

Xenia Community Schools Information Technology Handbook

August 2010

Contents

IT Department Staff.....	2	Address Books.....	11
Contact Methods.....	2	About Your Mail Box.....	11
Support Ticket System.....	2	Spam Filtering and Message Journaling ...	11
District Web Sites	2	Internet Filtering.....	13
Toshiba Telephone System.....	3	Educational Video Library.....	13
Telephone Basics.....	3	Progress Book	13
Telephone Features:.....	3	D3A2	15
Voicemail information	4	DASL.....	15
Telephone Quick Tips	6	Energy Conservation Secondary	16
Internet Use Agreement.....	7	Energy Conservation Elementary	16
Computer and Network Security.....	8	Printers and Copiers	17
Computer Care	8	Novell Messenger	17
Care of Laptop Labs	9	Novell Netware	17
GroupWise.....	9	Novell User Names	17
Your GroupWise Account	9	Novell Passwords.....	17
Accessing your GroupWise Account.....	9	Novell Server File Access	18
Other Email Accounts	10	Macintosh Computer Access	18
Desktop Client Login Screen.....	10	Macintosh Server Access	18
Changing GroupWise Password	10		

The purpose of this handbook is to guide employees of the Xenia Community Schools in the use of the technology available within the district.

IT Department Staff

Karen Penney: Core Focus ~ Macintosh Systems, Network Support, Apple Server Administration

Chris Funk: Core Focus ~ PC Computer Support, Projector / Smartboard Support, Network Support, Network Security

Chuck Gibson: Core Focus ~ Network Administration, Telephone Support, Email, Filtering, Network Support, Copiers and Printers

Sharon Noeth Miller: Technology Integration, and Progress Book Administration

Each of us collaborate on all facets of Technology Support

Contact Methods

We have several ways to contact us for support, in order of preference:

Helpdesk / Support Ticket

<http://webapps.xenia.k12.oh.us>

Login using your email address, and your Novell password.

Email Support

support@xenia.k12.oh.us

Sending an email to support will generate a support ticket. Please include as much detail as possible, including the building and room number and your phone extension.

Telephone Helpdesk

Extension 9826 (562-9826 from outside)

Unless we are in the office this goes to voicemail, please leave a detailed message, along with a means of contacting you back.

Support Ticket System

To access the XCS support ticket system go here: <http://webapps.xenia.k12.oh.us>. You will be directed to a login page.

Your login for this system is slightly different as it uses your email address and your Novell login password. Since most people use the same password for both, it is not too much of an issue, but if you have a different password for email, then remember to use your Novell computer login password. Elementary users usually never log into Novell, so their password is their last name. Naturally if you have a problem, contact us.

Once you log in you will be able to submit a new ticket, look at the history of your tickets, search the FAQ's (working on this), and update your profile.

Please try and be as detailed as possible when submitting a ticket.

Once the ticket is submitted you will be kept apprised of the process via email.

District Web Sites

Employee Resource Page: http://www.xenia.k12.oh.us/teacher_resources.htm

Educational Video Library Page: <http://ls.xenia.k12.oh.us/safevideos/>

Support Ticket Page: <http://webapps.xenia.k12.oh.us>

Janet Foster (Cox Elem.) is the web-mistress.

Toshiba Telephone System

The XCS telephone system is in place to provide teachers improved communication among staff, parents and the public.

- Please set your voicemail box up, and check it regularly for messages. The ideal is to respond back to callers within one working day.
- Please do not move the phones from the wall.
- Each building may have a different policy on student phone use. At minimum, Students are not to access the telephone in the classrooms without teacher permission.

Telephone Basics

PDN: Prime Directory Number the button on your telephone where all calling activity begins. This button also lists your extension number.

ROLLOVER LINE: Your phone may have been designed to rollover to a second line called a VIRTUAL line. You can also make outgoing calls on this 'second line'. It is a non published number.

MESSAGE WAITING LIGHT: Located directly below the telephone Keypad. It will flash RED when you have a new Voicemail message

SPEAKER The SPEAKER button allows for hands free conversation.

MIC LAMP: This allows the station user to turn the telephone speaker's microphone on or off. It mutes out your end of the conversation. Only works while on an active call on the speakerphone (DOES NOT WORK WITH HANDSET)

When the MIC button is not lit (deactivated), the party on the other end cannot hear you, you are muted.

When the MIC button is lit (activated), the party on the other end of the call can hear you.

HOLD: Allows a station user to place a call in a hold state two types of hold. An automatic recall to the holding station is provided for calls that exceed a predetermined time interval.

Regular Hold: Press HOLD button once. Call can be obtained from any phone that shares that line appearance. To retrieve, press blinking line key.

Exclusive Hold: Press HOLD button twice. Call is privately held on your phone only.

