

CRSD Teacher Technology Packet

(Adapted from 2009-2010 Document created for induction by Shighla Jackson)

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Acceptable Use Policy

815. ACCEPTABLE USE OF COMPUTERS, COMPUTER FACILITIES, AND COMPUTER RESOURCES

1. Purpose

The Council Rock School Board supports the use of computer technology for staff, students and the Council Rock community as part of the district’s instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research and collaboration.

Computer networks may be contained within one classroom or within one building (local area network), may link several buildings together (wide area network), or they may extend beyond the borders of the Council Rock School District (Internet). Regardless of the size or scope of the computer network, the district rules, policies and guidelines will apply to all users.

2. Authority

The electronic information available to students from various sources, including the Internet, is voluminous and represents many points of view. As a result, the district will not vouch for the validity or the accuracy of information received from these sources. The district will not be responsible for information that is lost, damaged, or unavailable when using computer networks, including the Internet.

The district will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The district reserves the right to monitor the use of the computer, computer networks, computer resources and computer facilities for purposes of ascertaining compliance of rules, policies and guidelines.

The Council Rock School Board establishes that the use of computers, computer facilities, computer networks and computer resources is a privilege, not a right. Inappropriate, unauthorized, and illegal use will result in the cancellation of the privilege and appropriate disciplinary action may be taken in accordance with established discipline policies and procedures.

3. Delegation of Responsibility

The Council Rock School Board is responsible for updating, revising and amending the content of this policy to reflect changes in computer technology. The district reserves the right to utilize electronic devices and other media to determine that users are using computers, computer resources, computer facilities, and computer networks in compliance with this policy.

Administrators, teachers, and other staff have the professional responsibility to work in concert to help students develop the intellectual skills and strategies to discriminate among sources of information, to identify sources of information appropriate for their age and instructional level, and to use the information to meet their instructional goals.

Students have the responsibility to learn the rules and guidelines for the use of computers, computer facilities, computer networks, and computer resources and to abide by them.

The building principal, assistant principal, or the district Superintendent, with the Technology Department, shall have the authority to determine what is inappropriate use.

4. Definitions

The terms **harmful to minors** and **inappropriate material** both mean any text, audiofile, picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion.
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals.
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The term **hacking** refers to the act of gaining unauthorized entry or attempting to gain unauthorized entry into a computer system for the purpose of:

1. Determining the data structure and security restrictions of the computer system.
2. Making unauthorized changes in the data structure and security restrictions of the computer system.
3. To make unauthorized use of services provided by the computer system to share information regarding all of the above with other unauthorized users.

5.Guidelines

All data files created, transmitted, or stored on district equipment are the property of the district and are not protected by any right to privacy. The exception is personnel and student information protected by the Family Educational Rights and Privacy Act (FERPA). No FERPA protected data shall be transmitted from a Council Rock School District network, unless permitted by applicable law.

The district expressly declares that its computer resources, computer networks, web page and related facilities are not a public forum, and reserves the right to deny access to any user whose use would serve to establish a public forum.

All network and resource users must act in a responsible, ethical, and legal manner in accordance with district policy, rules, guidelines, accepted rules of network etiquette, and state and federal law. Specifically, the following uses of the computers, computer facilities, computer resources and computer networks are prohibited and constitute inappropriate use:

1. To facilitate illegal activity.
2. For commercial or for-profit purposes.
3. Computer gaming that is not under the supervision of Council Rock instructional staff.
4. For product advertisement or for political lobbying.
5. To disclose, use, transmit or disseminate personal or individually identifiable information about any Council Rock School District user, student, or employee other than for approved administrative purposes.
6. To create and/or proliferate hate mail, discriminatory remarks, or offensive, harassing, or inflammatory communication.
7. For unauthorized or illegal downloading, installation, distribution, reproduction, or use of copyrighted material.
8. To access obscene or pornographic materials.

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9. To access inappropriate material.
10. To use inappropriate language or profanity.
11. To transmit material likely to be offensive or objectionable to recipients.
12. To intentionally obtain, tamper with, and/or delete data files that are created by others.
13. To use the computers or computer networks to disrupt the work of others.
14. To destroy, modify, and/or abuse any computer or computer network hardware, software, or data is prohibited. This prohibitive use includes the use of computer viruses or other executable files, to damage or destroy data files.
15. To use electronic mail, instant messaging, or chat services, unless such use is expressly endorsed by the Council Rock School District and is part of the instructional program.
16. To present or proselytize for a particular cause, belief, viewpoint or position that is contrary to or inconsistent with the approved position of the district or is not related to bonafide pedagogical purposes.
17. To engage in the practice of "hacking" in order to bypass computer and network security for any purpose whatsoever.
18. To utilize district computer equipment, computer facilities, computer networks and computer resources to violate the policies of the Council Rock School District.

Electronic Mail

Council Rock recognizes that the use and access of private e-mail accounts by staff and students may be an acceptable use when such use supports the instructional program or supports the professional needs of staff. No other use of electronic messaging, like chat rooms or instant messaging, will be deemed an acceptable use.

Security

A plan for computer and network security is established and enforced by the Office of Information Technology. This is done for the purposes of assuring the integrity and accuracy of data and to limit the loss of computer time due to vandalism. It is every user's responsibility to uphold the security standards and to assist district authorities in maintaining those standards. To protect the integrity of the system, this policy prohibits the following:

1. User names and passwords are not to be revealed to other users. Consenting to or knowingly allowing another user to use your password is strictly prohibited.
2. No student, employee or user is permitted to attempt to learn another users password. Likewise, using another users password also is strictly prohibited.
3. Users, students or employees are not permitted to attempt to circumvent security measures on computers or computer networks. If it is determined that a user, student, or employee violates any provision of this policy, the district reserves the right to revoke or deny the user's privilege and/or opportunity for computer access.

Safety

The district will make an effort to prevent users of the network from harassment or unwanted communication. Users who receive threatening or unwelcome communications should report them immediately to a member of the Council Rock School District staff. The district will take appropriate measures through the use of hardware and/or software tools in an effort to prevent any user from being exposed to graphic, text, and any other form of obscene, child pornography, or other material that is harmful to minors. This includes using one or more Internet content filtering agents that will remove and/or block Internet content related to, but not limited to, any of the following topics:

- | | |
|--|---|
| <ul style="list-style-type: none">• "Adults only" sites• Alcohol• Drugs• Sexual content• Nudity• Violence• Weapons• Tobacco | <ul style="list-style-type: none">• Gambling• Games• Hate or discrimination• Illegal activities• Computer "hacking"• Pornography• School cheating information• Sites that require personal information |
|--|---|

These Internet content filtering agents cannot be deactivated or circumvented by any Council Rock computer user for any purpose. Notwithstanding filter implementation, the user retains full responsibility for his/her actions on Council Rock technology.

Consequences of Inappropriate Use

Users, students, or employees shall be financially responsible for damages or alterations to the equipment, systems, software, and data files resulting from deliberate or willful acts. In addition, damaging, destroying or altering any computer, network equipment, or any data files may result in disciplinary actions under this policy and under any other Council Rock School Board policy applicable to the conduct.

Unauthorized or illegal use of computers or computer networks; intentional deletion or damaging of data files; copyright violations or theft of services may result in disciplinary action in accordance with existing disciplinary practices in the district. In addition, these acts may be reported to the appropriate legal authorities for possible prosecution.

Denial of computer and computer network access and other disciplinary actions including suspension, expulsion, termination, and possible criminal penalties may be the consequences for inappropriate use.

