Garden County Schools

2012 New Teacher Technology Handbook

2012-2013

Welcome to Garden County Schools!

INDEX

Please check this handbook before asking for help. If there are any errors send me an email and let me know or make comments on this handbook. **New slogan: "Ask 3 and then me!"** There may be someone near your classroom that can answer your question or knows where to find the answer.

EMAIL

One of the first things you will need to do is get logged into your email. An instructional video for the email can be found at this link: http://www.gardencountyschools.org/staff/technology-ms__sheila_litke/technology_links_and_instructional_videos/email_instruction_video/

Email in Garden County is the teachers first initial, last name @gceagles.org. Example: slitke@gceagles.org. One exception to this rule is our 4th grade teacher Jody Smith. Her email is jody.smith@gceagles.org. We are a google school and pay for the domain gceagles.org. Therefore, when you log into your email it will take you to google and you will find google docs etc. The website for email is: portal.gceagles.org.
High school students have email with the firstname.lastname@gceagles.org.

Junior High students are first initiallastname@gceagles.org
High school student passwords are 2011gchs and junior high is 2011gcjh. Students are not allowed to change their password as teachers are required to monitor their email accounts. If they do change their password please let me know and I will change it back. We use list serves to send emails to classes, teachers, staff etc. If you want a lists serve for each class period please let Melissa the high school secretary know. To see the different lists serves that you are on go to http://lists.gceagles.org/wws/lists.

School Website

All teachers need a log in account for the Garden County Schools website. Go to gardencountyschools.org and click on log in in the top right hand corner. Under the log in box you will see sign up. When you sign up we use the first.last name for the screen name and password is your last name. All staff forms are found at our website and when you click submit the form it goes directly to the designated person for approval. If you need to fill out a staff absence and you teach at the elementary school make sure you choose the form for the elementary school as that form goes to Dr. Sissel for approval. If you are at the junior high or high school choose accordingly and it will be submitted to Mr. Spady. You will receive an email when it is approved. MAKE sure that when you are submitting forms you are logged into the website or the form will say from guest.

Familiarize yourself with the website as there is pertinent information there. Under staff I have a link that has technology tips you may want to take a look at.

All teachers have access to the gardencountyschools web page and are able to have their own web page.
To access your web page
1. Go to http://www.gardencountyschools.org
2. Click on Log in at the top right of the page
3. Username is your first.last name no caps
4. Password is your last name.
5. Go to your school
6. Classroom sites
7. Your name
Use the toolbar at the top of the page.

High School Macbook Log in

If you are at the high school you will need a log in on the server for your macbook. When you log in it will sync with your laptop and all information you have saved will also be saved on the server. This will give you a back up copy in case something happens.

Powerschool

To access powerschool go to: https://gardencounty.powerschool.com/teachers/pw.html
This link can also be found on the web page under staff.

Log Entries in Powerschool

How to Create a Log Entry
Though teachers can create log entries in PowerTeacher gradebook, administrators create log entries in PowerSchool.
1. On the start page, click on the backpack for the class that the student is enrolled
2. Select the name of the student on the left
3. On the Right under the select screens tab choose Submit Log Entries

Board Room Wireless Projector

In the closet there is the remote and wireless trulink. Plug the trulink into the usb on your macbook and follow these directions:
You will need to download the drivers for the mac. I found them at http://www.cablestogo.com/product.asp?cat_id=3808&sku=2935
After downloading click and install and restart your macbook. Also have the projector on.
You may need to restart the projector.

Using a Projector

If you have trouble with display on the projector:
1. Go to system preferences under the apple
2. Display
3. Arrangement
4. Put a check in the mirror displays box.

Submitting Lesson Plans

For the school website it works best to use Firefox.
1. Log into the schools website at www.gardencountyschools.org
2. add /workspaces to the above link.
http://www.gardencountyschools.org/workspaces/
3. Go to the appropriate lesson plan folder
4. Click on your folder and at the top under add new item select file.
5. Browse for the lesson plan file and upload it.