To retrieve, press blinking line button.

VOLUME CONTROL: 1) Handset must be on the handset to adjust 2) Speaker / Music (BGM) must be on speaker to adjust 3) Ringer / Intercom phone must be sitting idle to adjust NOTE: Hold the button to adjust, do not press repeatedly.

SOFT KEYS: DISPLAY PHONE ONLY The buttons located directly below the LCD display. They control various telephone/voicemail features.

Telephone Features:

TO PLACE A CALL:

Lift handset OR simply begin dialing (phone will activate speaker automatically on your PDN)

Internal Call: Dial 4 digit extension number of location you are calling Outside Call: Pick up handset and dial 8 plus telephone number.

TRANSFER:

With call in progress, press CNF/TRN button. Dial the extension number and wait for answer. Announce call, and then hang up to complete the transfer.

NOTE 1: If you need to retrieve the call, press the green flashing LINE button again & you will have the original caller back.

CONFERENCE CALL:

While call is in progress, press the CNF/TRN button.

Dial the desired number. Remember to first dial 8 if it is an outside number.

After call is answered, press CNF/TRN and all 3 lines will be connected.

SPEED DIAL OneTouch Speed Dials are programmed at each individual phone, each blank button is a onetouch speed dial.

To Program: Leave the handset down. Dial # 9876 to enter user programming mode, press the OneTouch button to set, dial 8 + the entire phone number, press the OneTouch button to save the entry and lift and replace the handset to store.

To Call: Press the OneTouch button

NOTE: Do not program over existing voice mail buttons or line appearances. Only use available buttons.

REDIAL: Your phone will redial the last number dialed from it, internal or external. To Activate: Press REDIAL button.

STATION SPEED DIAL: To Program: Do not lift handset Press the INT button Dial # 9876 (This is the code to enter User Programming Mode)

Press the Spdial button. Press 1, then enter the speed dial bin # (00 – 09). Enter the telephone number. (Include an 8). Press the Spdial button to store the entry. Lift & replace the handset. To

Call: Press SPDIAL button, dial in the 3 digit bin number you are calling. Example:

SPDIAL + 103

PARK: When a call comes into the main number the operator will press the PARK key & dial the extension number of the person. The call is now parked on that extension.

To retrieve the call from your telephone, press the PARK button.

To retrieve the call from any other telephone, press the PARK button & dial your extension number.

VOICE RECORD: When you wish to record a conversation press the One Touch key marked Rec to VM, which is the first/top key on the phone. The LED will light. Pressing the button once starts the recording, pressing again stops the recording. There is no indication to either party that the recording is being made. The State of Ohio allows recording as long as one of the parties is aware a recording is being made.

The recording is stored in your voice mail box as a voice mail message.

Voicemail information

1st TIME ACCESS TO VOICEMAIL FROM YOUR PHONE:

Dial 6000.

The system will prompt you for your password. The default is 0000

The system tutorial will walk you through setting up your voicemail box. You will be prompted to record your name, a greeting & setting a new security code.

ACCESS VOICEMAIL BOX – FROM ANOTHER PHONE (WITHIN YOUR NETWORK):

Dial the internal extension number for voice mail (6000).

When voicemail answers, press [#] to return to the main greeting of voicemail.

Press [*], followed by your personal mailbox number.

The system will prompt you to enter your security code.

You will now hear the User Menu

ACCESS VOICEMAIL BOX – FROM ANOTHER PHONE (OUTSIDE YOUR NETWORK):

Dial your DID (phone number) e.g. 562xxxx (remember to dial the area code if it is long distance)

Allow the phone to ring until your voice mail picks up.

When you hear your greeting, and before your greeting ends hit the * (star) key. This will send you into voice mail management, put in your information and access your messages, set your greetings, etc.

TO RETRIEVE MESSAGES:

When you have messages in your mailbox, your Msg light will flash red. To access your messages from your phone:

Press the Msg button

Enter your security code

At this point the User Menu will play:

Press (1) to play your messages; Press (2) to send a message; Press (3) to manage your mailbox; Press (0) to exit user mode; Press (#) to hang up

Once you have listened to a message you must take action on it before going on to the next message:

Press (1) to skip and play the next message; Press (2) to save the current message; Press (3) to delete the current message; Press (4) to pause/resume; Press (5) to forward a copy of the message to another mailbox user; Press (6) to reply to the message (if it was sent from another mailbox user); Press (77) to toggle between the New and Saved Messages; Press (0) to turn down volume (press multiple times to adjust); Press (*) to backup the current message five seconds; Press (* 1) to replay the entire current message; Press (#) to advance the current message five seconds; Press (9) to return to the Main Menu

