it Training & Support Newsletter

New Year Initialization is here!
So what is New Year Initialization anyway?

New Year Initialization (a.k.a. New Year Init) is the process the IT Department runs to create your future year's track. All students from your 2007 track will be copied, bumped up by one grade level, and loaded into a new 2008 track for your site. New Year Init is run each year so that you can prepare your master schedule and enroll students that are new to the district for the upcoming school year.

The New Year Init process will take place beginning **Friday, March 9 through Sunday, March 11**. During this time, access to **Zangle will be unavailable.**

New Year Init only occurs once a year. It is a complex process, with many unforeseen factors to consider. These factors will almost certainly guarantee that things will not go as smoothly as we'd like. If and when problems arise, the IT Department will fix these problems as quickly as possible. If you run into any problems or have questions, please don't hesitate to contact your On-Site Support Team Member or the Help Desk at (619) 725-7500.

During the New Year Init process, the following information will be copied and loaded into your 2008 track...

From the depths of the IT Department...It stalks the database wasteland...This behemoth devours and destroys all sub-standard servers in its path! Mightiest of applications...It is...
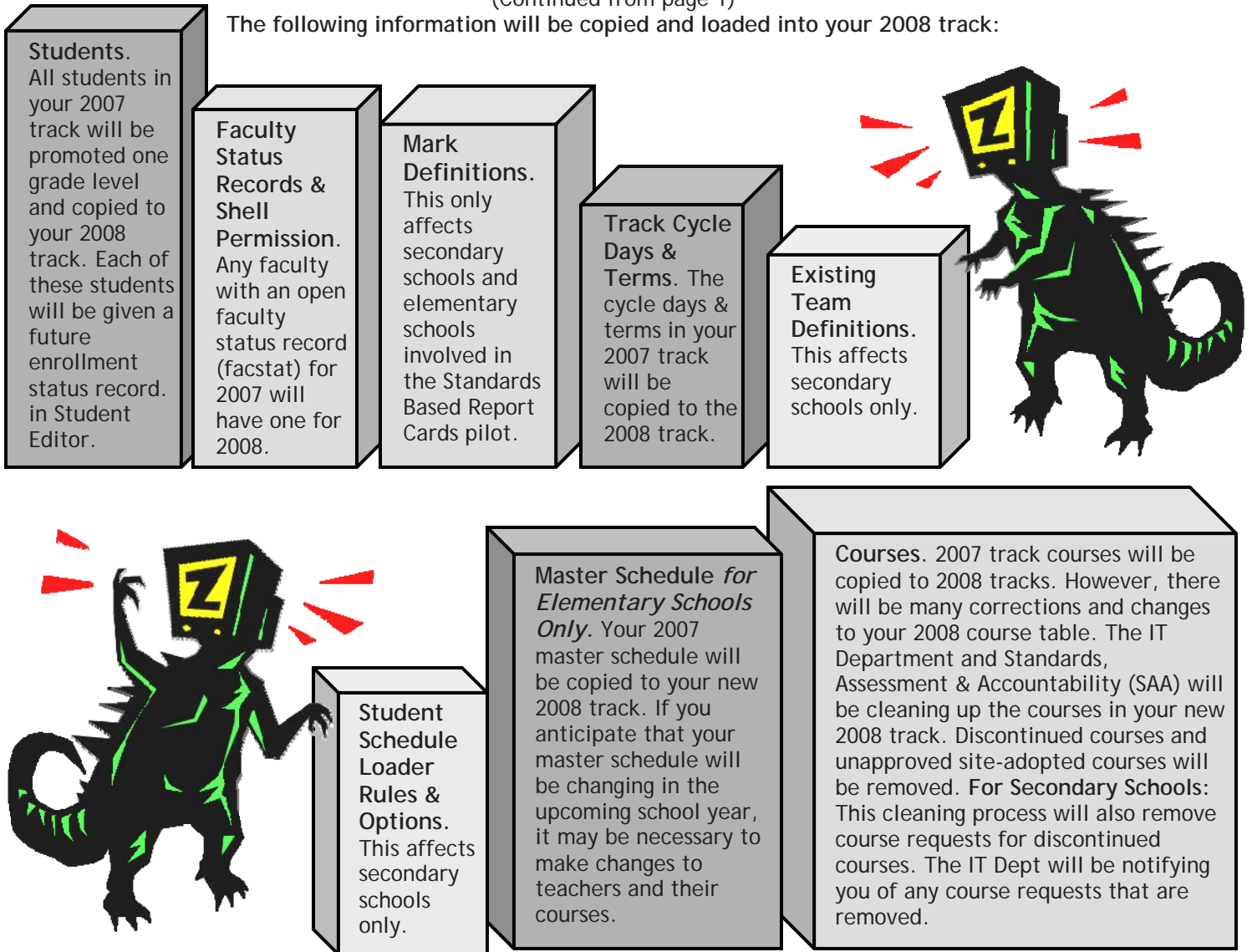
ZANGARH!
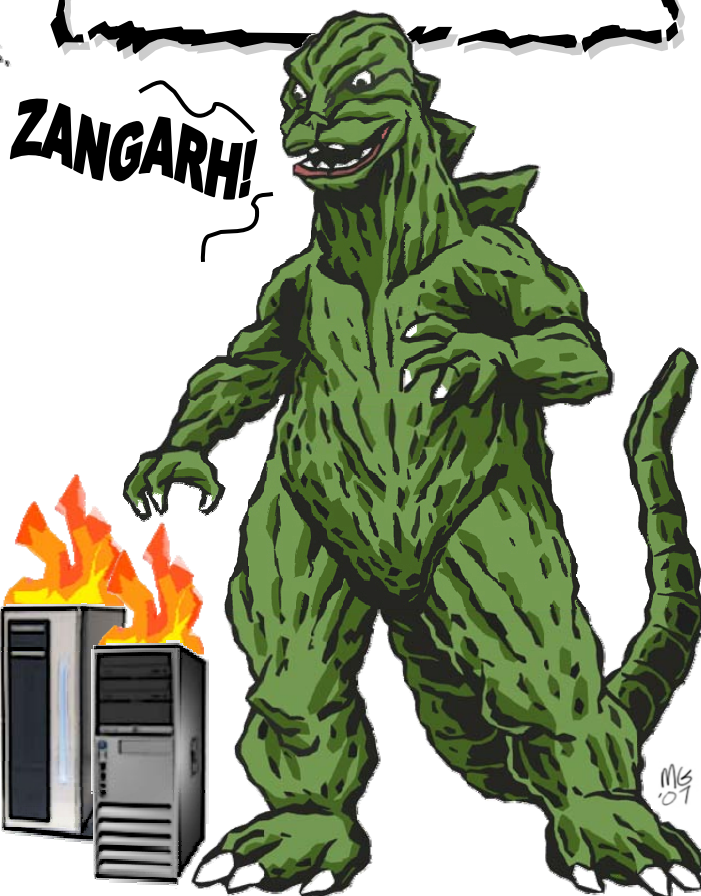
ZANGILLA
KING OF DATABASES!

