TECH NOTES 2023-2024

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

TECH PROBLEMS

• Again, 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.

• All 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 me, Jessia Rustman at jrustman@dist102.org if you have problems with – District 102 Webpage, or Renlearn products – Accelerated Reader, Star Math/Star Reading, and Freckle.

• Library and STEM schedules – Katie Sanders ksanders@dist102.org, will be taking care of the library software, libraries, and STEM activities. Please contact her if you have questions or problems. She will let you know when the libraries are ready to use.

PASSWORDS / SHORTCUTS / STUDENT DEVICES

• If you need the password for the wireless network, please ask your principals. I can only reset webpage and Renlearn passwords. For any password you cannot remember please fill out a tech request on the website. If you have any problems with student or lab computers or Chromebook/iPad fill out a tech request. Lab login – Marquette only – (MES)

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

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). You may also sign in at the bottom of our website. This is also how you get into Central Services to update your web pages in your section. Central Services also provides training pdfs and videos. 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. We will not be doing any group training.

• PLEASE remove any articles and dates that are not current. You can un–approve or change the publish dates until you are ready to update for any article you wish to reuse. Avoid using material that is copyrighted on your web pages. Any websites that are linked from your Socs page you are responsible for. This includes accurate information, active links and correct dates for events.

• * Many grade levels have consolidated their webpages. K-8th grades will see these under each grade level. <mark>Please continue to keep these up to date.</mark> If your grade level does not want to use a grade level webpage, please talk to your administrator about taking it down. I can do this for you if you send me a request. Your individual webpages are now 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. Check all places that you have dates posted. You must keep dates and activities current or remove them. *

• If you want your article highlighted on the front page, please email me – I am always looking for new features. <mark>I am always looking for new and updated pictures, so please send them to me :)</mark>

RENLEARN

• **Star Testing - Screening dates 2023 - 2024**
   FALL - 08/23/2023 - 09/8/2023
   2nd - 8th Grades
   Star Math Enterprise Tests
   Star Reading Enterprise Tests
   MID – 11/6/23 – 11/21/23
   1st Grade to 8th Grade
   All tests listed above
   WINTER – 1/10/24 – 1/26/24
   All Tests 1st - 8th
   SPRING – 5/1/24 – 5/16/24
   All Tests 1st - 8th

• AR will be ready to use when your classes are complete. <mark>I will email you when they are ready.</mark> GMS will be ready no later than August 23rd and MES will be ready by August 24th. Any information for extended time and any updates to be aware of will also be emailed with your class list

LIBRARY / STEM

• Katie Sanders, our librarian, will meet with your class the first time that they use the library to go through library rules and procedures. She will be at GMS Monday afternoons, 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 your school's library login page. Please reserve one library time when she is at your school. Lab/STEM times at MES are also included on this sheet.

Please feel free to reach out with any questions/concerns you may have!

Jessica