RCS
New Teacher
Information

Office of
Technology

Tech Coaches

- Tech Coach in each school.
- Tech Coaches serve as the first responder for basic technology needs.
- You submit a work order via 1 to 1 Plus app in ClassLink.
- School Technician will work with you to resolve issues submitted via 1 To 1 Plus.
- Tech Coaches may be assigned to some work requests.
- Check with your admin for name of your school's Tech Coach.

Technicians

- Each Robertson County School has an assigned Technology Technician.
- All teacher devices requiring technology attention must be submitted directly to the Technology Department via the 1 To 1 Plus app which can be found on your ClassLink dashboard.
- Student laptops in grades 6–12 in need of attention must be turned in to the school's identified area. Check with admin for location.
- Devices in PreK–5th grades in need of attention must also be submitted to the Technology Department via the 1 To 1 Plus app.

Digital Learning Coaches

- Each Robertson County School grade band has an assigned Digital Learning Coach.
- Check with your admin for the name of your Digital Learning Coach.
- Digital Learning Coaches are available to meet with you concerning the use of Instructional Technology in your classroom to include:
  - Engaging in a technology coaching cycle to better help classroom teacher integrate technology into their curriculum and instruction
  - Monitoring and assisting students with technology during teacher instruction
  - Researching resources and their best practices to better fit teacher's teaching style
  - Goal setting with teachers to identify areas for future growth and success

Office of Technology Contact Info

Website: www.rcstn.net/departments/technology.