Login and Password Instructions

Technology Systems Login Instructions	Username : First Initial, Full last Name, all lower case	Password:
Student Network Login Grades 2-12	eSchoolPlus Student ID (7 digits)	Starting Password: Forced To Reset
Employee Network Login	First Initial, Full last Name Example: Username: lkling	First Time Login – Password: 9 Forced To Reset
District E-mail – Outlook	Network (PC) Login: lkling	Network Password
District Webmail – Accessed from the Internet	Domain and Network (PC) Login: CRSD\lkling	Network Password
Council Rock Web Site Teacher or Webmaster login - SchoolWires	The username you set up when you registered	The password you set up when you registered
eSchoolPlus Student Info System / Teacher Access Center (TAC)	Domain and Network (PC) Login: CRSD\lkling	Network Password
IEPPlus	Network (PC) Login: lkling	Network Password
OTS – Online Training System	Network (PC) Login: lkling	Network Password
Intranet Site	Domain and Network (PC) Login: CRSD\lkling	Network Password
BigWebDesk – For reporting technology problems and repairs	Your email address: Example: lkling@crsd.org	Default password = 1234 (first time user)
Performance Tracker – PSSA & District Student Assessment Data	SchoolMax / eSchoolPlus Operator Number (6 Digits)	SchoolMax / eSchoolPlus Operator Number (6 Digits)
Directions – IEP Program Restricted Use Login through Citrix or your H Drive.	Network (PC) Login: lkling	Password assigned by the Special Education Department
Safari Montage – Streaming videos K- 12	District Login -First Initial, Full last Name, @crsd.org Example: lkling@crsd.org	Select you school building from the drop down list. Your district username and password
Discovery Learning – Streaming videos K-12	BCIU assigned login number for your school – See your school librarian for the BCIU number.	Select you school building from the login screen. Type in your assigned BCIU number

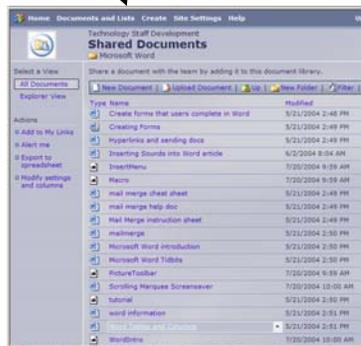
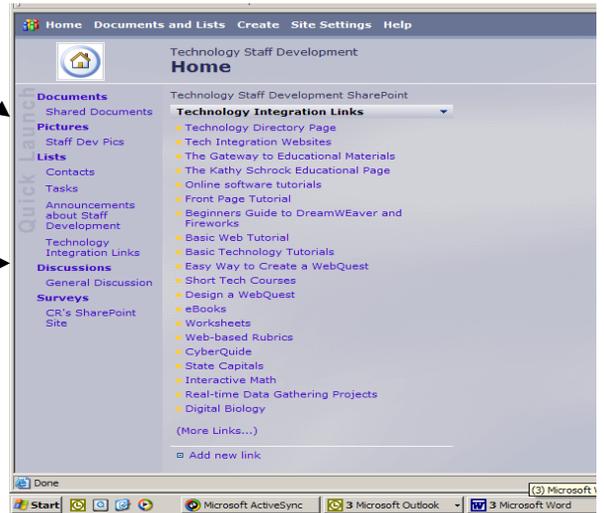
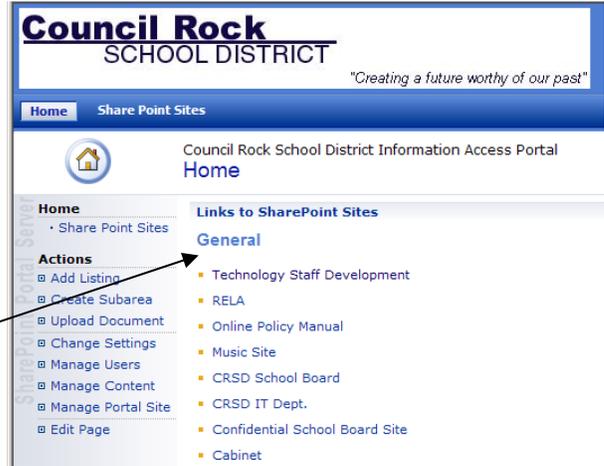
***** You can change your district password at any time. The district recommends that you change your district password several times a year. When you change your district password, it changes in all other district systems automatically and immediately. To change your district password, at the computer login screen select Options/Change Password and follow the instructions.**

Council Rock School District – Intranet

<http://crsdspss>

The CRSD intranet site can be accessed anywhere in the district or outside of the district.

1. Go to <http://crsdspss> if in the district.
2. Go to <http://crsdspss.crsd.org> if outside the district or to www.crsd.org and resources.
3. You may be prompted for your username, password and domain. The username and password is the same as your email. The domain is CRSD.
4. Click on Staff Development or whichever site you would like to visit.
5. Once you are in the site, take a look at the documents, pictures, contacts, tasks, pictures announcements for staff development, discussions, or surveys.
6. These are open for all staff members to add their own information.
7. Take a look at the discussion board. You may want to begin a discussion thread or just read what others have already posted.
8. To the right you will see announcements and to the left you will see a list of technology integration web sites. Have fun perusing these sites. Add your favorite site too!
9. Click on Shared Documents.
10. There are folders set up that contain information about that particular topic, worksheets and tutorials.

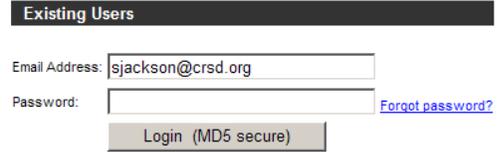


BigWeb Tickets

<http://login.bigwebapps.com> or www.crsd.org

1. Go to <http://login.bigwebapps.com> or www.crsd.org and then click on resources, online staff resources.

2. Type in your full email address and your password and hit enter. If you forget your password, click Forgot Password and your password will be emailed to you. It is a different password than your network password.

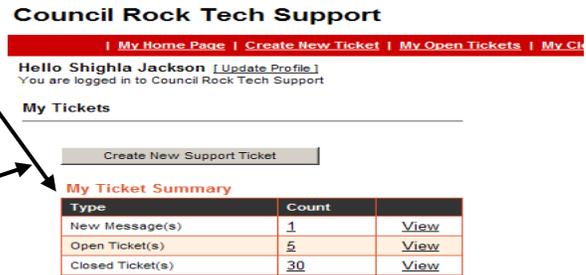


Existing Users

Email Address:

Password: [Forgot password?](#)

3. Once in the BigWeb Ticket System you will be able to access all of your open and closed tickets. Click on the number or View to view these tickets.



Council Rock Tech Support

[My Home Page](#) | [Create New Ticket](#) | [My Open Tickets](#) | [My Closed Tickets](#)

Hello Shighla Jackson [[Update Profile](#)]
You are logged in to Council Rock Tech Support

My Tickets

Type	Count	
New Message(s)	1	View
Open Ticket(s)	5	View
Closed Ticket(s)	30	View

4. To create a new ticket for a technical issue, click on Create New Support Ticket.

5. To create the ticket, you first need to choose the Class. Drop down the arrow next to Class and choose what type of problem you are having such as Email, printer, etc.