TO RECORD & SEND a MESSAGE TO ANOTHER VOICE MAIL SUBSCRIBER (Inter Office Messaging)

1. Access your voice mailbox

2. Press (2) to send a message to another voice mailbox user

3. Enter the mailbox number of the person to whom your message should be sent, followed by [#] or, press [00] to access the company directory • or, press [04] to enter multiple destinations

4. Record the message; press [#] when finished with the recording

5. Press [#] once more to send the message immediately, or, before sending you can use any of the following options: Press (1) to review the recording Press (2) to discard the recording and rerecord it Press (3) to append to the recording Press (4) to add additional mailbox users to receive your recording Press (7) for special delivery options

(1) to mark the message Urgent

(2) to mark the message Private

(3) to send the message with Return Receipt

(9) to return to the previous menu

(8) to set future delivery

(*) to cancel message and select new destination Press (**) to cancel the entire message and return to the user menu

TO LEAVE A SIMPLE VOICE MAIL "Quick Message Internal"

This allows you to leave a message for a voice mail user, without ringing their phone.

Dial 2 + the extension number leave a message after the tone

TO MANAGE YOUR MAILBOX: (personal greetings)

1. Access your voice mailbox
2. Press (3) to Manage your Mailbox
 - a. (1)To Change your Greeting Select (1 - 7) for Your Greeting
 - b. (2)To Change your User Options Press (3) to reset your Security Code Press (6) to re-record your Name
 - c. (3)To Change your Personal Lists Select List Number (125)

Telephone Quick Tips

Room to Room / Person to Person Dialing

Dialing the 4 digit extension number will cause the phone to ring. Use some consideration before disturbing a class.

Dialing 2 + the 4 digit extension number will cause your call to go directly to voice mail without disturbing the class.

Building to Building Dialing

Always dial directly using the 4 digit extension number.

Using an outside prefix (562, 372, 376, etc.) incurs charges from SBC.

Take a moment to look up the party's extension, rather than dialing the main or secretary's number, this reduces their work load. Numbers are in the staff directory.

Remember the three methods of placing a room to room call, and use the most appropriate one.

Calling From the Outside

You can dial any extension from anywhere outside the district, by using the 562 prefix, and 937 area code if outside our area.

During class hours a call to a classroom will go directly to voice mail. Calls to offices etc. will ring directly.

If you need to speak to a live person, press 0 for the operator, during the voice mail greeting message. The operator is usually the building secretary, or Administrative secretary.

Voice Mail Tips

You can have up to 7 different greeting recorded for your VM.

Greetings can be added or changed from anywhere at any time.

All Voice Mail features can be accessed remotely.

Internet Use Agreement

This agreement, commonly referred to as an AUP covers Xenia Community Schools E-mail, Network, and Computer Systems. A signed copy of this agreement should be returned to your building principal

Students have a separate, but similar AUP agreement that is to be signed by them and their parents prior to allowing computer access.

Check with your building principal to find out how student AUP's and compliance are handled. It is in your best interest not to allow students who do not have an AUP on file to access the computer system.

Content of Staff Network Use and Internet Use Staff Agreement

All staff are hereby notified that all district electronic communications equipment and data therein are property of Xenia Community Schools (XCS) and the school district reserves the right to access, review, monitor and restrict all inbound and outbound data including but not limited to email, instant messaging, electronic files and network activity without notice. In addition, XCS reserves the right to remove data from district equipment, networks and storage media. Personal software and other personal electronic devices shall not be loaded or attached to the district electronic system without expressed approval from the technology staff or the office of the Assistant Superintendent.

Information accessed on XCS's email and computer system remain public records can be retrieved and/or subpoenaed. Staff will not use email or other electronic systems for personal or private communication.

The following behaviors are not permitted on the district electronic system or network:

- placing unapproved or illegal information on a system
- using abusive, offensive or otherwise objectionable language in messages
- intentionally causing the loss of another's work
- employing the network for commercial purposes or financial gain, e.g., personal shopping, selling on auction sites (eBay)
- using social networking sites, e.g., Facebook and MySpace, for any reasons other than educational
- accessing or distributing illicit/illegal material
- breaching the confidentiality or privacy of staff members or students
- unauthorized downloading, copying or transmission of software, files or materials
- assisting a campaign for election of any person to any office or for the promotion of or the opposition to any ballot proposition excepting XCS ballot issues
- harassing, insulting or bullying others
- engaging in practices that threaten the network
- violating copyright laws
- sharing personal passwords, using others' passwords or trespassing in others' folders, documents and files
- promoting, supporting or celebrating religion or religious individuals
- any and all acts that violate the spirit and intent and standards for professional conduct and communications.

Violations of the above may result in a loss of specific privileges, access and/or disciplinary action. When applicable, law enforcement agencies may be involved.