Phone: 615-382-2318

Help Desk/Hotline: 615-382-4685
- teacher can contact this line for immediate assistance on both teacher and student issues
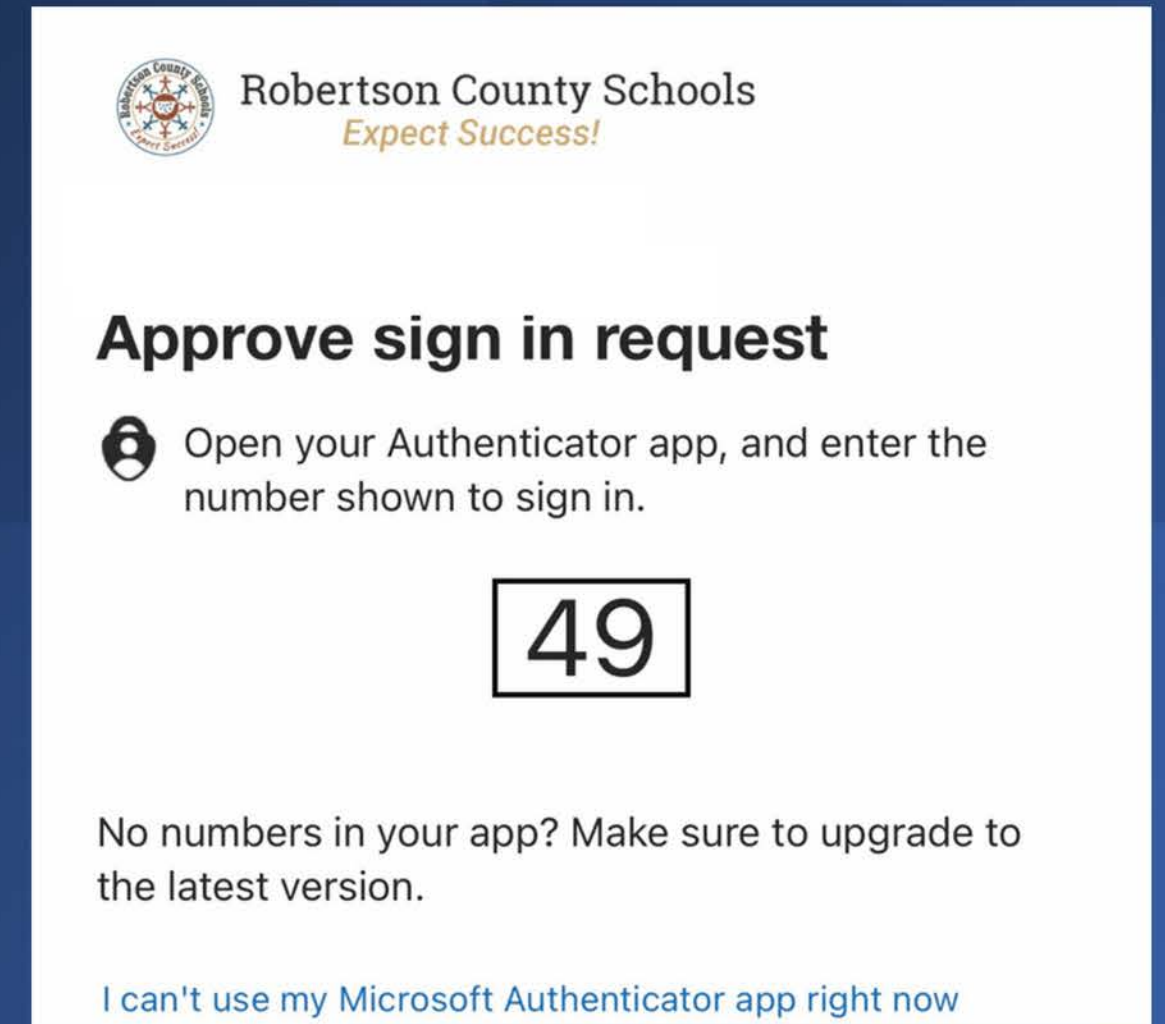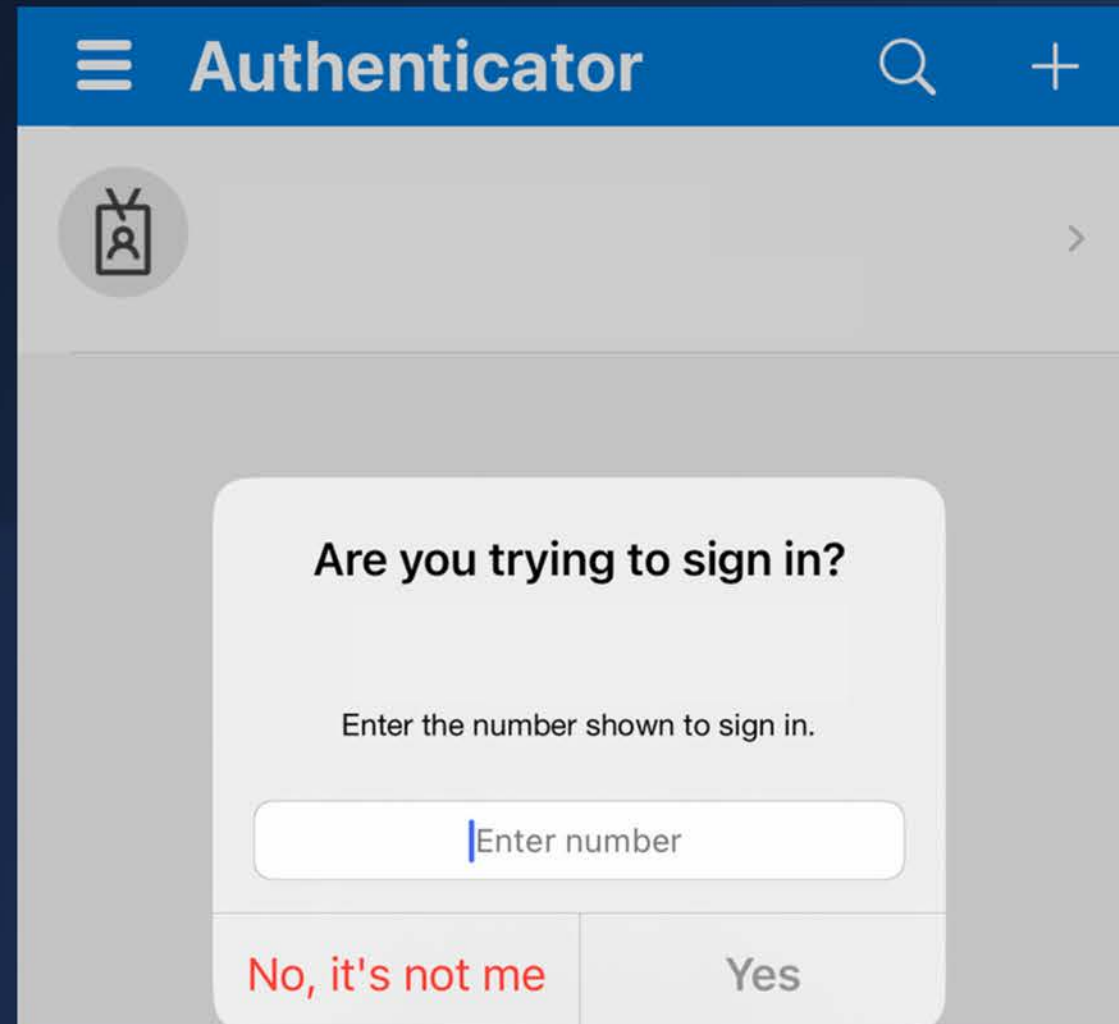
Internet Filter

- Our district internet filter ensures that we are CIPA compliant.
- The filter prevents some content from being accessed on our network.
- All Internet access is logged – do not assume privacy!
- **Do not use your school email address for personal business.**
- Contact the Technology Help Desk or submit a 1 To 1 Plus work request if you need help accessing blocked content.

