

Teacher Resources

Additional teacher resources for the district can be found at the teacher resource website. This site is where you can find many of the district documents that you can download and print out. It is located at the following address <http://www.usd469.net/resource>. It has building and district forms and handbooks. There is also a link on the first tech page that point to a wide variety of teacher resources on the Internet such as lesson plans, activities, etc. There is also many web links to the various sites and information located at <http://www.protopage.com/469tech>

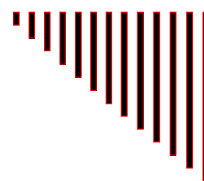
Check the web site or with your SYSOP to find out more

EMPOWERED DESKTOP

As part of a state wide consortium, Lansing has access to the KANED Empowered Desktop. It is located at <http://kportal.learningstation.com/portal/index/login/> Things you can find there are online resource engines such as World Book online and SIRS, Kansas historical resources like the Kansas Digital Library and assessment tools that go along with the state assessments. The KSDE Formative Test Builder allows you to create practice tests in reading and math for upcoming state assessments. Atomic Learning is located at this site and this is online training on software. There is also a video conferencing section and a storage section called the Education Backpack that allows you to have up to 10 MB of online storage .

You will need to have a building number (subscription ID) and login/password to access the site. Subscription ID's are: Elementary – KAN390, Intermediate –KAN392 , Middle - KAN393, High - Kan391. Your user name and password should be your last name and first initial. If you have problems logging in, contact your SYSOP and we can clear it up.

 LANSING UNIFIED SCHOOL DISTRICT NO 469



LANSING UNIFIED SCHOOL
DISTRICT NO 469

2006-2007

Teacher Back to School Technology Resource Kit



Topics:

- *PowerSchool*
- *PowerGrade*
- *The School Network*
- *Email*
- *Other Technology*
- *District Acceptable Use Policy*
- *Lab Use*
- *Troubleshooting Checklist*
- *SYSOPs*
- *ERequitions*
- *UnitedStreaming*
- *Telephones/Voicemail*

District Technology

In Lansing we utilize a Novell network in all the buildings and the first thing you need to know is how to connect to the network. Connecting to the network gives you access to network printing and network software. To connect, you need to know your user-name and password. If you do not know this or have forgotten, contact your SYSOP and they can take care of it. Just a reminder, be sure to log off from the network each day. From time to time there are users in each building that do not log off. This is a security problem because anyone could come into your room and your files would be readily accessible. It also keeps any files that you have open from being backed up. When the network is backed up, any open files are not processed. Leaving programs open also causes problems. The Accelerated Reader database can easily become corrupted if a user is still connected and the network backs up. Leaving you email open would allow anyone to access your mail or use your identity to violate Acceptable User Policy.

It's also a good idea to remind your students from time to time about the District Technology Use Policy and appropriate computer use. Teaching computer ethics is very important and is one of many tools to monitor and manage computer use.

Don't forget to check out the district web site. Students are responsible for the design of much of the web site. If you have information you would like to put on the web site just let your SYSOP know. You can also have your own web site it can be easily set up. You can have students design and create one for you or make your own. It is fairly easy and there are several options for you to design and maintain one. SiteGenWiz is a program that makes it very easy to do and it is available for you. Several staff members already have websites posted. You can find a link to teacher sites at <http://www.usd469.net/~teachers> There you can get ideas for your own web site.

When ParentLink answers, enter your extension number followed by the # sign. Then enter your security code which is the # sign. The # is the default code. Listen to the instructions or press 1 to listen to messages. Press 5 to access your personal options or press 1 to change your passcode. Your SYSOP can reset your password if needed. You have up to 8 boxes you can leave information in along with the menu box and voicemail box. Help and information can be found in the document located on the website at <http://www.usd469.net/lms/msparentlink.pdf>

PDP Toolbox



What is PDP Toolbox?

The Professional Development Planner meets school and district needs by:

- HOUSING your professional development plans.
- COORDINATING and DOCUMENTING professional learning.
- WAREHOUSING and STREAMLINING the documentation and validation process for re-certification points.

The PDP aligns with and operationalizes Kansas Licensure Renewal Regulations (91-1-205 and 91-1-206) and Kansas Staff Development Opportunities Act Regulations (91-1-215 through 91-1-219).

AS A LEARNING PROFESSIONAL, you may add your own goals, request professional workshops, and request your own professional development points. You will receive alerts to your regular e-mail account when you need to interact with the PDP Toolbox for staff development notifications.

