

# TECHNOLOGY TIDBITS

## INSIDE THIS ISSUE:

Malletts Bay Paging	1
Voice Mail Upgrade	1
I: drive Migration	2
Timesheets on Chromebook	2
Defaulting PDF to Adobe	3
Google Gmail Contacts	3
Display Settings	4
SharePoint Forms	5
Google Classroom	5

## Malletts Bay Paging System

By Pam Lowe

This summer Colchester School District received two grants to improve safety at two schools, Malletts Bay School (MBS) and Colchester Middle School (CMS).

The safety grant at MBS is for a new paging system, as the existing system is antiquated and in need of replacement. The safety grant at CMS is for a security upgrade to include internal and external cameras.

In October, the school board approved the purchase and installation of a new paging system at MBS. The new MBS system will replace all aspects of the existing system and will install additional internal speakers as needed as well as external speakers providing the school with more complete paging coverage. The new paging system will integrate with the current phone system.



We have selected Twinstare Environmental to install the new paging system at MBS. The installation of the paging system at MBS will start the week of Thanksgiving break and continue during the December holiday.

The district currently has a request for bids on a security system at CMS.

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## Voice Mail Upgrade

By Pam Lowe

The voicemail system will be upgraded the week after Thanksgiving break. We are moving to a new system because our current system is dated.

We will be working with Twinstare Environmental over the Thanksgiving break to program all the voice mail boxes in the new system. If you have a voicemail box, you will need to clean up your old messages. When you get back from break, you will be sent email instructions on how to switch to the new system. You will need to record a new greeting and setup a new password.

The new voice mailbox system has many of the same features as the old system and

some new features. You can review all the features of the new system by looking at the Mitel guide located here: [MiVoice User Guide](#)

One of the new features that may be helpful to staff is the ability to send your voicemails to your email. With this feature enabled an audio message will be sent to your email.

Please be on the lookout for emails about this upgrade.



# I: Drive Migration

By Kathy Couillard

We continue to migrate staff documents off the I: drive. This is where you saved your own documents on the server, not to be confused with our "S: Shared drive". If you are still using the I: drive, we will help you move to OneDrive or Google Drive. You do not need to move your files to Google drive, unless you are planning to convert them to Google documents. Many of you will want to keep them in the Microsoft Office formats for Word, Excel, PowerPoint and Access. If you want to keep the files formats, then Microsoft OneDrive is the solution for you! If you are interested in using OneDrive now, please submit a helpdesk ticket, and we will work with you to set this up. We are currently working with staff at UMS.

Both Google Drive and OneDrive are cloud storage solutions that can be accessed from anywhere. OneDrive allows you create, edit and access your Microsoft Office files. It is included in the Office 365 product installed on your school windows computers, or available online by logging into office.com with your email address.

Whether you like to use Google Docs or Microsoft Office we have a cloud solution to move your I: drive files to!



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# Timesheets on a Chromebook!

By Pam Lowe

Many folks do not know that you can access Office 365 products, such as Word, Excel, PowerPoint, from any internet connected device. This means you can use a Chromebook, iPad, or even your cell phone to do your timesheet or access Office files on SharePoint.

To enter your timesheet on a Chromebook, open Chrome and go to <https://csdvtorg.sharepoint.com>. This is the link to our district SharePoint site. You log in with your school email and password. From there you complete your timesheet as you always have. If you need to print your timesheet from a Chromebook, hold down the Control key and P and the dialog box will come up to print. If you need help with this, please contact the helpdesk.

Office 365 is available online for all Colchester school staff. You can access Office 365 through our school SharePoint site or you can access the products by going to [www.office.com](http://www.office.com) and login with your school email address and password.

You can also install Office 365 apps on your iPad or iPhone to access files and SharePoint from these devices. If you need help with this please contact the helpdesk.

