TECH NOTES 2017 – 2018

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. The support team will be taking care of <u>student</u> emails including resetting passwords.

Lumen problems or questions – ask building secretaries and then Terri Donahue. Terri will also be taking care of staff emails and passwords.

Email Cindy Bridges cbridges@dist102.org if you have problems with – library program function, web page, or Renlearn products – Accelerated Reader, Star Math, and Star Reading.

Email Shannon Sullivan – ssullivan@dist102.org if you have any questions or need to add students to Lexia – Core 5.

Mrs. Lindsay will be taking care of Aims Web this year. Please contact her if you need assistance or students added.

PASSWORDS / DESKTOPS / SHORTCUTS

If you need your logins and passwords for your teacher computers please contact support. If you need the password for the wireless network please ask your principals.
Any password you cannot remember please email Cindy – I cannot see your passwords, but I can re-set them.

Lab logins – GMS/RES/MES – If you have any problems with student or lab computers email support. Student emails will be added and managed by support.

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.

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.

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

NETWORK FOLDERS

PLEASE clean up your teacher folders and student folders. Remember on network all folders will be stored under "PUBLIC". 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. <u>Do not use materials that have a copyright.</u>

WEBSITE

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 web page or section. If you are new to SOCs or have forgotten how to up-date your pages click on the "Training Link" under "Tech Information" on our website and it will guide you. I will also schedule help time with you if needed.

PLEASE remove any articles and dates 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.

If you want your article moved to the front page please email me – I am always looking for new features. <mark>I also need pictures. Please send them to me.</mark>

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

Renlearn – Star Testing

Screening dates 2017 - 2018

Fall - Aug. 28th - Sept. 8th
Mid - Nov. 13th - Nov. 17th - makeups 20th and 21st if needed
Winter - Jan. 8th - Jan. 22nd
Spring - May 7th - 18th

AR and Star will be ready to use 8/28 – I will email you if students can take AR test earlier.

Library

Linda Maquet will be our full time librarian again this year. Your administrators will discuss her schedule and library procedures for your buildings. The libraries *should* be ready to use August 24th GMS and August 25th RES and MES. 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 on the 23rd we are estimating the start date. Please go over library rules and procedures with your students before they use the library.

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