Computer and Network Security

Almost all your interaction with the many different software packages, applications, systems, and processes will require some type of login authentication and password protection. Many of these interactions will allow you access to student and other information that is private and in some cases very sensitive; in the wrong hands could cause damage to students, their families, you personally, other staff and the district.

People have a natural curiosity, and some students in particular find great pleasure in gaining access to restricted areas.

Your number one defense against unauthorized access is maintaining a strong and secure password scheme, along with some basic common sense procedures.

Your password keeps others, including students, from gaining access to your account. Do not share it with others, do not keep it in an easy to find area, and make the password as strong as possible. While we do not force password changes, we do recommend that you make periodic password changes on your own.

The strongest passwords contain a combination of numbers, letters, symbols and capital letters. However they also have to be something you will remember. Here is a good password scheme, (one of many).

- Pick a line from a favorite book: "To be or not to be"
- Now take out the spaces: Tobeornottobe
- Now make the first o into a) [parentheses bracket] and the last o into a O (zero): T)beornottObe
- What you end up with is fairly easy to remember, (and type) and really hard to guess

The second line of defense is simple: Do not leave your computer logged on and unattended. When stepping away from your computer, even for a short period of time; log off.

Some other points to make are;

- do not use the 'store password / username' features of most Internet browsers
- log off of ProgressBook, DASL, etc. when you are finished working with them and then close down the browser
- set your Internet browsing options to not keep a history or cache of visited web pages
- under no circumstances should you allow a student to use your computer under your login, if they need access, log off and have them log in using their account

Computer Care

- Computers are not to be moved without the express permission of the IT Department and/or Assistant Superintendent
- Keyboards and mice may be cleaned with anti-bacterial wipes
- LCD / Monitor Screens may be cleaned with a towel or rag with a light amount of Windex type window cleaner applied. Do not apply window cleaner directly to the screen. Commercial screen wipes may also be used
- Most rooms have multiple ports in the data drop. Generally only one port is active for the computer network and one for the phone system. They are not interchangeable

Care of Laptop Labs

- Clean outside case and keyboard with anti-bacterial wipes weekly. Clean screen with soft cloth from manufacturer or wipes for cleaning computer screens.
- Plug computers in, plug in the lab overnight ONLY if computers need to be recharged or computer says you are now running on reserve power.
- Unplug first thing in the morning. Have students wash hands before use.

GroupWise

GroupWise is the district email, calendar, and collaboration application. While the vast majority of users only use the email function, GroupWise offers a lot of file access, scheduling and collaboration tools.

Your GroupWise Account

Your GroupWise email account is configured as **username@xenia.k12.oh.us**. Your username is your first initial; last name, all lowercase. Since there cannot be any duplicates in the GroupWise system, sometimes a modification of this is necessary. If that has to happen we will contact you letting you know the modification. Typically we will use first initial, middle initial, last name, to clear the conflicts.

Since 2009 we have used complete last names as part of the username, prior to that we used a maximum of 7 letters of the last name so there are some older accounts that fall into this scheme.

If you are a new employee, then your GroupWise password is set to your last name, (lowercase). As with all passwords, you should change this to something else at your first opportunity.

Accessing your GroupWise Account

Desktop Client: Most computer users PC or Mac should be using the GroupWise Desktop Client, which is installed on every PC and every Mac that has the appropriate operating system. A few of the older Macs cannot run the desktop client.

Web Access: This method uses an Internet connection to access your account. This access method is for those that may still have an older Mac without the desktop client, and for use when outside the district network.

Other Mail Clients / Smartphone Options: While we cannot assist you in setting up, or troubleshooting your personal devices, below are the common settings that may assist you in accessing your GroupWise email via a Smartphone, or other email client.

- Incoming mail (POP3, or IMAP) server is mail.xenia.k12.oh.us
- Outgoing (SMTP) mail server is mail.xenia.k12.oh.us
- Account name is your username (not ...@xenia.k12.oh.us)
- Password is your GroupWise password
- We do not use Secure Password Authentication (SPA)
- Outgoing Mail Server Settings are:
 - Requires authentication
 - Uses the same settings as incoming mail server
- Server Ports
 - Outgoing = 25
 - Incoming = 143 for IMAP, 110 for POP3

