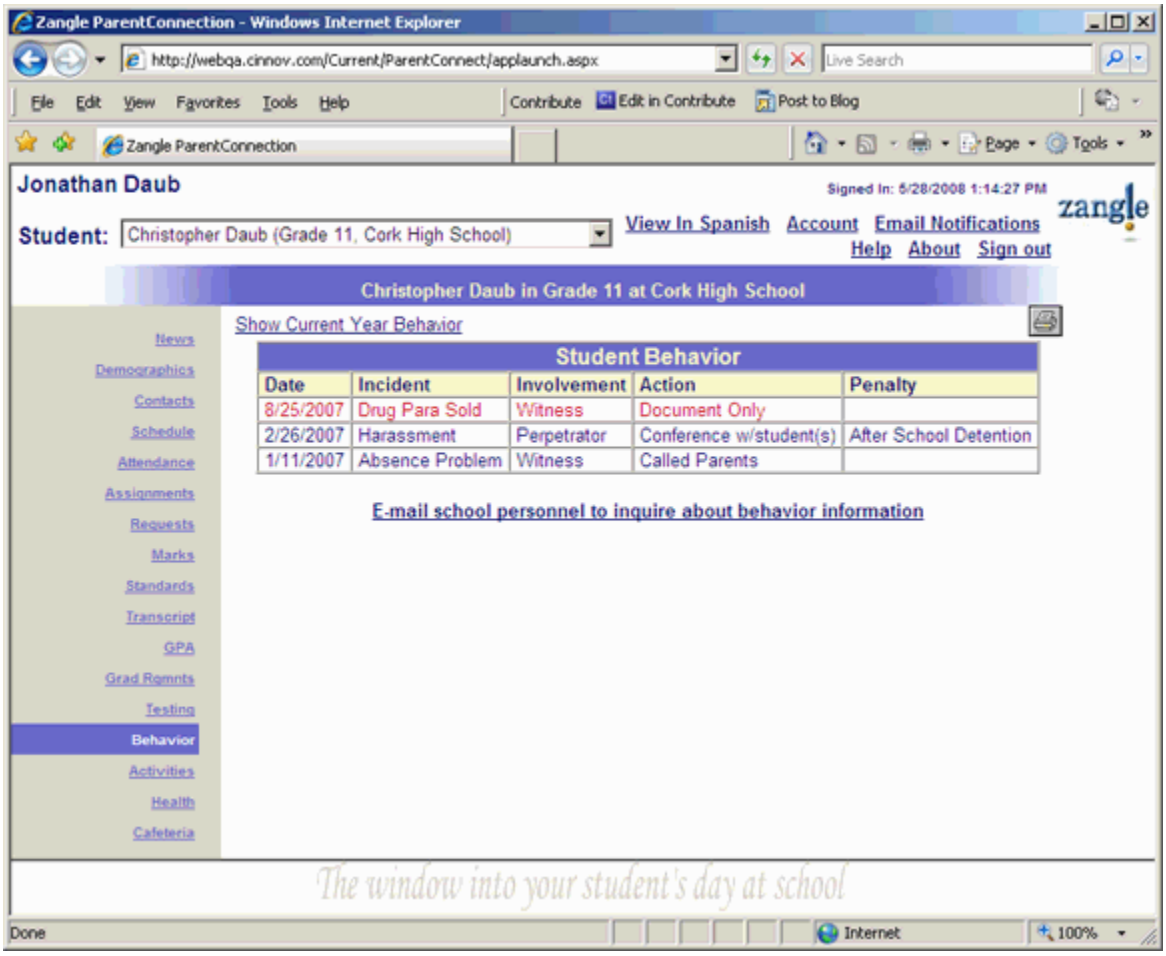
Behavior

When student conduct is tracked by school administrators using Zangle's Behavior database, behavior incidents involving the selected student can be displayed in summary form on this screen. Behavior incidents are listed in reverse chronological order (latest first). Incidents are not limited to the current school year; all related behavior incidents from the beginning of the student's enrollment in the district can be displayed in the 'Show All' mode.