6. Type in your room number.

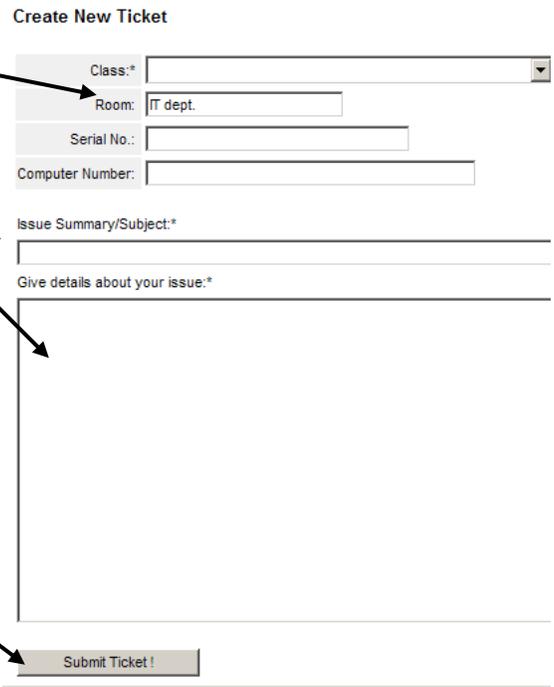
If it is a problem with your computer and you can see the Serial number or the Computer Number, plug in that information.

7. Type in a title for the Issue.

8. In the space below, provide a detailed description of the problem that you are experiencing. Give as much info as possible so that the tech doesn't have to contact you for additional information.

9. When finished, click Submit Ticket!

10. You will receive a notification email, showing the ticket that you submitted. When the ticket is addressed by the technician, you will also receive a notification as to the status of the ticket. You will either receive instructions back or a notification that the problem was taken care of and the ticket is closed. When you receive this email, you can always reopen it by just clicking on the ticket number.



Create New Ticket

Class:*

Room:

Serial No.:

Computer Number:

Issue Summary/Subject:*

Give details about your issue:*

Blocking or Unblocking a Web Site

<http://login.bigwebapps.com>

1. Go to <http://login.bigwebapps.com>
2. Type in your email address and password and hit enter. If you forget your password, click Forgot Password and your password will be emailed to you.
3. Once in the BigWeb you will be able to access all of your open and closed tickets. Click on the number or View to view these tickets.
4. To create a new ticket for blocking or unblocking a web site click on Create New Support Ticket.
5. To create the ticket, you first need to choose the Class. Drop down the arrow next to Class and choose Block/Unblock a web site.
6. Type in a title for the Issue.
7. In the space below, give the exact web site address, URL, and a reason for blocking or unblocking this site. (Involve your curriculum coordinator in this decision)
8. When finished, click Submit Ticket!
9. You will receive a notification email, showing the ticket that you submitted. When the ticket is addressed, you will also receive a notification as to the status of the ticket. You will either receive instructions back or a notification that the problem was taken care of and the ticket is closed. You can always reopen a ticket by just clicking on the ticket number.
10. All requests for web site blocking and unblocking must be reviewed. **Please allow three days for this review process.**

Existing Users

Email Address:

Password: [Forgot password?](#)

Council Rock Tech Support

[My Home Page](#) | [Create New Ticket](#) | [My Open Tickets](#) | [My Cl](#)

Hello Shighla Jackson [\[Update Profile\]](#)
You are logged in to Council Rock Tech Support

My Tickets

My Ticket Summary

Type	Count	
New Message(s)	1	View
Open Ticket(s)	5	View
Closed Ticket(s)	30	View

Create New Ticket

Class:*

Room:

Serial No.:

Computer Number:

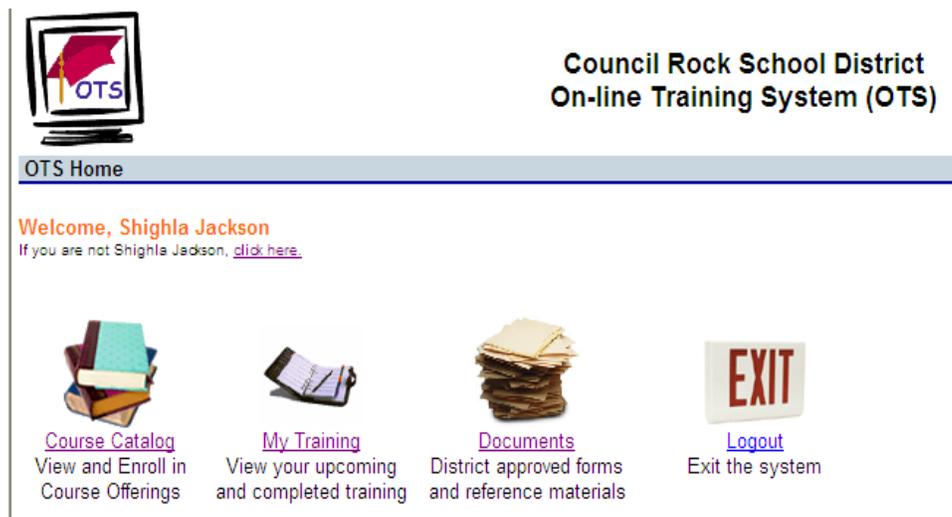
Issue Summary/Subject:*

Give details about your issue:*

OTS - Online Training System

<http://ots.crsd.org>

1. Open Internet Explorer
2. Type in <http://ots.crsd.org>
3. Type in your username (same as email username)
4. Type in your password, which is your network password.
5. If you do not have a password, please contact Marsha Pettinato. mpettinato@crsd.org
6. Click on My Training to see what you have already registered for on OTS.
7. Click on Course Catalogue to see what workshops are available.
 - a. Choose staff development workshops
 - b. Click on the workshop you are interested in attending
 - c. Click on the date
 - d. Click on enroll me.
8. Click on Documents for a listing of forms.



**Council Rock School District
On-line Training System (OTS)**

OTS Home

Welcome, Shighla Jackson
If you are not Shighla Jackson, [click here](#).

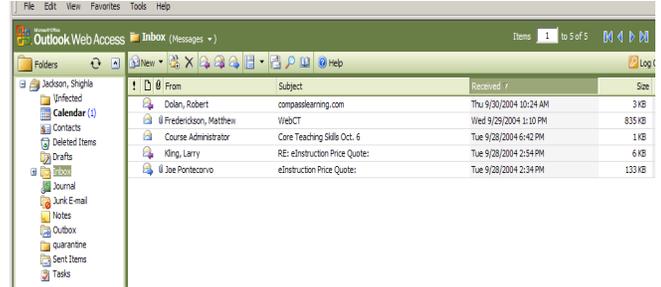
 Course Catalog View and Enroll in Course Offerings	 My Training View your upcoming and completed training	 Documents District approved forms and reference materials	 Logout Exit the system
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Microsoft Office 2003 WebMail

<https://webmail.crsd.org>

1. Opening WebMail

- Type in <https://webmail.crsd.org> in Internet Explorer
- Type in crsd\username and then password.
- You will see your inbox.
- Need to click on inbox on the left to refresh your inbox.



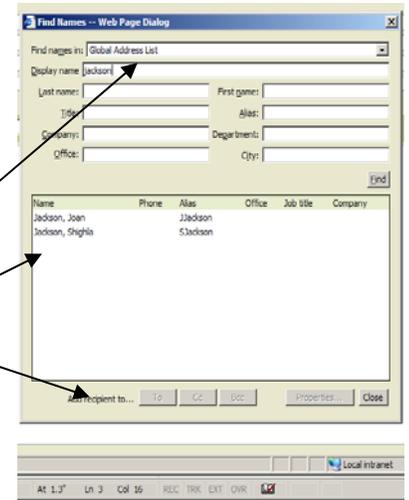
2. Managing Mailbox size:

The mailbox will not hold unlimited amounts of email. You must clean out your mailbox every so often or it will get full. When it is full you cannot receive email. To make space, do this:

- Click on Sent items or Inbox
- Clicking on the top email, hold Shift and then click on the last item.
- To delete multiple emails that are not next to each other in a list, click on the first email to highlight it, hold down the delete key, then click other emails that you want to delete.
- Click Delete and then Open Deleted items and do the same.