(Continued from page 1)

The following information will be copied and loaded into your 2008 track:

Students. All students in your 2007 track will be promoted one grade level and copied to your 2008 track. Each of these students will be given a future enrollment status record. in Student Editor.

Faculty Status Records & Shell Permission. Any faculty with an open faculty status record (facstat) for 2007 will have one for 2008.

Mark Definitions. This only affects secondary schools and elementary schools involved in the Standards Based Report Cards pilot.

Track Cycle Days & Terms. The cycle days & terms in your 2007 track will be copied to the 2008 track.

Existing Team Definitions. This affects secondary schools only.

Student Schedule Loader Rules & Options. This affects secondary schools only.

Master Schedule *for Elementary Schools Only*. Your 2007 master schedule will be copied to your new 2008 track. If you anticipate that your master schedule will be changing in the upcoming school year, it may be necessary to make changes to teachers and their courses.

Courses. 2007 track courses will be copied to 2008 tracks. However, there will be many corrections and changes to your 2008 course table. The IT Department and Standards, Assessment & Accountability (SAA) will be cleaning up the courses in your new 2008 track. Discontinued courses and unapproved site-adopted courses will be removed. **For Secondary Schools:** This cleaning process will also remove course requests for discontinued courses. The IT Dept will be notifying you of any course requests that are removed.

For questions and answers regarding any of this information, feel free to contact your On-Site Support Team member!

Not sure which courses to use? For a current list of courses offered by our district and information on the courses you can use at your site, please refer to the 4100 course file available at http://studata.sandi.net/saa and click on the "**What's New**" link.

Hey! My New Year Init didn't copy everything over!?

Certain things in your 2007 track can't be copied over to your new 2008 track. Things like...

Track Calendar. The track calendar is not copied forward. However, the IT Department will load the district standard "base" calendar for you (includes holidays, attendance months, etc.).

Bell Schedule. The bell schedule is not copied forward. You must enter your 2008 bell schedule and the bell schedule calendar.

Master Schedule - Secondary schools only. The IT Department will not be able to copy your 2007 master schedule into your 2008 track. *All secondary sites are now required to add one additional period to their track setup.* This additional period will be used to document a duty-free lunch for classroom teachers. Unfortunately the IT Department cannot add additional periods to the track without deleting the existing master schedule.

So now that New Year Init is done, what's next?

Beginning March 12, Power Users should begin checking their new 2008 track. **Very very very important!** Be sure to check your track setup before doing any work for the new school year! If you encounter any problems with terms, periods, or cycle days, IT needs to correct them before you begin adding course requests or setting up the master schedule.

Elementary & Secondary schools need to:

o **Enter the bell schedules.** Your current bell schedule will not be copied over to your new 2008 track. You'll need to define your bell schedules for regular days, modified days, minimum days, etc. You'll then need to assign the bell schedules to the bell schedule calendar.

o **Check your cycle days.** Under the Definitions tab in your Track Editor, click on the Cycle Days tab and make sure the cycle(s) listed there are set correctly for your school.

In addition, Secondary schools need to:

o **Check the periods.** Under the Definitions tab in your Track Editor, click on the Periods tab and verify that the period codes are set to how you'd like to see them on student schedules. Don't forget, you'll be adding an extra period for lunch!

For directions, please refer to the **System Administration v2.0 Handbook** available at: http://www.sandi.net/zangle/readandlearn/handbooks/

And, of course, IT On-Site Support can help!

Winter & Spring Intersession Information!

2007 Winter Intersession
On 3/6/2007 the IT Department will *close* all students' Winter Intersession student status records (stustats) using 1/12/2007 as the exit date. They will also *delete* any students' records for those that never attended that session.

2007 Spring Intersession
Spring Intersession is April 9 - 20, 2007.
- On 3/15/2007 the IT Department will create Spring Intersession stustats.
- On 4/16/2007 IT will delete the Spring Intersession stustats for any unscheduled students.
- On 4/23/2007 IT will close all Spring Intersession stustats as of 4/20/2007.

Spring Intersession training begins March 19! For more information, please see Knowledgebase Article 674: http://www.sandi.net/zangle/webapp/knowledgebase/details.asp?emailID=674 Please feel free to email **Ahmad Maroufi** at amaroufi@sandi.net if you have any questions!

Uh-oh! Why don't I see a 2008 track in Zangle?

As of March 12, Charter Schools, Special Education Facilities, and Child Development Centers will not have a future 2008 track. Special Education sites and Child Development Center tracks are currently being created by IT and will be available soon!

As for charter schools...Charter schools are now required to send their 2007-2008 calendars to Pupil Accounting before the future track can be created by the IT Department.

ZAANNGGAARRHH!!

Translation: Secondary schools! You must notify IT that you have verified your new 2008 track!

Attention All Secondary Schools! The IT Department needs you to notify them once you have checked your 2008 track setup! This task must be completed by the end of the day, March 29, 2007. Even if you don't need any changes made to the track, please notify IT by doing the following:

1. Go to **www.sandi.net/zangle/masterschedule** and click on **Complete Your Tasks**. Then login using your ID and password.