Sample Behavior Data, **Show All Behavior** mode

Behavior data is summarized as follows:

- **Date –**
  When the incident occurred.
- **Incident –**
  Type of incident.
- **Involvement** –
  Indicates how the student was involved in the incident. Involvement codes will vary from district to district. Some examples: 'Perpetrator', 'Witness, 'Victim', etc.
- **Action** –
  Indicates what immediate action was taken in response to the incident.

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- **Penalties** –
  Indicates that punishments, if any, were issued to the student as a result of the incident.

An incident displayed in **red font** has been flagged with an Alert.

Viewing modes

All Behavior records in this screen are sorted in reverse chronological order by the **Date** field. There are two viewing modes:

- **Show Current Year Behavior** (default)
  This mode shows only Behavior incidents recorded for the current school year.
- **Show All Behavior**
  This mode shows all Behavior incidents recorded for all years of enrollment.

The viewing modes can be toggled by clicking on the mode switch link in the upper left.

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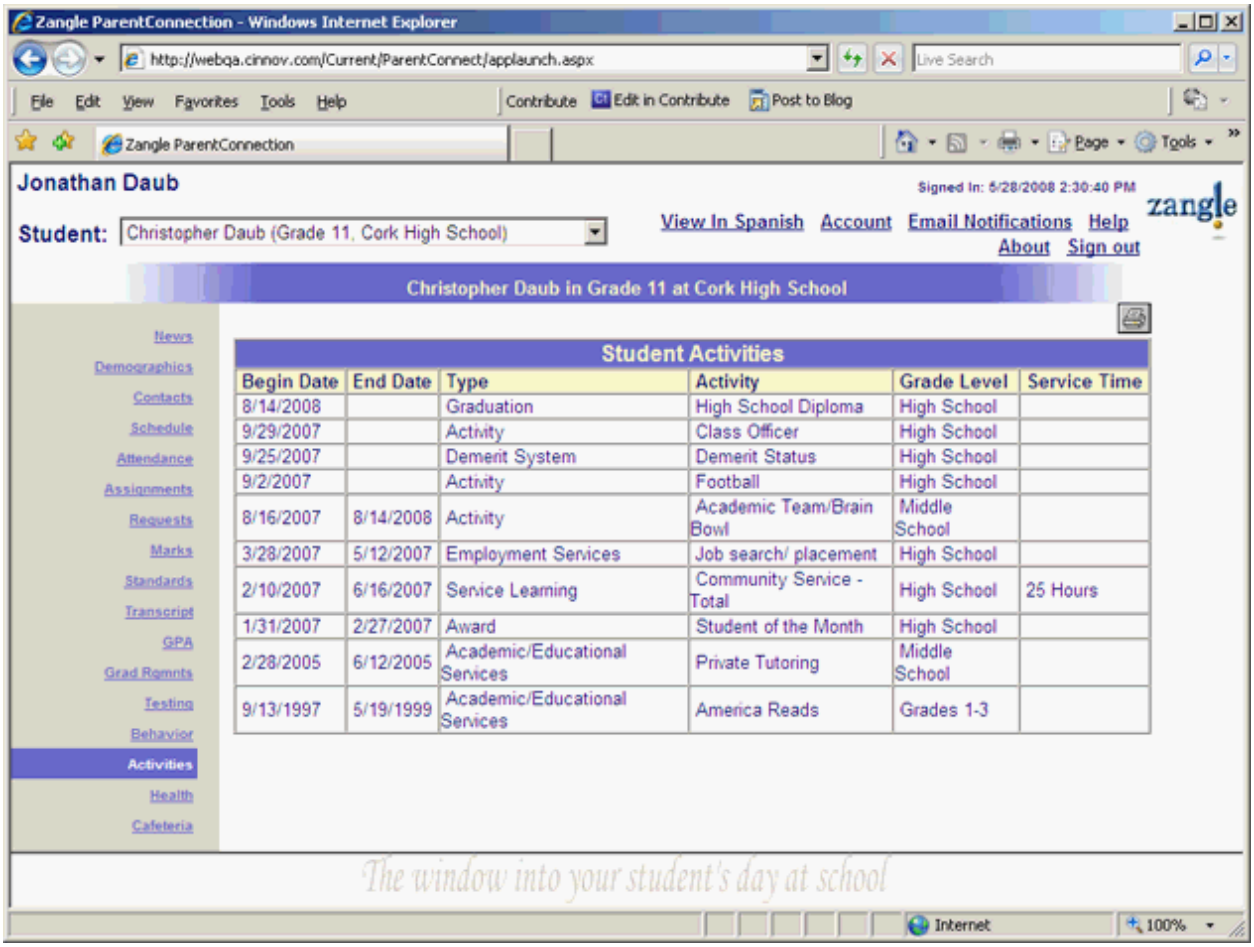
Student Activities

