

# 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](http://app.asapconnected.com)”
- Enter the organization number “1725”
- Enter Username “last name first initial – all lower case” <sup>1</sup> (e.g. rogersj)
- Enter password “[teacherteacher1266](#)” (no spaces)
- Click “log in”

When finished

- Click “Log Out”

## Home screen

- Shows current week classes

## Instructor “Edit”

- Personal facts
  - Addresses
  - Phone numbers
  - Picture
- [Edit my settings](#)
  - Password change
  - Registration notification
  - Administrative notifications

- [View Schedule](#)

The screenshot displays the 'Employee Detail' page for James I. Rodgers. The page includes a navigation sidebar on the left with options like 'My Settings - Logout', 'Home', 'Quick Search', 'Classes', 'Find', 'Tools', 'Switch View', and 'Get Help'. The main content area shows the employee's profile with a photo and contact information. Below the profile is a 'Schedule' section with a table of classes. The table has columns for 'Day Date', 'Start', 'End', 'Name', 'Location', and 'Room'. The first row shows a class on 'We 8/7/2019' from '6:00PM' to '9:00PM' at 'Woodburning - Professional Demo Night with Pizza' in 'Pleasant Hill Education Center 108-PHEC'. At the bottom of the page, there is a footer with copyright information: 'COPYRIGHT 1982 - 2019 © ADMINISTRATIVE SOFTWARE APPLICATIONS - A VANCO COMPANY | Privacy Policy'.

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

- [View Schedule](#)

- Your class schedule

- **Group Classes** tab shows all semester classes
  - Date range
  - Time of day
  - Active/inactive

Employee Detail: James L. Rodgers, Instructor Edit, Staff ID: 13109, Staff No: 25654.

Event	Class Code	Days	Time	Status
Basic Skills for the Trades	58560	6/1/2018 - 12/31/2020	0800 - 0900	Active
Basic Skills for the Trades - (657) Information Meeting	58559	6/1/2018 - 12/31/2020	0800 - 0900	Active
Woodturning 150 - Advanced Beginners Workshop*	95745001	7/11/2019 - 8/15/2019	0600 PM - 0900 PM	Active
Woodturning - Professional Demo, Night with Pizza	95722006	8/7/2019 - 8/7/2019	0600 PM - 0900 PM	ready
Woodturning - Independent Projects, Open Shop*	95508009	8/9/2019 - 8/9/2019	0900 AM - 1200 PM	Active
Woodturning - Professional Demo, Night with Pizza	95723007	8/14/2019 - 8/14/2019	0600 PM - 0900 PM	ready
Woodturning - Independent Projects, Open Shop*	95508010	8/16/2019 - 8/16/2019	0900 AM - 1200 PM	Active
Woodturning - Professional Demo, Night with Pizza	95722008	8/21/2019 - 8/21/2019	0600 PM - 0900 PM	ready
Woodturning - Independent Projects, Open Shop*	95508011	8/23/2019 - 8/23/2019	0900 AM - 1200 PM	Active
Wood Turners - Diablo Woodturners*	95500001	9/5/2019 - 11/7/2019	0700 PM - 0900 PM	Active
Woodturning - Hollow Enamled Christmas Ornaments*	95727001	11/5/2019 - 11/19/2019	0600 PM - 0900 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\* (95745001)

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

Where: 106 - FHEC, Pleasant Hill Education Center

Who: Rodgers, James

Additional Instructor: Peter Wolff

Ages: 18 - 999

Status: Active - Visible

Credential: Regular Student: \$131.00

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

Grade Last Name	First Name	Phone	Enrollment Date	Email	Invoice	StudentID	
1	Sarda	Manoj	(510) 386-7524	7/9/2019	manogupta@tbcglobal.net	8648262	628192
2	Hanson	Alan	4153853437	5/22/2019	hanson511@comcast.net	8413325	6569711
3	Johnson	Sajid	5103190247	5/23/2019	csjnj@icloud.com	8418694	5631984
4	Klemmedson	Ban	9259989688	5/24/2019	nrkem@tbcglobal.net	8424393	6724429
5	McCard	Todd	9254900320	5/26/2019	tm80015@yahoo.com	8430201	6711812
6	Quinn	Dina	9259908657	7/10/2019	d.cakes@comcast.net	8553572	5659035
7	Bupp	George	650223096	7/11/2019	gfrugg@pacbell.net	8662809	6163481
8	Swanbeck	Sarah	5103813641	5/22/2019	sswanbeck@gmail.com	8413247	6713841
9	Thompson	Todd	9253535497	5/22/2019	tthompsonnuts@gmail.com	8416670	6711266
10	Welliver	Phil	5107540508	7/9/2019	pdwelliver@gmail.com	8551723	6711009
11	Wagland-Shahani	Mehi	9254510144	5/22/2019	marilawn@gmail.com	8413221	6955048
12	Woolf	Richard	925-280-1252	7/10/2019	ramm693@hotmail.com	8559338	514907
13	Wood	Brendan	9253823598	5/25/2019	isaac29@hotmail.com	8557115	6533232

