



Volume 1

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Welcome to Stowers' Second Year of Weekly Technology Newsletters.

Again this year, I will create a weekly technology newsletter that will contain basic technology skills for school and home. You will see many of the same things that you saw last year (some with corrected or new information), but just consider that information as a review. I promise some new stuff also.

I will email the newsletters to you each Monday and you are welcome to print it out, save in a folder on your desktop or on the server. (or put in "File 13" another name for "trash")

Last year, I gave every staff member a technology notebook for the Tech newsletters. If you still have yours, you may want to add these to the same notebook.

If you are new at Stowers, please stop by the lab and I will give you a tech notebook.

It is my desire that at least some of this information will be beneficial to you as you become more and more tech-savvy! I am always looking for ideas for the newsletter and welcome your suggestions!



Daily Attendance

<http://sms.am.dodea.edu/ChancerySMS/User/Login.aspx>

You are expected to use the Chancery website daily for attendance. We will not use Chancery this year for 4th & 5th grade report cards. I'll share that with you later. If you need help with your daily attendance, see me.

Note: Bev Brown has your username & password. I suggest you put a shortcut to Chancery on your desktop for convenience.

HelpDesk Work Orders



**Last year you had a choice of using HelpDesk or sending me email if you had a problem with computers, printers, email, etc. and I would put the work order in for you. That is not the case this year. Everyone will use HelpDesk for work orders. I am thrilled that by the end of the year most of you were using HelpDesk. If you do not feel comfortable using it, or need a refresher course, please let me know. It's very user-friendly!

You should see the yellow HelpDesk icon on your computer. (If it's not on your desktop, see me ASAP—I will call and have Claressa put it on your desktop remotely)

Click to open.

In the subject line, make sure you put **sts**: in the subject.

Example: **sts**: printer

Example: **sts**: internet

Then give a BRIEF description of the problem.

Example: Printer needs toner

Example: I can't get on the internet.

Example: I can't log on to computer

(If this is the case, of course you would have to use another computer in your classroom to put in the work order! ☺ Just make sure you put the correct 1600# on the tower)

Your work orders come to my computer and I will check them several times each day.

Procedure for Work Orders: First chance I get I will come and see if I can fix the problem. If I can, I will close your work order. If I can't fix it, then I will send it on to Level 2 and the ATs will do their "magic". Please be patient...there are only 4 ATs and they have 6 other schools with similar work orders





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Computer Log-in



The following classrooms will have classroom log-ins:

- Pre-K; Kindergarten; 1st grade; 2nd grade; Wilson's SPED; Gifted: K, 1 & 2; Tanner's Resource; Dumont's Speech; Boddie's Speech;

(I gave the logins to you at faculty meeting on Friday)

Grades 3-5 students will have individual log-ins (just like teachers—first name; dot; last name for username and individual passwords) I will provide you with a list of each student's username and password as soon as I have them ready.

The students will not have access to the computers until they come in the lab for the first time for orientation. At that time, I will give each student a sheet that day with their computer log-in as well as their SRI and RC log-in.



Computer Lab & LRC

**This year when students/classes in grades 3-5 come to the lab or the LRC, they will sign on as themselves....there is NO lab or LRC log-ins as has been in the past.

When students in PreK, K, 1st & 2nd come to the lab or the LRC, they will sign in as their classroom log-in. Isn't this going to be fun—actually I think we will all be amazed at how fast they learn to do this!☺ (The teachers and aides in PreK and K will log in for their students.)

Suggestion: 1st & 2nd-- you could have your techies come to the lab a few minutes early and log-on to the computers in the lab...IF there is not a class in the lab when they come.)

I know this will cause some "heartburn"—but I promise you it will be fine! The first couple of times the classes comes to the lab I will have Orientation and will have them practice logging in and logging out.



Whether it's students or adults, if one types the wrong password into the computer, they will be blocked out for 30 minutes.

Ever heard of "Wait Time"? ☺ Well, you will just have to wait if you type in the wrong password...I do not have access to unlock teacher or staff log-ins.

It is VERY important that you write your password down and keep in a safe place (one you will remember. ☺)





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OWA: Outlook Web Access
<https://mail.benning.am.dodea.edu>

Hold Ctrl and click on the link above. Once you have the link opened, you will see a "Certificate Error"—just ignore it...click on "continue to this website (not recommended)" and sign in with your school username and password.

For convenience, put the link in your Favorites or drag to the desktop.



<http://cnets.iste.org/>

Please refer to last year's Tech-Talk newsletter, Volume 1 for teacher and student NETS or click on the link above to review the standards. As we all know, technology is a priority at Ft. Benning and students and teachers are encouraged to meet these standards in technology. Most of these standards will be covered in these weekly newsletters.

Technology Check

Restarting Computers Shortcut:

1. Ctrl-Alt-Delete
2. Hit the "s: key (make sure it says "restart")
3. Enter
4. Shut off monitor

OR:

1. Click Start
2. Click Shut-down (make sure it says "restart")
3. Click OK
4. Shut off monitor



Note: This will be a daily task for the "Techies".

**RESTART computers at the end of the day!
EVERY Day!**

(of course if a computer was restarted the day before and you don't log-on that day, you don't have to restart at the end of the day. Make sense?)

...until next week!