To access the PDP Toolbox go to: <http://www.pdptoolbox.org> and login. The PDP Toolbox User Guide is found at <http://www.usd469.net/PDF/pdpguide.pdf>. There you will find step by step directions on accessing and using the toolbox

Voice Mail—HS/INT/ELEM cont.



To Play Messages:

1. After accessing your mailbox, dial 1 to play messages.
 - a. To save the message, press 2, to delete messages press 3, to forward press 5, to reply press 6, etc.
- To switch between new and saved messages, dial 7-7.

To Send A Message: (also means to record a message)

1. After accessing your mailbox, dial a 2 to send messages.
 2. Enter a user ID or an extension number, then record your message after the tone.
 3. Press # to stop recording, listen for additional prompts.
- Special functions: urgent status dial 7-1, for private status dial 7-2, for a return receipt dial 7-3.

To Exit Your Mailbox:

When you are finished with voice mail, press 9-9-9-# to “cleanly” exit the system.

To Transfer An Outside Caller Directly To a Mailbox:

1. While connected to a caller, press the conf/trans button and then dial the Voice Mail extension.
2. After voice mail answers, dial 8# and then the mailbox number of the person you are transferring to (their phone extension) and then hang up quickly.

VOICE MAIL—MS

Your voice mail is associated with your telephone extension.

To Access Your Mailbox From Within the Middle School:

From any phone inside the building dial 500, from outside the school dial the main number before 7:30 am and after 4:00 pm.

SYSOP

Just what is a SYSOP you ask? That is your building system operator and they are in charge for technology in your building. You should contact them first for help, information, questions, repairs, etc. Here are the SYSOP's

HIGH SCHOOL	Keith Andrews
MIDDLE SCHOOL	Joe Douglas
INT. SCHOOL	Tina Silva
ELEM. SCHOOL	Mary Jane York

EMAIL

Since our email is web-based, your Lansing USD 469 email account is available to you from anywhere you have Internet access with your userid and password. Your school computer should already be set up for email. One thing that you should check is your mailbox and see how many items there are in it. Depending on how your mail is setup, you may have every email that was sent to you still in your web mailbox. You should get rid of all your old mail periodically. The easiest way to get rid of all that old mail would be to access the Lansing District Mail Center from the Internet at the following address: <http://mail.usd469.net:8383> or <http://mail.lvnworth.com> then delete all the unwanted emails. Once you have done that you should think about changing your mail settings so that all that mail doesn't collect in you mailbox. You can have Outlook Express automatically delete mail from the server when you delete it. You can also set it up so that it doesn't save a copy on the mail server once you have viewed it in Outlook Express. These two settings should keep your mail from piling up. Since many of you have your email setup to automatically sign in for you, let your SYSOP know if you've forgot your password and they can either let you know what it is or get it reset for you.

The address book is stored on each individual computer so you need to update it from time to time. All district users email addresses are their last name, first initial followed by usd469.net. Each year as people come and go you need to delete users no longer here and add those new to the district. Your SYSOP should have the listing of changes to be made. You also need to create your own mailing groups within your email. There is some help with Outlook Express on how to do this and other stuff at <http://www.usd469.net/Tech/page7.html>

The following is a copy of the Staff Technology Use Policy. You will need to sign a copy of this at your building and you only have to do this once during your employment. The students also sign a similar document.

LANSING USD469

STAFF ACCEPTABLE USE POLICY FOR COMPUTERS

This document identifies the terms and conditions for the acceptable use of computers, information networks and Internet resources in the Lansing Unified School District. This insures that the use of computers and network resources are consistent with the goals, mission, and objectives of the District. These guidelines are provided so that you are aware of your responsibilities. If a District user violates these provisions, his or her account and access privileges and future access could be terminated or denied in accord with these rules and regulations as well as face possible board action.

