

ASAP Connected for instructors

ASAP is the system that allows us to access information concerning our classes, communicated directly with our students and send advance materials.

Logging in to ASAP from your web browser

- Log into “app.asapconnected.com”
- Enter the organization number “1725”
- Enter MDUSD email address “last name first initial@mdusd.org” – all lower case (e.g. rodgersj@mdusd.org)
- Enter password “XXXXXXXXXX” ¹
- Click “log in”

When finished

- Click “Log Out”

¹ If you need password assistance, contact Mary Hasson, Data Management, 925-685 -7340, Extension 6715

USING Wi-Fi at the Pleasant Hill campus

To access Wi-Fi at the Pleasant Hill MDAE Campus use the MDAE connection as follows:

- Turn on Wi-Fi on your phone or computer
- Access **MDAE** (*not MDUSD or MDUSD-Guest*)
- Logon as: **mdae** (all lower case)
- Password: **guest0791**
- After 10 seconds you will be connected

You will need to log on each time you visit the campus and require the Wi-Fi network

Home screen

“Instructor Edit”

- Personal facts
 - Addresses
 - Phone numbers
 - Picture

“Edit my settings”

- Password change
- Registration notification
- Administrative notifications

ASAP
Mt. Diablo Adult Education (1725)

Employee Detail
Time Period: All Active

My Settings - Logout
Home
Quick Search
Classes
Find
Tools
Switch View
Get Help

Quick Links
Last Class
Last Student
Find Classes

James I. Rodgers
Instructor **Edit**
Staff ID: 13109
Staff No: 25654
rodrjcsj@mdaed.org
WORK: 925 2285773
MOBILE: 925 9800021
Groups:
Subjects:

Edit My Settings

Schedule | Group Classes | New Students | Notes & Files | Hours
View By: Date Range
From: 8/6/2019 To: 8/7/2019
Export Excel

Day	Date	Start	End	Name	Location	Room
We	8/7/2019	6:00PM	9:00PM	Woodturning - Professional Demo Night with Pizza	Pleasant Hill Education Center	108-PHEC

Take attendance for: Group Classes
View Reports: Report Options

Email My Students

View Schedule

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View Schedule

- Show current week's schedule of classes

Group Classes Tab

- Shows all current semester classes
 - Date range
 - Time of day
 - Active/inactive

Employee view: James L. Rodgers, Instructor EdEd, Staff ID: 13109, Staff No: 25054.

Event	Class Code	Date Range	Time	Status
Basic Skills for the Trade	96859	4/11/2019 - 12/11/2019	09:00 - 09:00	Active
Basic Skills for the Trade - ACT Information Meeting	92859	4/11/2019	09:00 - 09:00	Active
Woodturning 150 - Advanced Beginners Workshop	96745001	7/11/2019 - 8/15/2019	09:00 PM - 09:00 PM	Active
Woodturning - Professional Demo Night with Pizza	96722009	8/7/2019 - 8/7/2019	09:00 PM - 09:00 PM	ready
Woodturning - Independent Projects Open Shop	96588009	8/8/2019 - 8/8/2019	09:00 AM - 12:00 PM	Active
Woodturning - Professional Demo Night with Pizza	96720007	8/14/2019 - 8/14/2019	09:00 PM - 09:00 PM	ready
Woodturning - Independent Projects Open Shop	96588009	8/14/2019 - 8/14/2019	09:00 AM - 12:00 PM	Active
Woodturning - Professional Demo Night with Pizza	96720009	8/21/2019 - 8/21/2019	09:00 PM - 09:00 PM	ready
Woodturning - Independent Projects Open Shop	96588011	8/23/2019 - 8/23/2019	09:00 AM - 12:00 PM	Active
Wood Turners - Diablo Woodturners	96500001	9/5/2019 - 11/7/2019	07:00 PM - 09:00 PM	Active
Woodturning - Holiday Engraved Christmas Ornaments	96727001	11/5/2019 - 11/19/2019	09:00 PM - 09:00 PM	Active

Select a class

Shows

- Min/Max for class
- Number enrolled
- Names enrolled
- Date enrolled
- Phone number
- Email address
 - Data columns may be rearranged

Class: Woodturning 150 - Advanced Beginners Workshop

When: Thursday 09:00 PM - 09:00 PM, 7/11/2019 - 8/15/2019, PHEC Sun 2019

Where: 108 - PHEC, Pleasant Hill Education Center

Who: Rodgers, James

Additional Instructor: Peter Watt

Age: 18 - 999

Status: Active - Visible

Credits: Regular Student: \$131.00

Fees:

