



**District Faculty Technology Manual
2011-2012**

http://www/NMHS/tech_page/main.htm

Welcome to a new school year with the New Milford School District. The Technology Department has been very busy this summer and you will notice some changes throughout the district involving equipment and procedures. This guide is to inform you of the resources that you have available to you and how you can obtain support. We hope you'll find this guide a useful tool to reference throughout the school year.

Technical Problems & Technical Assistance Information

All technology problems are to be reported through the district-wide Help Desk (AKA SchoolDude). There are two convenient ways to access the Help Desk. There will be a "SchoolDude IT Request" link on the Technology Departments web page or go to it directly from the web, <http://www.myschoolbuilding.com/myschoolbuilding/msbdefault.asp?acctnum=152108223>

Welcome! To begin, please enter your email address below.

Email Address

Once you've logged in using your email address, you will be taken directly to the incident request page. This serves as your **Home** page for MySchoolBuilding.com and should look something like this:

NEW MILFORD BOE



New Milford Schools
Got a problem? [Email us](#)

[Maint Request](#) [IT Request](#) [My Requests](#) [Settings](#) [Help](#)

New Milford Schools - Maintenance Request

To submit your request complete the following form. If you have any questions please call Ron @ (201)261-2952 x119.

Indicates required information.

Step 1 Please be yourself, click here if you are not Ron Watson

First Name <input type="text" value="Ron"/>	Last Name <input type="text" value="Watson"/>	Email <input type="text" value="R.Watson@newmilfordschools.org"/>
Phone <input checked="" type="checkbox"/> <input type="text" value="201-261-2952 x1220"/>	Pager <input type="text"/>	Mobile Phone <input type="text"/>

Step 2 Location

Your current location is **High School**

Area

Area/Room Number

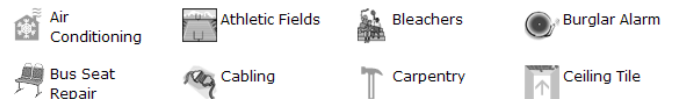
Yes, remember my area entries for my next new request entry.

Step 3 Select Problem Type:



Maintenance Help Desk:

Click [here](#) for Maintenance Emergency Contacts
Click on the problem type below that best describes your issue.



Across the top of the page, you'll notice several tabs. The tabs shown above are labeled "Maint Request", "IT Request", "My Request", "Settings", and "Help".

If you need to enter a Maintenance request enter it on Maintenance Request page. If you need to request technology help click on IT request tab. Submittal Password is nmschools

Please DO NOT report computer problems directly to the Technology Department staff.

As our network has grown at a faster pace than our technical support staff, we strive very hard to prioritize requests and respond in a timely fashion. This system will facilitate that. Please help us by being patient and reserving face-to face conversations for only highest priority problems. Be sensitive to the equally important requests of fellow faculty and staff members district-wide.

Troubleshooting Tips Prior to Making a Help Desk Request:

- Is the computer, monitor, printer, mouse, keyboard, etc. plugged in?
- Is each piece of equipment turned on?
- Are the cables tightly connected?
- Does the printer need an ink cartridge or paper? Is there paper caught in the printer?
- Have you tried shutting down and restarting your computer?
- Is there a disk or CD inserted in the computer?
- Are all the network cables plugged into the wall jacks?
- Is your surge protector turned on?

Logging on to the School Network

Your network user name will allow you to log on to any networked computer in the New Milford School District. Your user name is your first initial and your last name, with no spaces.

Ex: jsmith

The password should NEVER be given out.

If you have forgotten your password please call ext 1220 or 1245.

Proximity Access Readers & Cards

Each school building is equipped with proximity card readers. These readers work with your key fobs you were given. Once you receive your key fob, it will be equipped with access to each building that you work in. You will be able to hold your key fob in front of a card reader and you will be allowed entrance to the buildings specified by your direct supervisors.

If your key fob is lost or stolen, report that to your main office immediately. They will notify the Technology Department of such loss. A fee will have to be paid before getting issued a new key fob.

District E-Mail

Each employee has an e-mail account that can be accessed from any school in the district, and from an off-site or home computer. Staff members are expected to check their e-mail daily. It is important to regularly check your e-mail as it is the main source of communication for important district notifications. All staff must adhere to the New Milford School District's Acceptable Use Policy. The District retains proprietary rights to all information on its servers, including e-mail. E-mail and Internet usage are for educational purposes only.

It is important that you periodically clean out your e-mail. Large documents, such as pictures and other attachments, take up a considerable amount of space in your mailbox. You are given a set amount of space that can be used on our network. Please be sure to delete Inbox, Sent, and Deleted items regularly so you do not reach your mailbox limit, prohibiting you from sending and receiving e-mails.

E-Mail Basics

Logging On and Retrieving E-mail:

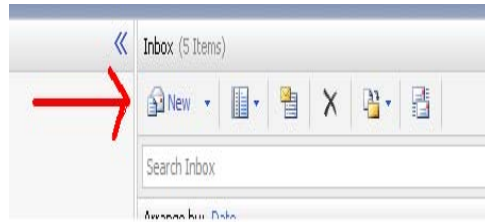
- First, you must log on to the computer with your user name and password
- Your user name is your first initial and your last name
Ex: jsmith
- Double Click the Internet Explorer icon on your desktop
- The school home page should then be displayed
- Type <https://email/owa> or
- Type <https://email.newmilfordschools.org/owa> when you are home or outside New Milford School District.



