

New Staff Technology Training August 27, 2010

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10:30 to 12:00 Session

1. Overview of today's training (PowerPoint presentation)
 - a. Overview of Technology in Windham
 - i. Support Staff
 - a. To report computer problems you can use the online Trouble Ticket system
www.windhamraymondschools.org/trouble
 - b. Information Service Department consist of 7 individuals
 - c. Data Specialist- Robert Hickey (982-1800)
 - d. Technology Site Supervisor of Raymond- Denis Dorey (655-4743)
 - e. Network Administrator- Aaron Hamlen (892-1810 ext 141)
 - f. Technology Specialist- Mike Pelletier (893-2184)
 - g. Student support Technology Specialist (892-1820 ext 2294)
 - h. Technology Integration Specialist – Bob Asselin (892-1800 ext 2032)
 - i. Technology Integration Specialist- Priscilla Wood (655-4743)
 - j. Technology Specialist- Pam Hecker (???-???)
 - k. Tech Support person at least for each building
 - Aillen Pelletier/ (Windham Primary School)
 - Priscilla Wood (Raymond Elementary School)
 - Doris Horne (Raymond Elementary School)
 - Donna Morton (Manchester School)
 - Jason Lanoie (Middle School)
 - Priscilla Wood (Raymond Jordan-Small Middle)
 - Doris Horne (Raymond Jordan-Small Middle)
 - Diane Leavitt (High School)
 - Rick Harris (High School)
 3. Inservice training held throughout the year and during the summer Tech camp. Schedules and sign up are all done online at
www.windhamraymondschools.org/inservice
 - ii. Technology Appropriate Use Policies
www.windhamraymondschools.org/uploads/Policies/staff_AUP_form.pdf
 - iii. Hardware
 - a. We will have over 3200 computers district wide.
 - b. Most schools has at least 1 computer lab available for teachers to sign out and
 - c. Schools have digital camera, scanners, LCD projectors for sign up by teachers check with your Media Specialist to see what other equipment is available at your school
 - d. Technology budget is around 2% of total school budget
 - iv. Software
 - a. Every Mac/PC teacher's machines has a basic package of Office 2003 or Open Office

- a. Outlook for e-mail (with web access)
- b. Internet Explore or Firefox
- c. Adobe Acrobat Reader
- b. Assorted OS software – Media player, paint, ...ect
 - a. Every lab has age and curriculum appropriate software
- c. Adding software to your machines – Please check with your tech support person to make sure that the software you are adding will not cause any problems.

2. Structure and overview of Network

- a. Logging in to network
 - i. CTRL+ALT+Delete
 - ii. Check three lines for info
 - iii. Domain should be WSD
 - iv. Network Drives
 - a. (F) drive
 - b. (L) General drive
 - v. My Document and your desktop are part of your roaming profile- need to create a special folder if you don't want a large profile
 - vi. District Web site
 - a. Explain sections\
 - b. Review Support web page and different sections
 - a. Is not Password protected so students and parents can use it
 - b. Special areas of interest
 - i. Technology Support www.windhamraymondschools.org/support
 - ii. Additional Support www.windhamraymondschools.org/trouble

3. Outlook (E-mail)

- a. On the network no password required (Be careful not to let your students use the machine)
- b. E-mail from home: <https://owa.windhamraymondschools.org/exchange>
- c. Overview of Outlook Window
 - i. Parts of the Window
 - ii. Outlook Today
 - iii. How to read an e-mail
 - iv. How to view your mail differently
 - v. How to sort your mail
 - vi. Using the preview pane
- d. Composing a message
 - i. Opening a new message
 - ii. Addressing the message
 - iii. Responding to a message
 - a. replay
 - b. forward
- e. Attachments
 - i. Viewing
 - ii. Adding to an e-mail
- f. Folders
 - i. How to view
 - ii. How to add

- iii. Moving file to a folder
 - iv. Public folders
 - g. Outlook Calendar
 - i. How to access
 - ii. Adding new appointments/events
 - iii. Setting reminders
 - h. Spam Filters**
 - i. **How to locate Quarantine folder**
 - ii. **How to move things from quarantine folder**
4. Infinite Campus http://www.windham.k12.me.us/support/infinite_campus/teacher_manual.pdf
- a. High School required to use the Gradebook for grading
 - b. Navigate Workspace - Page 6
 - i. Toolbar
 - ii. Navigation column
 - iii. Workspace
 - iv. District Notices
 - v. School Notices
 - vi. Process Inbox
 - c. Use help options
 - d. Use search procedures
 - e. Discuss the importance of:
 - f. Account settings
 - g. Logging off (system times out after 60 minutes)
 - h. Take attendance from home - Page 7
 - i. Edit attendance during the day -Page 8
 - j. Seating Chart – Page 10
 - k. Rosters – Page 11
5. Staff can have their own web page (Savvy Editor) contact Bob Asselin for set-up and accounts
 High School are required to have their syllabus on line
 Easy to set up and manage (uses templates design for each school)
 Linked from school page
6. Moodle for staff(www.wsdmoodle.us) K-12
7. Study Wiz (Jordan-Small Middle in Raymond) 7-8