Capacity: 18, Min: 12
Enrolled: 13

Grade/Enroll	First Name	Phone	Date Enrolled	Email	Invoice	StudentID
01	Goetz	916-391-7124	7/9/2019	marco.guetz@logichol.net	8692954	6207192
02	Mearns	916-391-3417	7/23/2019	marcoj11@comcast.net	8612223	6369711
03	Adaracosta	916-391-9047	5/23/2019	ajayj04@gmail.com	8612826	5681984
04	Norrmann	925-490-5520	5/24/2019	mnorm@bigblue.net	8624323	6724429
05	McCard	925-490-5520	5/26/2019	em001@yahoo.com	8630281	6711812
06	Olson	925-908-6657	7/10/2019	doakes@comcast.net	8633572	5659035
07	Blupp	650-823-3096	7/11/2019	group@pacbell.net	8663002	6161481
08	Schuback	540-891-9641	5/22/2019	tsawback@gmail.com	8613247	6713041
09	Thompson	925-325-4917	5/22/2019	thompsonm1@gmail.com	8616270	6711266
10	Wellner	510-754-0008	7/9/2019	pdwellne@gmail.com	8661723	6711009
11	Stanard	925-431-1144	5/22/2019	markstan@gmail.com	8613221	6956048
12	Woolf	925-290-1252	7/10/2019	ramm003@hotmail.com	8658328	514907
13	Wood	925-927-9398	5/25/2019	isaack79@hotmail.com	8667711	6513232

Emailing students

From "I want to..."
 Select: "Email all students"

ASAP Class Detail

Class: Woodturning 150 - Advanced Beginners Workshop

When: Thursday 09:00 PM-09:00 PM
 7/11/2019 - 8/15/2019
 PHEC-Sum 2019

Where: 108- PHEC, Pleasant Hill Education Center

Who: Rodgers, James
 Additional Instructor: Peter Wolf

Ages: 18 - 999

Status: Active - Visible

Credential: Regular Student: \$131.00

Fees:

Capacity: 16, Min: 12
 Enrolled: 13
 Completed: 0
 Pending: 0
 Waitlisted: 0
 Drop/Transfer: 1
 Drop-In: 0

I want to: **Email all students**

Grade	Last Name	First Name	Phone	Status	Email	Invoice	StudentID
1.	Gupta	Manoj	510-396-7524	ENROLLED	manojgupta@iboglobal.net	8648942	828192
2.	Hanson	Brian	4153853437	ENROLLED	hanson511@comcast.net	8413325	6569711
3.	Jobanputra	Sajni	5102199247	ENROLLED	sajnijob@gmail.com	8410654	5031904
4.	Klemmedson	Ron	9258998688	ENROLLED	rklem@iboglobal.net	8424393	6724429
5.	McCarl	Todd	9054909320	ENROLLED	tm80015@yahoo.com	8490291	6711912
6.	Oakes	Dina	9258908657	ENROLLED	d.oakes@comcast.net	8653572	5659035
7.	Rugg	George	6508233096	ENROLLED	grugg@pacbell.net	8663809	6163401
8.	Swanbeck	Sarah	5103813641	ENROLLED	sowanbeck@gmail.com	8413247	6713841
9.	Thompson	Todd	9253535497	ENROLLED	tthompsonntrs@gmail.com	8416570	6711266
10.	Welliver	Phil	5107540508	ENROLLED	pdwelliver@gmail.com	8661723	6711009
11.	Wiegand-Shahani	Merik	9254510144	ENROLLED	markawaj@gmail.com	8413221	6956048
12.	Woelffer	Richard	925-280-1252	ENROLLED	ramm693@hotmail.com	8659338	514907
13.	Wood	Brendan	9253823568	ENROLLED	isaac28@hotmail.com	8420715	6532322

Add/subtract additional email addresses

(Include in-class assistants)

ASAP Send Email/SMS

Use this wizard to send emails to selected students using class rosters, student groups, or individual students

is Recipient List: Swanbeck Sarah ; Wiegand-Shahani Merik ; Hanson Brian ; Thompson Todd ; Jobanputra Sajni ; Klemmedson Ron ; Wood Brendan ; McCarl Todd ; Gupta Manoj ; Welliver Phil ; Oakes Dina ; Woelffer Richard ; Rugg George

Send emails only to the primary account holder

Step 1 - Select Recipients

Filters - Add Recipients By: Class

Add Individual

Recipient:

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Compose email content

If you “cut & paste” insert text with **Ctrl “V”**

ASAP Mt. Diablo Adult Education (1725)

Send Email/SMS

Use this wizard to send emails to selected students using class rosters, student groups, or individual students

Recipient List:
Swanbeck Sarah, Wiegand-Shahani Merik, Hanson Brian, Thompson Todd, Jobanputra Sajni, Klemmedson Ron, Wood Brendan, McCarl Todd, Gupta Manoj, Welliver Phil, Oakes Dina, Woelfler Richard, Rugg George

Send emails only to the primary account holder

Clear All Recipients

Welcome to Woodturning 150

During this class you will have an opportunity to improve your skills with spindle turning techniques

We will undertake six different project each focusing on one area of challenge for beginners.