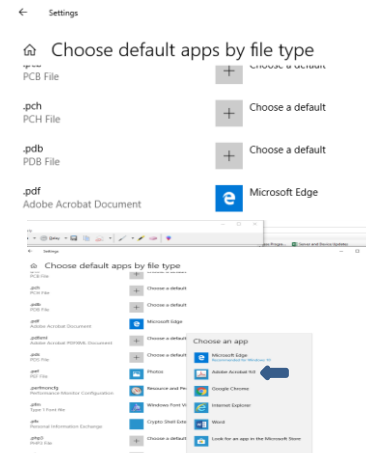
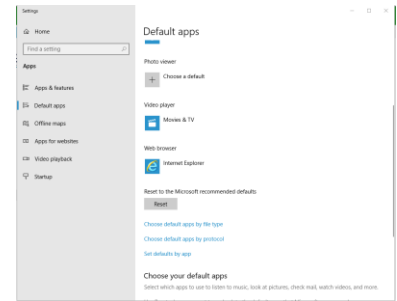
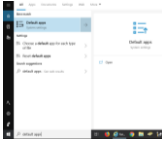


# Defaulting PDF's to Adobe

Tammi Tandy

With the recent upgrades to your systems you may have noticed that PDF docs are being opened with the Edge browser. This has proven to be a problem when printing documents to copiers, causing copiers to backup jobs. The reason for this is that the copiers cannot process documents in this format. The fix for this is that you can reset the default/desired programs to open PDF files with Adobe using the following instructions which will solve this problem.

1. Type **Default Apps** in the Search box in the lower left-hand corner of your device.
2. Scroll down a bit and Click on **“Choose default apps by file type”** and a new window will pop up. Scroll down the **“Name”** list till you get to **.pdf** (Notice it will be defaulted to Edge)
3. Click on the Edge symbol and a new list will pop up. Click on Adobe. If you are asked to try Edge or switch anyway please choose switch anyway.
4. Close the window and your pdf documents will now default to Adobe.



# Google Gmail Contacts

By Kathy Couillard



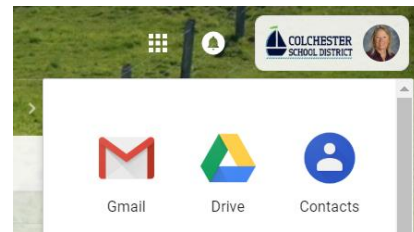
A new look is coming to Contacts this month!

On November 18th you may switch to the new Contacts modern design preview.

Only the design is changing. No worries, all your personal and District contacts remain the same! The page will have a modern blue design. Also, the added ability to delegate management of your personal contacts.

On January 15<sup>th</sup>, 2019 the modern design will be your default, but you can revert to the classic.

On February 12<sup>th</sup>, 2019 the modern design will be permanent.



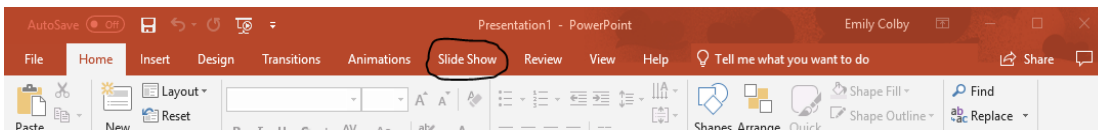
# Display Settings

By Emily Colby

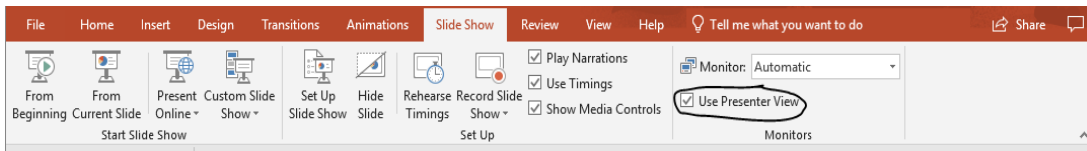
If you use a projector, you've probably had the issue of your projector not displaying what is on your screen. If you use PowerPoint, a few settings could be causing this issue. PowerPoint uses the display setting "extend", which allows you to use "presenter view". This allows your presentation to show on the projector, but it also allows you to view any notes and upcoming slides. If this is not a feature you use, it is possible to disable it, which will in the end prevent any display setting issues. If you just want to know how to change your display settings, skip "How to Disable Presenter View."

