Technology Information
For Middle School Teachers

The role and responsibilities for the position of Technology Specialist for the Bibb County Public School System are as follows:

- Provide instruction and/or training for administrators, teachers and other staff in the use of technology software applications, hardware, Internet resources, system policies and practices, technology integration strategies and initiatives employed by the Bibb Co. Public School system.

- Assist teachers with strategies (classroom management and general), lessons and activities for technology integration.

- Perform basic computer hardware, software and network troubleshooting (within the scope of and with the intent to train staff to perform these tasks for themselves). In as much as possible these activities are limited to verifying and clarifying difficulties for reporting purposes.

- Seek to learn and share new technology tools, prepare materials in support of their use and application in the educational process.

- Create training schedules for regular weekly training (in compliance with the "No Child Left Behind" bill), as well as any special training opportunities, which may arise.

- Work with each certified staff member at his or her assigned location a minimum of 30 minutes each week.

- Provide large group instruction on school site or at designated training facility.

- Maintain daily journal of appointments, goals, lessons and summary of activities.

- Create handouts, manuals and other materials on the use and implementation of software programs, computer hardware and technology integration strategies, as needed to support instructional goals.

- Promote and facilitate the use of technology by school personnel and students

- Provide training and support for teachers in the use of all school-based software.

- Work closely with the school administration and Media Specialist in the coordination of technology services for the school.

- Provide instruction for teachers in order to prepare them for the Ga. Assess Online test of basic computer skills competencies.

- Act as administrators of the GA Assess Online test.

BIBB COUNTY SCHOOL DISTRICT

ACHIEVEMENT AND PERFORMANCE... FOR EVERY CHILD

Technology Service Protocol

Schools will designate one Technology Support Person (TSP) at minimum for each building and each hall. This individual will attend several classes covering topics such as troubleshooting, basic Windows skills, and Novell NetWare. This individual should be provided a designated time period each day in order to provide service to teachers (during a planning period or in place of lunch or bus duty).

Problems must be reported in this order (these steps must be followed):

1. Obtain a Trouble reporting form from the Media Specialist or from the Media Center folder located on the Lesson Plan drive on the server – follow instructions and complete the form. Turn in completed form to the Media Specialist.

2. Technology Support Person (TSP) will attempt to resolve the problem. If the TSP is unable to correct the problem, the form will be forwarded to the Technology Specialist.

3. Technology Specialist will verify and clarify the problem. (If Technology Specialist is not schedule within two days, the Media Specialist will proceed to step 4.)

4. Media Specialist will open a trouble ticket online.

5. **Computer Technicians will only service those problems for which trouble tickets have been entered electronically by the Media Specialist.**

Usernames and Passwords

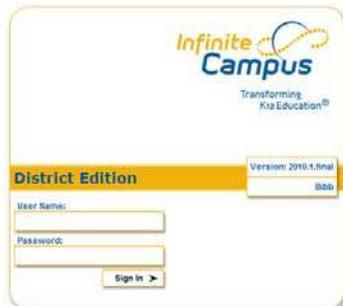|	
[Novell Client for Windows login screen — Username: techspec]	**NOVELL** (first screen that comes up when you boot up your computer – connects you to the network) Username: _____ Password: _____
[Novell GroupWise Startup dialog — User ID: clchilders]	**GROUPWISE** (electronic mail) Username: _____ Password: _____
[Cisco IP phone]	**CISCO IP PHONE** **(Gateway Tablet Phone)** Password: _____
[Infinite Campus District Edition login screen]	**INFINITE CAMPUS** (program used to take attendance and access student information) Username: _____ Password: _____
[netTrekker logo]	**netTrekker** (academic Search Engine) Username: _____ Password: _____
[GPB Education logo and login screen]	**UNITED STREAMING** (over 5,000 educational videos) Username: _____ Password: _____

	SchoolWires – School Web Page Username: _____ Password:_____
	Synergy (Online Storage) Username: _____ Password:_____
	PROMETHEAN PLANET (free ACTIVstudio flipcharts) Username: _____ Password:_____
	SkillsTutor Username: _____ Password: _____
	ThinkGate Elements (Benchmark Data) UserID: _____ Password: _____
	AIMSweb (Progress monitoring for RTI) Customer ID#: _____ Username: _____ Password:_____
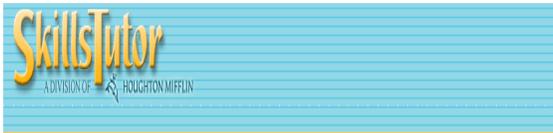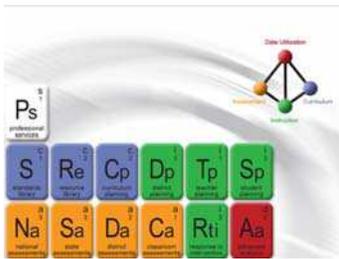
GROUPWISE EMAIL

GroupWise is the email program used by Bibb County Public Schools. Please see your Media Specialist to get your email password. The first time you access your email you will need to set a secure password (see directions below).

Setting a GroupWise Password

- Open GroupWise
- Click 'Tools' on the menu bar
- Select 'Options'
- Double-click 'Security'
- Enter your current password and hit the 'Enter' key
- Enter your new secure password in the next 2 boxes
- Click 'OK'

GroupWise has a built-in address book with every Bibb County Public Schools employees' email address in it.

To send an email:

- Open GroupWise
- Click "New Mail" in the GroupWise toolbar
- Start typing the receiver's last name in the "To" box of your new mail (The person's name should automatically pop in and a small window should appear giving more details of that persons account (name of their school, etc.). If it doesn't appear automatically you may need to use your Address Book and do a search for the address.)

Please see your Media Specialist and/or Technology Specialist for instructions on being added to, and using, the All Faculty email group. This is shared access to a All Faculty group that will allow you to send and receive email addressed to the entire faculty at your school. This usually includes important messages from administrators, daily faculty bulletins, school-wide announcements, etc.

Setting a GroupWise Password

- Open GroupWise
- Click 'Tools' on the menu bar
- Select 'Options'
- Double-click 'Security'
- Enter your current password and press the 'Enter' key
- Enter your new secure password in the next 2 boxes
- Click 'OK'

Setting or changing your GroupWise Signature

- Open GroupWise
- Click 'Tools' on the menu bar
- Select 'Options'
- Double-click 'Environment'
- Select the 'Signature' tab
- Click in the Signature checkbox
- Click New
- Type in your 'Signature' name
- Enter your information in the Signature window (ex: Name, Position, Department, School, email address, phone number/extension)
- Skip a line and enter the Waiver Statement – the statement is listed below, or you can copy/paste it from the electronic copy of this document)
- GroupWise will prompt you before adding the signature to an email……if you want the signature on every email, click the "Automatically Add" button.
- Click 'OK'

Waiver Statement:

The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination, or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any computer.