2. Click **Submit your track data to the IT Department.**

Task	Responsibillity	Due date
1. Submit your track data to the IT department	School site	3/30/2007

3. This form will appear next. You'll need to fill out all of the fields seen here. After checking your new 2008 track, and if you do not need any changes made to it, enter your **Track type**, **Terms**, **Elective wheel pattern**, **Cycles**, and *Max periods per day**. In the **Notes** field type "Copy from last year."

**Don't forget to add an extra period for lunch*!*

Track type	Terms	Elective wheel pattern
Traditional		None
Cycles	Max periods per day (including one additional period for lunch)	
Notes		

Submit track setup

Notes
We are no longer using two cycle days, and only need one.

If your 2008 Track setup is changing, you'll need to change the fields above where applicable, as well as add a brief description of these changes, in the Notes field. For example, "We are no longer using two cycle days, and only need one."

4. The last step is to click **Submit track setup**. This will generate an email that is sent to Sharon Peterson. The process of changing your track setup may take up to 5 days, and as May approaches, this amount of time will lengthen. Sharon Peterson will contact you via email once the changes have been made to your track setup (if changes are necessary).

Where did all these exit codes come from?

On **Monday, March 5, 2007**, IT will update the exit codes in Zangle to reflect new State requirements. The new exit codes are much more detailed than existing codes. For example, some are for Grades 7-12 only, whereas Code 450 (Withdrew Grades K-6) is for students in K-6 only. IT and SAA have developed a job aid titled *Enter & Exit Codes Job Aid v1.5 (PDF)* to assist you with understanding how the new codes should be used. Please download this document at www.sandi.net/Zangle/readand learn/jobaids/ and review this document with your enrollment staff. Please contact the Research and Reporting Department at (619) 725-7188 with questions regarding how to use the exit codes.
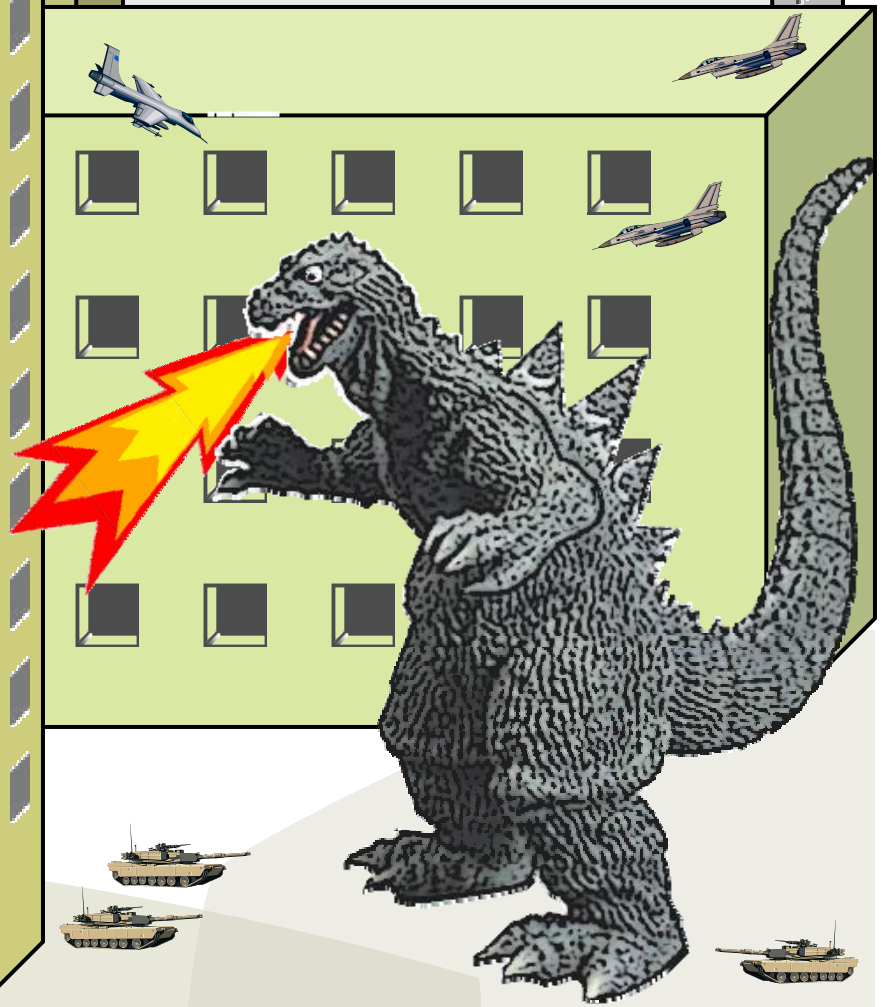
New Zangle version 2006.2 is here!