## How To Disable Presenter View:

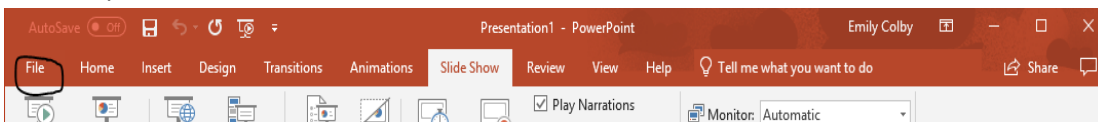
1. Open PP
2. In the top task menu select the "Slide Show" tab



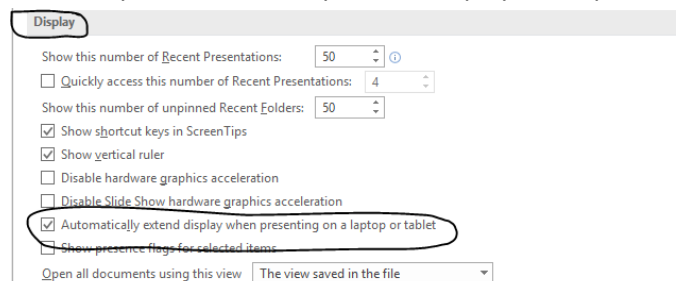
3. In the Slideshow tab uncheck the "Use Presenter View" box . This will present in "Slide Mode"



4. In the top task menu select the "File" Tab



5. Once in the "File" Tab all the way at the bottom select "Options"
6. In the "Options" menu, on the left select "Advanced"
7. In the "Advanced" menu scroll down to the "Display" section
8. In the "Display" section uncheck the box that says, "Automatically extend display when presenting on



laptop or tablet", then click ok to save.

### How to Change display settings on your laptop: (You have two options)

1. In the task bar search "Display Settings"
2. Scroll down to "Multiple Displays"
3. Change the drop down from "Extend these displays" to "Duplicate these displays"
4. Click "keep changes" (If you select "revert" it will remain on extend)

### Second option:

1. On your **Windows** device press the windows key and the "p" key (this will open the "project"

menu options)



2. Select "Duplicate"



# New SharePoint Forms

By Richard Bird

## Have you heard the news? District forms are coming to SharePoint!

<https://csdvtorg.sharepoint.com>

You should have gotten an email asking you to confirm your address and phone number with a link to the new address change form. The form can be found here:

<https://csdvtorg.sharepoint.com/hr/Employee%20AddressPhone%20Change/Forms/MyItems.aspx>

### Employee Name/ Address Change

Expect to see more forms from the HR Department going live soon. All the HR forms will be in the menu on the left-hand side of this page:

<https://csdvtorg.sharepoint.com/hr/SitePages/Home.aspx>



The purposes of all the new SharePoint forms are to save paper by not having to print out the form and to save time by not having to bring the form to a specific place or to have to transfer it around.

The screenshot shows a web form titled "Employee Name/Address/Phone Change Form". It includes fields for "First Name", "Last Name", and "Previous Last Name". There are checkboxes for "CHS/CAP", "CMS", "MBS/EE/Preschool", "UMS", "PPS", "CG", and "Building & Grounds". Other fields include "Mailing Address", "City/Town", "State", "Zip", "Apt.", and "Cell Phone". A "Submit" button is at the bottom. A note at the bottom states: "If name change is applicable, please schedule an appointment with Human Resources to present your new social security card and to complete a new W-4." Admin User Only (Katie Roth and Erin Dye) is noted in the bottom right.

Employee Name  
Address Change

# Google Classroom

By Chris Whittaker

Google Classroom is an application that runs right in your internet browser. This allows you to access it from any device with an internet connection, whether it be iPad, Chromebook, Windows pc, etc. There are quite a few interesting things you can do with Classroom, foremost teachers may want to start by creating your class; and give a description on what your class is about. Secondly, invite all your students via email link or the student can enter a class code, which is provided to the teacher on the settings wheel of Google Classroom. Once the class is created and the students have joined, you can create an assignment; maybe link a YouTube video for them to watch with a questionnaire at the end, or something like "Read three chapters of The Catcher in the rye, and answer questions below. Then you send the assignment to your students. The students will get an email notification that there is a new assignment to be completed. If the students need to, they can ask you questions about the assignment by commenting. Students can then turn in this assignment electronically and the teacher can then assign a grade through Google's grading system. Teachers can also then give each individual student feedback on their completed work by leaving them a comment as well. Check it out here:

<https://classroom.google.com>