- o No SSL

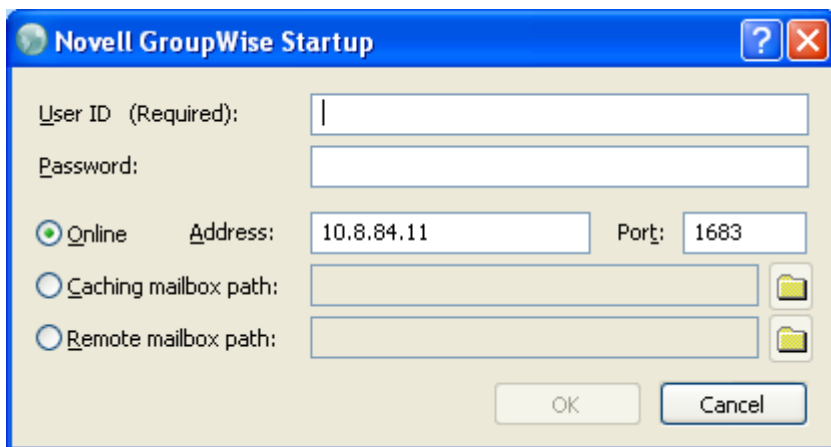
Other Email Accounts

Many of us have several email accounts we use in our daily lives. You will find that many of these may be blocked at the district filter.

Xenia Community Schools provides your district email account for business purposes. Keep your personal email on a personal account and your school business email on your district (XCS) account.

Remember that email may be considered 'public records'.

Desktop Client Login Screen



Please note the online button is checked, and the server address is 10.8.84.11, the port is set to 1683. These settings should already be entered.

Changing GroupWise Password

We recommend you use the same password for both Novell login and GroupWise. We currently do not force periodic password changes. A person who could gain access to your email account could create havoc to you personally, and to the school district itself. Please keep this in mind and create and maintain a secure password protection scheme.

From the GroupWise Desktop Application

1. Go to Tools > Options from the menu bar
2. Choose the Security Icon
3. Change your Password
4. Click OK

From Web Access

1. Click on the Options link in the top right hand corner of the web page
2. Choose Password from the available Tabs
3. Change your Password
4. Click Save

Address Books

The GroupWise system keeps a system wide address book. Every GroupWise user in XCS is listed in this directory. You do not need to add anyone with a xenia.k12.oh.us address to a personal address book; in fact we discourage the practice.

Along with the system wide directory you will find you have a Frequent Contacts list, this list is auto generated by the emails you send and receive. You do not need to manually add anyone to this list, although on occasion, you may want to manually remove someone. This list is dynamic, and will change.

You also have your personal address book. You can create any number of them; that is up to you. Here is where you will keep those outside email address you use often; this is where you will create small email groups, etc.

You can copy and paste from one list to another, except for the system address book, you can only copy from there, (handy for making up department groups, etc.)

For the most part, once a user is in an address book you can just start typing their name in the To: section of the email and the name will auto fill.

We also maintain several district wide distribution lists; this makes it easy for users to send mail to large groups of people. Here are the current distribution lists available.

XCS_STAFF – all employees of Xenia Community Schools

ELEM_STAFF – all elementary staff

Walking Team - I guess we have a walking team, who knew.

ARR_STAFF Arrowood

SK_STAFF Simon Kenton

CMS_STAFF Central Middle

SPHILL_STAFF Spring Hill

CO_STAFF Central Office

TEC_STAFF Tecumseh

COX_STAFF Cox

TRANS_STAFF Transportation

MCK_STAFF McKinley

WMS_STAFF Warner Middle

SHAW_STAFF Shawnee

XHS_STAFF Xenia High

To use the list merely start typing the group name in the To: field in the email message.

About Your Mail Box

Check the help menu in GroupWise for methods of organizing your email, archiving, emptying the trash etc. There are many methods for keeping your mail box cleaned up. Please do not attempt to delete large (over 1000) messages at a time, this causes a huge drag on the system. Instead set up auto delete, or archive features.

All mail both internal and external is electronically archived at the district level. While we ask that you keep your mailbox clean, deleting a message does not remove it from the system. If you have accidentally deleted a message you can retrieve it yourself via the Message Journal, (see below).

Spam Filtering and Message Journaling

XCS uses a system called Lightspeed to handle our Spam filtering and also our email message retention. Each day you will receive via email a Daily Spam Summary. This summary is your tool for controlling the email you reject, and receive. There are three main sections of this report.

According to which section the message falls into, you have some options. There is one section called virus messages received that you have no options for. Below is a short description of each section.

A. Least likely spam messages received:

- a. Messages in this section are being held by the system while it waits for a reply from the sender that will inform Lightspeed that the sender is a real person. This usually occurs when the sender is unknown. On the senders end they will have received a message from **challenge@xenia.k12.oh.us** explaining the issue and asking them to reply back. Once they reply back, the original message is delivered. If they do not reply back, then LS assumes the sender is a spam-bot, and rejects all subsequent messages from them, along with the original message.
- b. As a user you can allow delivery of the message in this section two ways.
 - i. Deliver Once
 - ii. Always Allow
- c. Once you choose Always Allow all subsequent messages from this sender will come through.