On March 5, 2007, you will use an upgraded version of Zangle FrontOffice (v2006.2). You might notice some differences in the following modules:

- o **Enrollment (Major changes when enrolling a new student!)**
- o **Attendance**
- o **Scheduling**
- o **Mark Reporting**

Curious about what's different in the new version? Download *What's New in Zangle 2006.2 v1.5 (PDF)*, a two-page document that outlines the changes to the FrontOffice applications and reports. You can access this document by visiting www.sandi.net/zangle. Then click on Read & Learn and go to the Job Aids section.

If you have any questions please contact the Help Desk or your On-Site Support team member.

Upcoming Bits-n-Bytes!

Friday, March 9
All Zangle users need to logout by 4:00 p.m. so that the IT Department can begin the New Year Init process.

Saturday & Sunday, March 10-11
No Zangle access this weekend.

Monday, March 12
The first day that you will see your 2008 track when you log into Zangle.

March 12 - March 28
Check your 2008 track cycle days, bell schedules, modified days, and periods.

Thursday, March 29
The last day for secondary schools to verify that they have checked their track setup by going to:
www.sandi.net/zangle/masterschedule.
See p.4 for more information.

Monday, July 30
The first day that you will *only* see your 2008 track when you log in to Zangle Production. As of this day, your 2008 track will no longer be the "Future" track. Instead, it will become the "Active" track.

Tips & Tricks

MARCH TIP #1: "Fill down" in Attendance History.
Let's say that Mom calls in to tell you that 7th grade Jimmy Wiedholz is going to be out ill all day. Rather than typing the "I" code multiple times for all of his periods in Attendance History, try this: Click Edit, and in the first cell type an "I" (Illness). Then, press **Control + Down Arrow** (both of these are on your keyboard). The "I" code will fill down. All you have to do now is hit Save! Cool!

MARCH TIP #2: See a student's schedule history in Student Schedule Editor.
Counselors! Don't forget to click **Show All Classes** in Student Schedule Editor if you want to see a student's schedule history.

MARCH TIP #3: View your various master schedules from the same screen without switching tracks.
Are you a school with more than one track? Then most likely you are maintaining more than one master schedule. Did you know that you can hit the List button in Master Schedule Editor to view the master schedule of another track? Yes! This means that if you are logged in to your "T" track and want to view/edit your "E" track master schedule, all you have to do is hit List and select the "E" track. Presto!

Summer School database ready April 2!

On **Wednesday, March 7, 2007**, you will notice that "SS Production" on the database selection screen (when you first launch Zangle) will be gone. This is because IT is working on preparing the Summer School database.

On **Monday, April 2, the entry for "SS Production" will reappear**, indicating that this year's summer school database (07-08) is available for use.

NOTE: if you need to access last year's Summer School database, you will need to select "06-07 SSProduction" which you'll notice further down the database selection screen.

Attention ePro Users!

Believe it or not, folks are already starting to think about year-end orders (the deadline for submitting this year's eProcurement requisitions is *likely* to be May 1 or May 2). The volume of ePro requisitions that must be processed by the Purchasing Department becomes enormous in the spring. Many orders get delayed at this time of the year. **Don't let this happen to you!**

If you want to help ensure that your ePro orders get processed as quickly as possible, please follow these important tips:

➢ Be sure to run a **Budget Inquiry** on the account(s) you plan to use to pay for your ePro orders *before* you create an ePro requisition. This means looking up your Chartfield strings to verify that you have enough money in the budget/account to spend. (Please also *be sure* that you're using the *correct* budget/account!)