TERMS AND CONDITIONS

1. You are expected to model good behavior. Users are expected to abide by the generally accepted rules of network etiquette.
2. The Networks are provided for the purpose of research and communication. The use of accounts must be in support of education and research and be consistent with the educational objectives of the Lansing School District. It is the user's responsibility to only access files that are consistent with the learning outcomes or objectives. The use of computer networks, network services, and the Internet is a privilege; not a right and inappropriate use will result in suspension or termination of computer, network, and/or Internet privileges or possible board action. The system administrators will deem what is inappropriate use and their decision is final. The administration may request the system administrators to deny, revoke, or suspend specific user accounts or privileges at any time.
3. Individuals shall utilize the networks/electronic mail for purposes related to and consistent with the position, job description, assignment, and/or instruction. Although the district recognizes that there may be occasional personal use, abuse may be subject to administrative action
4. Users are not permitted to use any computing resource for commercial purposes, product advertising, political lobbying, or political campaigning.
5. Users are to follow all copyright laws and regulations related to software, web pages, hardware, etc.
6. Users are not permitted to transmit, receive, submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually orientated, threatening, offensive, or illegal material.
7. Using someone else's password or ID or trespassing in other's folders, work, or files without written permission is prohibited. Do not reveal your personal (home) address, phone number, or password as well as those of other users. Don't reveal information that you think is personal in nature. Users are responsible for their password and user ID. You should change your password periodically to protect your rights. Do not reveal your ID and password to others! Should a user ID show up as in violation of the Terms and Conditions, they are responsible for that violation.

Voice Mail—HS/INT/ELEM

The High School, Intermediate, and Elementary schools now have voice mail. Your voice mail is associated with your telephone extension.

To Access Your Mailbox From Within the Office:

1. From any phone dial 3512 for the Elem, 3510 for the Int, or 3515 for the HS
When voice mail answers, press * and then your extension number. Then enter your security code which is your extension number and 997#. Ex 4001997#

To Access your Mailbox Remotely:

1. Dial the main telephone number of your building. During the day you would need to be transferred. After hours it will automatically go to voice mail
2. When voice mail answers press the * key and dial your extension number.
When prompted, enter you security code. (what you have setup)

To Access Your Mailbox when the Msg. Light is Flashing:

1. Press the flashing MSG key
When prompter, enter your security code.

Personalize Your Mailbox:

1. Record your personal greeting. (after accessing your mailbox dial 3-1-1, follow the prompts)
2. Record your name. (after accessing your mailbox, dial 3-2-6 then follow the prompts)
Change your security code. (after accessing your mailbox dial 3-2-3, follow the prompts)

Sample Mailbox Greeting:

Hello, this is _____, I'm sorry I can't take your call right now. Please leave me a message and I'll return your call as soon as possible of for an operator dial zero. Thank you.

Web Forms

The district has two webforms servers that are utilized. At <http://webforms.usd469.net> users can find the Custodial/Maintenance Request form, Facilities Use Request form and the Transportation Request form. Simply select the link tot the form you need and fill it out. You will need to enter information in each field on the forms. If a field does not apply or you do not have information just enter NA. Once filled out just select the submit button and the information will be emailed to the correct location. Additional forms will be added as the year goes on.

At <http://forms.usd469.net> other forms like In-service surveys and questionnaires are located. You will have to be assigned a user id and password to create or edit forms

Web Calendar

The district also has added web calendaring this year. The program is called Calcium and in addition to district calendars, individuals can have web based calendars for personal, class, or group use. For example each computer lab will have a calendar which you can sign up for the lab in your building or see when the lab is available. The address for the calendar is <http://www.usd469.net/calendars> or <http://www.protopage.com/469calendars>

At this site you can view the public calendars or login to access calendars that you have rights to. If you would like to have a calendar for yourself or a class or group let your SYSOP know.



8. Security on any computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the school's computers or network, you must notify a system administrator. **Do not** attempt to demonstrate the problem to other users. Do not use another's account. Attempts to login to the school networks as a system administrator will result in cancellation of user privileges and disciplinary action. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computer resources.
9. Users are to respect the integrity of the computers and networks; they will agree that the computer systems are set up by the system administrator and are not to be altered in any way.
10. The Lansing Unified School District makes no warranties of any kind, whether they are expressed or implied for the computer and computer network services it provides. We will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by it's own negligence or your errors or omissions. Use of any information obtained via school computer resources is at your own risk. We specifically deny any responsibility for the accuracy of the information obtained.
11. Vandalism - Vandalism will result in cancellation of your privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of this District, or another user, the Internet, or any of the organizations of other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
12. Users are expected to follow policies regarding computers and computer usage as set forth by the Lansing Board of Education. This policy is found under section IIBG in the District Policy and is available upon request. This policy includes:
 - a. Users are not allowed to bring diskettes or software to use on any District computer unless specifically approved.
 - b. All information created by staff and students shall be considered District property and shall be subject to unannounced monitoring by District administrators.
 - c. Software acquired by staff using either district or personal funds, and installed on District computers, must comply with copyright laws. Proof of purchase (copy or original) may be required.
 - d. No software, freeware, or shareware may be installed on District computers until cleared by network administrators.
 - e. Staff shall not install unapproved hardware on District computers, or make changes to software settings that support District hardware.
 - f. Administration may make periodic audits of software installed on district equipment to verify legitimate use.
 - g. Users (employees and/or students) shall have no expectation of privacy when using District e-mail or other official communication systems.
 - h. Computer materials or devices created, as part of any assigned District responsibility of classroom activity undertaken on school time shall be the property of the Board.