B. Spam messages received:

- a. These are messages either from known spam accounts, or they contain words or phrases commonly found in spam messages, or they have been previously marked as spam senders.
- b. You have two choices here also
 - i. Deliver Once
 - ii. Always Allow
- c. Once you choose Always Allow all subsequent messages from this sender will come through.

C. Good messages received:

- a. These are the messages that came into your inbox as normal messages. Sometimes messages get through that are not supposed to. Therefore, you have the option of Always Blocking.
- b. Do not use the Always Block in this section to block mail that you receive as a member of a group or list. If you no longer wish to receive mail from this person, let them know. By using the Always Block here, you will not only block the message from you, but from all the others in the group or list.
 - i. An example of this is a joke list (not recommended for your work account), if you get tired of the jokes, then ask the sender to quit sending them to you rather than using the Always Block. Some people may like getting the jokes, and then we get called because their mail is not coming through.

There are other links on the Message Summary that are useful. At the top of the email is a link to view CURRENT messages held as spam. This will take you to a web site that shows all your current messages. This is very handy when you are expecting a message, and want to make sure you get it as soon as it comes in. You can use this page to search for messages in your Journal (the name of our email retention system). This is a handy way to find a message that you

previously deleted, or have lost. Finally at the very bottom of the Spam Mail Summary is a link to show the previous week's worth of spam you received.

Message Journal

The Message Journal is our email retention system. In an effort to comply with several government and legal obligations, Xenia Community Schools implemented a message retention system. All incoming and outgoing email is kept by this system. The Message Journal is searchable by the end user for mail that they have either sent or received. All mail is to be retained for the length of time specified by government regulations, (usually 5 to 7 years).

Internet Filtering

Xenia Community Schools handles Internet filtering in-house through the Lightspeed System. By doing so we have much greater control over what is open and what is blocked for both staff and students via group policies. While we have the ability to set filter policies down to an individual user, currently we have separate policies for staff, and students.

Staff may request a review of a site by submitting the site via the support ticket system or by clicking on the review link on the access denied page. The district librarians are currently handling the review process. Many times they find that while the portion of the site a teacher wishes access to is appropriate, there are other parts of the site that are inappropriate. The librarians rely on their own good judgment, along with the Lightspeed Systems rating system to vet out a given site.

If a site is blocked to a student, it may be open to a staff member. Staff members can login using their Novell login username and password, to get to that site if the access denied page pops up.

Educational Video Library

Xenia Community Schools through Lightspeed systems offers a method for teachers to index and use You Tube video content with their classes. Normally the You Tube Video site is fraught with problems in regards to advertizing, comments, and related videos when it comes to use in the classroom. The Educational Video Library gives staff the ability to use You Tube video content without the loss of focus that total site access can bring, and without the worry of inappropriate comments, related videos, and or advertisements showing up on screen. Staff also has the ability to categorize and tag videos according to class project, subject matter etc. Staff are encouraged to visit the teacher resource page, and click on the links relevant to using the EVL.

- Students have no access to youtube.com
- Staff have access before and after school for the purpose of placing videos in the EVL
- Staff may also submit videos from home (or other location) during non work hours
- Currently there is no review process in place, if you find a video you think is inappropriate please contact support
- If you inadvertently submit a video and wish it removed contact support
- Please be mindful of the category you place the video in. If it is social studies then try and remember to place the video in social studies, (Career and Tech are the default choice)

Progress Book

ProgressBook is the District Wide Grade Book Program

- Attendance Program
- Lunch Count

- Standards
- Lesson Plans
- Teacher Web Pages
- Parent Access

Contacts

- XHS ~ Emily Henry
- WMS ~ Jeanie Hilderbran
- CMS ~ Karen Williamson
- District Wide ~ Sharon Noeth Miller

Progress Book Links:

Login

<https://progressbook.mveca.org/General/LoginForm.aspx>

Tutorials

http://www.xenia.k12.oh.us/instructional_services/elementarytech/PBTutorials1.htm

FIRST TIME LOGIN USER CHECKLIST

1. Login to your Progress Book account and:

- Update your email address
 - This link is located under the Administration section on the homepage
 - This is used on the feedback form and the Parent Access portion of ProgressBook

2. Verify that class list and rosters are correct

- Classes: Use the “Edit List” option next to the word “Classes” to reorder, hide or change the names of how your classes appear on the grade book page
- Rosters: Click on each class and use update roster link, located below the roster list on the bottom left side, to “hide” students who should not be showing in your classes Only “hide” them, do not delete Never add students, the office will do this through scheduling in DASL or SIS

