

FHS Staff Technology Guide 2005-2006

Please keep for reference. This guide will also be available on the FHS intranet web site.

Save in My Documents (on Drive "D")
BACKUP! BACKUP! BACKUP! BACKUP! BACKUP! BACKUP!
to a floppy, zip, or flash memory key, or FHS server DAILY.

Useful Web Sites

Fresno High Internet: <http://www.fresno.k12.ca.us/schools/s092/sch092hp.htm>

This is the public web site that provides information about Fresno High to parents, students, and the community.

FUSD PowerSchool/PowerGrade Resource page: <http://www.fresno.k12.ca.us/sis>
Help videos, downloads (manuals, cheat sheets, etc., contact information)

	Internal	External
PowerSchool Teacher	172.16.4.200/teachers	63.202.49.70/teachers
PowerSchool Sub	172.16.4.200/subs	
PowerSchool Admin	172.16.4.200/admin	63.202.49.70/admin
PowerSchool Parent/Student	172.16.4.200/public	63.202.49.70/public

FUSD technology board policy: <http://www.fresno.k12.ca.us/technology>

This site provides information regarding district technology policy and the various forms relating to technology in the district.

FUSD Intranet: <http://intranet.fresno.k12.ca.us>

This site is not available outside the FUSD network. Among the various resources is a directory of all employees who have Internet email and their FUSD internet email addresses.

FUSD Internet email web access: <http://mail.fresno.k12.ca.us:8383>

This web access allows you to check your internet email from any computer that has internet capabilities.

GroupWise email web access: <http://gw.fresno.k12.ca.us>

This web access allows you to check your Groupwise email from any computer that has Internet capabilities. Everyone who has an internet account also has a GroupWise account.

CTAP Technology Assessment: <http://ctap2.iassessment.org>

This site surveys your personal technology skills and your usage of technology skills for instruction. The state requires us to update this at least once a year. We will complete this as a staff in January, but you may update this at any time.

AIS: FUSD Assessment Information System: <https://rea.fresno.k12.ca.us/ais>

This site provides testing and historical information about your students.

Computers

FHS uses the PC platform. Every classroom should have a teacher workstation and one or two student workstations with access to the Internet.

Computers are assigned to the classrooms, not to people. If you change classrooms, you will use the computers that are available in that room. Teachers who share classrooms also share computers.

Staff computers have the Windows 2000 operating system. Classroom student computers will continue to have the Windows 98 operating system.

Network

Fresno High has a Novell network and multiple servers. All computers require a login. Staff has individual logins. If you do not have an individual login, you will be given a temporary login until one can be set up for you. The Novell login screen on new images will always be blank and will no longer “remember” the last login. Refer to the FHS Novell Login Information for details. Request user logins from Barbara Monis through a purple work ticket, through email (bamonis@fresno.k12.ca.us or Groupwise –Type HELP DESK in the subject line please), or by phone (72858). Long term subs and student teachers will also need to request a login. **If you forget your password, contact Barbara Monis—please provide your user name.**

Students can use the generic *fhsuser* throughout the school. Some labs use the room number (one word: i.e. N21, S80, etc) or *fhsuser*. Until we can purchase more licensing, students will probably not have individual logins. Generic logins have reduced computer access. **Individual logins allow you to set up Outlook Express for Internet e-mail, save your favorites, links, and desktop settings, and give you access to a folder on the server to back up data or save files that you need to access from different locations.**

Security

Never post passwords where they are visible or accessible by others nor tell others what your password is. Computer cases should be locked to avoid theft of hard drive, memory, and other parts. Computer equipment and peripherals should be locked down to avoid physical theft. No equipment is to be moved except by or with Technology personnel approval.

Software

The Microcomputer Specialist or Tech Services are the only people authorized to install software on the computers. You may NOT download anything from the Internet. If you have software that you wish installed on a computer, you must submit a purple work ticket or email to bamonis@fresno.k12.ca.us with HELP DESK typed in the subject line. Identify the location of the computer, the DPN Number, and the name of the software. Give the software to the Barbara or Cliff, and show evidence of licensing.