This shall be in effect from the date signed throughout the individuals' employment with the district .



Create at least one category and complete Final Grades Setup before creating assignments.

Creating Categories

- 1. Choose Windows > Categories.
2. Enter a category name and abbreviation.
3. Enter a description and default points possible (optional).
4. Click Accept.
5. To create additional categories, click New Category and repeat steps 1-4.
6. Close the Categories dialog.

Completing Final Grades Setup

- 1. Choose Windows > Final Grades Setup.
2. Choose the grading term from the "Which final Grade" pop-up menu.
3. On the factor table, choose the weighting method from the Factor Type pop-up menu.
4. Select the category, single assignment, or final grade and click OK.
5. Edit the factor weight in the Weight column.
6. To add more factors, click the plus sign and repeat steps 3-5.
7. Click Accept.



Adding an Assignment

- 1. Click the Assignments icon.
2. Choose the category and enter a name, abbreviation, points possible, and date due.
3. Enter a description, a web link, and align a standard (optional).
4. Click Accept.
5. Close the Assignments dialog.

Taking Attendance

- 1. Click the Attendance icon.
2. Select the cells next to the names of the students who are absent or tardy. To select multiple cells, press and hold Command (Mac) or CTRL (PC).
3. Choose the appropriate attendance code from the pop-up menu at the bottom of the Attendance dialog. You can also Control-click (Mac) or Right-click (PC) a cell and choose the appropriate attendance code from the shortcut menu.
4. Click Save.

Submitting Lunch Counts

- 1. Choose Utilities > Submit Lunch Counts.
3. Click OK.

Submitting a Student Log Entry

- 1. Choose Utilities > Submit Student Log Entry.
2. Choose the student's name from the pop-up menu.
3. Enter a subject and the pertinent log entry information.
4. Click OK.

Entering a Parent Note

- 1. Double-click the number next to the student's name on the spreadsheet.
2. Enter a comment for the student, or choose Personal Comment or School Comment from the Comment Type pop-up menu and double-click the applicable comment(s) in the Comment Code list.
3. Click OK.

PowerGrade Spreadsheet Power Tips

Table with 2 columns: Power Tip, Do This. Contains tips for repeating scores, changing scores, excusing students, manually overriding final grades, viewing summaries, hiding columns, and showing alerts.

Accessing PowerGrade Help

To access the PowerGrade Help, click the Help icon, which looks like a question mark.

Here's How to Begin...

Go to unitedstreaming.com.

Enter your Passcode to create a username and password. Each time you wish to use unitedstreaming, enter your newly created username and password, rather than entering the passcode again.

Your Passcode:
Elementary School
Intermediate School
Middle School
High School

613C-CB91
613C-5761
FCE3-C788
613C-8772

Search for video title(s) that you wish to view. The results of your search will be displayed in a list.

Click on the blue, underlined title of the video you wish to view. The full video and the concept clips it is segmented into will appear.

Select a media type: Windows Media Player™ (for PC) or QuickTime™ (for MAC)

Click [s] to stream the video clip, [d] to download the video

clip or [d] to download later. Downloading video files takes quite a bit of space whether you are saving to your local computer or the network. Be sure to delete those files or have them copied to a CD after you are done using them.

If you need further instruction click on 'HELP' at the top of your screen. Always feel free to call a member of the United Learning implementation team at 301-272-2556 to get a personal tour of unitedstreaming.

It's That Easy!

Call 1.301-272-2556 for a unitedstreaming walk-through



Did you know that you could enhance your lessons with over 40,000 video clips—right now?

Lansing Schools are proud to provide you with **unitedstreaming™**—a web-based digital video delivery system from Discovery Education. *unitedstreaming* is the largest and most current library of K-12 digital video/video clips available today. From core-curriculum subjects to health and guidance—there's something for everyone—and all video is correlated to [Kansas](#) state standards!

Discover **unitedstreaming™**!

unitedstreaming's high-quality content is from award-winning producers such as United Learning, Discovery Channel School, The Shoah Foundation, Standard Deviants, Weston Woods, Sunburst Technology, ASCD and more.