3. Using the District Address List

- Click on New to start a new email and
- Click on To...
- Type in the last name of the person you are looking for or at least as much of the name as you can spell.
- Hit enter and you will see a list of people that match that name.
- Click on the appropriate name and click To, Cc or Bcc.
- If you need to find a district distribution list, under display name, type + and then hit enter. Choose the list you want and click To.
- If you have email addresses in your contacts, under Find Names In, choose Contacts and follow the steps above.

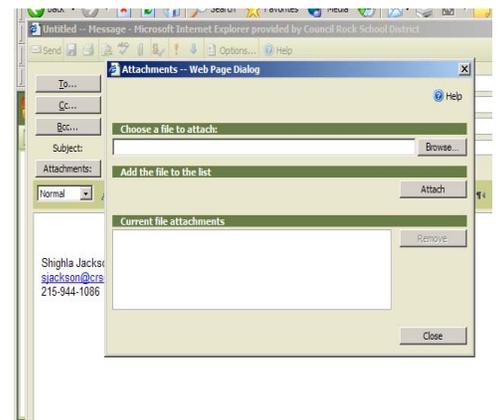


4. Adding Attachments

- Click on New for a new email and click on Browse
- Click on the file you want to attach and then click on Attach.
- Click Close when finished adding attachments.
- Continue your email and click send.

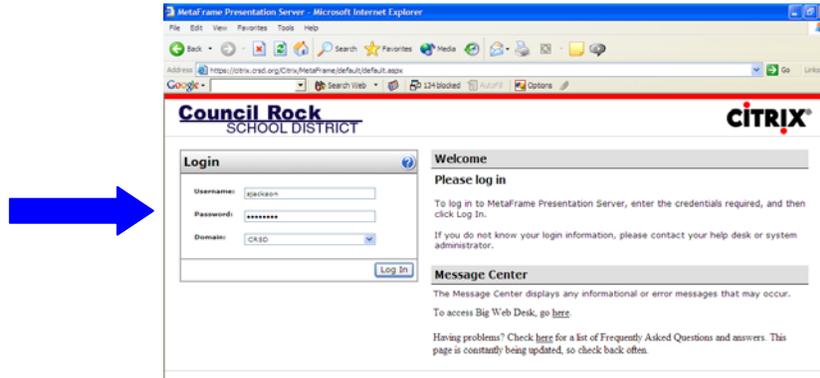
5. Making Folders

- Right click on the word Inbox in your folder list on the left side.
- Type in the name of a folder and click OK.
- Do this as many times as you need to.
- Click on any email and drag it into the appropriate folder.

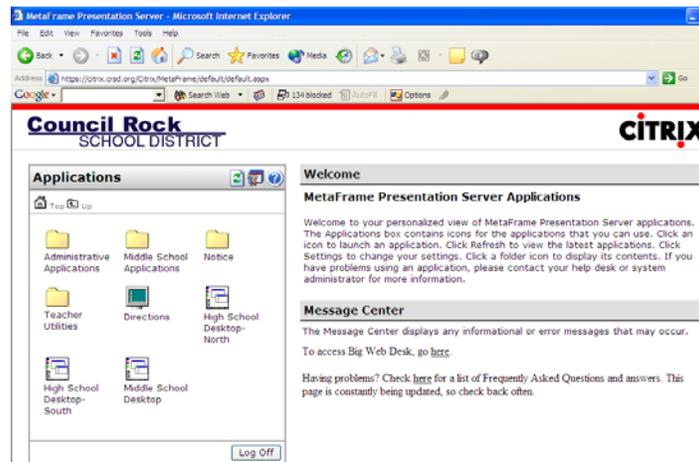


Accessing Citrix @ Home or School

1. Go to <https://citrix.crsd.org>
2. Plug in username and password. This is the same as your username and password that you use for logging onto any CRSD computer.



3. Double click on the icon for your school level.
4. You will then be able to access the shared and H Drives.



For help go to <https://citrix.crsd.org>

Accessing Directions Software

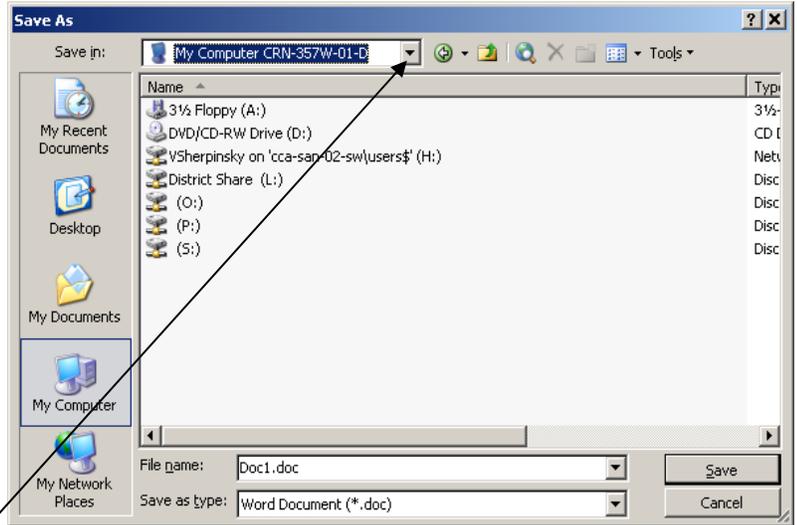
1. Follow the directions above for accessing Citrix. Steps 1 and 2.
2. Double click the Directions icon
3. Type in your username and password.

Teacher Drives – H Drive

The H Drive is a designated area on a central computer that allows you to store files. The information saved on you H Drive can be accessed from any computer at Council Rock. In order to access the H Drive, you must log onto the computer using your CRSD username and password.

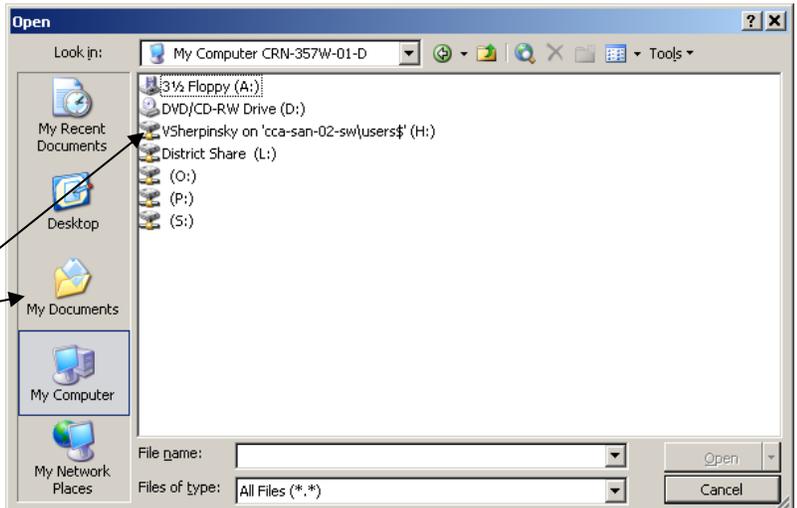
Savings to the H Drive

- 1) Log in to any district computer with your username (ex.vsherpinsky) and password.
- 2) You now have the capability to save any file to your H Drive. This drive is accessible from any district computer.
- 3) Create a document. Click on File and then, Save As.
- 4) Click on the down arrow in the Save As window and highlight yourname. Your username will probably be listed in the format: **username on cca-san-02-sw\use...**
- 5) Next to File name, type the name of your document. Then click save.



