

END OF YEAR - TECHNOLOGY

MBHS Technology

May 2015

Summertime begins soon. Instead of sending you e-mail after e-mail, I hope this will help you by having almost all technology information in one place. Information will also be available on school website – Resources-Teachers.

1. **Technology Room Check-Out Form – complete and turn in at Check Out.** Form is attached to this email and on Teacher Resource Section of school website, complete, sign, and return to Joani.
2. **Technology Curriculum Check-out form**
 - Health, English, Math, Science, and Social Studies teachers.
 - Print the form from the following link, complete and include a sample student lesson, and instructions for the lessons as needed. <http://www.mtnbrook.k12.al.us/Page/5392>

Leaving MBHS?



If you are leaving MBHS, we will miss you greatly! Please be aware that your network access will be disabled May 26. Let me know if you have any questions or need help downloading files you may want. ☺ Remember to return any technology equipment to me before you leave (example iPad).

Preparing Your Room for Summer

- Please be sure to clear your desk of everything except your technology equipment.
- We are expanding our wireless coverage on campus and plan to program network jacks this summer. *Please be sure network jacks are accessible in all areas. Move anything blocking the jacks*
- **We are installing 51 new teacher machines at MBHS this summer and 26 in FL Lab.** Since we are now leasing, computer, monitors, keyboards and cords will all be replaced. Please be sure we can access the computer area. List on Teacher Resource section of our website and was emailed earlier.
- Also be sure **not to disconnect** technology equipment but please be sure cords are off of the floor to help with floor cleaning.

Re-Imaging Desktops/Laptops/ and Macs

We may plan to re-image all desktops and laptops. We are going to Office 2013 for PC and Office 2011 for Macs. I will send emails of our schedule if you wish to stay in touch. Please plan to use the library for small groups. Laptops will not be available until after the Learning Conference except for Summer School.



Moodlerooms Courses – Reset your course

It is important to un-enroll students from your class. Students do not need to access Moodlerooms during the summer unless they are in Summer School. Do the following to RESET your course. Remember this cannot be undone so make sure you have all grades you need out of Moodlerooms.

- Settings / RESET and click down arrows to expand each section.
- Make sure STUDENT is selected as the ROLE so you only un-enroll students.
- Check everything else that applies like gradebook, choices answers, etc.

IT Request

- **Enter any technology related problems concerning your room in IT Request as soon as possible. I would love to get problems fixed now so you will start the fall with everything working properly. An IT Request icon is available on your desktop. MBHS number is: 289246892**

Print Copy of Your iNow Gradebook

Instructions are on the Teacher Resource Section of our website. <http://www.mtnbrook.k12.al.us/domain/298>

Print Copy of Your STI-PD

Since the state controls the STI-PD data, it is a good idea to print a hard-copy of your records before you leave for the summer. You can always print as a PDF and save to your G: drive. Just a suggestion.

Files/Email/Webpage/Wikispaces/MyVideoResources - All Faculty and Staff

- **Files:** We backup the G:drive daily. We do not back up C: drive. It is always good practice to have a backup of any important files. You have worked way too hard on lessons and assessments not to have them in more than one location.
- **C:** drive will be totally deleted during the re-imaging process. (if we re-image)
- **Email** – please delete old emails. Also, our policy is set for emails to be automatically deleted when they reach 365 days. Print a copy for your files or print as PDF and save important emails.
- **Wikispaces** – will not be available next fall.
- **Webpages/SchoolWires** – make sure website is current going into the summer.

Office 2013 PC, 2011 Mac and Office 365 web based

All students and employees have access to 5 downloads each of Microsoft Office. (Home computer, iPad, personal laptops, cell phone etc.) Information is available on the front of our school website. Let me know if you have any questions.

Summer Learning Conference



The MBS Summer Learning Conference will be July 20-23 at MBHS. The Opening Ceremony will begin at 8:00 am on Monday. Please make plans to join us. Remember lunch is provided daily. Register using STI-PD (<http://www.mtnbrook.k12.al.us//site/Default.aspx?PageID=9906>)

Rooms Used for MBS Learning Conference

- Sessions: Math hall, Career Tech computer labs, Library,
- General Areas: Mall, Fine Arts Center, Lunchroom, Reception Desk, Teacher Workroom

Equipment Storage

- Technology equipment is inventoried to the classroom, not the teacher. If you change rooms, the technology does not change rooms except the iPad.
- Most technology equipment **will remain connected for the summer especially computers** but.....**ords should be up off of the floor to help with floor cleaning.** I suggest covering equipment with a sheet to avoid dust collection.
- Document Camera – leave connected to your computer. Store your remotes in a secure location. Apple TV – Sonia will collect Apple TV black box and remote for summer storage.
- InterWrite pad – disconnect and store in secure location. You should have the InterWrite pad, pen, electrical charger, and USB receiver.
- Projector – turn off for the summer and store remote in secure location. *We are taking up remotes this year for Math Hall, Career Tech and Library and will use for Learning Conference.*
- Sound systems – **DO NOT unplug sound systems!** Take mics out of charger and store in secure location.

Thank you for another wonderful year. Thanks to everyone for your help and support and visits. You are an awesome faculty and Sonia and I are very proud to be a part of MBHS. Please let us know if there is anything we can do to help with your technology needs.