Video titles are constantly added throughout the year!

unitedstreaming is an evaluated resource. A recent scientific evaluation showed an increase in Math, Science, and Social Studies test scores by students who were instructed using *unitedstreaming*.

Useful Features!

- Search video library by: keyword, subject, grade level, state standards, all available titles, and advanced options.
- Choose from a full video title or short concept clips to stream and/or download for classroom instruction or for use in multimedia presentations.
- Access a calendar of historical events directly linked to video clips.
- Create your own 'Playlists' to bookmark video clips for quick and easy use in lesson planning or in the classroom.



PowerSchool

Taking Attendance

- Click the chair icon next to the class for which you want to take attendance.
- Choose the appropriate attendance code from the "Current attendance code" pop-up menu.
- Click the cell next to each student who is absent or tardy to insert the code you chose from the pop-up menu.
- Click Submit.

Submitting Lunch Counts

- Click the utensil icon next to the class for which you want to submit a lunch count.
- Enter the lunch counts in the fields.
- Click Submit.

Accessing Student Information

- Click the backpack icon next to the class you want to view.
 - Choose a student page to access from the "Select screens" pop-up menu. For example, to:
 - Submit a parent note, choose Teacher Comment and click Edit in the Comment column. Enter the comment in the field and click Submit.
 - Submit a Student Log Entry, choose Submit Log Entry, enter the log entry information in the fields, and click Submit.
- Your school chooses if you use the Standards Final Grade Entry student page to enter student standard information.



Printing School Reports

Your school creates the reports available to you in PowerSchool Teacher.

- Click the printer icon next to the class for which you want to print a report.
- Choose the report from the "Which report would you like to print" pop-up menu.
- Choose the watermark text (optional).
- Choose when you want PowerSchool to prepare your report.
- Click Submit.

Entering Assignments and Recording Scores

You **MUST** use PowerGrade to use this feature. Create categories in PowerGrade before adding assignments in PowerSchool Teacher.

- Click the notebook icon next to the class for which you want to add an assignment and scores.
- Click New.
- Enter the assignment information.
- Enter the students' scores.
- Click Submit.

The assignments and scores you enter in PowerSchool Teacher will automatically be transferred to PowerGrade the next time you open the class. After an assignment has been transferred to PowerGrade, it is no longer available as a web assignment in PowerSchool Teacher.

PowerSchool Teacher Quick Reference Card

Power Tip	Do This
Viewing the Daily Bulletin	Choose Daily Bulletin from the main menu.
Viewing the Staff Directory	Choose Staff Directory from the main menu. To view a particular group of staff members, such as the teachers, click the appropriate listing option link at the top of the Staff Directory page.
Changing Your PowerSchool Teacher Password	Choose Personalize from the main menu. Click Change Password and enter your old password, enter and verify your new password, and click Submit. Use your new password the next time you log in to PowerSchool Teacher.
Accessing PowerSchool Teacher Help	To access the PowerSchool Teacher Online Help, click the Help icon, which looks like a question mark.



There are two main parts to Lansing’s PowerSchool, PowerSchool and PowerGrade. Grades 3-12 use PowerGrade for grades and grade book. While K-2 utilize PowerSchool for their grades, all grades can use PowerSchool for more than just grades. In PowerSchool, some of the things a teacher can do are; take attendance, view their student’s demographic information, submit lunch counts (grades K-5 only), and print reports.

To access PowerSchool, open your web browser and enter the school’s Powerschool server address in the Address field.
 Http://12.108.140.7/teachers



This will take you to the login page. Make sure to include the / teachers in the web address or it will take you to the parent login screen instead.



When the Logon page displays, enter your Username and Password. A Username and password have been created for you by your system administrator. Your username and password are case sensitive.

Click Enter

To delete an item, press the  beside the item, and press Delete Item.

9. (Optional) Enter comments in the Comments box. Check the Print Comments box if you want the comments to be printed on the eReq. *Note: The comments are printed only when the output is RTF. They are not imported into FA2.*

10. When you’ve completed entering the requisition, press Submit Requisition. You’ll see this message. *Note: If you want to complete the requisition later, press Save Draft.*
















11. Press Done. You’re returned to the Procurement menu.

Checking the status of an eRequisition

1. Login to a school at which you’re authorized to create eReqs.
2. Click on the Procurement tab at the top of the window.
3. Select *View status of my purchase requisitions.*

This window opens. There are several ways you can review the eReqs.