Using Microsoft Apps on Out of District Network

- **Accessing any county apps outside district network will require the use of Microsoft Authenticator (app) for two factor authentication (2FA)**
- **Call Help Desk (615) 382-4685 for assistance**

☰ **Authenticator**   🔍   +

Are you trying to sign in?

Enter the number shown to sign in.

Enter number

No, it's not me   Yes

Robertson County Schools
Expect Success!

Approve sign in request

Open your Authenticator app, and enter the number shown to sign in.

49

No numbers in your app? Make sure to upgrade to the latest version.
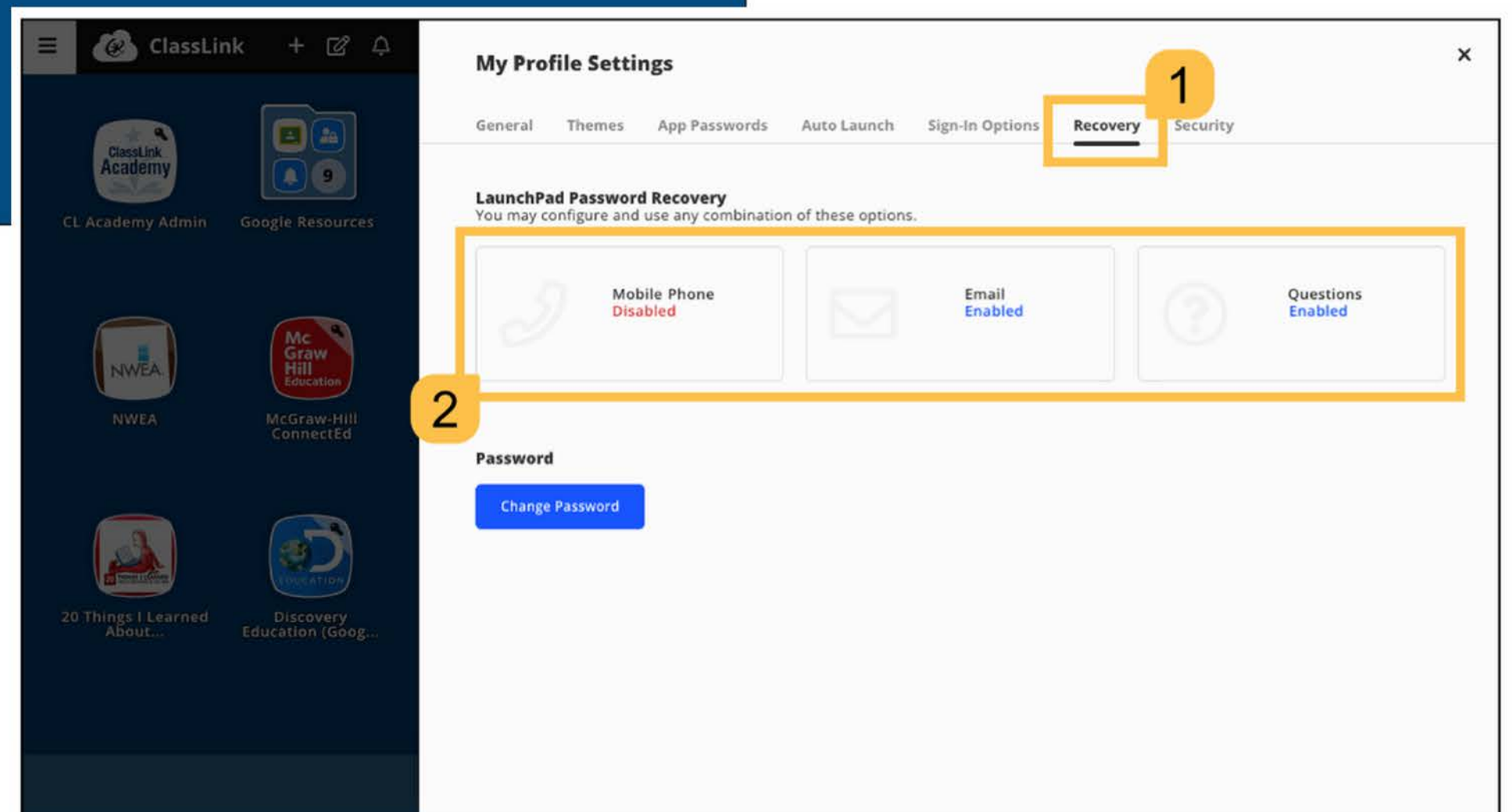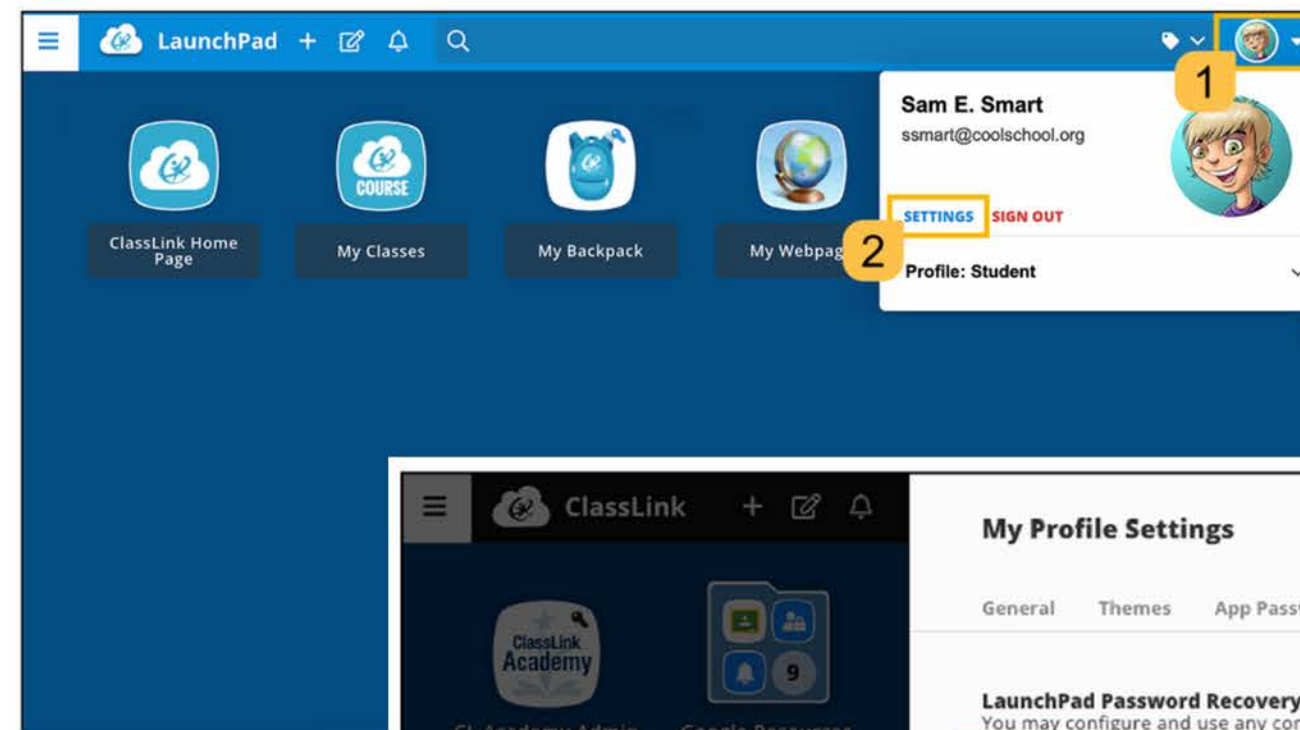
I can't use my Microsoft Authenticator app right now