3. Set up assignment types for your classes

- This step needs to be done for each class where assignments are going to be created
- Grades cannot be calculated unless assignment types have been set up properly
- In order to calculate student averages, letter grades and code mark types cannot be combined with points or percentage mark types — We recommend “Points” or “Percentage” for all — one or the other If you do use an alternate mark type combined with either points or percentages, every assignment using this mark type must be “excluded” from the student’s average or grades will not calculate

4. Set up your grading scale for each of your classes. Some buildings are setup, on the report card, to default to the grading scale your district turned into MVECA for your building. You will use one of the three options below — Check with your district

Progress Book Key Contacts if you are unsure:

- Default Setting: All assignments will calculate to the mark assessment on the report card The default grading scale for the report card will be used
- Warning: If grades do not calculate, you will need to choose another option
- Custom Setup 1: (New! Recommended for secondary style report cards) Map all assignments to the mark assessment on the report card
- You may choose a grading scale for the class and for individual students
- Custom Setup 2: Standards Based Report Cards: Map assignments to different assessments on the report card Marks for each assessment will be automatically

calculated on the report card Grading scales for each assessment can be chosen for the class and for individual students

- Enter all past and upcoming assignments with proper due dates
 - Proper due dates are necessary to ensure assignments are included in the correct grading period Due dates must be dated within the quarter you expect the assignment to calculate
 - Tip: You can copy assignments from one class to others if they share the same assignment types

5. Enter scores for previous assignments

- Progress book will organize them in chronological order by due date
- Enter scores using the “marks tab” the Grade Book Grid or the 5-Day view
 - Tip: In order for Progress book to calculate an ongoing average, one assignment can be entered for any previous grading period for the total points possible for that grading period. You then can enter the total points earned for each student; giving them an overall average that will be used for the running average Even though these items were done as a part of each user’s initial setup, all of these items can be changed at any time
 - After this setup is complete, you may begin using Progress Book on a daily basis
 - Your 2nd semester classes will need the same setup

D3A2

Data Driven Decisions/Academic Achievement

- <http://www.d3a2.org/>
 - Login = email address
- Presentations & Tutorials
- Resource Exchange
 - <http://resource.d3a2.org/d3a2/login.do>
 - Create an account

DASL

DASL is a web based database software that allows districts to collect, store, and manage information about the students within their districts and its buildings as well as posting calendars, links, and announcements that can be viewable by all or just selected ‘groups’ of individuals. Some of these collection, storage and manageability items include:

- Create Portal or “home” web pages with notices, school links, announcements, etc. as pertinent to each building and/or group of users.
- Registration of students and capabilities to manage all EMIS reportable requirements within the DASL application
- Collect information for students and including medical screenings, notes, miscellaneous data, custody and contact information, etc., as well as creating various alerts to custody situations, medical emergencies, fees, handicap, and miscellaneous alerts.
- Complete fees package with accounting capabilities
- Assign lockers, homerooms, etc.
- Perform simple searches by building or advanced student searches by building or district

- Work on next year's scheduling without disturbing current schedules and course masters
- Generate schedules for students and applicable reports
- Record and track discipline within the district and create reports for verifying and/or tracking
- Track attendance and create attendance reports as needed
- Create and track student Attendance letters and Discipline letters

DASL can be used by a variety of "groups". Some of those groups might be Administrative, Guidance Counselors, Teachers, or Building/District Secretaries, etc. Each "group" will have different levels of security within DASL, depending on what their job requires of them. Users can be added to more than one group if they have varying responsibilities in the district. Security can be set up in a group and can also set up in individual screens as well. Access can be granted to view only or to be able to add, change, and/or delete within the application or particular screen.

DASL Basics

- Login & Password is same as Progress Book
- http://www.mveca.org/www/student_services.htm
- View DASL and building announcements
- View student info
- Further training by secretaries

Energy Conservation Secondary

In an effort to curb energy use the IT department has put into place several power saving schemes.

- An automatic shutdown system for the computers at the secondary building level is in place.
 - Each night at a 6:00 PM the computers are issued a shutdown command.
 - If the building is planning an evening activity, like a conference night, it is important to contact IT at least a day prior to have us disable this shutdown.
- Standby: the computers are set to go into standby after 45 minutes of no activity.
- Monitors go into standby after about 20 minutes
- We ask that all monitors be powered off when not in use.
- Do not shutdown lab computers, since the boot time takes away from the next class.
- Do not shutdown printers, copiers or other network equipment.
- Please be sure to shut off the projectors when not in use, they are a very expensive night light.

Due to the need of our network computers to receive updates during non use periods, most if not all the Windows based computers are set to auto start at around 6 AM each weekday. This allows about an hour for the updating to occur. So you will notice that your computer is on when you arrive in the morning, even though it was shutdown the previous evening.