The Activities screen displays the historical records of the student's Activities and Awards since their enrollment in the district. Records are listed in reverse chronological order by **Begin Date**.



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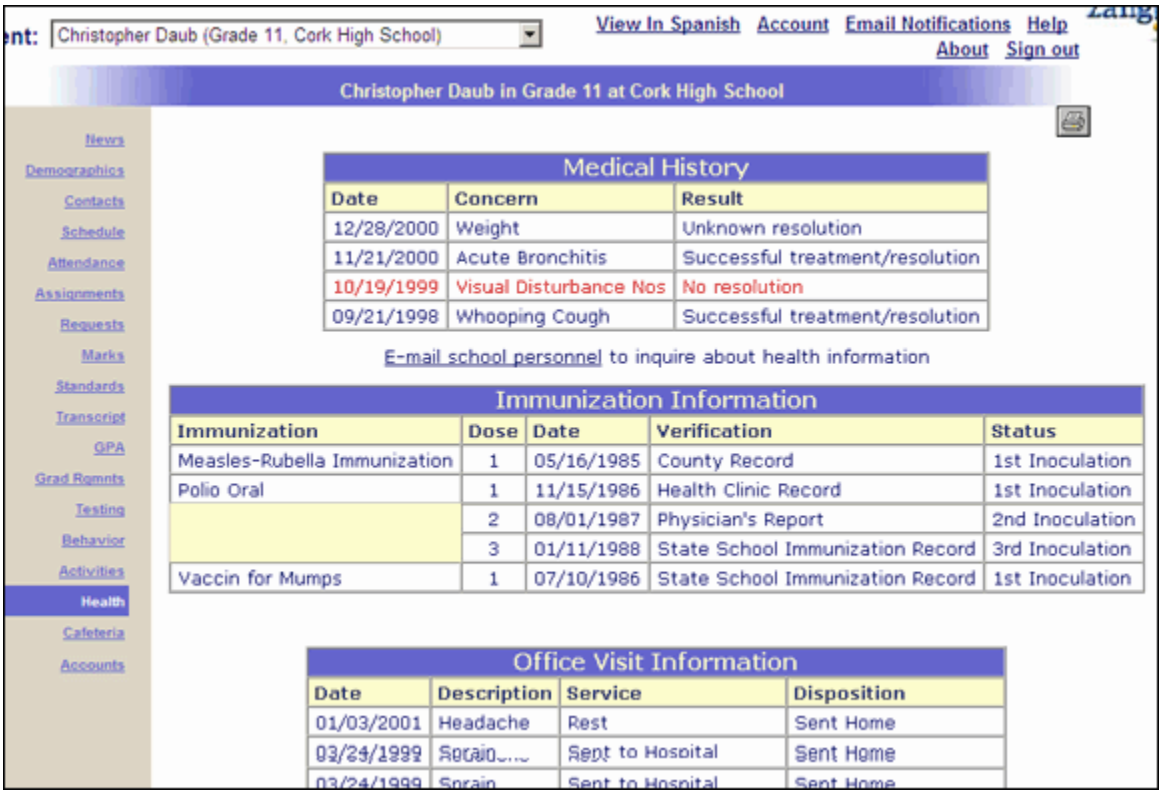
Health

The Health screen displays three types of health data for the selected student.