WebAccess

Accessing school email via the Internet

- Open your Internet browser window

- Enter http://webaccess.bibb.k12.ga.us in the address window

- Click here

  ### GroupWise WebAccess Servers

  Webaccess 1

  external access

  Powered by APACHE 2.0
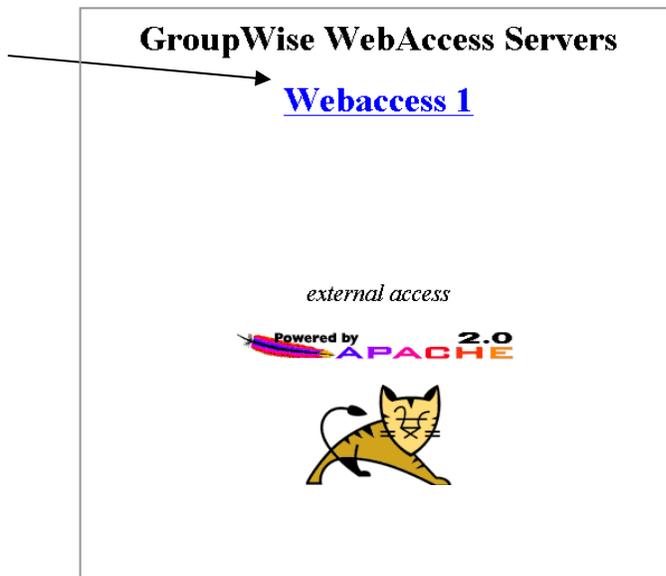
- Enter your first name, space, last name for the Username and then your email password where indicated

Novell. GroupWise.
7.0

Username: [_____]
Password: [_____]
[Login]

Installing Novell Groupwise at Home

(You need to have cable Internet connection or DSL Internet Connection for this program.)
NOT Dial-Up

1. Open your Internet Web Browser

2. Go to http://www.bibb.k12.ga.us/client65sp1.exe

3. A file download box will appear, Click SAVE

4. **Choose a location**. Ex. My documents or the Desktop

5. Once the download is complete, Go to the location where you saved the file.

6. Double click on the grpwise folder.

7. Double click on the CLIENT folder.

8. Double click on the WIN32 folder.

9. Scroll down through the many files and find Setup.exe File

Setup.exe
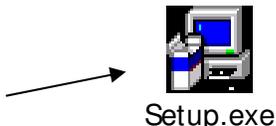
10. Double click it and the program will then begin to **Install** to your computer and will also place an icon on your desktop once done.

11. Double Click the GroupWise application icon or **Click**: Start>Programs>Novell GroupWise>GroupWise

12. Make sure there is a dot next to Online as shown below.

13. Enter Address: **168.10.168.60** Port: **16XX** (where xx is the second node of school IP. Please see your Technology Specialist or Media Specialist for this number.)

14. Enter your User ID and Password

15. Click OK.

Window	Information
Step 1 Login	
	>To login to the Infinite Campus system go to **http://sis.bibb.k12.ga.us** on this page type in your user ID and the password

ID: firstname.lastname
Password:

> The Change password screen only appears the first time you log into the system.
>Your new password must be at least 8 characters long and contain at least one number.
>Make sure the password you choose is one you will remember! |
| | |
| **Step 2 Locate class and take attendance** | |
| | > **FIRST -** Click on the Calendar pull down and select the correct calendar year.
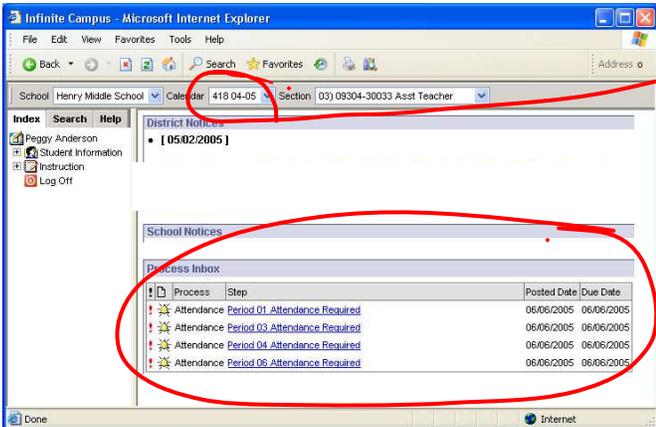
>Toward the bottom of the Infinite Campus Workspace area you will notice a **Process Inbox**.

> Click on the first class in the list. This will take you to the screen where attendance will be entered. |

Step 3- Mark Attendance for the class.	
	>Click the radio buttons next to those students who are **Absent (A)** or **Tardy (T)**. By default, all students are marked as **Present (P)**.
Step 4- SAVE!!	
	>At the very top of the attendance window click on **SAVE**. If you do not click on Save, all changes you made will be lost. You may receive a warning if you do not save. **Please read all warning messages carefully!**
	>You will receive a pop-up verification window.
Step 5- Log out	
	>At the very bottom of the left navigation window click on **Log Off**.
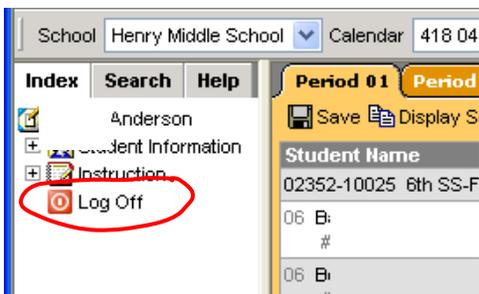
Creating an Assignment

From within the gradebook

1. Choose a class from the Section dropdown box;

2. Select *Instruction*;

3. Select *Gradebook*;

4. *Right click in the gray percentage area of the task groups (grade weights);*

5. Click *New Assignment*;

- **Name** – Enter a name for the assignment; This must be a unique and intelligible name for it will appear in Parent Portal;
- **Group** - Select the task group (grade category) to which this assignment belongs;
- **Abbreviation** – Enter an abbreviation for the assignment; You are limited to five characters; This name will appear in your gradebook;
- **Due Date** – Edit to enter the due date of the assignment;
- **Points** – Enter the maximum grading points for this assignment (not including any possible bonus/extra points); This number will usually be 100;
- **Sequence** – Enter the order in which the assignment is to be viewed in the gradebook; By default the assignments are viewed in chronological order by *Due Date*;
- **Multiplier** – Enter the number of times you want this assignment to count in your gradebook; (For example: If tests are counted twice, enter 2 for the Multiplier);
- **Active** – This box is already checked; If you do not want an assignment to count in the average, uncheck the box;

6. Click OK; The assignment will appear in the gradebook;

Creating Assignments Using the Lesson Planner

1. Make sure you have the correct class chosen

| | Year | 06-07 ▾ | School | Hunt Elementary School ▾ | Section | 05) 45.2040000-3 Social Studies ▾ |

