♫TECH NOTES 2016 - 2017

TECH PROBLEMS

Tech Support – support@dist102.org they will take care of hardware problems, printers, network issues, email and software installs. Also any issues in the labs should be reported as soon as possible. Please cc all tech requests to your principals.

Please email – support@dist102.org do not email Jay and Chris directly unless they request you to do so. Emailing them will slow down the process of taking care of your problems/questions.

Lumen problems or questions – ask building secretaries and then Terri Donahue

Email Cindy Bridges cbridges@dist102.org if you have problems with –
Library program, Web page, or any database, or lab programs such as:
Renlearn Products – Accelerated Reader, Star Math, Star Reading
Library Program
Classworks
Starfall

Email Shannon Sullivan – ssullivan@dist102.org
If you have any questions or need to add students to Aims Web, Lexia – Core 5, IXL Math and Read Naturally

PASSWORDS / DESKTOPS / SHORTCUTS

The logins for your teacher computers – please contact support
If you need the password for the wireless network please ask your principals or Cindy.
Any password you cannot remember please email Cindy – I cannot see your passwords, but I can re-set them.
Lab logins – GMS/RES/MES – You can delete or add any on your teacher desktops. If you have any problems with student or lab computers email support, as these desktops should stay the same.

PLEASE use the short cuts on the front page of our web site – these are correct. If you have any programs that you would like a short cut ADDED to the web page please email me the site address and I will be glad to do that.

<mark>Please remember when you log in as a teacher in the lab to re-set it to the student login when you are finished so students will not have access to your desktop or locked network folders.</mark>

You may access Gmail with the Lab logins – BUT log out of your email when you leave or others will be able to read it. Make sure the "stay logged in" box is not checked.

NETWORK FOLDERS

PLEASE clean up your teacher folders and student folders.

After September 3rd I will be removing all folders that are not in use. Remember on network all folders will be stored under "PUBLIC" not "Eagle". If you lose a folder or have issues with folders please email support.

The CLIP ART Folder is for district use. Please add to it as you wish. This is a great source of clip art for your newsletters, web pages, and student use. Do not use materials that have a copyright.

WEBPAGE

All administrators, teachers, and secretaries are set up as users. If you have not changed your password then it is your first part of your email address – example – cbridges. This is also how you get into Central Services to update your section of the webpage. If you are new to SOCs or have forgotten how to up-date your pages click on the "Training Link" and it will guide you. There will be training on 8/19. I will also schedule additional time with you if needed.

PLEASE remove any articles that are not current. Any article you wish to re-use you can un – approve or change the publish dates until you are ready to update and reuse. Avoid using material that has a copyright on your website. The clipart folder on the server or Socs Graphics will give you many choices.

Anything you want on the District Interactive Calendar – please email it to Terri Donahue.

If you want your article moved to the front page please email me – I am always looking for new Headlines. I also need pictures please send them to me.

After August 29th I will be deleting articles that are out of date and sending you a friendly reminder if you need to up-date your pages. All new teachers have been added to the website.

TRAINING FOR WEBPAGE – new teachers / and those who need a refresher – Friday 8/19 – at GMS in lab 2 at 10:30 am.

Renlearn – Star Testing
Benchmarking – Screening
Fall Benchmarking – 2nd – 8th Begins 8/29 and Ends 9/9
Winter Benchmarking – 1st – 8th Begins 1/11 and Ends 1/25
Spring Benchmarking – 1st – 8th TBA
*MATH TEST – can use pencil and paper – no calculators
Please review – "Best Practices" to help with student success, Book levels and ZPD. All students will have headphones on so they will be available for MATH ONLY.

Program Deadlines
AR and Star will be ready to use 8/29 – I will email you if students can take AR test earlier
Classworks will be ready to use with classes – 9/2 we will have special trainings - times TBA. **I will only create classes on request this year, as many were not used last year.**
IXL Math – Read Naturally – Lexia will be ready after we get your RTI lists or earlier.

Library
WE WELCOME – Linda Maquet as our full time librarian this year. Your administrators will discuss her schedule and library procedures for your buildings. The libraries *should* be ready to use August 25th and 26th. I have taken the scanners and placed a "Library Closed Sign" up so no one will be confused when the library is ready.
Because we have to up-load our student data to the company we are estimating the start date. Please go over "Library Rules" with your students before they use the library.

If any new teacher would like to go over the library system please email me and we can set up a time to do so.

Classroom Student computers and Labs -
Student computers in your classrooms and all lab should be logged on as MES/RES/GMS. Report all problems to tech support.

My Schedule
This will be a transition year for me so hopefully I will be fully retired next year. My time and duties have been cut in half. I will be doing the Webpage as in the past, offering support off-site, and doing trainings as requested. I will not be posting my schedule this year, but am available to you anytime you need me via phone, text or email.

Looking forward to another great year at DISTRICT #102,
Cindy Bridges