- Click the  to view the eReq detail. This option allows you to see comments that have been added or edits that have been made during the approval process.
- Click the  icon beside your draft eReqs to edit and/or complete them.

Req #	Approver	Approval Tree	Status	Total
 144	Haaack, Roger (HaaackR1)	District Office	Pending	\$170.00
 152	DRAFT	District Office	RETURNED	\$350.00
 156	Procurement Clerk	District Office	Approved	\$5.00
 157	Haaack, Roger (HaaackR1)	District Office	Rejected	\$25.00
 163	Haaack, Roger (HaaackR1)	District Office	Rejected	\$537.67
 164	Haaack, Roger (HaaackR1)	District Office	Pending	\$203.97
 165	DRAFT	District Office	RETURNED	\$100.00
 166	Haaack, Roger (HaaackR1)	District Office	Pending	\$10.00
 167	Procurement Clerk	District Office	Pending	\$25.00
 168	Farris, Randy (FarrisR)	Budget - Curriculum	Pending	\$1,021.76
 169	DRAFT	District Office	DRAFT	\$200.00

Note: There are two different types of draft — those the originator saved during creation and those an approver has returned to the originator for additions or editing.

- Click the *approval tree* to view the entire approval route and eReq status at each point.

Creating E-Requisition

1. Login to a school at which you're authorized to create eReqs by going to <http://ereqs.datateam.com> and enter your ID and password
2. Click on the Procurement tab at the top of the window.
3. Select Create a purchase requisition. This window opens.
4. Use the pull-down menus to select an approval tree and desired delivery date.
5. Press Search to enter a vendor name. This window opens.




- Type a few letters from the vendor's name, then click the Search button to see a list of vendors whose names resemble what you typed. Press the Select button for the vendor you want to add to the eReq. You're returned to the New Requisition window.

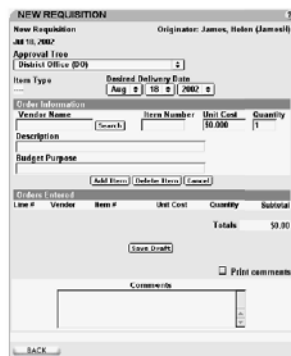
Or

click the Browse tab to see the whole list of vendors. Click the first letter of the vendor's name to see that portion of the list. Press the Select button for the vendor you want to add to the eReq. You're returned to the New Requisition window. Remember: *First* click the Search button in the new requisition window to select a vendor. Do *not* type a vendor name first.

6. Tab through the fields entering the item number, unit cost, quantity and description. Enter the budget purpose if you want.
7. Press Add Item.
8. Repeat step 6 through step 7 until you have finished adding items to this requisition.

Note:

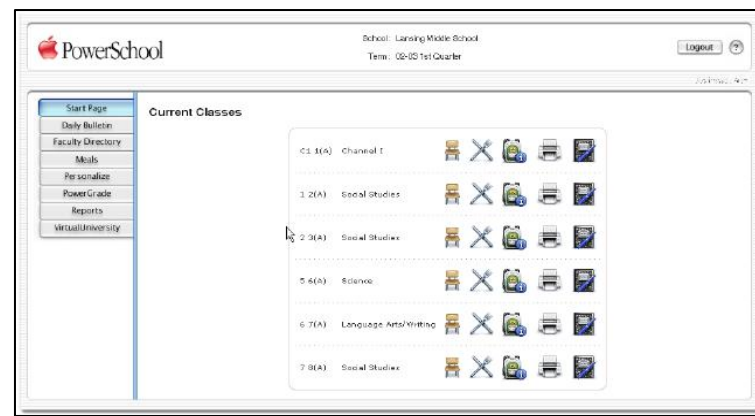
You may *change* an item by pressing the  beside the item. When you press the icon the information for that item is displayed in the Order Information section. Make the needed changes, and press Update Item.



Please do not share your username and password. If you have trouble logging on to PowerSchool, please contact your SYSOP or system administrator.

On the PowerSchool Home page you can see your classes and other information such as the daily bulletin, student information, reports, and lookup faculty information

In the top right corner of the pages is a question mark that you can



select to get help.

The Quick Reference Card will provide you with information on navigating the PowerSchool screens.

PowerGrade

PowerGrade is the software used by teachers at schools that use the PowerSchool Student Information System (SIS). PowerGrade is a full-featured grade-keeping application used to record, report, and modify grades, attendance, and other related information.

PowerGrade sends grades, attendance, and assignment scores over a network to the PowerSchool server at your school. Teachers never need to export data or do anything manually to send information to PowerSchool.