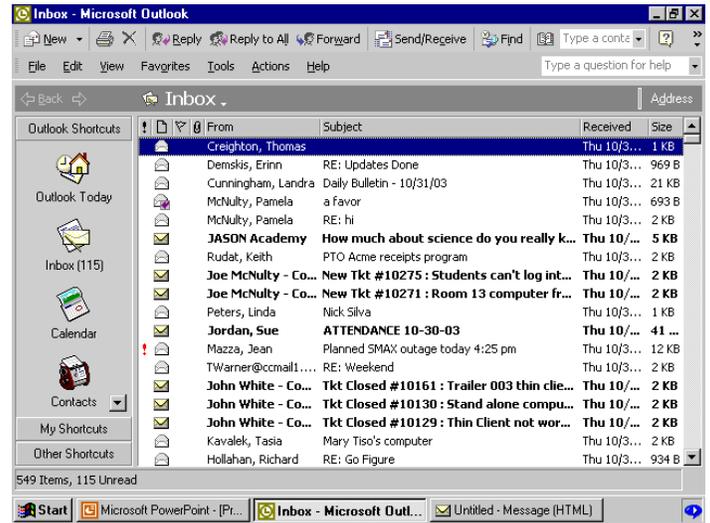
Opening from the H Drive

- 1) When you're in a program and you want to open a document on your H Drive, click on File and then Open.
- 2) To retrieve any file saved in your H drive you can:
 - a. Go to My Documents and drop down the look in box and choose your H drive, then select the document you want to open and click on Open.

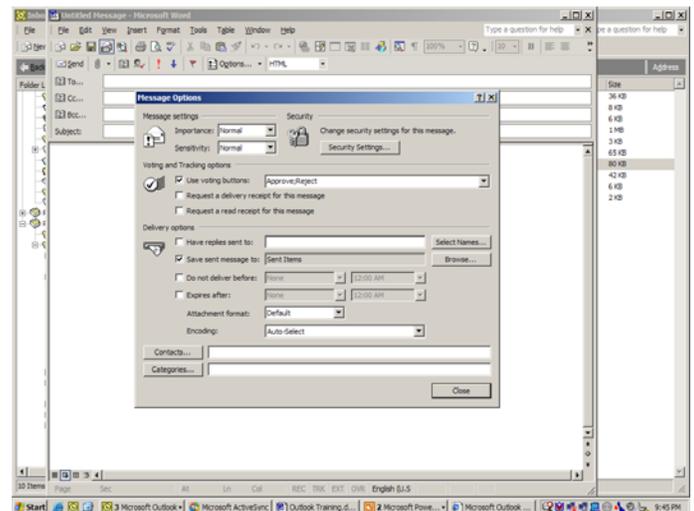


Microsoft Outlook 2003 Email

1. Double click on the Outlook icon on your desktop
2. Your screen will look similar to this. Double Click on an email that you would like to read.
3. To Respond to an E-mail:
 - a. Click Reply to respond to this email
 - b. Click Reply to All if you would like to respond to everyone in the To: line.
 - c. Click Forward if you want to send this to a different person.
 - d. Click Send.
4. Attaching Files to an E-mail:
 - a. Click on the paper clip.
 - b. Click on the drop down arrow that says look in and find your file. When you find the file, click on Insert.
 - c. Click Send.
5. New E-mail, just click on the New box in the upper left corner.
6. Reading Pane:
 - a. View, Click Reading Pane and then Right or Bottom.
 - b. Click off to turn it off.

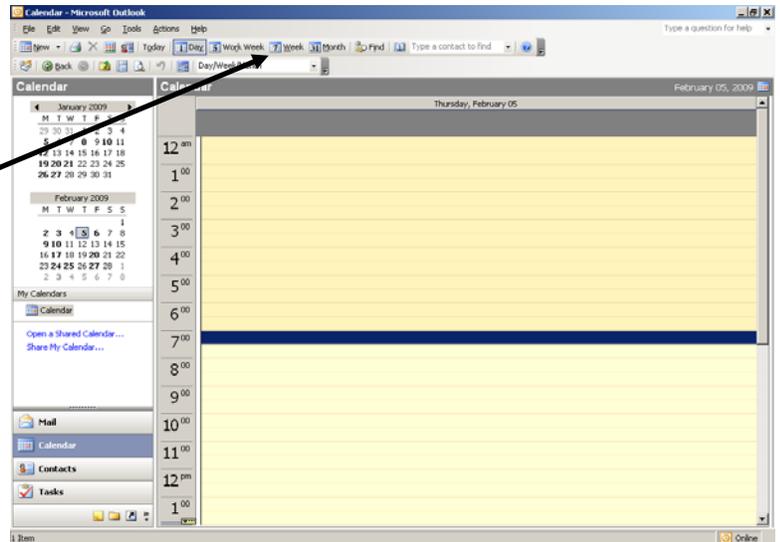


7. Making Folders:
 - a. Right Click on Inbox.
 - b. Click New Folder.
 - c. Type in Name and Click OK.
 - d. Click No when asked for shortcut.
8. Filing E-mails:
 - a. Click on an E-mail and Drag and Drop it onto Folder.
 - b. Double Click on Folder to see E-mails.
9. Mailbox Management
 - a. Double Click on Sent Items and select E-mails to delete.
 - b. Click X or:
 - i. Click Edit, Select all or click E-mail and then use the Shift Key to select a 2nd E-mail and this will select all E-mails in between.
 - ii. Click E-mail and then use Ctrl Key to randomly select different E-mails to delete
 - c. Double Click on Deleted Items – follow directions above or right click and empty trash can.
10. Print a Message
 - a. Select Message
 - b. On the toolbar, click Print
11. To Sort Messages
 - a. Click the Heading of the column by which you'd like to sort messages.



Outlook 2003 Calendar

1. In Outlook, click on calendar.
2. On the toolbar you can change your view to daily, weekly or monthly. You can use the arrows to maneuver through the days.

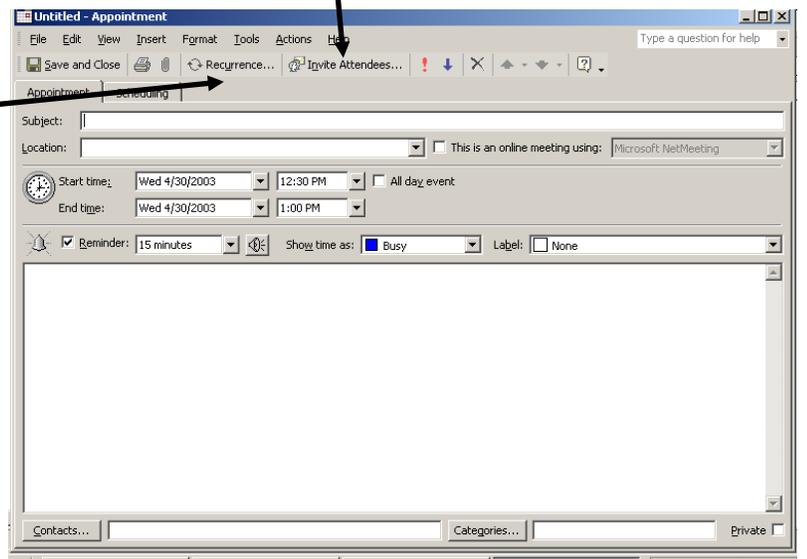


3. Add Appointment
 - Double click on a time and day.
 - Type in the subject and the location.
 - Change the date and time if you need too.
 - You can add a reminder.
 - Click on Save and Close when you are finished.