Office 2000 Professional

The primary application software we use on staff workstations is *Office XP (2002) Professional*. This integrated suite includes *Word, Excel, Access, Publisher (2000 version)*. We will use *Outlook Express* for Internet email. Student workstations and some labs still use *Office 2000 Professional*.

Our licensing allows us to put a copy on our home computers. Please check out CDs from the Barbara Monis. You will be required to sign them out and return them.

PowerGrade and PowerSchool

All attendance and all grades must be done on *PowerGrade* or *PowerSchool* beginning from Day 1. Training on *PowerGrade* and *PowerSchool* training will be offered here at the school site. During the first two weeks of school, training by prep will be offered several times. Beginning in September, it will be offered once a month if needed. Check the staff development calendar. There are extensive documents available on the FUSD PS Help web site. If you need one-on-one assistance, contact a Tech Mentor, a department Tech Rep or Barbara Monis. Be sure to back up daily.

Virus Protection

The computers have virus protection software. Please be cautious about downloading files from the Internet and opening email attachments unless you are expecting it. The district has installed a new SPAM filter. It will not delete the files but will identify potential SPAM and place it in the Subject line. Instructions for setting up SPAM filters on your Outlook Express are available and training will be provided through the monthly "by prep" technology in-services.

Work Tickets

Tech Services requires a work ticket for everything the MCS (Cliff) does. Barbara Monis will put in the work tickets that require Cliff's attention. That information can be given to Barbara in 3 ways: 1) A purple computer work ticket (found in the metal cabinet of the main office) 2) an email to Barbara via internet email or Groupwise with the word HELP DESK typed in the subject line, 3) phone call to Barbara (72858). In all cases we need the DPN# of the computer (or printer or monitor if that is the problem), the room location of the equipment, and the nature of the problem. Barbara or Diana will assess the situation and determine if it is a user issue or a issue that requires the attention of Cliff.

E-Mail

FUSD has two types of e-mail. One is Internet and allows you to communicate globally. You may use the web access called "I-Mail" (<http://fresno.k12.ca.us:8383>) from any computer with internet access on or off campus. You may also use Outlook Express if it is set up to store information on the "D" drive and you log into Novell with your own login. Instructions and training on how to do this will be forthcoming.

You are required to request a user name from FUSD. Ask Barbara Monis for forms and instructions.

The other e-mail is intra-district and is called *Groupwise*. This is the vehicle that "downtown" uses to communicate with the sites and that FHS will use to communicate with you about

school business. You will be asked to check this account regularly. If you have an FUSD Internet email account, you also have a *Groupwise* account. Please ask Barbara Monis, a Tech Rep, or a Tech Mentor for instructions. Instructions will also be posted on the FHS Intranet site. *Groupwise* is available on your computer via *Groupwise* client software or via the web (<http://gw.fresno.k12.ca.us>) from any computer with internet access on or off campus. Instructions for using *Groupwise* are also available and training will be given if requested.

If you forget your passwords for either Internet email or Groupwise, call 72600 (FUSD Help Desk) and request to have it reset.

Tech Committee

The Tech Committee meets monthly at 7:00 am on the Thursday a week before the Dept Meetings. Meeting location will be in S13 unless otherwise notified. Each department should have representation on the committee. A list of the members and the meetings is posted on the FHS web site.

Tech Mentors

There are 11 Tech Mentors. Tech Mentors are resources for teachers for instructional use of technology in the classroom. Each teacher is assigned to a tech mentor. Please use them to assist you in learning how to use technology for classroom integration as well as for personal productivity. The Technology Teams are posted on the FHS web suite.

Open Labs

We currently have 2 mobile laptop carts with 15 or more computers on each one that are available. (There are plans to get more carts.) Check them out through Title One office. You must have had an in-service prior to checking out the carts. See the "Wireless Mobile Computer Cart Lab Use Guidelines". Additionally computers in the library will be available for student access before school, during lunch, and after school.