2. From Index, click on Lesson Planner (under Instruction)
3. Click On New Assignment
    *   **Name** – Name the assignment. Be aware that parents will be looking at the assignment name, so use an appropriate title that reflects the assignment.
    *   **Abbreviation** – Abbreviate the Assignment name. This is what you will see in the gradebook.
    *   **Group** – choose which 9 week assignment group this particular assignment goes into.
    *   **Test Strand** – (once tests have been loaded) a list of test strands from CRCT, ITBS and any other test that is given, will be listed. If you want to, you can attach your assignment to a certain test strand.
    *   **Total Points** – type in the total points possible for the assignment. The default is 100.
    *   **Curve** – Leave this blank
    *   **Due Date** – Choose a Due Date by clicking on the calendar picture and clicking on a date.
    *   **Assignment Date** – Is not mandatory, but you can choose an assignment date by clicking on the calendar picture and then clicking on a date.
    *   **Active** – This box is already checked. If you do not want an assignment to count in the average, uncheck the box.
    *   **Hide Portal** – If you do not want this assignment to show on parent portal, check this box.
    *   **Multiplier** – automatically defaults to a 1. If you want an assignment to count twice as much as another assignment you can change it to a 2.
    *   **Sequence** – Order in which the assignment is viewed in the gradebook.
    *   **Description** – If you want parents to see a description of the assignment you can type it here.
    *   **Objectives** – If you want parent to know the objectives of the assignment you can type it here.
    *   **References** – If you would like to attach references the parents can assess, you can attach them here.

4. Click Save

How To Enter Grades

1. Make sure you have the correct class chosen

2. From the Index, click on Gradebook.
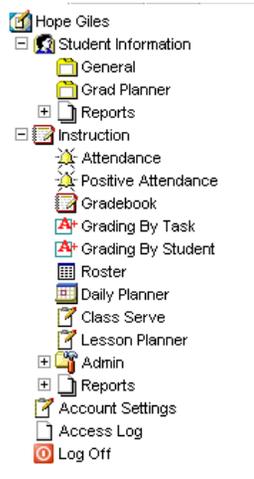
3. The gradebook now appears on your screen with the following options:

   - **Select a task**: These will include a list of the 9-week spreadsheets. It will default to the current 9 week period.
   - **Yellow Columns**: Shows the ongoing average of each student
   - **Green Columns**: Shows the "Posted" (or report card grades for that grading period)
   - **Assignments**: Show the list of your assignments that you have created in the Lesson Planner.

4. You can hide the Yellow and the Green columns by clicking on "Hide Grade Totals". This gives you more work space to enter grades.

5. Enter grades by clicking in the appropriate assignment column. You can enter grades down the column by using the enter key or the down arrow key to move to the next student.

6. If you right click on the assignment name, you can:
   - Edit the assignment
   - Delete the assignment
   - Clear all scores for that assignment
   - Fill Empty Scores
     - With 0 (zero)
     - With the value that you enter
     - With total points possible
   - Overwrite All Scores
     - With 0 (zero)
     - With the value that you enter
     - With total points possible
   - Make a New Assignment

1st Assignment

Edit

Delete

Clear all scores for 1st Assignment

Fill Empty Scores ▶

Overwrite All Scores ▶
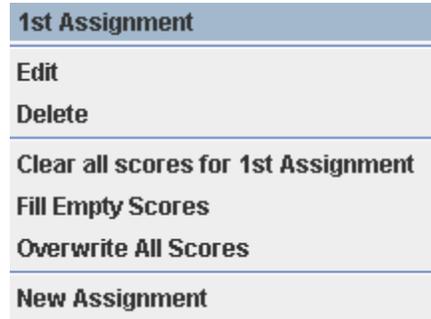
New Assignment

7. If you right click on a grading cell beside a student's name, you can:
   - Mark this assignment as Late
   - Mark this assignment as Exempt--does not count against the student
   - Mark this assignment as Missing --counts as 0 (zero)
   - Mark this assignment as Cheated--counts as 0 (zero)
   - Mark this assignment as Dropped--does not count against the student
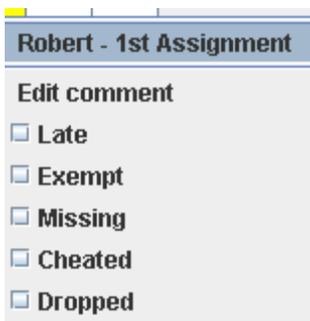
Robert - 1st Assignment

Edit comment

☐ Late

☐ Exempt

☐ Missing

☐ Cheated

☐ Dropped

Copying Assignments from One Class to Another

1. Enter the assignments into one of your classes and **Save**.

2. In the **Index** click on **Lesson Planner**

3. Make sure the class you entered the assignment into is the one chosen in the Section drop-down menu.

4. Find the **group** the assignments to be copied are located in. Click to select the **group** (not the assignments). See example below.
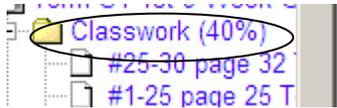
5. Near the top on the right, you should now see a "Copy Assignments" button. Select that.
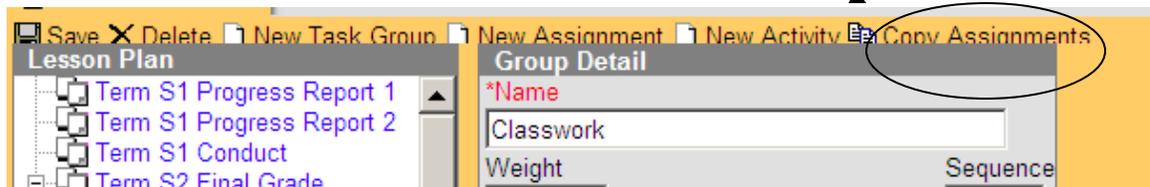
6. The next screen will give you a list of the assignments in the class and **group** selected. On the right is a listing of your current classes with + signs next to them. Select the assignments you wish to copy from the list on the left.

7. Click the + sign(s) next to the class(es) you want to transfer the assignment to.


```
MMS 09-10
  ⊞ 070830000-2 Keyboarding 6
  ⊟ 070830000-3 Keyboarding 6
      Term S1
         ▢1st 9 Week Grade
             ☐ 🗀 Classwork
         ▢2nd 9 Week Grade
             ☐ 🗀 Classwork
         ▢1st 9 Week Grade
             ☐ 🗀 Homework
         ▢2nd 9 Week Grade
             ☐ 🗀 Homework
         ▢1st 9 Week Grade
             ☐ 🗀 Project Based Assessr
```
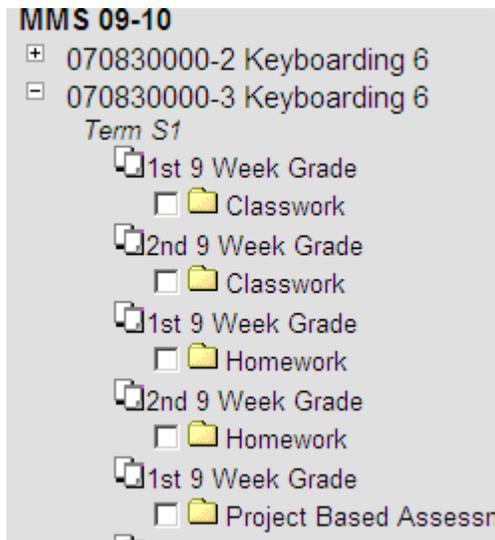
8. In the list on the right, check the correct **group** and **grading period** under the classes you want to transfer the assignment to.