## Emailing students

Select: **Email all students**

ASAP  
Class Detail  
Time Period: All Active

Woodturning, 150 - Advanced Beginners Workshop\*  
#5745001

When: Thursday 08:00 PM-09:00 PM  
7/11/2019 - 8/15/2019  
Where: 108- PHEC, Pleasant Hill Education Center  
Who: Rodgers, James  
Additional Instructor: Peter Wolf  
Ages: 19 - 999  
Status: Active - Visible  
Fees: Regular Student: \$131.00

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

I want to: **Email all students**

Grade/LastName	FirstName	Phone	Status	Email	Invoice	StudentID
1. Gupta	Manoj	5103 396-7524	ENROLLED	manojgupta@iboglobal.net	841325	626192
2. Hanson	Brian	4153853437	ENROLLED	hanson511@comcast.net	841325	6569711
3. Jobanputra	Sajni	5102199247	ENROLLED	sajnicb@gmail.com	8418694	5631964
4. Klemmedson	Roni	9258996688	ENROLLED	mlem@iboglobal.net	8424393	6724429
5. McCall	Todd	9254909320	ENROLLED	tm80015@yahoo.com	8430261	6711812
6. Oakes	Dina	9258006657	ENROLLED	d.oakes@comcast.net	8653572	5690035
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	tthompsonuts@gmail.com	8416570	6711266
10. Welliver	Phil	5107540568	ENROLLED	poelliver@gmail.com	8651723	6711009
11. Wiegand-Shahani	Merik	9254510144	ENROLLED	marikavs@gmail.com	8413231	6956048
12. Woelfler	Richard	925-280-1252	ENROLLED	ramm693@hotmail.com	8659338	514907
13. Wood	Brendan	9253823688	ENROLLED	isaacx23@hotmail.com	8420715	633232

## Add/subtract additional email addresses

ASAP  
Send Email/SMS  
Time Period: All Active

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 Roni #; Wood Brendan #; McCall Todd #; Gupta Manoj #; Welliver Phil #; Oakes Dina #; Woelfler Richard #; Rugg George #.  
[Clear All Recipients](#)

Send emails only to the primary account holder

Step 1 - Select Recipients

Filters - Add Recipients By: Class

Add Individual

Recipient:  [Use Search](#) [Add Recipient](#)

[Next Step - Compose](#)

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## Compose content of email

ASAP  
Mt. Diablo Adult Education (1725)

Send Email/SMS  
Time Period: All Active

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, Woolfiter 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 [rodgers@mdad.edu](mailto:rodgers@mdad.edu)

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  
Time Period: All Active

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, Woolfiter Richard, Rugg George

Send emails only to the primary account holder

Clear All Recipients

**Step 2 - Compose Email**

Email Type: New Email

From: rodgers@mdad.edu

Subject: Message has no 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 [rodgers@mdad.edu](mailto:rodgers@mdad.edu)

Jim Rodgers

Design HTML Preview Words: 68 Characters: 411

Previous Step Recipients Next Step - Preview & send

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## Class sign in sheets

**Woodturning 150 - Advanced Beginners Workshop\***

95745001

When: Thursday 06:00 PM-09:00 PM  
7/11/2019 - 8/15/2019  
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: 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  
Print check-in sheets

Grade	Grade/LastName	FirstName	Phone	Status	Email	8/6/2019	8/13/2019
1.	Gupta	Mansj	(510) 386-7524	ENROLLED	mansjgupta@i		
2.	Hanson	Brian	4153833437	ENROLLED	hanson511@cor		
3.	Jobanputra	Sajni	5102199247	ENROLLED	sajnijob@gmail.com		
4.	Klemmedson	Ron	9258998688	ENROLLED	rklem@sbjglobal.net	8424393	6724429
5.	McCarl	Todd	9254909320	ENROLLED	tm80015@yahoo.com	8430291	6711812
6.	Oakes	Dina	9258908657	ENROLLED	doakes@comcast.net	8653272	5659035
7.	Rugg	George	6508233096	ENROLLED	grugg@pactel.net	8663309	6163481
8.	Svanbeck	Sarah	5103813641	ENROLLED	ssvanbeck@gmail.com	8413247	6713841
9.	Thompson	Todd	9253335497	ENROLLED	tthompsonnuts@gmail.com	8416670	6711266
10.	Welliver	Phil	5107540508	ENROLLED	pdwelliver@gmail.com	8551723	6711009
11.	Wiegand-Shabazi	Merck	9254510144	ENROLLED	markaws@gmail.com	8413211	6956048
12. 16	Woeffler	Richard	925-280-1252	ENROLLED	ramm699@hotmail.com	8659938	514907
13.	Wood	Brendan	9253823598	ENROLLED	isaac28@hotmail.com	8429715	6533232