Sample Health data

Medical History

The first table shows history of major health concerns reported for the selected student. The medical history of a student is important to school administrators so that they can be aware of any medical conditions that may affect the student. Entries displayed in **red font** have been defined as alerts. These records should be reviewed and updated periodically. Parents should check this page and notify the school of any revisions or updates that need to be made.

Immunization Information

Immunization records are kept in the school database. Data is grouped alphabetically by immunization name. Within each group, the immunization records are sorted in ascending chronological order according to the date administered. The means of verification, such as physician's report, health clinic records, etc., is displayed in the **Verification** column followed by a **Status** code. Parents should review this information for accuracy and report any necessary revisions to school administrators.

Office Visit Information

This table displays data from the school nurse's office. The student's visits to the nurse's office, if any, are displayed here. Records are displayed in descending chronological order (last visit displayed first) by the **Date** column.

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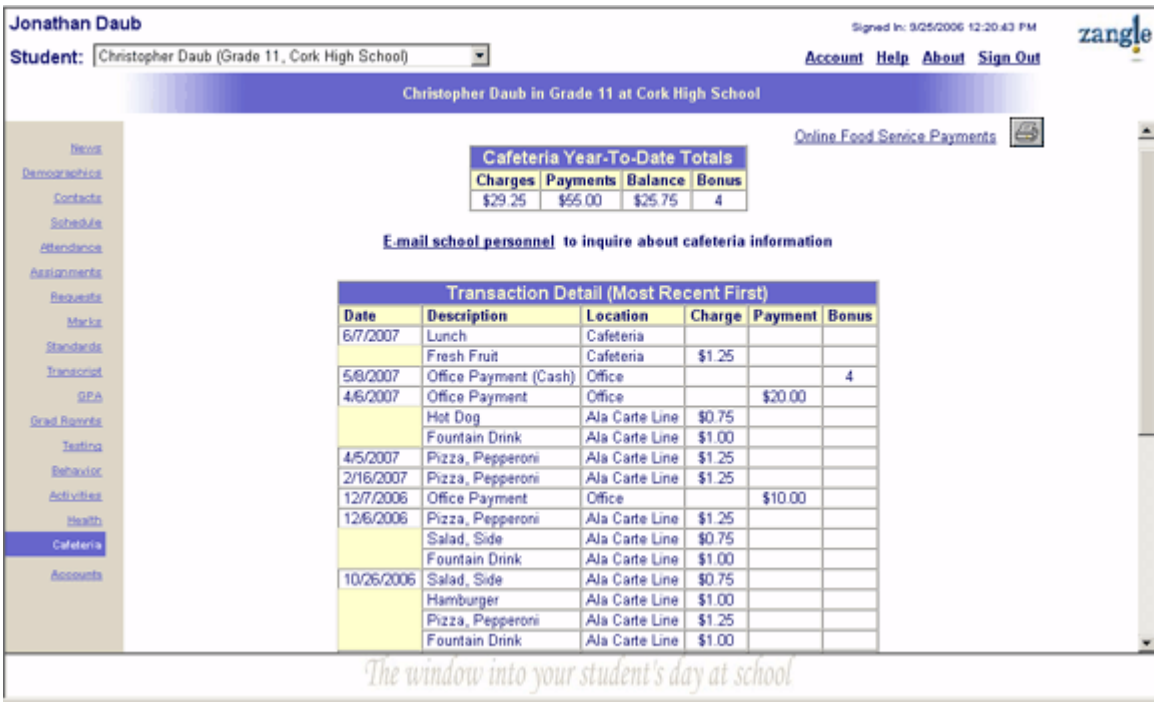
Cafeteria

If the school site for the selected student has implemented Zangle Food Service the records of the cafeteria transactions for that student are displayed on this screen. Records are kept for the current school year only.



Sample Cafeteria data

The format of the cafeteria data will vary widely from school to school depending on the way a school site is set up for food service.