9. Click "**Copy Assignments to Selected Groups**".

10. The assignments should now appear in the classes you copied to assignments to.

Printing Individual Student Progress Reports

1. Under **Instruction**, Select **Reports**

2. Select **Student Summary**

3. Select the 3rd option (**Show Assignment Detail**)
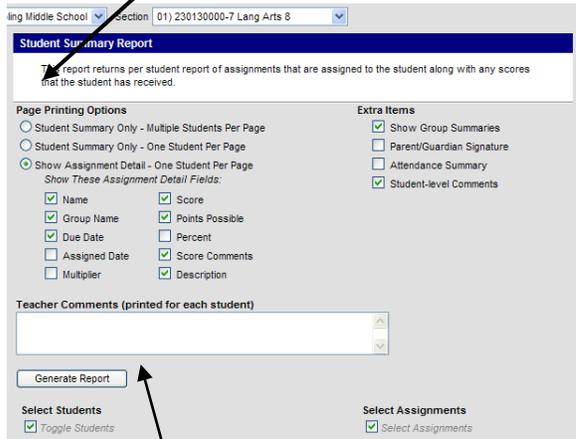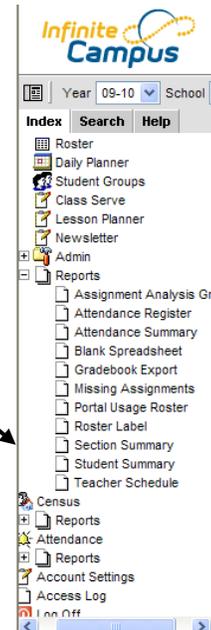
4. Under **Extra Items** you may want to select **Parent/Guardian Signature** and **Attendance Summary** (these are both optional).

5. You can add a **Comment** for a student here (make sure you select only the student(s) that should receive this comment)

6. Uncheck **Toggle Students** to select the student(s) who will receive the report.

7. The current term will be selected.

8. Select **Generate Report** at the bottom.
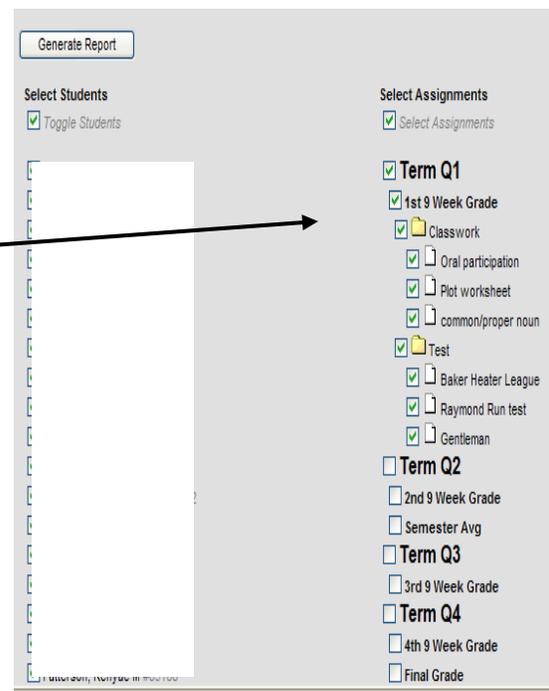
Student Summary Report

This report includes both in-progress and final grades.

1. Login to Infinite Campus.
2. Select desired section from the drop-down list at the top of the window.
3. From the Index outline click the plus (+) by Instruction.
4. Click the plus (+) by Reports.
5. Click to select Student Summary.
6. On the report options page under **Page Printing Options**, select the radio button by *Student Grades Summary – Multiple Students Per Page*.
7. Under **Grade Summary** uncheck the box by *Show Assignment Groups*.
8. Under Select **Grading Tasks, Standards and Assignments**, check *Select All.*

Course: 270160001-1 Math 5 Student Summary Report 03/23/2010 10:06:27 AM
Teacher: Corbitt, P. Page 1 out of 7
Period 06

Name: Grade: 05 **Student #:** 97319 Report run on: 03/23/2010 10:06:27 AM
Course: 270160001-1 Math 5 Teacher: Corbitt, P. Period: 06

Current Final Average   Posted Grades

Grade Summary

Key: ** Group excluded from grade calculation	Total Points	In-Progress Grade	Final Grade
Term 4 - Conduct			
Term 4 - Progress Report Grade			
Term 4 - Final Grade		94.92%	
(50%)Term 2 - Mid Year		95.02%	95.02% 95
(50%)Term 1 - 1st 9 Week Grade		97.11% 97	97.11% 97
(50%)Term 2 - 2nd 9 Week Grade		92.93% 93	92.93% 93
(25%)Term 3 - 3rd 9 Week Grade		94.73%	94.73% 95
(25%)Term 4 - 4th 9 Week Grade			

NOTE: If posted grades were manually changed, the In-Progress Grades and the Final Grade will differ. The final grade for report cards will be calculated on the Posted Grade.

9. Repeat for each section needed.

Posting Grades/ Entering Comments for Progress Report

1. Login to Infinite Campus
2. Make sure you have the correct Class/Section selected at the top of the screen.
3. Click on the Gradebook icon under Instruction in the Index list
4. Make sure you are on the correct grading period spreadsheet
5. Your grade should be up-to-date for the current grading period. Are the calculated averages in the yellow columns correct?
6. To post:
   a. Place your cursor in the green column area

   b. Right-Click, select Post Grades to Other Task
   c. Select the appropriate reporting period (only the correct one will be bold)
   d. Click SAVE!

YOU WILL NOT SEE THE GRADES POPULATED IN THE GREEN COLUMN ON THIS SPREADSHEET.

To view Grades-and make any changes needed.

Select Instruction, Grading by Task and select the appropriate grading task that you posted. This is where you can make changes. SAVE!

Entering Comments-you can enter your own or use provided comments from list

1. Click on Grading By Task
2. This screen will appear:
   - Click in the comment field and begin to type.
   - For provided comments, click on the clipboard icon, and this selection screen will appear:

3. When all comments have been entered for a student, Click Update Comment, then proceed to the next student.
4. When comments have been completed for all students, click SAVE

POSTING REPORT CARD GRADES

Posting Grades:

1. Create your assignments and enter all grades for the class;
2. Right click anywhere on the green and white columns;
3. Click *Post Grades*;

4. Posted grades will appear in the green *%* and *Grd* columns;

Entering Comments: You may enter your own comments, or select from a list of provided comments.