4. To edit an appointment, just double click on it.

5. Invite Attendees: If you want to schedule a meeting with other people..

- Open appointment and then click on Invite Attendees.
- Click on To: and choose the people to attend and then click on Send.
- This meeting will be put on their calendars and then they will be sent a notification E-mail and they will respond Yes, Decline, or Tentative.



6. Recurring Appointments:

- If you have a meeting every Wednesday you only need to plug it in one time and then click on Recurrence.
- Choose the recurrence pattern and then click on OK.

7. To assign a category to an appointment

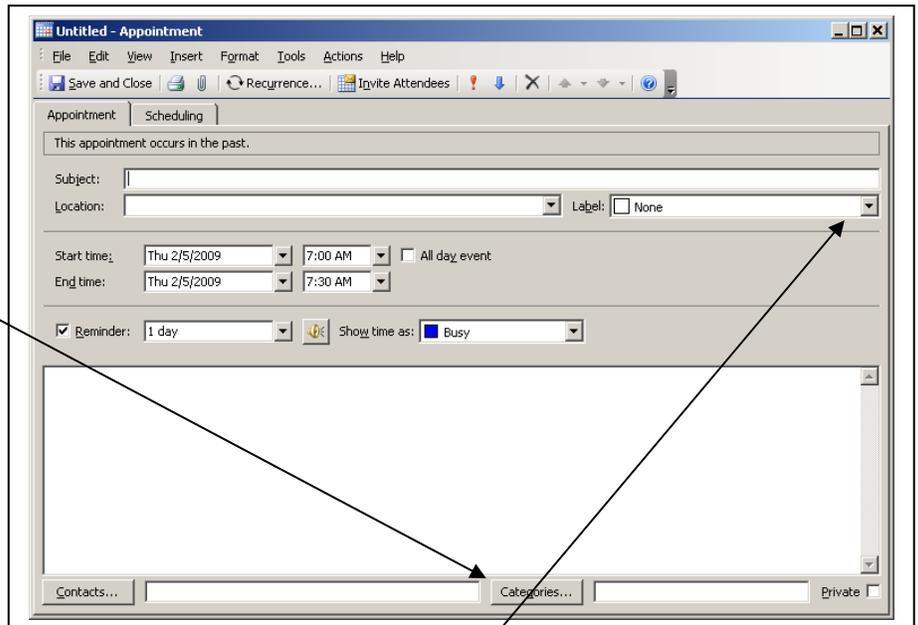
- At the bottom of the appointment form, click the Categories button.
- In the Categories dialog box, select the category, and then click OK.

8. To move an appointment

- In the calendar, drag the appointment to the new time or date.

9. To copy an appointment

- Right-Click and drag the appointment to the new time and date.



10. To delete an appointment

- Click the appointment and click delete.

11. To view schedule for work week

- Make sure the Calendar is displayed.
- On the toolbar, click the Work Week button

12. To manually label an appointment

- Double click appointment
- In the Appointment form, click the down arrow to the right of the Label box and select color.
- Click OK.

13. To label appointments with color

- On the toolbar, click the Calendar Coloring button, and then click Edit Labels.
- In the Edit Calendar Labels dialog box, select the label you want to edit and rename it as you like.

14. To print your calendar

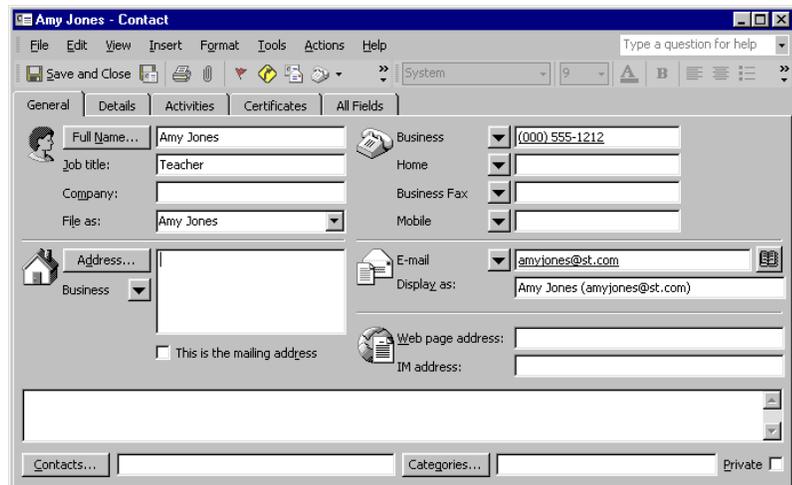
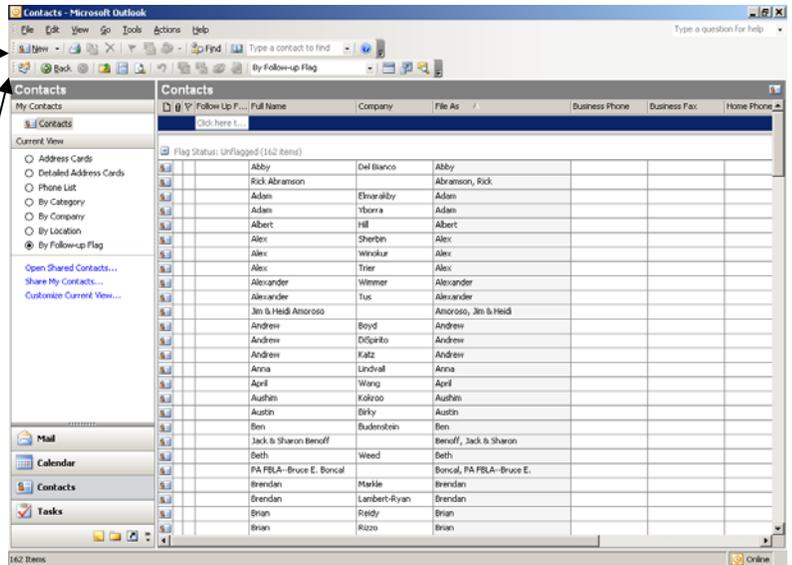
- Make sure the Calendar is displayed, but no appointment is opened.
- On the toolbar, click Print button.
- In the ick the appointment and click delete.

Microsoft Outlook 2003 Contacts

Contacts are used to keep your non-CRSD E-mail addresses or personal distribution lists. Along with E-mails, you can store mailing address, phone numbers, etc...

To create a new contact

1. Adding Contacts
 - a. Click on Contacts.
 - b. Click New to add a contact.
 - c. Type in information and click Save and Close.
2. Deleting Contacts
 - a. Click on contact and click delete.
3. Distribution Lists
 - a. Click File, New Distribution Lists.
 - b. Type in a Name for the List.
 - c. Click Select members and choose people for the list.
 - d. Under select items from, choose Contacts for personal E-mails.
 - e. Click OK.
 - f. Click Save and Close.
4. To send an E-mail to a Distribution List
 - a. Click New E-mail
 - b. Click on the To box
 - c. In the box in the top right, click Contacts.



To create a contact from an e-mail message you receive

1. Open the e-mail message.
2. In the From field, right-click the name you want to make into a contact, and then click Add to Contacts on the shortcut menu.

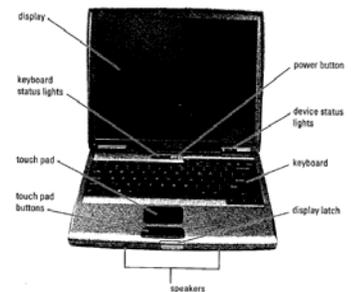
Using Wireless Laptop Carts

What should I know about the Laptop carts?

- The laptops are wireless, which means they will connect to the network anywhere there is a wireless signal in the school.
- The batteries in the laptops will stay charged for about two hours. You must allow time for the laptops to re-charge, by plugging them into the power cord on the cart, after use.
- In order to print from the laptops, the two main power cords located in the rear of the cart, must be plugged into an electrical outlet. **The laptops must be completely powered off before they are put back on the cart.**

How do I get started?