- Records are sorted in descending chronological order (most recent first) by the **Date** column.
- The **Description** column displays the menu item purchased. **Location** refers to the food line that processed the transaction.
- **Charge** - amounts debited from the account. **Payment** - amounts credited to the account.
- **Bonus** refers to 'no charge' meals that can be awarded to an account when a qualifying payment is received. Use of bonus meals is optional for the district.
- Year-to-date totals are displayed at the top of the page. The **Balance** field displays the current account balance (payments minus charges).

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Online Food Service Payments

Note to Administrators

The Zangle Online Food Service Payments system allows parents to make payments to their students' Food Service accounts online, using Zangle ParentConnection. These payments are processed by a payment processor; Zangle supports either PayPal or PaySchools.

It is important to understand that people making these online payments **DO NOT** need an account with the payment processing vendor themselves in order to complete their transaction. Fore example, people with a PayPal account may choose to pay with that account, or they may choose to pay via credit card without logging in to their PayPal account. Those choosing to pay directly via credit card, without using or having a PayPal account, may pay in that manner, in a similar fashion to making an online credit card payment through any other online merchant.

The FS Payments within Zangle Web Administrator allows users to view online payment transactions that have been processed, and to designate those transactions as "verified" and to add any desired notes to each transaction.

The tasks of payment reconciliation, payment refunds, and transferring of funds from your payment processor (PayPal or PaySchools) to your district's bank account are all performed through the account management tools for payment processing that are provided by the payment processor, not from within Zangle Web Administrator. Refer to the documentation provided by PayPal or PaySchools for more details.

Please go to your payment processor's website for information about setting up your district as a vendor.

- https://www.paypal.com/
- http://www.payschools.com/

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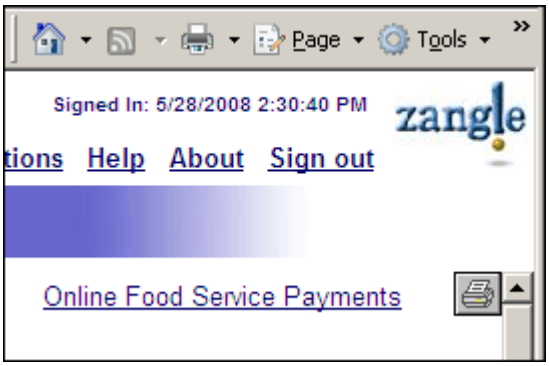
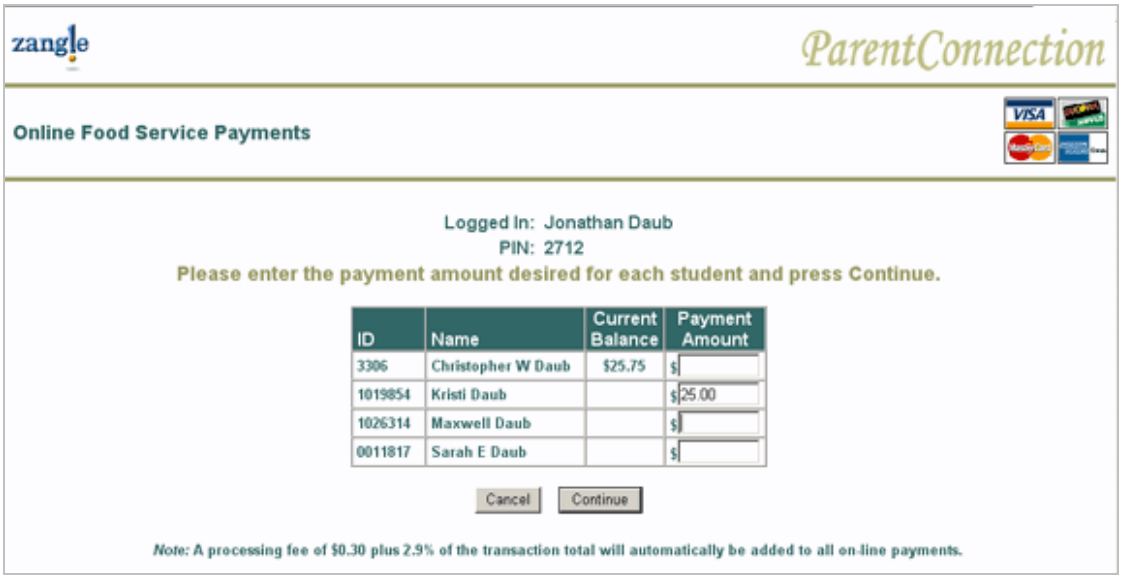
Recording Payments