1. Click *Grading By Task* in the Navigation pane;
2. Click in the comment field for a student and enter your comments;
3. For *Canned Comments*, click on the clipboard icon, and this selection screen will appear; (NOTE: Gradebook preferences must be set to use to use *Canned Comments*.)
4. When all comments have been entered for the student, click the *Update Comment* button;
5. Repeat steps 2 and 3 for each student for whom you want to enter comments;
6. When all comments have been entered for students, click *SAVE*;

Entering Comments

1. Click on Grading By Task

2. Select the appropriate spreadsheet
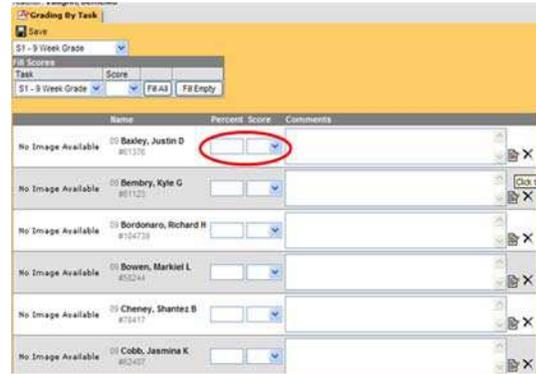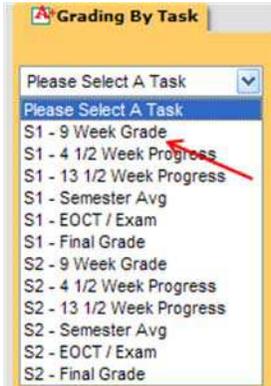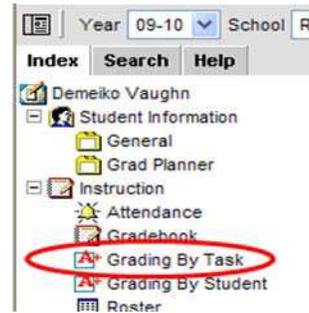
3. You should see your grades if you have already Posted from your gradebook. E2020 teachers will enter the percent score for each student or choose the score from the drop down list

Comments can be entered in several ways:
- Type your comments manually
- Click on the canned comment icon, find a comment in the list, place a check in the box beside it, and click update comment
- Click on the canned comment icon, type the number of the comment you wish to use; click update comment, and click update comment
- Click on the canned comment icon, find a comment in the list, place a check in the box beside it, and click update comment. Highlight the comment, right-click on the highlighted text, select copy. Click in the comment box for the next student, right-click and select past. Repeat for each student who should receive the same comment
- Be sure to **SAVE!**
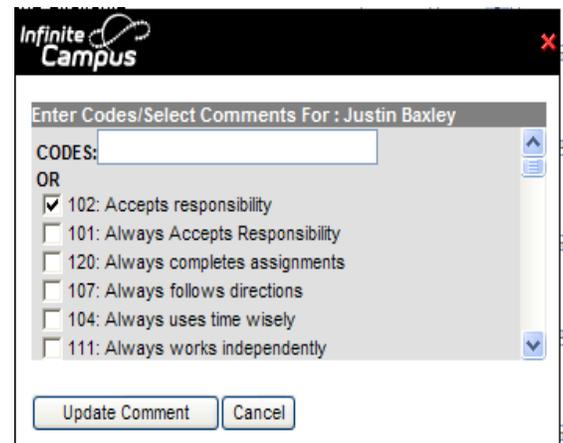
NOTE: If the Canned Comments icon isn't available go to Admin > Preferences and check the box next to "Use Canned Comments" (make sure you SAVE your changes)

Infinite Campus

Window	**Information**
Accessing Classroom Reports	
	• Classroom-related reports are located within the **Instruction** folder in the **Reports** section. Click the plus (+) sign next to the reports header to access and generate these reports. • Classroom reports are only available to those users who have been assigned a course section to teach. • It is best to have a calendar and section selected from the dropdown list before generating these reports.
1. Generating the Assignment Analysis Report	
	1. Select the **Assignment Analysis** report. A gray screen will appear describing this report. 2. Select an **Assignment** from the drop-down list for which to generate this report. 3. Click the **Generate Report** button. The report will open in a PDF (Adobe) format, listing each student in the chosen section in a bar graph of their grade for the assignment. Statistics for the grades are given at the bottom of the page.

2. Generating the Attendance Register Report

1. Select the **Attendance Register** report. A gray screen will appear describing this report.

2. Select the **Term** number from the drop-down list for which to generate this report.

3. Click the **Generate Report** button.

The report will open in a PDF (Adobe) format, listing each student in the chosen section and what days the students were absent.

At the bottom of the page is a legend describing what each mark means. These marks are also defined below:

- A dash (-) indicates that the student was not in the class on that day or was not enrolled in the school on that day.
- A tardy (T) mark will appear in the days where the student was late to class.
- An absent (A) mark will appear in the days where the student did not attend class.

A gray bar in the day listing indicates that this day is a non-school day or a weekend.

3. Generating the Attendance Summary Report

Window	Information
Accessing Classroom Reports	
	• Classroom-related reports are located within the **Instruction** folder in the **Reports** section. Click the plus (+) sign next to the reports header to access and generate these reports. • Classroom reports are only available to those users who have been assigned a course section to teach. • It is best to have a calendar and section selected from the dropdown list before generating these reports.
1. Generating the Assignment Analysis Report	
	1. Select the **Assignment Analysis** report. A gray screen will appear describing this report. 2. Select an **Assignment** from the drop-down list for which to generate this report. 3. Click the **Generate Report** button. The report will open in a PDF (Adobe) format, listing each student in the chosen section in a bar graph of their grade for the assignment. Statistics for the grades are given at the bottom of the page.

1. Select the **Gradebook Export** report.

2. Choose a **File Format**; Comma Separated is recommended type; The gradebook is exported into a spreadsheet type file.

3. Check the **Toggle Students** box (to select all students) or check specific students for the report.

4. Select the Assignments you want to include in your report.

5. Check the buckets containing your assignments and any progress reports/report cards.

6. Click the **Generate Report** button.

The report will open in a spreadsheet format, listing each student on the y-axis and Assignment column headers on the x-axis.

6. Generating the Missing Assignments Report

1. Select the **Missing Assignments** report.

2. Select or unselect the **Show Grade Summary** (overall percentage) or **Show Group Summaries** (percentage by group) or both.

3. Select the **Show Grade Detail** option to show the letter grade. Unselect this option to not show the letter grade.

4. Select which items to show of the **Assignment Properties**. Options are Name, Score, Group Name, Points Possible, Due Date, Percent, Assigned Date, Score Comments and Weight.