➢ On **Special Request** items, enter the correct **Vendor** information (name, address, phone number of the merchant/business you are ordering the item from). *Not entering Vendor information causes delays in processing your ePro Requisitions.*

➢ On **Special Request** items, be sure to include your name and phone number in the Comments textbox, as well as the name of the person you are ordering the item for (if it's someone other than yourself).

As always, you have resources to help you. You can go online to www.sandi.net/peoplesoft/readandlearn to find the eProcurement user manual and related job aids, as well as the **Knowledgebase**, where you can find many answers to typical questions about ePro.

For additional ePro assistance please contact Robin Hoffpauir (Expediter) at rhoffpauir@sandi.net.

Encore News!

Visit the Encore Website today!

Don't have a copy of the Event Map? Get it at www.sandi.net/encore/readandlearn/jobaids/ EventMap10-19-05.pdf

Want to sign up for Encore classes? Go to www.sandi.net/encore/training/. Directions are available at this link.

Need to get directions on a particular topic using a job aid? Go to www.sandi.net/encore. Then click Read & Learn, then click Job Aids.

Hello from the Encore Support Team!
Need help? Give us a call!

Brunetta Dandridge-Thomas 619-209-4591

Chum Montana 619-209-4588

Josie Moya 619-209-4593

Darlene Sapienza 619-209-4587

Junnie Victorio 619-209-4592

Not sure who to call? Go to www.sandi.net/ onsitesupport to look up your school's On-Site Support team member for Encore.

Encore Questions & Answers!

Q: What changes will I see as a result of the Encore 6.8 upgrade this month?

A: The Special Ed Department anticipates a service pack upgrade to Encore the evening of Friday, March 9, 2007 after 5:00 pm. Some scheduled changes will be transparent to users, some will correct or enhance the IEP events and forms currently in use, and some will update Encounter Tracker. For a description of the changes to IEPs and Encounter Tracker, please refer to Encore Knowledgebase Article 676 at: www.sandi.net/encore/webapp/knowledgebase/details.asp ?emailID=676.

Important Reminders!

➢ **The Encore Support Team cannot delete or unlock a locked IEP!**

➢ All service providers may add the students to their caseloads in the QuickLinks, and also **must** assign themselves as provider to each student for whom they provide services. This is through the IEP--> Component--> Details or by completing open tasks.

➢ If you open up a form and realize you don't need it, click on **Return To Event Group** (this will not make the form required) instead of Save and Close.

Interactive Zangle, PeopleSoft, & Encore course catalogs now available!

Training is ongoing throughout the school year. Not sure which training course is right for you? Try the interactive course catalogs at:

Zangle: http://www.sandi.net/zangle/training/course_catalog/
PeopleSoft: http://www.sandi.net/peoplesoft/training/course_catalog/
Encore: 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. Calendars for March are now available!