PowerGrade (cont...)

The PowerGrade information is sent automatically to the PowerSchool system whenever a teacher saves the information and connects to his or her school's network. There is nothing else the teacher must do for the data to be stored in the PowerSchool system.

PowerSchool manages the data entered by school administrators and by some teachers, and is the repository for PowerGrade information. PowerSchool receives the information from PowerGrade and stores it for daily administration and management.

PowerGrade should already be installed on your computer. It may not have the latest version. To download the latest version, login to Powerschool and there is a link to download the latest version. When a new version comes out, it is supposed to update automatically when it is first started up. If you ever get a screen that ask to update to a newer version, you should say yes and allow it to run. You can always have your SYSOP help. The PowerGrade online manual is located on the district web site at:

<http://www.usd469.net/PDF/onlinemanual.pdf>.

This will take you step by step on how to set up PowerGrade.

Some things to remember about PowerGrade.

- To open a class from a different term you have to go to the "File", "Open" menu
- Make sure terms, categories, etc are spelled the same in each class.
- When using the "apply to all classes in a group" feature, you cannot have entered any scores for that particular assignment in any other class.
- Keep the weight for assignments at 1
- Remember PowerGrade puts the current date in the date field. If you want the date to be something else, you have to change it.
- Under class info you might want to give an explanation of how your class is set up for grading. Parents/students can get this info from the web.
- Use the "synchronize with server" command to update your file.
- You can view dropped students grades by selecting the radio button labeled "dropped students" in the top right hand.
- Double click on the student's number to bring up the comments screen.
- Clear student comments after each grading period.
- Put a good description for each assignment. This will answer parents and students questions.

- or has "Crashed"

You will know that a program has crashed because an error message pops up on the screen letting you know that the application you are using has either become unstable or has performed an illegal operation. Although the computer does give you the option to ignore this message and try to continue working with the application, but in actuality it probably won't work and you are going to be forced to close the program and lose any and all unsaved information. When the application is closed try to open it again, if you still get an error in trying to open the application, you will probably have to **RESTART (not SHUT-DOWN)** your computer. This usually gives the computer a chance to reset itself and in turn enables you to be able to access your application once the system has been restarted.

- or if **Instruction is needed** - (*when you are trying to figure out how to do something*)

If you cannot access the **Internet** then,

- Make sure that the Patch Cord is firmly connected in the proper slot on your PC and in the mounted wall jack
- Check the URL - make sure it is entered correctly
To ensure that it is your connection and not the other party's server, go to another site that you know is accessible.

If you cannot access your **E-mail Account** then,

- Make sure that the Patch Cord is firmly connected in the proper slot on your PC and in the mounted wall jack
- Verify that you can access the Internet
Verify the user ID and password in use (make sure it is typed correctly)
If you cannot access the **Network Neighborhood** (trying to print to a networked printer or connect to a networked PC)
 - When starting your PC, make sure you login
 - Confirm that the PC or printer that you are attempting to access has been logged in to
 - Check passwords and permissions

TROUBLESHOOTING CHECKLIST—cont.

If the **Diskette** drive is not functioning then,

- Make sure the diskette is inserted properly
- Make sure the diskette is good. Try another diskette known to be good in the drive *or* try the same diskette in another drive on another computer.

If the **Speakers** are not functioning then,

- Make sure the speakers are turned on.
- Check the power cord of the speakers
- Check the outlet being used with another device.
- Make sure the cable connecting the two speakers and the PC and properly connected (firmly connected in proper fashion - speaker to speaker to PC).
- Make sure the speaker's controls are adjusted, (volume, tone, etc.) they are located on the front of one of the speakers.
- Check the application using the speakers and make sure they have not been muted.

If the **Program (Software Application)** is

- Not Responding

- Give it a little time, the PC, may be low on system resources and may be processing slowly
- If still not responding and is not allowing you to go elsewhere on your PC, the program may have frozen and must be ended

- To end

- Try to close the program the conventional way, if unable to do so, press **Alt + Ctrl + Delete** (pressing in that order and holding all down at the same time)

- In the Pop-Up Window select the failing program, choose **End Task – DO NOT SHUTDOWN**

- A verification window comes up asking you to verify your choice - Verify When the application is closed try to open it again, if you still get an error in trying to open the application, you will probably have to **RESTART** (not **SHUTDOWN**) your computer. This usually gives the computer a chance to reset itself and in turn enables you to be able to access your application once the system has been **RESTARTED**

LAB USE

Each building has computer labs that can accommodate a class. Your building SYSOP is in charge of scheduling the lab, check with them as to how to schedule a lab in your building. Here are some guidelines and suggestions for using the labs.