5. Select **Extra Items** to include on the report: Parent/Guardian Signature, Attendance Summary, and Student-level comments.

6. If desired, enter any Teacher Comments. These comments will show on each page of the report.

7. To select specific students for the report, check or uncheck their name as desired.

8. To select specific assignments for the report, check or uncheck the assignment names as desired.

9. Click the **Generate Report** button. The report will list all selected students that have missing assignments. Missing assignments are defined as an empty score for a past due assignment.

Missing assignments are determined by the due date of the assignment.

7. Generating a Portal Usage Roster Report

This report gives a summary of student & parental portal accounts and weekly login activity for a one month period ending in the week of the specified effective date.

1. Select the **Portal Usage Roster** report.

2. Select an effective date using the calendar icon.

3. Click the **Generate Report** button

8. Generating the Roster Label Report

1. Select the **Roster Label** report.

2. Select the **Format** of the report – if this is for a *mailing label* (will print addresses) or if this is *student/teacher* based (will print student's name and teacher's name).

3. If this is a *mailing label*, check or uncheck the box to show the **Guardian's Name** and/or the **Salutation** of *To Parent/Guardian of*.

4. Select or unselect the student names to display on the report.

5. Click the **Generate Report** button. The report will display in an Adobe (PDF) document with the appropriate settings.

The first report picture in the left window is of *mailing labels*.

The second report picture in the left window is of *student/teacher*.

9. Generating the Section Summary Report
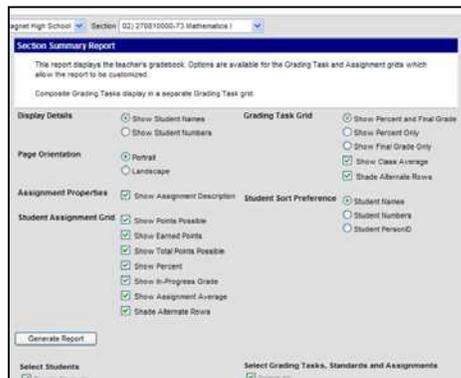
1. Select the **Section Summary** report.

2. Select the **Display Details** – Show Student Names or Show Student Numbers.

3. Select the desired options for **Page Orientation, Assignment Properties, Student Assignment Grid, Grading Task Grid, and Student Sort Preference**.

4. Check the **Toggle Students** box (to select all students) or check specific students for the report. Every student is checked by default.

5. Select from the **Grading Tasks, Standards and**

Assignments you want to appear on the report.

6. Click the **Generate Report** button.

The report will open in a PDF (Adobe) format, listing the assignments that were selected to show on the report are on page 1.

The student names and their scores for each assignment begin on page 2.

10. Generating the Student Summary Report

1. Select the **Student Summary** report.

2. Select or unselect the **Student Grade Summary**-Multiple students per page or **Student Grade Summary** – One student per page.

3. Select the **Grade Detail** option to show the letter grade. Unselect this option to not show the letter grade.

4. Select which items to show of the **Assignment Properties**. Options are Name, Score, Group Name, Points Possible, Due Date, Percent, Assigned Date, Score Comment and Weight.

Course: 1201-4 Medieval History 11
Teacher: Norman Conquest
Period 01   **Mickey Mouse**
 	
Grade Summary
For individual assignment scores see the Grade Detail section below.
 	
Term 1 - Trimester Grade   92.99%   A-
 	
Term 1 - Mid-Tri Grade   92.99%   A-
     Homework (25.0%)   204/230   88.7%
     Tests (40.0%)   96/100   96%
     Participation (10.0%)   55/60   91.7%
 	
Grade Detail
Key: *M = Missing   *l = Late   *Ch = Cheated
 	
Term 1 - Mid-Tri Grade
Assignment   Group   Due Date   Pts   Score   Comments
Worksheet 1   Homework   09/09/2004   25   21
Worksheet 2   Homework   09/14/2004   35   28
Worksheet 3   Homework   09/16/2004   45   41
Worksheet 4   Homework   10/19/2004   25   21
Worksheet 5   Homework   10/29/2004   100   93
Exam 1   Tests   10/04/2004   100   96
Weeks 1 & 2   Participation   09/17/2004   20   17
Weeks 3 & 4   Participation   10/01/2004   20   20
	5. Select **Extra Items** to include on the report: Parent/Guardian Signature, Attendance Summary, and Student-level comments.
	
	6. If desired, enter any Teacher Comments. These comments will show on each page of the report.
	
	7. To select specific students for the report, check or uncheck their name as desired.
	
	8. To select specific assignments for the report, check or uncheck the assignment names as desired.
	
	9. Click the **Generate Report** button.
	
	The report will open in a PDF (Adobe) format, listing the students and their assignment scores for each term.

11. Generating the Teacher Schedule Report

04-05
ICHS Tri 7+A
2 Pine Tree Drive, Arden Hills, MN 55812
Generate on 01/17/2005 04:24:02 PM   Page 1 of 1   **Teacher Schedule Report For Conquest, Norman**
Staff Number: N/A   Email normanconquest1066@yahoo.com
Total Terms: 27   Total Periods: 16   Total Sections: 11   Total Courses: 3
 	
     1   2   3
01   1201-4   EMPTY
   Medieval History 11
   Norman Conquest
   Rm: 508
   Student Count: 26
02   1201-2
   Medieval History 11
   Norman Conquest
   Rm: 521
   Student Count: 31
03   1210-5
   U.S. History 10
   Boardman, Mac
   Rm: 521
   Student Count: 26
04   1210-4
   U.S. History 10
	Click the **Generate Report** button to display the teacher's schedule for the current school year.

Schoolwires (Teacher & Staff Webpages)

Website Standards

There are a few policies and standards that should be highlighted:

1. **Personal Information and Photos** – These are professional, not personal sites. While some personal information brings a welcomed level of informality to the site, too much can be inappropriate. Please keep that in mind when creating your sites.

2. **Posting Student Work, Pictures, or Identifying Information** – This is governed by several School Board policies. In short, Permission to Publish form is sent out to all parents at the beginning of the school year. You must check with your webmaster or front office before posting any student information to find out if permission to publish was granted. Be conservative in your posting of student information. Never post student contact information. Never post student information if parents have denied permission to publish.

3. **Student Access** – Do not allow students to edit your web sites and never give students your log-in account information.

4. **Blogs** –Any blog you create must be moderated, meaning comments must be approved. This is mandatory.

Sign-in to your Account
2. Navigate to your school website
1. Go to http://schools.bibb.k12.ga.us/
3. Click Staff/Faculty to locate your name.

