

TECH NOTES 2019 – 2020

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

🍏TECH PROBLEMS

Email Support – support@dist102.org they will take care of hardware problems, printers, network issues, email issues and software installs. Also any issues in the labs should be reported as soon as possible. The support team will be taking care of student emails including resetting passwords. If you have any Chromebook or iPad problems please email tech support. Please cc all tech requests to your principals.

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, District 102 web page, or Renlearn products – Accelerated Reader, Star Math, Star Reading and Flow 360 and Freckle

🍏PASSWORDS / DESKTOPS / SHORTCUTS

If you need your login or 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/chromebooks 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 and student folders from last year. Remember on the 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. Do not use materials that have a copyright.

🍏 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 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.

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.**

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

Renlearn – Star Testing and Flow 360

Screening dates 2019 - 2020

FALL - 08/28/2019 - 09/13/2019

3 schools - 2nd - 8th Grades

Star Math Enterprise Tests

Star Reading Enterprise Tests

MID - 11/12/2019 - 11/22/2019

3 schools

All - Star Test -1st Grade to 8th Grade

Star Math and Star Reading

WINTER - 01/13/2020 - 01/24/2020

3 schools

All Tests 1st - 8th

SPRING - 05/04/2020 - 05/15/2020

3 schools

All Tests 1st - 8th

AR and Star will be ready to use - when you get your class list. I will email them to you when they are complete

Library

Kylie Heruth will be our full time librarian this year. Please welcome her to your buildings. Your administrators will discuss her schedule and library procedures for each buildings.

The libraries should be ready to use August 22nd 6th grade / August 23rd 7th and 8th GMS, August 26th RES and 27th MES. Teachers will be able to check out books on August 22nd. If teachers need to have library books before that they may write down the books and leave them on the library desk so they can be entered in to the system.

Kylie will go through the procedures and first check outs with your students if you wish. Please go over library rules and procedures with your students before they use the library if the Kylie does not assist them.

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