Energy Conservation Elementary

All computers should be set to go to sleep after 15 minutes of non-use. This can be done by choosing the system preferences, then click on the energy icon. Shut down computers nightly

unless otherwise told to leave on by Karen Penney Please follow the district shut down guidelines by Bryan Shirey as to how to shut down your electronics during school breaks.

Printers and Copiers

Each building has at least one, and most have two or three networked copier / printers along with a varying number of network laser printers and a few standalone devices. To print to a copier / printer, you will need to have been put into the address book on the copier / printer, and will need to have set the corresponding security code on the computer. See your building secretary if you do not have access to the copier / printer. Once that is done, your access code will need to be put in your classroom computer. Typically, your access code is the last 4 of your social security number.

XCS has a dedicated Publications Department which does the vast majority of printing and duplication for the district. Most staff find it more efficient to have the Publications Department handle printing/duplication jobs larger than 25 copies or so. Your building principal and or secretary can give you guidance on using the services of our Publications Department.

Novell Messenger

Novell Messenger, (formally GroupWise Messenger) is our intra district instant messaging system. If you wish to use the system and you do not have the messenger link on your desktop, you can download the client from this location (internal only) at <http://10.8.84.12:8300>. You may be warned about a security certificate, but it is safe to proceed to the site, (you will have to accept the certificate etc. to do so). Once at the web page you can read how to download and install Novell Messenger on Windows, Linux, or Mac OSX.

- The server information should be populated, if not the server is 10.8.84.12 and the port is 8300.
- Your user name to access Messenger is your Novell user name (not your email address) and your Novell password. If in doubt, try your last name lowercase.

Novell Netware

Novell Netware, along with eDirectory, and Zenworks form the backbone of our Network at the secondary level. These three products allow you access to the district computers, file storage, applications, and printing, while providing security from intruders, and desktop management, (e.g. file rights, etc.)

Novell User Names

Each user has a login name, and a password is required.

- Usernames for staff in the Novell system are the same as the email user name, e.g. First initial, last name, for most of us our Novell username and GroupWise username are the same.
- User names for students are backwards from staff, last name, first initial.

We use something called contextless login, which means that you don't need to remember where you are in the eDirectory tree, suffice to say that we use a container structure to organize our eDirectory. If you have issues logging in we may instruct you as to how to login full context.

Novell Passwords

At the first login, new staff should put their last name (lowercase), in the password field.

After logging in and getting the desktop, hit Ctrl+Alt+Delete.

Choose Change Password from the options and Change your password.

The password can be anything you wish, as long as it is at least 5 (five) characters in length.

Novell Server File Access

- Everyone has a 'home' directory, which is mapped to drive letter O.
- Only you and the system administrators have access to your O drive.
- Your O drive is where you should store ALL your data files, even if you plan to put them on other media.
- We have mapped the My Documents folder on the Windows systems to your O drive.
- We recommend that you also save your data onto either a thumb drive, or use an online system such as Google docs, Drop Box, or Office Live as supplemental storage.
- Saving anywhere on the local machine (C: drive, the desktop etc.) is not advised. We re-image machines at random and sometimes unannounced; anything stored on a local machine will be deleted.
- We have a finite amount of server drive space. For this reason we ask that you do not take up this space with personal photos, music, movies, software, etc. We also ask that data files that are not current, be removed and archived onto other media.
- Remember that any data stored on district systems is subject to access by authorized district staff, and other authorized entities.

Macintosh Computer Access

- Three Default Users on Macs ~ Admin, Teacher and Student
- Highlight Teacher
- Type password ~ xeniax (all lowercase)
- Students have no password

Macintosh Server Access

1. Go to Go on the menu bar, click Connect to Server
2. You will need to type in your server address: it is different for each school
 - a. Arrowwood 10.8.96.9
 - b. Cox 10.8.100.9
 - c. McKinley 10.8.104.9
 - d. Shawnee 10.8.116.9
 - e. Simon Kenton 10.8.108.9
 - f. Spring Hill 10.8.112.9
 - g. Tecumseh 10.8.120.9
3. Click Connect
4. You will be asked for a username and password
 - a. Your password is "staff", you can change it at any time
 - b. Your username is your First and Last Name i.e. Sharon Miller
 - c. Click Connect
5. In the Select the Volumes to Mount screen
 - a. Click on your name, (your name will be the 1st four letters of your first and last name.)
 - b. Click OK.

6. The server has folders, just like your computer.
 - a. You should store all info in Desktop or Documents folder
7. Save & Backup Files to the Server
 - a. Everyone has a 'home' folder.
 - b. Only you and the system administrators have access to your home folder
 - c. Your home folder is where you should store ALL your data files, even if you plan to put them on other media
 - d. Additional instruction, if needed, on how to log into each schools server will be taught at a training session to be announced