1. Use the Online Food Service Payments link in the upper right corner of the screen to begin.



2. Payments can be submitted for any of the students in the household. Enter an amount by each student whose account is to be credited. Use the Tab key to move through the **Payment Amount** fields.
3. Press **Continue** to go to the confirmation screen, or **Cancel** to exit.

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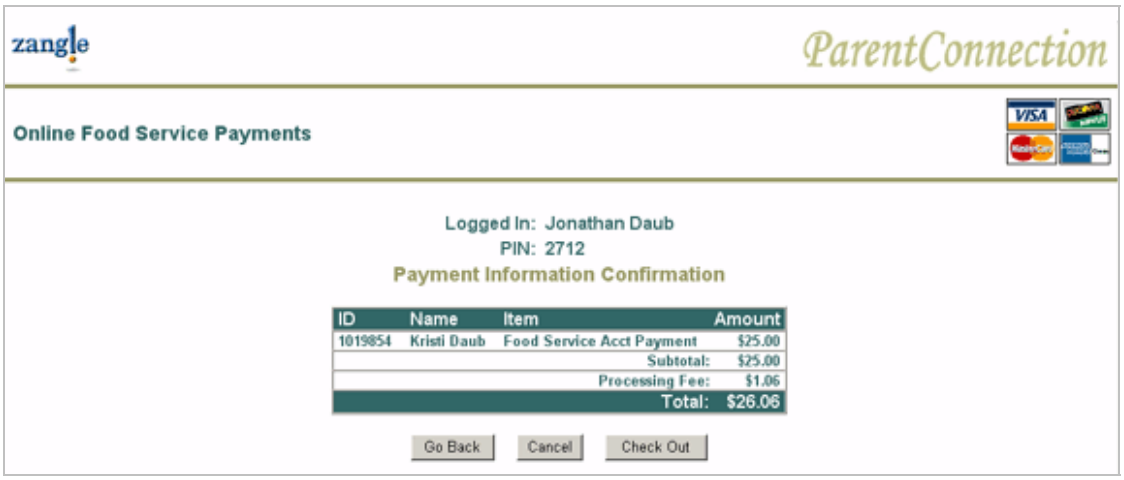

4. Use the 'Payment Information Confirmation' screen to double-check your information. At this point you can:
   - Use the **Go Back** button and make corrections.
   - Use the **Cancel** button to end this transaction.
   - Use the **Check Out** button to continue to payment processing. Your Food Service payment is processed as with any online purchase. District Food Service staff is notified of your payment(s), and student account(s) are credited accordingly.