- ☞ Be sure to sign up for the lab ahead of time as much as possible. This way you can plan as well as avoid scheduling conflicts.
- ☞ Do Not send students to a lab unsupervised. It is easy to send them there to do work, but it doesn't take long for them to go somewhere they shouldn't. You are responsible for them.
- ☞ Make sure that the students log in to the network. If they bypass the login they will not be able to print. They can still get on the Internet but not print. If a student does not have a log in or can't remember, contact your SYSOP
- ☞ Bring paper for the printer. Most of the time there is paper in the printer, but this will insure that you will not run out of paper. Also when printing, have the students check with you before they print. When someone sends a print job, it doesn't begin to print immediately and too often they will hit the print button several times. This just adds jobs to the print queue. If they check with you first then you can control the amount of printing to a certain degree.
- ☞ When printing from the web you don't always want to print all the pictures and graphics. To keep from printing those have the students select the text they want to print instead of printing the whole page. Make sure that students are on task in the lab and not surfing the web or checking email unless it's related to what you are covering in class.
- ☞ When printing, it takes a few seconds for a job to go through the network and get to the printer. Many times students will click on print several times because it doesn't print immediately. This just backs up the print queue. Patience is the key word.
- ☞ Try to have students pick up after themselves when leaving the lab too. Pick up trash, paper, and push in chairs.
- ☞ When using the lab at the end of the day, have the students shut down the computers so they don't get left on over night.

Lab use cont...

- ☒ Plan to use the computers as an integral part of the work, not a bolt-on activity that bears no relation to the curriculum.
- ☒ Have some non-computer work available in the computer room just in case there's a power cut in the middle of the lesson!
- ☒ Check that the software you need is installed and working
- ☒ Give the pupils an activity straight away, as soon as they come in. This might be a planning sheet on which they have to write down what they intend to do this lesson, or a word puzzle based on words they've been introduced to in the last few weeks, or to copy the homework assignment from the board.
- ☒ What will you be doing while the students are working? Looking over their shoulders? Discussing their work with them? Be sure to guide and monitor when using the Internet
- ☒ Allow at least 10 minutes for finishing, perhaps more. Aim to have 5 minutes between everyone having logged off and the end of the lesson. Just like in an exam, give pupils a 5 minute warning of when all printing should cease: it's frustrating for the pupils, and annoying for the next teacher, for printing to be spilling over into the next lesson. All unwanted printouts should be thrown away or put in the recycle bin, if there is one, or set aside for draft/scrap use. Work should be saved. Programs should be closed. Pupils should log off properly. Have them restart the machine. That way it will be reset for the next class. If appropriate, computers should be switched off.
- ☒ If a computer “freezes up” or if something doesn’t load shut it down and restart. This will fix the majority of problems. Also make note of any problems you have and give them to your building SYSOP.
- ☒ If a student violates the AUP be sure to follow up on it. Whether it is as little as changing the screen saver, checking their personal email or installing a program it is a violation and should be reported.

TROUBLESHOOTING CHECKLIST



COMPUTER

If the **Monitor** is not functioning then,

- Make sure the monitor is turned on.
- Check the power cable of the monitor.
- Check the outlet being used with another device.
- Make sure the cable connecting the monitor and the PC is properly connected (firmly connected on both ends). Make sure the monitor controls are adjusted, brightness, position, etc.) they are located on the monitor’s case below the screen.

If the **Keyboard** is inactive then,

- Check the keylock. The keyboard will not respond if the keylock is on.
- Make sure that the keyboard is properly connected to the system unit.

If this is the problem, connect and restart your PC

If the **Mouse** is inactive then,

Make sure that the mouse is properly connected to the system unit.

If this is the problem, connect and restart your PC

If the **Printer** is inactive (i.e., Document will not print) then,

- Make sure the device is turned on and on-line.
- Check the power cable of the device.
- Check the outlet being used with another device.
- Make sure that the printer cable connecting the printer and the PC is properly installed(firmly connected on both ends)
- Go to your printers folder and make sure that default printer is set to the one that you are using OR make sure that the printer you are using is selected in the application’s printer options
- Go to printers folder and make sure printing has not been paused
- Check the print queue to make sure job is not still processing.
- Make sure there is paper in the tray - filled to capacity