Printing from a Macbook

Adding a printer on a macbook:
Go to the Apple/ system preferences/ print and fax/
click on the padlock to unlock and type in the admin user name and password.
Click on the + at the bottom of the lists of printers/
Select IP at the top
Protocol should say Line Printer Daemon-LPD
IN the address line type the IP for the printer. Below where it says print using you should see the number for that printer such as MX363N. Click on add.
If the printer doesn't show up such as MX363N you don't have the drivers and will need to install them.
To install the drivers go to: sharpusa.com/CustomerSupport/ProductDownloads.aspx

Choose MFP's and Printers under product category
The model no. you need such as sharp MX363N (look at the printer to see what the model number is), driver, Mac OSX, 10.7 for mac air and 10.6 for white macbooks.

High School:

Sharp Shop   MX363N   IP: 192.168.1.10
Upstairs Sharp   MXN550   IP: 192.168.1.12
Front Office Color MX3100N   IP: 192.168.1.18 (You will need to have your printer code under job handling for this printer)

Garden County Junior High:

Sharp Office Color MX-3100N   IP: 192.168.0.10 (You will need to have your printer code under job handling for this printer)
Sharp Lab computer lab MX-363N   IP: 192.168.0.11

Garden County Elementary:

Sharp Office Color MX3100N   IP: 192.168.1.10 (You will need to have your printer code under job handling for this printer)
Sharp Lounge   MX-M453N   IP: 192.168.1.11
If you are printing to a color printer on a macbook you must go to job handling and put in your code.

Active Inspire for Active Boards

You will all need active inspire on your laptops to run your active boards. This email contains instructions for downloading it.
1. Go to http://prometheanplanet.com/en/
2. Register with your name and email.
3. Sign in as you
4. Go to support
5. software (on the left menu)
6. Active inspire
7. Download
8. English
9. Download
10. Also while you are there you will see a link to download the resource pack. You will want to do this also.
11. Scroll to the bottom of the page and put in the software Serial number- 0016-5145-8618-3563-4754
12. Scroll back up and download the mac version.

Smartboard

If you have a smartboard and you need to download the new software. Here are the instructions!

SMART BOARD DOWNLOAD SOFTWARE FOR MACBOOKS
Uninstall all software related to the smartboard on your macbook
Go to smarttech.com
Support
Click on the drop down tab and choose macbook 10.8
Download the smart notebook.
Put in Key NB-AEBAY-C2D6P-AKKTT-CUBNA

Staff and Students:

Please be aware that downloading copyright material free of charge on a school computer is a violation of the computer policy and illegal. An IP number on your computer is the same as an address that leads you straight to your home and as part of the ESU the state department monitors everything that goes through our internet. If something is being downloaded they can trace it to the computer with the IP address and mac address.

Ustream

As most of you already know we have our own web channel now. We are able to stream anything live, or record it and stream it later. It is a great tool for grandparents or parents that live to far away to attend. Right now we have one channel and it is located at:
http://www.ustream.tv/channel/gardencountyschools
Because this is free there is a 12 second commercial at the beginning of every video. It is very easy to put video on and if you have something coming up in your classroom as far as presentations etc. it would be a great time to try it! I would be glad to come over and help or I am also including the instructions in this email. If you haven't already done so take a look at the past videos on the channel. Once it is uploaded you can watch it live or it will be saved on the server and can be viewed anytime.
This can be done with a camcorder running into a macbook……level of difficulty 5
From an iphone or an android phone………………level of difficulty 1
From an ipad or an ipod…………level of difficulty 1

Instructions for putting video on ustream:

When using the macbook download the FREE ustream producer from http://www.ustream.tv/producer
Make sure you get the mac version.
On an ipad or ipod go to the app store and type in ustream and download the app.
On an iphone or android phone go to your market and type in ustream and download the app.
Once downloaded you open the app and choose: the camcorder in the upper right hand corner, it will ask for a username and password, the user name is gardencounty and the password is gceagles
Once you start recording it goes directly to the web channel!