4. Click on SignIn in the gray tab at the top right corner of the page

SchoolWires

http://schools.bibb.k12.ga.us

Signing In:

- Go to the link above and click on the name of your school
- When you get to your school's SchoolWires homepage click **Sign In** (upper right corner)
- Sign in with your username and password (first initial last name & the password you set for yourself)
- On your school homepage click **Faculty/Staff** (top of page)
- Find your name and click on it to go to your **Section**
- Once you are on your Section click **Site Manager** (upper right) to edit or add to your Section
- If you need to change your username or password click **Access My Info** (upper right)

Your Section Workspace:

- If you haven't already done so, you might want to rename your **Overview** page….click **Rename** to the right of Overview, then rename it something like Welcome, Home, Mr. D's Homepage, etc.
- To add new pages click **New Page** on the upper left side and select the type of page you want to create
- Keep in mind that **File Library**, **Article Library**, and **Link Library** are page types that allow you to store multiple documents or website lists…..you do not need to create a new page for every file you want to attach or every website you want to link to

Questions??

SchoolWires has excellent online tutorials….when you are in **Site Manager** mode click **Community and Support** at the top of the screen for a full list of printable instructions and video tutorials.

For any SchoolWires questions you may also contact your school-based Technology Specialist.

schoolwires

<u>Types of pages:</u>

♦ Flex Page
- Place text and images anywhere
- Choose a page layout or create your own
- Insert and format tables
- Insert links
- Use this type page for a Photo Gallery

♦ Article Library
- List several articles on one page
- Add accent images to article listings
- Use for weekly newsletters, homework pages, sports highlights, directories

♦ File Library
- Post documents for viewers to download and print
- User must have application document was created in to view the file

♦ Link Library
- Organize useful websites
- Distinguish web addresses with titles and descriptions

♦ Maps & Directions
- Organize directions for several locations on a single page
- Retrieve maps for Expedia Travel®

♦ Blog
- Promote communication with students and parents
- Facilitate cooperative learning experiences
- Use as a discussion board

♦ Podcast
- Lessons for absent/homebound students
- Foreign Language classes / pronunciation
- Student musical performances

Welcome to the Bibb County Resource Page

Bibb Connects
Web Resources

Back to Bibb County Home

JUMP TO: Secondary

College/Scholarship Information

Language Arts

Math

Reading

Research/Reference

Science

Social Studies

Testing and Assessment

netTrekker

WORLD BOOK

THOMSON GALE INFOTRAC

GALILEO
An Initiative of the University System of Georgia
Reference, Primary Documents, Multi-media

Merriam-Webster Online Reference Center

The LIBRARY of CONGRESS

GEORGIA DEPARTMENT OF EDUCATION
Online Assessment System

GEORGIA LIBRARY PINES
Public Information Network for Electronic Services
Login: Guest (No PIN required)

united streaming

1. **NetTrekker** is an academic search engine. The sites accessed through this site are pre-approved by educators as resources suitable for academic research, etc.   Search topics may include biographies, graphics, timelines, maps, lesson plans, etc. Bibb County Public Schools subscribes to this resource for their teachers and students. It is available from home without a password, however teachers may register and create a password with their Technology Specialist in order to take advantage of special features such as "Saved Searches".

2. **World Book** is the online version of the popular World Book Encyclopedia. No password is required on school computers, however in order to access this site from your home computer you will need a password which you can get from your Media Specialist.

3. **Thompson / Gale InfoTrac** is a database of useful data in the areas of Geography/Cultures, History, Literature, Multimedia, People (Biographies), and Science/Health. It includes a built-in Dictionary, Teacher Tips, and Tools for students such as how to write a research paper, MLA writing style, etc. No password is required on school computers, however in order to access this site from your home computer you will need a password which you can get from your Media Specialist.

4. **Galileo** stands for **G**eorgi**A** **LI**brary **LE**arning **O**nline. A web-based virtual library, GALILEO provides access to multiple information resources, including access to over 100 databases with thousands of periodicals and scholarly journals. Over 2000 journal titles are provided in full-text. Other resources include encyclopedias, business directories, and government publications. No password is required on school computers, however in order to access this site from your home computer you will need a password which you can get from your Media Specialist.

5. **Merriam-Webster Online Reference Center** has several online dictionaries and also includes other resources such as word games, daily crossword puzzles, spelling activities, and more.

6. **The Library of Congress** includes sections such as American Memory (historic maps**,** documents, audio, and video), **Exhibitions** (presentations of treasures from collections, past and present), **Global Gateway** (multilingual resources on world culture), and **Thomas** (legislative information, current and historical).   Other links include resources for Folklife information, Braille materials, Poetry, Digital Preservation, and WebCasts.

7. The **Georgia Department of Education Online Assessment System** has online practice tests for the Georgia High School Graduation Test (**GHSGT**), End of Course Test (**EOCT**), and Criterion Reference Competency Test (**CRCT**). You will need to meet with your Technology Specialist to get a login/password and training for setting up tests, generating reports, etc.

8. **Georgia Library PINES (**Public Information Network for Electronic Services**)** "Georgia's public library automation and lending network for 249 libraries in 127 counties. "PINES creates a statewide "borderless library" that eliminates geographic and socio-economic barriers and provides equal access to information for all Georgians. Georgians with a PINES library card have access to materials beyond what is available on their local shelves and enjoy the benefits of a shared collection of 7.7 million books and materials that can be delivered to their home library with no charge to the library user that contributes to a more educated Georgia through lifelong learning."

9. **United Streaming** is a collaborative effort between Georgia Public Television and Discovery Education and provides the "largest and most current digital video library available today". Videos are correlated to state standards and often include blackline masters and video guides. The 'Teacher Center' includes resources such as a 2,800+ graphics library, printable writing prompts, and a lesson plan library.

Please note:

- The left side of the Resource Page screen contains links to course-specific resources such as Science, Social Studies, and English as well as links to College / Scholarship information and Testing Resources.

- The top of the Resource Page screen has a "Back to Bibb County Home" link which will take you to the Bibb County Public Schools web page.

Using the Voice over IP Phone System

Phone System Overview
A new telephone system has been installed at each school in the district as well as the Central Office. Internal dialing (to schools and departments within the district) will be done over the existing WAN (wide area network).

All employees who have access to telephones will have a four digit extension.
(i.e. If you are at Howard and need to call the Helpdesk, you will dial 8659, not the complete number 9,765-8659.) This applies to all calls made to any employees in Bibb County Public Schools.

When calling from outside the Board of Education, there are two prefixes remaining:
765 + extension - for calling the Central Office
779 + extension - for calling any school or department outside the Central Office.
If you are assigned a phone at your school, your telephone number will be the same as your extension, prefixed with a 779. If your extension is 3500, your telephone number will be 779-3500.

To locate and extension for an individual, office or school a searchable database is located on the intranet.

For more detailed instruction please see the Frequently Asked Question's and Quick Tips located on the intranet.

