

# TECH NOTES 2020 – 2021

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

## 🍏TECH PROBLEMS

Email Support – [support@dist102.org](mailto: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, and the calendar on the district webpage.

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 approved disinfectant wipes 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 / 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/MES – If you have any problems with student or lab computers/chromebooks email support. Student emails will be added and managed by support.

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.

\* Because of preparing lessons for remote learning, many grade levels have consolidated their webpages. K, 3rd and 5th have done this. GMS has a section just for grade level lessons. This will help students and parents go to one page for remote learning lessons. I will be glad to do this for you, just email me your link. Your individual webpages will be deactivated, but not deleted.

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

### Screening dates 2020 - 2021

**FALL** - 08/27/2020 - 09/8/2020

3 schools - 2nd - 8th Grades

Star Math Enterprise Tests

Star Reading Enterprise Tests

**MID** - TBA

3 schools

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

Star Math and Star Reading

**WINTER** - TBA

3 schools

All Tests 1st - 8th

**SPRING** -TBA

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. GMS/RES 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.**

## Library

Kylie Heruth, our librarian, will be delivering books to your classrooms at RES/GMS. She will schedule times with each class to show students how to reserve books and go over procedures for library book use. MES teachers will begin the year choosing books for their students. There may be a time later in the year that we can revise library use.

We have containers and crates for all classrooms that use the library. Students will be provided zip lock type bags for their library books and can also use these for classroom library books. Books will have to be quarantined for 4 days after they are returned before they can go back into circulation. Library checkout will also be provided to remote learners. Kylie will post a video and instructions for library checkout. Instructions for pick up and deposit of books for remote learners will also be sent out.

The libraries should be ready to use August 24th for GMS/RES and 27th MES. Kylie will schedule a time with each teacher to come to your rooms, grades 3 - 8. Remote learners will be able to checkout books September 8th.

We still have access to both Tumblebooks K-5 - username = Dist102 and password = trial and Teen Cloud 6-8 - username = Dist102 and password = login until September 1st. Student's with library cards have access to ebooks at Pekin Library. Both links are on the front-page of our District website.

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