Remote Desktop

You can find a good tutorial on remote desktop by going to http://www.apple.com/server/docs/ARD3.2_AdminGuide.pdf and reading pages 30-39.
We use remote desktop to monitor student computers. You can install programs from remote desktop, share documents with students, chat with students and allow them to ask you questions.

To install remote desktop you will need the CD.
Put the CD in and install
the computer will ask you for the admin username and password for the computer
It will go through the install and then will tell you there is a newer version on your laptop and it may freeze on continue

At that point you will need to go to the apple/software updates and update all software on your computer. This update will include a Remote Desktop update also
after updating go back to remote desktop and it will ask you for the serial number: XARD-030-000-R-L96-42C-R6N-D3C-X3J-29J-F
Next you will need to create your own password for opening Remote desktop
After opening you can go to scanner and should see all the macbooks that are on the network
See the manual listed in the link above for the rest of the instructions.

Macbook trouble shooting-

1.   If you are having problems always shut down and restart! A shutdown can work wonders and I can't count the number of times students bring me an issue with their laptop, I do a restart…. walla! It works! Problem fixed. Even if you are in doubt do a restart!

2.   Shut your computer down every day and don't leave it on! Just like you it helps to give it some down time and saves on battery life, motors, fans etc. Also, restarting it the next day gives it a new beginning!

3.   If a program or function freezes up on the mac and you see the spinning rainbow press: option/ command/escape all at the same time. This will give you the option to force quit the application that is having difficulties opening.

If you would like more information and instructions on using the new gceagles email I am sending a link with some good tutorials on Google apps, mail, calendar, contacts and tasks. The possibilities are unlimited! 😊

Macbook Hard Drive

Connect to Mac Server and GCHSSERVER09 at the High School

To connect to the mac server:
1. On your desktop at the top go to Go
2. In the server address bar type afp://192.168.1.2
3. Click connect
5. Enter your macbook log in username and password
6. Connect

Connect to the PC Server at the High School
1. On your desktop at the top go to Go
2. In the server address bar type afp://192.168.1.25
3. Click connect (It should say GCHSSERVER09)
5. Enter your PC log in username and password
Most of you have a different PC log in.
6. Connect

Google

Lessons and instructions on using google:
http://learn.googleapps.com/your-first-days-1

The link below provides you with a FREE educational website with some great resources on copyright, research skills etc. The home page has a copyright video that could be shown to everyone all ages. In this society students don't always understand what a copyright is. This would pertain to downloading music, movies etc. Even though it is geared for K-5 I think the jr. high students could also benefit. If you have finished with all the Netsmatz-online safety videos you could supplement with this video or lessons included on the website. You don't even have to have a log in!
http://www.jointhecteam.com/index.html

Digital Citizenship

Garden County Schools is required to provide students with Digital Citizenship on a weekly basis. Last year we used Netsmartz at all 3 schools. Another good site for K-5 is: http://www.commonsensemedia.org/educators/curriculum/k-5. Lesson plans are included and it shouldn't be difficult to find things to use for your grade level.

Tumble Book Library

Garden County Schools has purchased a license for the Tumble Book Elementary Library. Information is included below.

Welcome and thank you for using the TumbleBookLibrary.
The Tumble Book Library is an online collection of read-along titles for elementary and some middle school students which features adjustable online text and complete audio narration. Sentences are highlighted as they are being read and the pages turn automatically.

Garden County Schools has purchased a year long subscription for this exciting program.
To log on go to your account, please visit www.gardencountyschools and click on the link under quick links. Quick links can be found on the bottom left hand side of the home page.

Username: gardencountyelem
Password: books

About the TumbleBookLibrary:
The TumbleBookLibrary is a collection of *TumbleBooks* (animated, talking picture books) with fiction, non-fiction and foreign language titles, *Read-Alongs* (chapter books with sentence highlighting and narration but no animation), *Ebooks and Audio Books* which may be viewed online or downloaded for 90 days, *Tumble Puzzles & Games*, and **TumbleResources** for teachers and students.
TumbleBooks are created from existing picture books which we have licensed from children's book publishers and converted to the TumbleBook format.

