

2014-2015 Technology Info.

HELP & HOW TO

Online: <http://shakopee.onelogin.com/>

Technology Website (www.shakopee.k12.mn.us/technology) Frequently used web links are located under **Staff Resources**; Documentation is located under **Help & How To**.

COMPUTER & NETWORK

Please shutdown computers before leaving for the day.

Logins - Staff

User name: 1st letter of first name + 7 letters of last name

Password: (New Staff)Shakopee720! (Returning Staff)password from last school year

Logins - Student

Username: ID Number

Initial Password: 1st letter of students first name capitalized, 1st letter of students last name lowercase & Birth date (All 6 digits 000000)

Password Complexity Requirements:

Password may not contain any part of user's full name that exceed two consecutive characters

Be at least eight characters in length

Contain characters from three of the following four categories:

*Uppercase character (A through Z)

*Lowercase characters (a through z)

*Base 10 digits (0 through 9)

*Non-alphabetic characters (!, \$, #,?)

My Documents or '720staff\StaffHome' (P:) aka your Home Folder. You are currently limited to 600 MB of space. Once you reach the maximum limit of space, you will receive a warning and will no longer be able to save.

Network drives: *NewStaff Share on '720 Staff' (Q:)* is where documents can be saved to share with members of your staff, grade level or dept. *StudentShare on '720student" (U:)* is where students can save or access shared documents & files. *StudentHome on '720student' (R:)* is where students home folders are located. They are organized by graduation year & ID #. Teachers can also view/print documents from a Students Home folder. Browse by opening folders or type the graduation year & ID# in the Address Bar. i.e. U:\2010\1234

Printers must be selected **before** you send a print request. *Start, Settings, Printers and Faxes, Right click on printer, Set as Default Printer.* Printers are assigned by building. If you work in multiple buildings, you must email or call the Helpdesk and ask for permissions to add additional printers (Please be prepared with printer names)

Add Printer: Windows Start button, Devices and Printers, Add a Printer, Add a network, wireless or Bluetooth printer, Select from the list.

** If printer is NOT on list click: The printer that I want isn't listed, Find a printer in the directory, based on location or feature, Click Next, Click Name to sort alphabetically, scroll to find printer, double click to add, Yes or No for default printer, Next & Finish

Students can only print to lab printers; they cannot add printers

****Shortcuts** are not created on the new image. Users can create shortcuts by:

a.) Find application in Start, All Programs b.)Right click c.)Select **Send To, Desktop (create shortcut)**

Wireless networks available:

sabers-byod (Select this if you are bringing in a personal device NOT purchased by the district)

sabersecure (Select this if you have a district owned device, enter computer username & password)

HARDWARE & SOFTWARE

Hardware & Software purchases must receive prior approval from the Technology Department. The school district has established specific equipment standards for computers, monitors, LCD projectors, SMART boards, printers etc. Software must meet technical requirements. Please submit a helpdesk ticket to inquire about either purchases.

DISTRICT SERVICES & SOFTWARE

AESOP/VeriTime is the substitute placing/absence reporting software. The phone number is 1-800-942-3767. **Login ID:** all 10 digits of Home phone number, **PIN:** Employee #. PIN requires 4-5 digits.

CENTRAL DUPLICATING is the district duplicating service. You CANNOT print anything over 10 pages on building printers. Please access all documentation related to Central Duplicating on the [Technology Website](#)

EMAIL: Start, All Programs, Microsoft Office, Microsoft Office Outlook 2010. There is also a web mail version to use at home or off site. Links are located on the District Web Site, Staff Resources. Email addresses: Username + @shakopee.k12.mn.us. Ex. (twillmse@shakopee.k12.mn.us) Technology provides district email school groups: Building, Certified & NonCertified and Everyone. These are found through the Outlook Global Address List.

INFINITE CAMPUS is our Student Information System. This includes Grading, Student & Parent portal & Special Education. Staff logins are the same as your computer username & password. Don't forget about Campus Community for your Resources, Forums and Hands on Virtual Labs.

INTERNET FILTERING: If you receive a Web Page Blocked screen while attempting to access a website, please create a Helpdesk Ticket requesting access to the site. It will be reviewed by an Admin. When sending a request to the helpdesk please include: URL & Category.

LAWSON is the Employee Self Service to view paychecks, sick days, benefits etc. The Technology Department can only assist with logging on to the website; if you need assistance regarding your paycheck information, please contact Human Resources at 5016. Internet Explorer version 10 and under are the only browsers that can be used to access Lawson.

LCD PROJECTOR CONTROL APPLICATIONS:

AVerMedia (Start, Programs, AVerMedia) is the software for local/cable TV channels

Projector Control Application (Start, Programs, Projector Tools Folder) is the software loaded on computers during the summer of 2010 and 2011 technology classrooms that controls the mounted LCD projector.

MICROSOFT SYSTEM CENTER is a Window 7 catalog of district approved software you may want/need loaded on your district computer. It is located: Windows Start Button>All Programs>Microsoft System Center 2012>Configuration Manager Console>Software Center. Click Find additional applications from the Application Catalog. This will list if the software requests approval or if it can be loaded by the user. i.e. Apple iTunes, CutePDF, Mozilla Firefox

MICROSOFT HOME USE is a program made available from Microsoft. This program enables you to get a licensed copy of most Microsoft Office desktop PC applications to install and use on your home computer. Staff ordering information is located on our [Technology Website](#)

NWEA (Northwest Evaluation Association) is the organization which provides the MAP (Measures of Academic Progress) state aligned computerized tests. There are different links located on the [Technology Website](#). Documentation & password information is located in New_StaffShare Q:\District Services\Teaching and Learning\Teacher Resources\NWEA MAP

PHONES - Our phone system is ShoreTel. The software that interfaces with the phone is called ShoreTel Communicator. It stores your phone history and can also be setup to play voicemails via your email or send alerts when a user has a voicemail. The phone number to access voicemail from home: 952-496-5101; from school 5101 or the Voice Mail button on the phone. Only phone numbers with direct dial to phone are 5XXX numbers. Not 6XXX extensions. Do NOT give a parent or post directly to your classroom phone. It must go through the office first. (**Server Name** = shoretel, **Password** = changeme. Do NOT change password. Retype changeme. Default Voicemail password is **1234#**.)

Schoolwires is our online web content portal. Staff logins are the same as your computer username & password. Documentation is located in Schoolwires under the site manager, How do I...tab once you are logged in.