March Zangle Training Calendar

	Course	Section	Date	Time	Location
March 2007	Intro To Zangle	INTRO-24	3/01/2007	8:00 - 11:00 a.m.	Fremont B6
	Enrollment	ENROLL-8	3/01/2007, 03/06/2007 and 03/08/2007	12:00 - 3:00 p.m.	Fremont B5
	English Learner	EL-7	3/02/2007	8:00 - 11:00 a.m.	Fremont B6
	Advanced Reports (Zangle Reports)	ADVREP/ZREP-11	3/05/2007	12:00 - 3:00 p.m.	Fremont B6
	Secondary Scheduling	SECSCH-8	3/08/2007 and 03/13/2007	8:00 - 11:00 a.m.	Fremont B5
	Advanced Reports (Zangle Reports)	ADVREP/ZREP-10	3/09/2007	8:00 - 11:00 a.m.	Fremont B6
	Elementary Scheduling	ELEMSCH-8	3/09/2007	8:00 - 11:00 a.m.	Fremont B5
	Attendance	ATTEN-10	3/12/2007 and 3/15/2007	12:00 - 3:00 p.m.	Fremont B6
	Open Lab - SBRC	SBRC-OL-01	3/13/2007	12:00 - 3:00 p.m.	Fremont B5
	Health	HEALTH-7	3/15/2007	12:00 - 3:00 a.m.	Fremont B5
	Open Lab - SBRC	SBRC-OL-02	3/15/2007	8:00 - 11:00 a.m.	Fremont B5
	System Administration	SYSADM-8	3/16/2007	8:00 - 11:00 a.m.	Fremont B5
	Intersession - Setup	IS-06	3/19/2007	12:00 - 3:00 p.m.	Fremont B6
	Intersession - Setup	IS-07	3/20/2007	8:00 - 11:00 a.m.	Fremont B6
	Behavior	BEH-12	3/20/2007	12:00 - 3:00 p.m.	Fremont B5
	Intersession - Setup	IS-08	3/22/2007	12:00 - 3:00 p.m.	Fremont B6
	Intersession - Setup	IS-09	3/23/2007	8:00 - 11:00 a.m.	Fremont B6
	Intersession - Main.	IM-06	3/26/2007	12:00 - 3:00 p.m.	Fremont B6
	Intersession - Main.	IM-07	3/27/2007	12:00 - 3:00 p.m.	Fremont B6
	Open Lab - SBRC	SBRC-OL-03	3/27/2007	12:00 - 3:00 p.m.	Fremont B6
	Intersession - Main.	IM-08	3/29/2007	8:00 - 11:00 a.m.	Fremont B6
	Open Lab - SBRC	SBRC-OL-04	3/29/2007	8:00 - 11:00 a.m.	Fremont B5

March Zangle Master Schedule Training!

The Zangle Training Team is currently offering Secondary Master Schedule Training. Please refer to this link to sign up for classes: http://www.sandi.net/zangle/masterschedule/courseinfo/index.asp. Elementary Master Schedule Training will be offered in June/July of 2007 (elementary schools will be notified via email).

	Course	Section	Date	Time	Location
March 2007	MS-Course Requests - Advanced	MS-CRA-1	3/12/2007	12:00 - 3:00 p.m.	Fremont B5
	MS-Course Requests - Advanced	MS-CRA-2	3/16/2007	12:00 - 3:00 p.m.	Fremont B5
	MS-Course Requests - Beginner	MS-CRB-1	3/13/2007	12:00 - 3:00 p.m.	Fremont B5
	MS-Course Requests - Beginner	MS-CRB-2	3/15/2007	8:00 - 11:00 a.m.	Fremont B5

March PeopleSoft Training Calendar

	Course	Section	Date	Time	Location
March 2007	Expenses	EXP-18	3/06/2007	8:30 a.m. - 12:00 p.m.	Roosevelt B3
	Mileage	MIL-15	3/13/2007	9:00 - 11:00 a.m.	Roosevelt B3
	eProcurement	ePRO-14	3/15/2007	8:30 a.m. - 3:30 p.m.	Roosevelt B3
	PAR Processing	PAR-14	3/15/2007	8:30 a.m. - 12:30 p.m.	Roosevelt B2
	Open Lab - PeopleSoft/Zangle	OL-23	3/16/2007	8:00 a.m. - 2:00 p.m.	Fremont B5
	Financials Site Admin	FSA-09	3/20/2007	8:30 a.m. - 12:00 p.m.	Roosevelt B3
	Time and Labor	TL-15	3/22/2007	8:30 a.m. - 3:30 p.m.	Roosevelt B2
	eProcurement	ePRO-15	3/27/2007	8:30 a.m. - 3:30 p.m.	Roosevelt B3
	Time and Labor Tune-up	TLTUNE-10	3/29/2007	1:00 - 3:00 p.m.	Roosevelt B2
	Open Lab - PeopleSoft/Zangle	OL-24	3/30/2007	8:00 a.m. - 2:00 p.m.	Fremont B5