Quick Links  
Last Class  
Last Student  
Find Classes

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## Select Attendance options

## Select Print Attendance sheets

## On the pop-up page, select the printer icon

**ASAP Reporting - Woodturning 150 - Advanced Beginners Workshop\***

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


Course: Woodturning 150 - Advanced Be Teacher: Rodgers, James

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

Site: All Locations From Date: 8/6/2019 12:00 AM

Display Age of Students  
Display Student ID instead of Phone No

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

Export 

**Woodturning 150 - Advanced Beginners** Mt. Diablo Adult Education

Class Code: 95745001 AttendanceSheet

Days of week: Th

Time: 06:00 PM-09:00 PM

Instructor: Rodgers, James PHEC Sum 2019

Location: Pleasant Hill Education Center - 108- PHEC

* Student Name	Phone No	8/6/19	8/13/19						
1 Gupta, Mansj	(510) 386-7524								
2 Hanson, Brian	4153833437								
3 Jobanputra, Sajni	5102199247								
4 Klemmedson, Ron	9258998688								
5 McCarl, Todd	9254909320								
6 Oakes, Dina	9258908657								
7 Rugg, George	6508233096								
8 Svanbeck, Sarah	5103813641								
9 Thompson, Todd	9253335497								
10 Welliver, Phil	5107540508								

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Access full details

Attendance Options

Print full details

My Settings - Logout

Home

Quick Search

Classes [v] Go

Find

Tools

Switch View

Get Help

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: [v] Select --

Quick Links

- Last Class
- Last Student
- Find Classes

Class Roster Demographics Questions Grades/Credits Schedule Skills Notes

View: Enrolled and Pending

Attendance Options

Attendance Options

Take Attendance

Print attendance sheets

Print check-in sheets

Print attendance report

Print attendance detail report

Print attendance report (Monthly)

Print full detail

Grade	Last Name	First Name	Phone	Status	Email	Attendance
1.	Gusta	Mansj	(510) 366-7524	ENROLLED	manojgupta@sboglobal.net	
2.	Hanson	Brian	4153853437	ENROLLED	hanson511@comcast.net	
3.	Johanputra	Sajni	5102199247	ENROLLED	sajnijob@gmail.com	
4.	Klemmedson	Ron	9258998688	ENROLLED	rnklem@sboglobal.net	8424393 6724429
5.	McCarl	Todd	9254909320	ENROLLED	tm80015@yahoo.com	8430291 6711812
6.	Doakes	Dina	9258906657	ENROLLED	doakes@comcast.net	8653672 5659035
7.	Rugg	George	6508233096	ENROLLED	girugg@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.	Meyand-Shabazi	Merik	9254510144	ENROLLED	markavsa@gmail.com	8413231 6956048
12.	Woolfer	Richard	925-280-1252	ENROLLED	ramm699@hotmail.com	8659338 514907
13.	Wood	Brendan	9253823598	ENROLLED	isaac28@hotmail.com	8429715 6533232

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Detail sheets

Enrolled Student information for class: [PRINT OLD VERSION](#) [PRINT](#)

Woodturning 150 - Advanced Beginners Workshop\*

First Name: Mansj  
Last Name: Gusta  
Primary Phone: (510) 366-7524  
Secondary Phone: (510) 366-7524  
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) 400-3676  
Email: a05167@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: 94546  
Birth Date: 6/21/1963 55 years

Emergency contact information:  
Contact #1  
Name: Hanson Teresa  
Phone: 5104672750  
Email:  
Relationship: spouse  
Authorized for pickup information:  
Authorized for pickup #1  
Name:  
Phone:  
Email:  
Relationship:

First Name: Sajni  
Last Name: Johanputra  
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: Johanputra Rishi  
Relationship: PARENT

Parent contact information:  
Parent #1  
Name: Johanputra Sajni  
Relationship: PARENT