Be prepared to have a lot of fun and turning practice.

If you are unable to attend any session please let me know in advance (if possible), email me at roddgersj@mdusd.org

Design HTML Preview Words: 68 Characters: 411

Previous Step - Recipients Next Step - Preview & send

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Review and edit

Attached class materials

Preview and send

ASAP Mt. Diablo Adult Education (1725)

Send Email/SMS

Use this wizard to send emails to selected students using class rosters, student groups, or individual students

Recipient List:
Swanbeck Sarah, Wiegand-Shahani Merik, Hanson Brian, Thompson Todd, Jobanputra Sajni, Klemmedson Ron, Wood Brendan, McCarl Todd, Gupta Manoj, Welliver Phil, Oakes Dina, Woelfler Richard, Rugg George

Send emails only to the primary account holder

Clear All Recipients

Step 2 - Compose Email

Email Type: New Email

From:

Subject:

Attachments:

Mark this email as secure.

beginners.

Be prepared to have a lot of fun and turning practice.

If you are unable to attend any session please let me know in advance (if possible), email me at roddgersj@mdusd.org

Jim Rodgers

Design HTML Preview Words: 68 Characters: 411

Previous Step - Recipients Next Step - Preview & send

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Class sign in sheets

Select "Attendance options"

Select "Print attendance sheets"

On the pop-up page, select the printer icon

Print

Woodturning 150 - Advanced Beginners Workshop*

95745001

When: Thursday 06:00 PM-09:00 PM
7/11/2019 - 8/15/2019
PHEC Sum 2019

Where: 108-PHEC, Pleasant Hill Education Center

Who: Rodgers, James
Additional Instructor: Peter Wolff

Ages: 18 - 999

Status: Active - Visible

Credential: Regular Student: \$131.00

Fees:

Capacity: 18, Min: 12
Enrolled: 13
Completed: 0
Pending: 0
Waitlisted: 0
Drop/Transfer: 1
Drop-In: 0

I want to: -- Select --

Class Roster | Demographics | Questions | Grades/Credits | Schedule | Skills | Notes

View: [Enrolled and Pending]

Attendance Options
Attendance Options
Take attendance
Print attendance sheets

Drag a column header and drop it here to group by that column

Grade	Last Name	First Name	Phone	Status	Email	
1.	Gupta	Manoj	(510) 386-7524	ENROLLED	manjgupta@psd	
2.	Hanson	Brian	4133833437	ENROLLED	hanson511@cor	
3.	Jobanputra	Sajni	5102199247	ENROLLED	sajnijob@gmail.com	
4.	Klemmedson	Ron	9254998688	ENROLLED	rkstem@sbcglobal.net	8424393 6734429
5.	McCarl	Todd	9254909320	ENROLLED	tm80015@yahoo.com	8430291 6711812
6.	Oakes	Dina	9254908657	ENROLLED	d.oakes@comcast.net	8653572 5659335
7.	Rugg	George	6508233096	ENROLLED	grugg@pacbell.net	8663809 6163481
8.	Swanbeck	Sarah	5103813641	ENROLLED	sswanbeck@gmail.com	8413247 6713841
9.	Thompson	Todd	9253535497	ENROLLED	tthompsonnuts@gmail.com	8416570 6711266
10.	Welliver	Phil	5107540508	ENROLLED	pdwelliver@gmail.com	8651723 6711009
11.	Wiaquad	Shahani	9254510144	ENROLLED	marikawa@gmail.com	8413221 6956048
12, 16	Woolf	Richard	925-280-1252	ENROLLED	ramm693@hotmail.com	8659338 514907
13.	Wood	Brendan	9253822599	ENROLLED	isaack20@hotmail.com	8429715 6532232

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ASAP Reporting - Woodturning 150 - Advanced Beginners Workshop*

Time Period: PHEC Sum 2019 | Enrollment Status: Enrolled And Pending

Course: Woodturning 150 - Advanced Beg | Teacher: Rodgers, James

Course Group: All Groups | Class: 95745001 - 06:00 PM - 09:00 PM

Site: All Locations | From Date: 8/5/2019 12:00 AM

Display Age of Students

Display Student ID instead of Phone No

Gridlines on report will display on PDF but may not appear on the screen.