Check out our **Sponsor-a-Book Program** [http://www.tumblebooks.com/library/asp/](http://www.tumblebooks.com/library/asp/sponsorabook.asp)
[sponsorabook.asp](http://www.tumblebooks.com/library/asp/sponsorabook.asp)
Parents, PTA's, teachers, can sponsor a book for the school!

Navigating the Site:
You may want to explore the site by checking out all the books, games and features. Our catalogue has book descriptions, book reviews, and author/illustrator/publisher information. You can view a TumbleBook by clicking on the 'View Online" button or on the cover of the book. There are a number ways you can access a book:
The index page lists all the TumbleBooks. Click on the title (hyperlink) and you will be taken right to that TumbleBook.
Scroll through the collection in any of the sections to read the descriptions and view the reading levels. Add your favorite title(s) to the **My Favorites** section for easy access any time.

TumbleSearch: Our online search allows you to search by title, author, publisher, language subject, and reading level.

Automatic/Manual Button: TumbleBooks are designed to be experienced in either automatic or manual mode. In automatic mode, the pages turn by themselves and are narrated; in manual mode, the readers turn the pages at their own speed.

The Pause Button: Both the student and teacher can use the pause button to stop the story at any time in order to practice story prediction, interpret pictures, discuss new vocabulary words, empathize with a character, discuss possible consequences of actions, encourage problem solving, or provide historical, geographical, or other perspectives.

Word Helper: This feature allows you to click on a book to hear a sentence repeated, or click on a vocabulary word in order to hear it pronounced.

Reading Levels: Each title has recommended reading levels for both automatic and manual modes as well as Accelerated Reader information. Click on the reading level to see other books at the same level.

Book Reports: Students can create their own book reports after reading a book. You may fill out the online form or print it out.

TumbleQuizzes: Each title has an accompanying TumbleQuiz: a fun, flash-animated, multiple-choice quiz that each student can take online after reading a book to test their reading comprehension. Quizzes are also available with audio.

TumbleGames: The TumblePuzzles and TumbleGames are great educational tools.

 Language Learning:Our Language Learning section has a growing collection of books in Spanish and French, to name a few.

Navigate en Español/ en Français: Our drop down menu on the top right hand corner of the site allows you to view the entire site in Spanish or French.

Have fun with Tumble Books!

Copyright Website

Free website with copyright information for students. You don't even need to log in to access the information.

How to Bulk-Delete Gmail Messages

By Rick Broida, PCWorld   Aug 22, 2011 1:11 PM

Reader Al wants to know "how to delete several thousand messages in the Gmail inbox, all at the same time."

As Al notes, Gmail lets you select and delete only a screen's worth of mail at a time. So how can you work past that? How can you bulk-delete Gmail messages?

The trick lies in creating a filter that deletes mail older than whatever date you specify. Here's how:

1. Open your Web browser, head to Gmail, and sign into your account.

2. Next to the Search the Web button up top, click *Create a filter*.

3. In the "Has the words" field, type **before:2010/01/01**. That's just an example date; it would delete all messages received prior to January 1 of last year. You can use any date you want, as long as it conforms to the format YYYY/MM/DD.

4. Click *Next step*.

5. Check the box marked *Delete it*, then check the box for *Also apply filter to ### conversations below*. (Tip: If you want to preserve your mail while still getting it out of your inbox, choose *Skip the inbox (Archive it)* instead.)

6. Finally, click *Create Filter*. Depending on how many messages meet the filter criteria, the deletion process may take a minute or two.

Just make sure you really want to permanently delete all that mail. Unless you're approaching your storage limit, the smarter move is to archive it instead. That way it'll still be available when your run searches, but won't clutter up your inbox.