Receiving E-mail:

- Your e-mail address is your first initial and your last name followed by @newmilfordschools.org
Ex: jsmith@newmilfordschools.org


Sending E-mail:



- First, click on "New"
- Then your e-mail form will come up
- If you are unsure of an e-mail address of a person in district, click on the "To" button and then you can type in the first name or last name of the person and a list for you to choose from will appear.
- Type your e-mail
- Click "Send"

Internet Filtering Information

The district uses a content filtering system to block the content of potentially harmful web sites. Specific filters include sex, violence, on-line shopping, games, etc. If you find a site that is blocked and you believe that it serves an educational purpose, please submit a request directly through the site displaying the stop sign.



You cannot access the following Web address:
<http://www.slacker.com/>
.....

The site you requested is blocked under the following categories:
Internet Radio/TV
.....

You can:

- [Submit a site review request](#) to your network administrator.
- [Temporarily override filtering](#) on this computer if you have an override name and password.
- Use your browser's [Back button](#) or enter a different Web address to continue.

Wireless Network

New Milford is equipped with wireless network throughout the entire District. We have many staff members who take advantage of this convenience. Staff members are permitted to use their own personal wireless devices on our wireless network (Laptop, iPad, etc.) only **after** the Technology Department reviews the device for adequate antivirus software. Staff members will be given an account to access the wireless network.

Personal Server Space

Each staff member is given personal space on a server for them to save their data. We call this space our P Drive. **Please do NOT save data locally on your computer's desktop.**

Technology Software Management and Requests

It is the District's policy to respect all software copyrights. The District adheres to the terms of all software licenses to which the New Milford School District is a party. The District Technology Coordinator is charged with the responsibility of enforcing this policy and regulation. All software users will comply with this policy and with all applicable laws and regulations.

Only software purchased by the district through the procedures outlined below may be used on district computers.

Teachers MAY NOT install programs on the computers. This includes, but is not limited to, personal screen savers, comet cursors, search bars, personal PDA software, etc.

Duplication Restrictions

Users of the District's technology may not duplicate licensed software or related documentation for use on District premises or elsewhere unless the District is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and the District to both civil and criminal penalties. **Users may NOT give District purchased/managed software to any non-school district employees. This includes parents, contractors, and/ or students.**

Installation of Software

Teachers are prohibited from installing software. The Technology Department will install all software.

POWER TEACHER

1. Logging on at School - <http://nmpower/teachers>

User Name: Upper case first initial, Upper case last [eg: JSmith]

Password: teach [your temporary password to begin today]

2. Logging on at Home - <http://nmpower.newmilfordschools.org/teachers>

3. Creating New Password

Personalize → Change Password

Your password will be: lower case 1st initial *first name*

Last 4 digits of your social security #

Upper case 1st initial *last name* [eg: j1234S]

NOTE: This is your permanent password and should not change again after today!

4. Adding the Power Teacher icon to your Desktop

Once you are logged on, go to File Send → Shortcut to → Desktop

5. Taking Attendance

Click on the Chair icon. Mark any students that are late or absent. Make sure to click **Submit** when finished. (The circle by the chair will turn green when submitted).

6. Using Gradebook

Your department liaisons have been trained and will turnkey the information to you.

GRADEBOOK

Getting Started

- On the Power Teacher Start Page, launch **Gradebook**.

Creating Categories

- On the bottom left, you will see different **categories** listed (Homework, Project, Quiz, Test).
- To edit any of these, just **double click** on the name. You can change the names, abbreviations, and colors.
- To add additional categories, just click the Plus (+) above the list.

Adding Assignments

- Select a class, click the **Assignments** tab at the top, then click the Plus (+) below it.
- Type in the **name** of the assignment, and choose the appropriate **category**.
- Click **Save**.

Entering Scores

- **Select a class**, then click the **Scoresheet** tab.
- Click on the **assignment** column of the student for whom you want to enter a score.
- Enter the **score**, and then press **Enter**.
- When finished, click **Save**.

Technology Equipment and Supplies Available to Teachers

Each school is equipped with a variety of technology that each class can utilize to infuse technology into daily lesson plans. Here is a list of what you might find in your school:

Mobile Labs

The Mobile Labs contain 20 -24 laptop computers, some smaller carts have 10 laptops and a networked printer. They are intended for whole class instruction, but can be used to facilitate learning centers and small group activities.

SMART Board

The SMART Board is an interactive whiteboard used with a projector and attached to a laptop computer. The SMART Board allows you to:

- Write, draw or type over any Windows application with a SMART pen, and then capture an image of the annotation.
- Save, print or e-mail everything written, drawn or typed. It's great for doing hands-on lessons, presenting Internet resources such as virtual trips, and teacher-created PowerPoint presentations on curriculum topics.

Digital Cameras

Most digital cameras not only take pictures, but also have the capability to record short video clips. Most cameras need an adaptor for your computer to read the memory card, or they require a USB cable which you can hook up directly to your computer to access the pictures and videos. Digital cameras are great for documenting classroom activities, trips, experiments, etc.

ELMO Presentation Stations

An ELMO is a document camera that can take and project images of 3-D objects placed under its lens. These stations come equipped with a laptop, projector, and ELMO. This is a great piece of technology that will excite a classroom and provide them with resources and hands-on experiences.

Phone System

Place an internal phone call

To place an internal call just dial the 4 digit phone extension.

Place an external phone call

1. Pick up handset
2. Press call out
3. Dial outside number
4. Wait for beep, enter access code. (Last 4 SSN)

Access Voice Mail – In District

1. Pick up handset
2. Press the envelope button
3. Enter password (Default is last 4 SSN)

Access Voice Mail – from outside the District

1. Call 201-261-2952
2. Press *
3. Enter mail box number followed by #
4. Enter security code (Default is last 4 SSN)