<u>Welcome to your 21st Century Classroom!</u>

Thanks to a special ELOST penny tax, Bibb County taxpayers equipped each high school classroom with a **<u>T</u>eacher <u>L</u>earning <u>C</u>art** (TLC.) Your cart is full of tools that are an invaluable resource for you to use to enhance the lessons you teach to your students. The next page identifies the individual components of the TLC cart.

When arranging your classroom, several things need to be considered:

- **Where is your projector located?**
    - If your projector is mounted in the ceiling your cart will be connected close to the wall where the TLC connection plate is.
    - If your projector will be sitting on your cart, you will need to arrange the room so that the cart can be in the middle of the room and student desks oriented toward the screen

- **If your projector is on your cart you also need to make sure of the following:**
    - Network ports need to be within 15' from TLC cart
    - Power outlets need to be within 15' from TLC cart

- **Where is the screen?**   Especially in rooms where the projector is on the cart this is an important consideration in room arrangement.

Classroom Planning
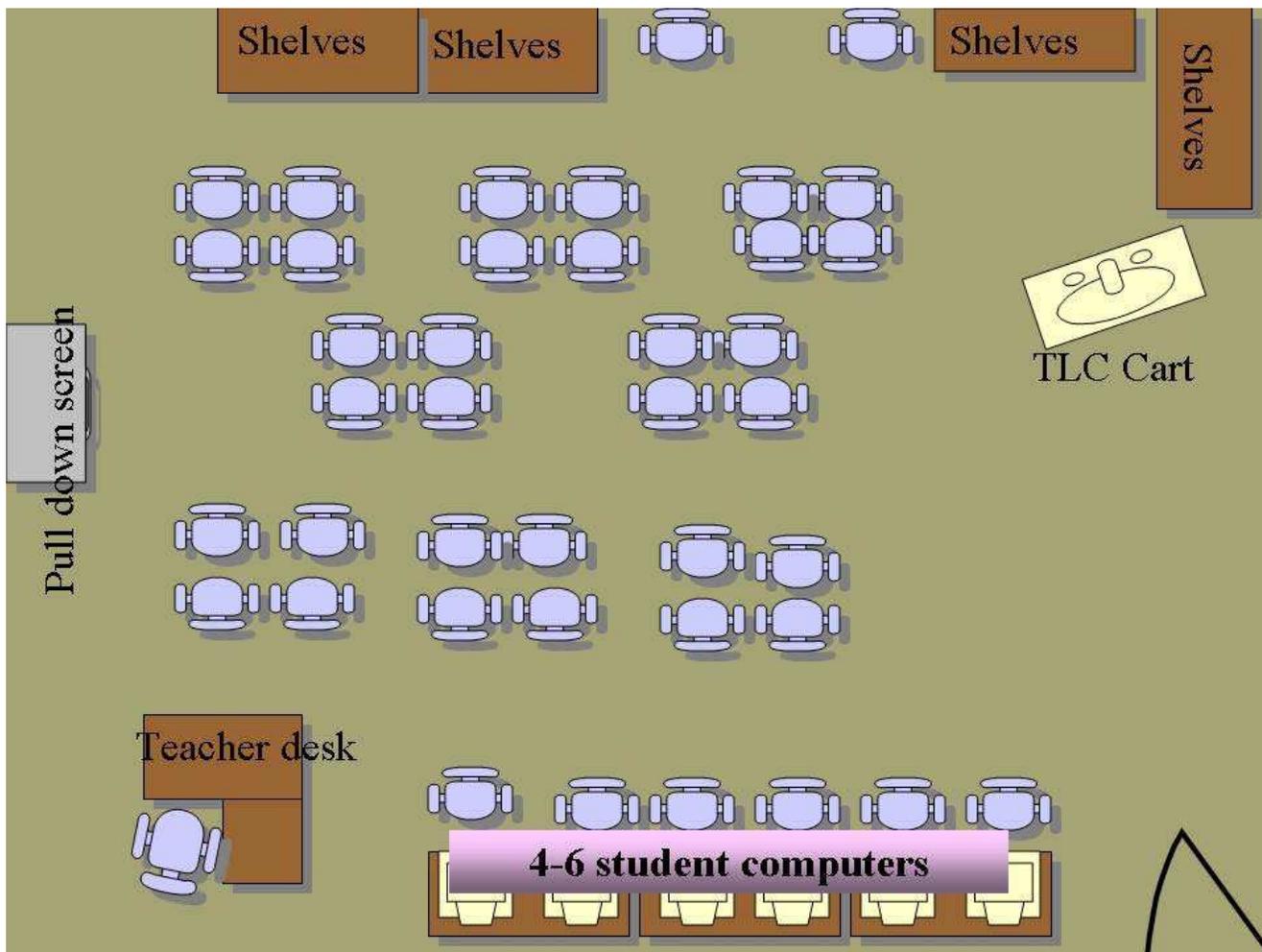
TLC Cart Parts

Port Replicator	Document Camera	Speaker
Wireless Keyboard	Tablet Laptop	Wireless Mouse
USB disk drive	Teac TV tuner	Projector
Remotes for 1) projector 2) doc cam 3) TV tuner	Dongle	ActivSlate

Gateway Tablet PC

To switch to tablet use, rotate the display screen counterclockwise 180° and fold it down flat. When switching from normal keyboard/monitor to tablet use, use the button at the bottom left of the monitor to rotate the image to the desired orientation. Lift the computer slightly and slide the pen release button on the bottom left side. The pen should pop out.

Touching the pen to the screen works like a mouse left-click. Dragging the pen across text in Word will highlight the text. Clicking the button on the pen while touching the screen or pressing on the screen for a few seconds works like a right-click and a menu will appear. Touching any menu item activates and selects that item. You can set the pen to double-click or single-click, just like a mouse.

Be careful moving the computer while it's connected to the replicator: It is easy to lose your network connection. If you do, reposition the computer so there is no stress on the replicator cable and the connection should be restored.

Clean the screen with a damp soft cloth or a tissue: A paper towel can scratch the screen. A soft blue cloth is provided with the computer.

You can turn off the right-click button pen feature by clicking on the icon next to the digital clock in the lower right-hand corner of you screen. (You may need to click the arrow to the left of the icons to show the calibration icon.) Select *Properties,* and in the dialog box that appears click *Pen Options*, then uncheck the *Use pen button to right-click*. From this same Properties dialog box, you can calibrate how the tablet senses the pen.

There is a small button with a picture of a lock located by the power switch on your computer: It locks the power switch to prevent accidentally powering off your computer, which is easy to do in tablet mode.

You can disconnect your computer from the replicator while it is on or off, but NOT while it is on *Standby* or *Hibernation* modes. When you disconnect, the computer will notify you that you have lost your network connection. When you reconnect to the replicator, your connection should be restored: If it doesn't, just restart or log off and log back on.

When you disconnect from the replicator, you will be on battery power. If you plan to work for an extended period away from your desk, you may want to take the computer power cord. It is probably a good idea to leave the power cord in the carry case.