

# TECH NOTES 2021 – 2022

*A copy is posted on the district website under <Information> <Tech Information>*

## TECH PROBLEMS

- This year the District will be using a Google form for all technical problems. There is a link under Staff / Tech Requests on the front page of the District website. You will fill the form out this year instead of using an email.
- Lumen problems or questions – ask building secretaries and then Patty Crank. Patty will also be taking care of the calendar on the district webpage. If you want any event listed on the calendar at the bottom of our website, please send her the information.
- Email Cindy Bridges [cbridges@dist102.org](mailto:cbridges@dist102.org) if you have problems with – library program function, District 102 webpage, or Renlearn products – Accelerated Reader, Star Math and Star Reading.

## CLEANING ELECTRONIC EQUIPMENT

- To clean computer keyboards, mice and monitors you should use wipes or an aerosol containing at least 70% alcohol. You should not use sprays. If you do not have wipes you can spray a lint free cloth with an alcohol mix and use it on electronics. The above can also be used on iPads and touch screens. You may also use an approved disinfectant wipe, but they may leave surfaces with a film.
- Headphones - students should use their own headphones. If extras are provided by the school, these should be stored in plastic bags. After use they need to be disinfected with approved wipes or sprays, including the cords, before they are reused.

## PASSWORDS / SHORTCUTS / STUDENT DEVICES

- If you need the password for the wireless network, please ask your principals. Any password you cannot remember please fill out a tech request on the website. If you have any problems with student or lab computers, Chromebook/iPad fill out a tech request. Lab login – Marquette only – (MES)
- PLEASE use the shortcuts on the front page of our web site – these are correct and updated. If you have any programs or webpages that you would like a shortcut ADDED, please email Cindy the site address and she will be glad to do that.

## NETWORK FOLDERS

- If you use any folders on the network, please clean them up from the year before. We encourage you to use your Google Drives as much as possible and transition from using the school network folders. Remember on the network all folders will be stored under “PUBLIC”.

## WEBSITE

- All administrators, teachers, and secretaries are set up as users. To edit your pages, add /cs after our web address ([www.dist102.org/cs](http://www.dist102.org/cs)). This is also how you get into Central Services to update your webpages in your section. Central Services also provides training pdfs and videos. If you are new to SOCs or have forgotten how to update 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. We will not be doing any group training.
- **PLEASE** remove any articles and dates that are not current. Any article you wish to reuse you can un-approve or change the publish dates until you are ready to update and reuse. Avoid using material that is copyrighted on your webpages. Any websites that are linked from your Socs page you are responsible for. This includes accurate information, active links and correct dates for events.
- \*Because of preparing lessons for remote learning last year, many grade levels have consolidated their webpages. K-8<sup>th</sup> grades will see these under each grade level. Please continue to keep these up to date as they will be needed if you have remote learners. Your individual webpages are now activated under your names. **Please update** them with at least your contact and classroom information or a link(s) to any information you want parents/students to know. \*
- If you want your article highlighted on the front page, please email me – I am always looking for new features. **I also need pictures. Please send them to me.**

## RENLEARN

- **Star Testing - Screening dates 2021 - 2022**  
**FALL** - 08/25/2021 - 09/8/2021  
2nd - 8th Grades  
Star Math Enterprise Tests  
Star Reading Enterprise Tests  
**MID** - 11/8/21 - 11/22/21  
1st Grade to 8th Grade  
All tests listed above  
**WINTER** - 1/10/22 - 1/24/22  
All Tests 1st - 8th  
**SPRING** - 5/2/22 - 5/16/22  
All Tests 1st - 8th
- **AR** will be ready to use when you get your class list. I will email them to you when they are complete. **GMS** will be ready no later than August 25th. **MES** will be ready by August 26th. Information will also be emailed with your class list for remote learning use if you have any students who need remote access.

## **LIBRARY / STEM**

- **Students and staff will return to using the library! YEAH!**
- **Kylie Heruth, our librarian, will meet with your class the first time they use the library to go through library rules and procedures. She will be at GMS Monday afternoon, all day Wednesday and Friday. She will be at MES Monday mornings, all day Tuesday and Thursday.**
- **There is a Google Spreadsheet to reserve your Library / STEM times under you school's library login page. Please reserve one library time when she is at your school. Lab times at MES are also included on this sheet.**
  
- **The libraries should be ready to use August 25th for GMS and the 26th for MES. We have spent the entire summer redoing both libraries. We have been able to provide the best books from the RES library as well as adding many new series to both libraries. We feel we have definitely improved the book offerings in all buildings during the consolidation process. Kylie will be introducing you and your students to the exciting new and rejuvenated collections. We have added many new picture books and non-fiction readers that will be very valuable to our AR program.**
  
- **We are super excited to offer STEM areas in both buildings and to have Kylie help you with your activities! She is a great resource for you when planning your STEM projects!**

**Looking forward to my last year at DISTRICT #102!**

**Cindy Bridges**