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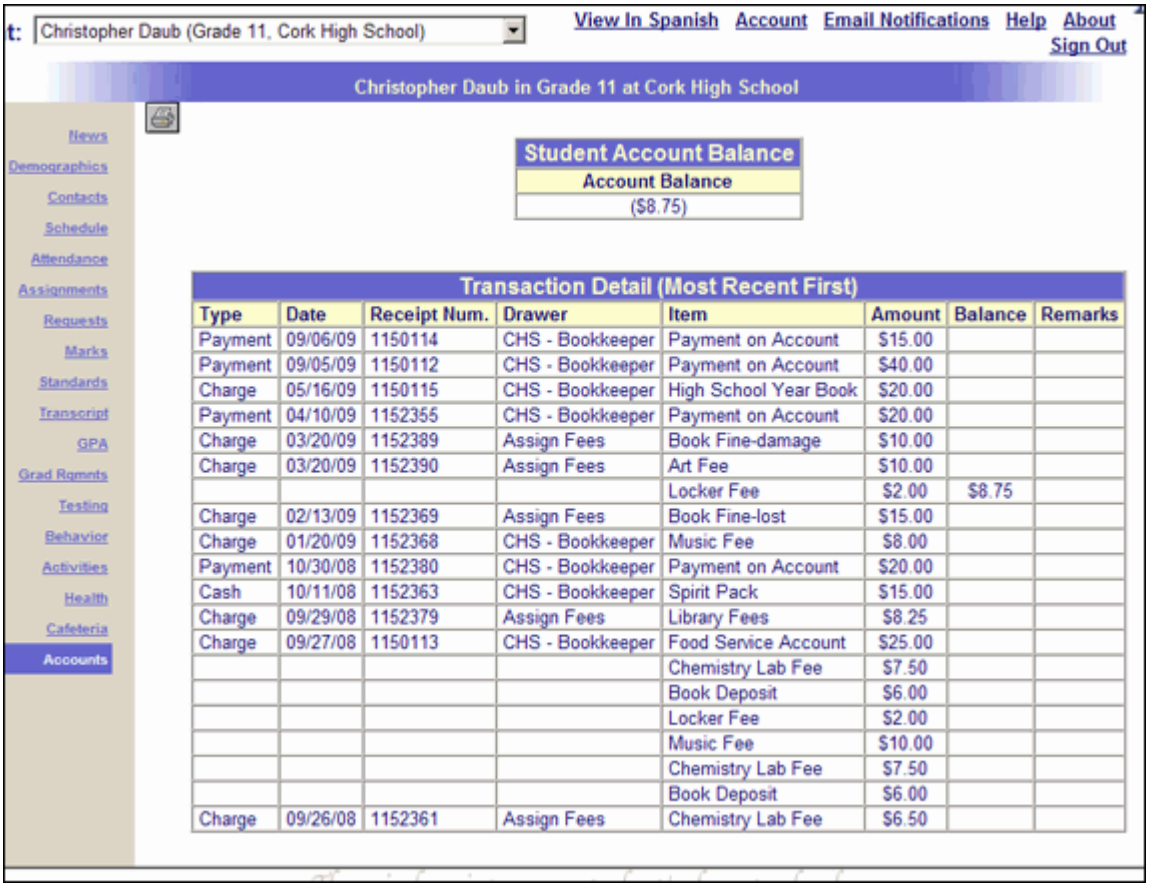
Accounts

The Accounts screen is named Student Account Balance. This screen displays records of financial transactions (a.k.a. Student Body Accounting) between the selected student and the school – and calculates the student's current balance. Typical uses would be bookstore sales, uniform or equipment rental, library fees, etc.



Type	Date	Receipt Num.	Drawer	Item	Amount	Balance	Remarks
Payment	09/06/09	1150114	CHS - Bookkeeper	Payment on Account	$15.00		
Payment	09/05/09	1150112	CHS - Bookkeeper	Payment on Account	$40.00		
Charge	05/16/09	1150115	CHS - Bookkeeper	High School Year Book	$20.00		
Payment	04/10/09	1152355	CHS - Bookkeeper	Payment on Account	$20.00		
Charge	03/20/09	1152389	Assign Fees	Book Fine-damage	$10.00		
Charge	03/20/09	1152390	Assign Fees	Art Fee	$10.00		
				Locker Fee	$2.00	$8.75	
Charge	02/13/09	1152369	Assign Fees	Book Fine-lost	$15.00		
Charge	01/20/09	1152368	CHS - Bookkeeper	Music Fee	$8.00		
Payment	10/30/08	1152380	CHS - Bookkeeper	Payment on Account	$20.00		
Cash	10/11/08	1152363	CHS - Bookkeeper	Spirit Pack	$15.00		
Charge	09/29/08	1152379	Assign Fees	Library Fees	$8.25		
Charge	09/27/08	1150113	CHS - Bookkeeper	Food Service Account	$25.00		
				Chemistry Lab Fee	$7.50		
				Book Deposit	$6.00		
				Locker Fee	$2.00		
				Music Fee	$10.00		
				Chemistry Lab Fee	$7.50		
				Book Deposit	$6.00		
Charge	09/26/08	1152361	Assign Fees	Chemistry Lab Fee	$6.50		

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