



San Diego Unified School District

EUGENE BRUCKER EDUCATION CENTER
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CONNECT-ED AUTOMATED ATTENDANCE CALLS New fields in Zangle Track Editor

Connect-ED automated attendance calls are an optional, but highly recommended service for district-run schools. Schools are being launched in waves to avoid potential technical issues with Zangle. This is a one-time set up, unless your school chooses to reset times throughout the year. **Once your school's launch date has passed, call times should always be set at the beginning of a school day to avoid unwanted automated calls to parents.** (Prior to your school's launch date, you can set call times at any time during the day).

Entering Zangle Track Editor: System -> System Set Up -> School Set Up -> Track Editor

There are two new fields in Zangle Track Editor for school sites. This is where schools will specify when Connect-ED will extract attendance data for that school day. Up to two calls can be made each day. There are three options as outlined below:

- Option 1: Set up to two call times per day, the first in the AM and the second in the PM.
- Option 2: Set up one call per day: Set one time to <Unset> and the other to your requested call time.
- Option 3: Opt out of the automated attendance call service - Make no changes in Zangle Track Editor. Times will be left blank and parents will not receive calls. If a school site sets times and later decides to opt out, they can change their selections to <Unset>.

Examples of how to use the fields:

- School A wants the system to call home twice during the day—at 9:30 am and 6:00 pm. They need to set Time of 1st call to 9:30 am and Time of 2nd call to 6:00 pm.
- School B wants the system to call home once during the day—at 6:00 pm. They need to set Time of 1st call to <Unset> and Time of 2nd call to 6:00 pm.
- School C does not want the system to call home on a particular day. They need to enter Track Editor and set both fields to <Unset>, and make sure to reset the times first thing in the morning on the day they are ready to resume automated calls.

Note: Schools on multiple tracks can select different call times for each track.

If you have questions about Connect-ED automated attendance calls, please contact Jennie Breister in the Communications Department at jbreister@sandi.net or 619-725-5598. For assistance with using the two new fields in Track Editor, please contact your IT On-Site Support team member.

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