1. Decide when you would like to use the laptops.
2. Sign up for a day and time on the schedule sheet.
3. Find the laptop cart in your building and unplug the two power cords that connect the cart to the wall. These cords give power to charge the laptops, and they give power to the printer located on top of the cart.
4. Now that the cords are unplugged, wheel the laptop cart to where your students will work. The laptops are wireless so they can be moved anywhere in the building where there is a wireless signal, and still be connected to the network. (The cart is heavy, but it does have wheels. **Be careful!**) **Adults must move the cart, not students.**
5. When you arrive at your working area, plug the two cords back into an outlet. This way the printer will have power to print and the laptops will charge if they are still in the cart.
6. The doors of the cart should be locked, so you need a key to open them. Open the doors so you have access to the laptops. Count the number of laptops in the cart.
7. Remove the laptops one at a time. In order to remove them correctly, you must unplug the cord attached to the back of each laptop. (See figure to the right)
8. When the laptops are off the cart, open them and push the power button. When a laptop is opened and turned on, you will see green lights on the right, just above the keyboard.
9. Use the laptops! (As long as the printer on top of the cart is plugged into an outlet, you can print from any laptop.)



What do I do when my class is finished with the laptops?

1. When you are finished using the wireless laptops with your students, make sure each laptop is completely shut down and turned off. **It cannot be placed in the cart until it is off!**
2. Place each laptop, one at a time, back into its designated slot on the cart. Re-plug each power cord into the back of each laptop. This will ensure that the laptops are charging while they are in the cart.(See figure above.)
3. Count the number of laptops. Make sure that you have the same number ~~that~~ you started with.
4. Use the key to lock the doors of the laptop cart.
5. Unplug the two cords attached to the wall, and wheel the cart back to its designated area.
6. When the cart is back where it belongs, plug the two power cords back into the wall. This will allow the laptops to charge for the next class to use.

Discovery Educators Network/United Streaming

www.unitedstreaming.com

United Streaming has available:

- 4000 full videos, 40,000 video clips
- Thousands of still images

Login Instructions:

- Your Login Username is the 7 digit teacher number issued to you by the IU. See librarian if you can't remember your number or call the IU. Example: 057.0000 Pass word = enterprise



Searching:



- Use various search strategies to find a streamed video
- New videos are being added daily. "Katrina Video"
- Suggested Age Level
- Movie Playing Time (You do not have to show the whole video)
- Videos can be played in a window or Full Screen
- Videos can be Downloaded – Huge hard drive space Required- **Not suggested**

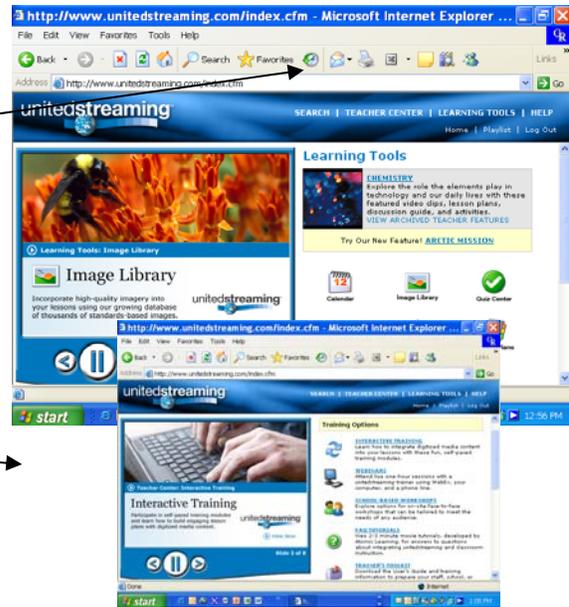
- **Streamed – Our suggested option**



- Video Ratings are available
- Citations can be copied and pasted```

Learning Tools allow the teacher to:

- Find events and a movie by date
- Search the Image Library
- Search the Quiz Center or Create a Quiz
- Create an Assignment
- Search the Clip Art Library
- View Lesson Plans
- View Writing Prompts



Teacher Center:

- Training
- Tutorials
- Webinars
- FAQ
- And more

Request Traditional videos Online at WebMax www2.bucksiu.org

- Requires your teacher ID number and the Password is **enterprise**
- Search for all videos available through the IU and Request a video to be delivered

Search for a PBS Video <http://pbsvideodb.pbs.org/main/>

- Username – your name all lower case and the password is a4163c371p
- Register in the Upper right Hand Corner of the page and PBS will send you a new password
- To order a PBS video you must use the WebMax - www2.bucksiu.org

Classroom Performance System

Procedures:

1. Log on to the computer
2. Double click “cps.exe” on the desk top.
3. Click on “Yes” at the next dialogue box.
4. Select “File” and then “New Database”.
5. Click on “Yes” at the next dialogue box.
6. Save the File.
7. Select “Tools”, then “New, then “Lessons”.
8. Go back to “Tools”, then “New”, then “Question”.
9. Choose your question template.
10. Type in your question in the large, horizontal rectangle at the top of this box.
11. Type in you answers in the smaller rectangles below.
12. You must click on the small box to the left of the correct answer
13. You have choices for a correct answer. For example: “None of the above,” “All of the above,” any combination of two/three answers (i.e. “Both A and B”), or simply one answer.
14. When your question is finished, click on the floppy disk icon at the top with the arrow pointing right. This takes you to the next blank question box.
15. Follow steps 12 – 15 for your next questions.
16. After your last question go to “Question,” then “Save and Close”.
17. When you finish, go to “File” and then “Exit”.

To Run Lesson:

1. Choose lesson.
2. Click engage lesson.
3. Choose class.
4. Click start.
5. Choose Question 1.



1. Logging into the site

- Go to <http://econtent.bucksiu.org>
- **School** is Bucks IU
- **Username** is teacher1, teacher2, etc.
- **Password** is teacher
- Click login



2. Searching

- Click on the Search Tab
- Type in keyword and the type of media and click Search.
- You can sort results on the right side by choosing the relevance drop down arrow. Choose Titles, Grades or Publisher.
- If collapse chapter results on top right side, you will be able to see more and searches will be quicker.
- If click on video, you will see the chapters.

3. Playing Video

- Click on video and then click on play to the right of the video or chapter.
- Use the controls under video to fast forward or rewind.
- Click View Full Screen for the video to fill screen.

4. Additional Information

- Each video has a teacher's Guide.
- Videos tied to standards.
- Most videos also have a datasheet. Click on Datasheet to open.
- All full length videos have at least a five question quiz.
- Video is not streamed it is file shared which means that everyone in the class can have this open at the same time and it will be quicker than if it was streamed.
- Closed Captioning – when in full view, you need to get the captioning up by changing Windows Media Player.
 - a. Right Click up at top bar, click play, captions and subtitles and choose On if Available.

5. Searching by Subject

- Click Subject tab on top of screen.
- Choose a link to the left. Anything with a Green arrow has additional information.
- Can also search by plugging in preferences to the right and clicking Filter Results.
- Choose from results on bottom of screen.
- Bottom right is an arrow to show more results.
- Click Subjects A to Z to search alphabetically by subject. Click on the letter to search.

6. Standards Search

- Click Standards tab on top of screen.
- Choose state.
- Choose Document Type, Standards Set and Grade Range.
- Click Search.
- Click on the appropriate result.

7. Images

- After completing a search, click the image tab.
- Click on image and right click to save or copy.

