

Technology Update

Bloomington Public Schools

Volume 7 Issue 1

August, 2005

Welcome Back!

We trust that your summer was refreshing and that you were able to find time to relax a little and enjoy your friends and families.

Service Requests

With only a few exceptions, everyone has a computer that is on line and working. Most teachers in the Middle School have new computers. If you have maintenance requests, please let me know in one of two ways. The preferred method is for you to write your request in the form provided online. Click on the technology icon and then on **Maintenance Requests**. The second best method is to leave a voice-mail message at 3922. **If you stop me in the hall and tell me about a problem, I will probably forget to do it! So please put it in writing or call.** Generally I will be in the district four days a week. I plan to be in Pullman on the first and third Tuesdays of the month and Bloomington Elementary the second and fourth Tuesday. Those will be the primary times for working through problems in those buildings. Julie Morehead will be working as the elementary computer teacher and will be assisting in the communication process and will be my primary contact in the elementary buildings. Just as all of you do, I prioritize my to-do list on a daily basis, and I tackle the problems that seem to affect the most people first. I try to balance this with individual problems so that you are not left hanging too long. However, there are times when I put a project too far back on the list and then it gets left behind. I'm not offended by your calling to remind me of something that you suspect I might have overlooked. You can find my current project list under technology on the bdalecards web site. This doesn't include minor tasks and basic daily routines, but projects that I expect will take an hour or more of focused time.

Email

All teachers, office personnel and para-pros have been given an email address. These addresses will be published and posted on our website. Please check your email at least once a day. If you don't have working email, please contact me as soon as possible. We are trying to do most of our communication electronically. Please use your bdalecards email address in school publications and correspondence since that is the address we publish. People change their Yahoo and Hotmail addresses so often we can't keep our lists up-to-date.

Passwords

Many of you, especially those of you who are not too interested in the techno-invasion, have a difficult time keeping track of passwords. I recommend that if you fall into this category you write your various passwords on a 3x5 card, fold it in half and keep it in your wallet or purse. Do not post your passwords on your computer. Many of you have 3 or more passwords:

Network password – usually chosen by you, and registered with the technology office.

If you lose track of this one, we cannot tell you what it is. We will have to create a new one for you.

E-mail password – usually chosen by you. I have your bdalecards.org email passwords on file in the technology office. If you need to know what it is, please see me.

Kresa password – primarily secretaries and high school staff. This is the password that gets you into the student management information system. It is either chosen by you or by our office. If you need one and do not have one, please contact my office.

Edline password – primarily high school/middle school staff. This password allows you to post information for students and parents on the Internet.

Security Issues

1. **Never, never, ever give a student your password!!** ...no matter how trustworthy s/he is.
2. Change your passwords at least once every marking period. I know this is a hassle and for those of you who can't remember even the ones you have, this is very difficult – but it is very important.
3. Do not allow a student to use a computer where you are logged on. Always log off before allowing them to use the computer.

Logging On, Logging Off, Shutting Down

Most of the functions for which we want to use the computer require logging on to the network.

You should log out of your computer when you are finished using it so that no one else can use it under your name.

All programs should be closed when you are finished with them. Problems can result if your computer is turned off with programs still running. I have found many computers still running in the morning with KRESA or AR still up and active. This should not be. Some of the processes that we use at night will shut you're computer off and restart it. This could cause you loss of data if you leave your programs running.

******Log off but leave your computer on each night except Friday. Shut it down for the weekend.******

When logging in, sometimes you will need to type the domain name. The domain name is always *highschool* one word, no spaces, no matter which building you are in.

If you have any concerns or questions, please feel free to call me at 3922.

Future Technology-related Communications Future TechUpdates and other important technology information will be sent to you electronically or posted on our web site. Some important virus information or other instructions will receive a headline notice in bold print on the main home page. Whenever you go to the Internet, be sure to glance at the home page before moving on.

HS and MS Teachers We have put current information on working with Edline and Gradequick on the teacher help page which can be found under news and information on the website. If there are instruction updates we will announce them by email and they will be found on the teachers' help page.