March Encore Training Calendar

	Course	Section	Date	Time	Location
March 2007	Encounter Tracker	ET-42	3/07/07	10:00 a.m. - 12:00 p.m.	Angier B5
	Encounter Tracker	ET-43	3/07/07	1:00 - 3:00 p.m.	Angier B5
	Encore IEP Help Camp	IEPHC-40	3/08/07	2:30 - 4:30 p.m.	Angier B5
	Intro to Encore for Central Office Staff	EIEP-Intro-07	3/09/07	8:30 - 10:00 a.m.	Angier B5
	Encore IEP Help Camp	IEPHC-41	3/13/07	2:30 - 4:30 p.m.	Angier B5
	Encore Initial Training - SDC Teachers	EIEP-SDC-13	3/14/07	12:30 - 4:00 p.m.	Angier B5
	Encore Initial Training - RSP, SLP	EIEP-RS-SLP-14	3/20/07	8:00 a.m. - 3:00 p.m.	Angier B5
	Encore IEP Help Camp	IEPHC-42	3/21/07	2:30 - 4:30 p.m.	Angier B5
	Encore Initial Training - Non Case Mgrs	EIEP-NCM-07	3/27/07	1:00 p.m. - 3:30 p.m.	Angier B5
	Encore IEP Help Camp	IEPHC-43	3/29/07	2:30 - 4:30 p.m.	Angier B5

I.T. On-Site Support Staff

www.sandi.net/onsitesupport
www.sandi.net/encore

Zangle
Area ❶
Vince Garcia, Eric Lawson, Tressa Renee
Area ❷
Matthew Grace, Kelvin Testado
Area ❸
Carlos Herrera, Jessie Sandoval, Sandra Vasquez
Area ❹
Cecilia Galvez-Diaz, Sue Graciano, Teresa Pezdek
Area ❺
Tina Pavolillo, Carmen Salgado, Ruben Taylor
Analyst: Gamal Ibrahim

Encore
Brunetta Dandridge-Thomas, Chum Montana, Josie Moya, Darlene Sapienza, Junnie Victorio

Program Manager
Peyri Hamada (619) 209-4589

I.T. Help Desk

www.sandi.net/it/support.htm

(619) 725-7500

Linda Devlin-Mitchell, Pedro Escalante, Nanci Maguire, Crystal Pena, Izzy Victorio-Bueno

I.T. Training

www.sandi.net/zangle
www.sandi.net/peoplesoft

Karin Alvarado, Joshua Bleier, Angela Bolick, Chris Dubbs, Scott Irwin, Richard Ojeda, Debra Sayble, Jerry Sussman

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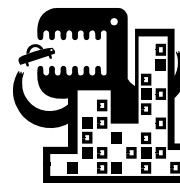**Congratulations to February's Word Find Winner!**

Danielle Kirkendall
from Lewis Middle School

Questions? Comments?
Feel free to contact the editors:

mgrace1@sandi.net or phamada@sandi.net

Next Issue: *Fluffy Wittle Bunnies!*

Random Zangle Information!

How do students get a GATE wingding?

KNOWLEDGEBASE ARTICLE 658

Q: After a student is tested for GATE and becomes qualified, how long does it take for the student's GATE wingding to show up in Zangle?

A: Here is the current process: The GATE Office puts the information into SIS, then IT runs a job which brings it over to Zangle. The amount of time it takes for the GATE wingding to appear in Zangle all depends on the backlog in the GATE Office entry. Schools do not enter the GATE wingding themselves.

The IT Training & Support Newsletter is available online at http://www.sandi.net/onsitesupport/newsletters.html

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March Newsletter Puzzle!

LIIATNIAZONTII

MECNETROEPUR

TASFACT

GLNAZLAI

GEBLNWOEDASKE

SEMNSSASTE

SINEINTSERSO

ATTSUST

Unscramble these March issue words and send your answers to mgrace1@sandi.net by 3/23/07 and you'll be entered in a drawing to win a Mystery Prize delivered to you by your I.T. On-Site Support person!
The winner will be announced in next month's issue!