SchoolWires: Guidelines for Teacher's School Web Pages

Please follow the guidelines below when designing your websites. These guidelines have been set up for the safety and professionalism of our district and students. Thank you.

Websites are considered a district publication. Your principal has final say concerning what can and cannot be posted to the school's site and teacher's sites. If you have questions consult with your principal.

1. Check with your principal to see if there are students in your classes, or in a picture that you are posting, whose parents have asked that their child's picture not be used in any district publication.
2. You can post a student picture, but not with their name. Or you can post a student's name, but not with their picture.
3. Websites need to be educational and cannot be used for advertisements or the sale of products.
4. Please proofread all information that is given to you for the website before posting.
5. If individuals or organizations provide information to you for your website, accept the information **ONLY** on disk. Any mistakes that are made in dates, times, etc. will be theirs. **PROOF READ** their information before posting.
6. Please link to sites that are connected to educational companies, universities, schools, governments, etc. Please do not link to private sites, such as PTO, sports booster clubs, etc. Private links change too quickly. . Many of these sites are also doing fund raising or have activities that would not be appropriate for students. We wish to keep our sites strictly educational.
7. If you are really not sure if something should be posted or linked, it probably shouldn't be. Consult with your principal.
8. If you have any questions, please contact Jennifer Stretch @jstretch@crsd.org

SchoolWires: Blogging Guidelines

Guidelines for Teacher to Student Blogs

The following guidelines are designed to provide teachers with a basic understanding of what is considered to be acceptable for posting on your teacher to student blog site. These guidelines apply to the student blogs that you build and are hosted by the Council Rock School District. The tool for creating Council Rock blogs is called School Wires, and is the framework that is used for the District and all School District web sites.

1. Websites, including blog pages, are considered a district publication. As such, your principal has final say concerning what can and cannot be posted. Please check with your building principal, if you are thinking of posting something that might be of a questionable nature.
2. The building principal must be invited to be a member of all blogs whether public or private.
3. Council Rock blogs must meet the guidelines of the Council Rock School District Acceptable Use Policy.
4. All Council Rock student blogs will be teacher “Moderated.” This means that the teacher must read the student comment(s) and approve the comment, before the comment is posted.
5. Student comments are not to be “Personal in Nature.” Student’s comments should contribute to the educational topic being discussed.
6. Council Rock blogs are considered an “Educational Activity.” As such, teachers and students are to:
 - Use correct English grammar and spelling
 - Avoid the use of slang
 - Avoid the use of symbols
7. Students are to use FIRST NAMES ONLY or in the case of students having the same first name, a first name and a number. *Example: Larry2. Students should NOT use first and last names. This would allow them to be identified*

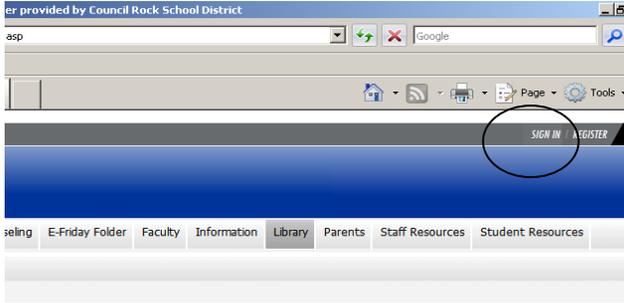
Caution:

Teachers should understand that if they choose to establish a blogging website for Council Rock students other than SchoolWires, they do so at their own risk. They are no longer covered by the Council Rock Acceptable Use Policy, but they may also no longer be covered by the Council Rock liability insurance policies.

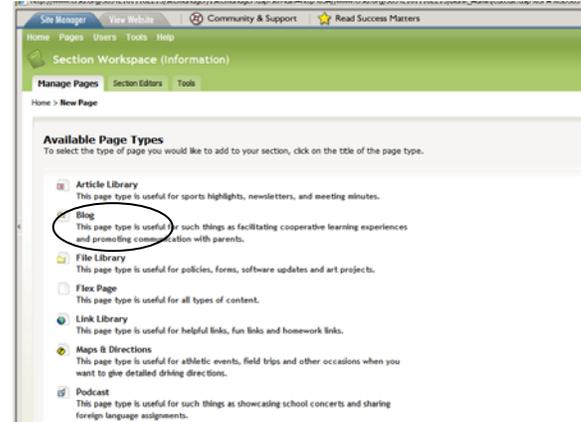


SchoolWires: Creating a Blog

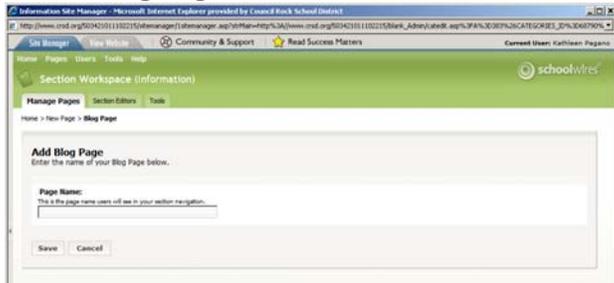
1. Schoolwires Sign-In



2. Choose Blog Page Type



3. Title Blog Page



4. Click on your Blog Page from your Section Workspace to Add New Postings



The window consists of four tabs to which you must add information. The tabs are:

- **General** tab—enter the posting title, date, time and date/time format. You can make the posting Active or Inactive. The *New Posting* window will open to this tab. All fields are required.
- **Posting** tab—enter the posting content into the **Schoolwires Editor**.
- **Comments** tab—determine whether to allow visitors to post comments to the posting. If comments are allowed, select who can add comments by choosing the appropriate roles.

- **Author** tab—enter the name and email address for the posting author. Both fields are required.

New Posting
Enter the posting below and click the Save button.

General Posting Comments Author

All fields marked with an asterisk (*) are required.

Title:*

Post Date:

Date: 10/23/2006

Time: 10 AM :55

Format: mm/dd/yyyy

Active:

Save Cancel

TIP: If you do not see a posting or *Blog Page* on the end user website when you expect to see it, check to be certain it is active.

5. Editing Postings through the Section Workspace/Choose Blog Page to Edit/Delete Postings

Information Site Manager - Microsoft Internet Explorer provided by Council Rock School District

http://www.crsd.org/503421011102215/site/manager/1/site/manager.asp?se=1006

Site Manager View Website Community & Support Read Success Matters Current User: Kathleen P

Home Pages Users Tools Help

Section Workspace (Information) schoolw

Home > Reading Olympics Blog (Blog)

New Posting

Postings
Existing postings are listed below.

Active	Date	Title	Approved Comments	Unapproved Comments			
<input checked="" type="checkbox"/>	8/14/2007	Basic Blogging Etiquette	0	0	Edit	Moderate	Delete
<input checked="" type="checkbox"/>	8/14/2007	What RO titles did you read this summer?	1	0	Edit	Moderate	Delete
<input checked="" type="checkbox"/>	10/23/2007	Dark is Rising	0	0	Edit	Moderate	Delete
<input checked="" type="checkbox"/>	10/23/2007	Twilight	1	0	Edit	Moderate	Delete

6. Check Email for Comments

Choose Moderate to Approve/Unapprove Comments

Information Site Manager - Microsoft Internet Explorer provided by Council Rock School District

http://www.crsd.org/503421011102215/site/manager/1/site/manager.asp?se=1006

Site Manager View Website Community & Support Read Success Matters Current User: Kathleen P

Home Pages Users Tools Help

Section Workspace (Information) schoolw

Home > Reading Olympics Blog (Blog) > Moderate Comments

Unapproved Comments
Unapproved comments are listed below.

Display:

Approved Comments Unapproved Comments

Approved	Date/Time	Author	Comment
There are no comments.			