Export to the selected format: Export

Woodturning 150 - Advanced Beginners | Mt. Diablo Adult Education

Class Code: 95745001 | AttendanceSheet

Days of week: Th | PHEC Sum 2019

Time: 06:00 PM-09:00 PM

Instructor: Rodgers, James

Location: Pleasant Hill Education Center - 108-PHEC

#	StudentName	Phone No	8/8/19	8/9/19	8/10/19	8/11/19	8/12/19	8/13/19	8/14/19	8/15/19
1	Gupta, Manoj	(510) 386-7524								
2	Hanson, Brian	4133833437								
3	Jobanputra, Sajni	5102199247								
4	Klemmedson, Ron	9254998688								
5	McCarl, Todd	9254909320								
6	Oakes, Dina	9254908657								
7	Rugg, George	6508233096								
8	Swanbeck, Sarah	5103813641								
9	Thompson, Todd	9253535497								
10	Welliver, Phil	5107540508								

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Access full details

Select "Attendance Options"

Select "Print full details"

Woodturning 150 - Advanced Beginners Workshop*

95745001

When: Thursday 06:00 PM-09:00 PM
7/11/2019 - 8/15/2019
PHEC Sum 2019

Where: 108 - PHEC, Pleasant Hill Education Center

Who: Rodgers, James
Additional Instructor: Peter Wolff

Ages: 18 - 999

Status: Active - Visible

Credentialed Regular Student: \$131.00 Fees

Capacity: 18, Min: 12
Enrolled: 13
Completed: 0
Pending: 0
Waitlisted: 0
Drop/Transfer: 1
Drop-In: 0

I want to: -- Select --

Class Roster | Demographics | Questions | Grades/Credits | Schedule | Skills | Notes

View: Enrolled and Pending

Attendance Options
Take attendance
Print attendance sheets
Print check-in sheets
Print attendance report
Print attendance detail report
Print attendance report (Monthly)
Take Hourly Attendance

Grade	Last Name	First Name	Phone	Status	Email		
1.	Gupta	Manoj	(510) 386-7524	ENROLLED	manojgupta@sboglobal.net		
2.	Hanson	Brian	4153853437	ENROLLED	hanson511@comcast.net		
3.	Jobanputra	Sajni	5102199247	ENROLLED	sajnijob@gmail.com		
4.	Klemmedison	Ron	9258996888	ENROLLED	rrklem@sboglobal.net	8424393	6724429
5.	McCarl	Todd	9254909320	ENROLLED	tm80015@yahoo.com	8430291	6711812
6.	Oakes	Dina	9258908657	ENROLLED	d.oakes@comcast.net	8653572	5659035
7.	Boop	George	6506233096	ENROLLED	ghoop@pacbell.net	8663809	6163481
8.	Swanbeck	Sarah	5103813641	ENROLLED	sswanbeck@gmail.com	8413247	6713841
9.	Thompson	Todd	9253535497	ENROLLED	tthompsonnuts@gmail.com	8416570	6711266
10.	Welliver	Phil	5107540508	ENROLLED	pdwelliver@gmail.com	8651723	6711009
11.	Wiegand-Shaban	Menik	9254510144	ENROLLED	manikaws@gmail.com	8413231	6956048
12, 16	Woeffler	Richard	925-280-1252	ENROLLED	ramm693@hotmail.com	8659338	514907
13.	Wood	Brendan	9253823598	ENROLLED	isaack28@hotmail.com	8429715	6532322

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Detail sheets

Enrolled Student information for class: PRINT OLD VERSION PRINT

Woodturning 150 - Advanced Beginners Workshop*

First Name: Manoj
Last Name: Gupta
Primary Phone: (510) 386-7524
Secondary Phone: (510) 386-7524
Email: manojgupta@sboglobal.net
Primary Account Email: manojgupta@sboglobal.net
Grade:

Address: 902 Regalo Way
City: San Ramon
State: CA
Zip Code: 94583
Birth Date: 5/28/1974 45 years

Emergency contact information:
Contact #1
Name: Gokhale Aditi
Phone: (925) 930-3676
Email: aditi167@gmail.com
Relationship: Spouse
Authorized for pickup information:
Authorized for pickup #1
Name:
Phone:
Email:
Relationship:

First Name: Brian
Last Name: Hanson
Primary Phone: 4153853437
Secondary Phone: 0
Email: hanson511@comcast.net
Primary Account Email: hanson511@comcast.net
Grade:

Address: 5073 Ray Ave
City: Castro Valley
State: CA
Zip Code: 94545
Birth Date: 8/21/1963 55 years

Emergency contact information:
Contact #1
Name: Hanson Teresa
Phone: 5104612730
Email:
Relationship: spouse
Authorized for pickup information:
Authorized for pickup #1
Name:
Phone:
Email:
Relationship:

First Name: Sajni
Last Name: Jobanputra
Primary Phone: 5102199247
Secondary Phone: 0
Email: sajnijob@gmail.com
Primary Account Email: sajnijob@gmail.com
Grade:

Address: 138 Monte Cresta Ave,
Apt 104
City: Oakland
State: CA
Zip Code: 94611
Birth Date: 11/12/1978 40 years

Emergency contact information:
Contact #1
Name: Jobanputra Rohi
Phone: 442 024 4162
Parent #1
Name: Jobanputra Sajni