How do I login to Office 365, textbooks, and other resources?

- All RCS faculty, staff, and students have a ClassLink account

- Go to launchpad.classlink.com/rcstn

- Enter your RCS username and password

Signing Into ClassLink

If you have not previously signed into ClassLink, you will be prompted to set up a password recovery method.

Important Applications/ Websites

ClassLink – Single sign-on for all RCS online resources – https://launchpad.classlink.com/rcstn

PowerSchool – (Student Information System) Parents, teachers, students, and administrators use this product.

Office 365 Suite –
- Outlook- district email app
- One Drive- cloud based storage
- PowerPoint
- Word
- Excel and many more!
- Mobile apps available in App Store/Google Play

District and School Websites– schoolinitials.rcstn.net

Online Resources

ClassLink (your single sign on dashboard)

- launchpad.classlink.com/rcstn
- Username: firstname.lastname
- Password: (the password you created for your email)
- Training will be provided:
  - ClassLink Coffee Breaks (SchoolStation)
  - On Demand in ClassLink
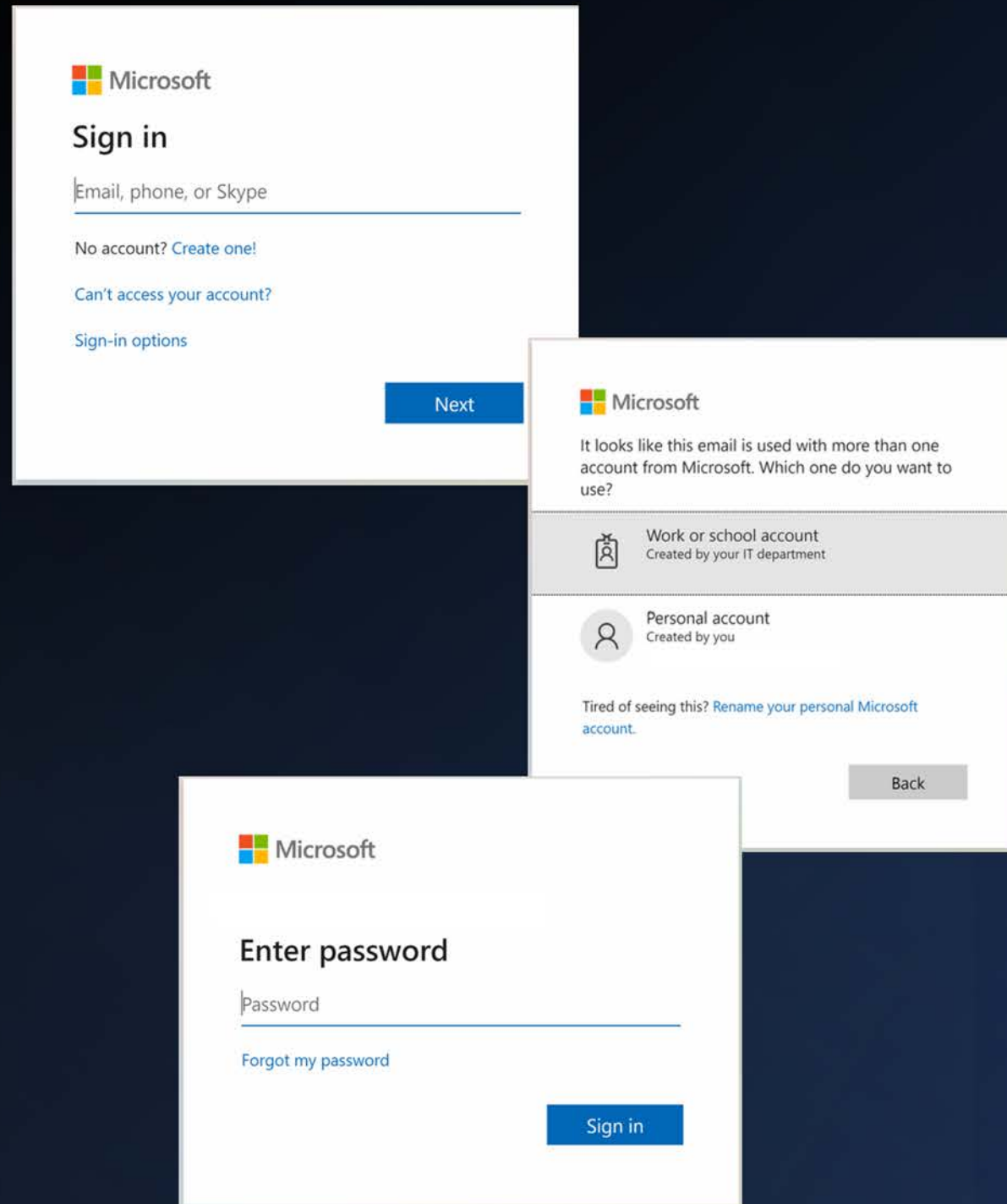 - By your Tech Coach at a faculty mtg

PC Login Information

Desktop Devices – Username: firstname.lastname
Laptops – Username: firstname.lastname@rcstn.net
Password: (the password you created)

Troubleshooting:
- If your firstname.lastname is not working, try logging in to your computer using your full email address (@rcstn.net).
- Many times, restarting your computer will resolve technical issues – TRY THIS FIRST!
- You should restart your device every day so that you receive the latest updates.

Backup Access for Office 365/Email

- http://portal.office.com

- Username:

  firstname.lastname@rcstn.net

- Password: (the password you created)

- Training available–

  - In-person or virtual via Teams with Tech Coach or grade band Digital Learning Coach

Software Vetting

All Software and Online Resources that require a login or download must be approved for use in RCS.

Go to:

rcstn.net > departments >technology > Software & Online Resources Approval for more information

Office of Technology

We look forward to supporting you as you integrate technology into your instruction!