CHESTER INFORMATION TECHNOLOGY DEPARTMENT

TECHNOLOGY TIDBITS

Taking Devices home for the Summer

By Pam Barclay

We know that many educators would like to take their device home for the summer. If you are an educator who will be returning next year, you can take a device home over the summer. The device will need to be updated before you can take it home. You can either submit a ticket or drop the device off at the Technology Office.

Please follow these rules for summer use:
- Sign out the device before you leave
- Do all the automatic updates on devices when the operating system notifies you.
- All iPads need to be password protected.
- If a device is lost during the summer, you will notify IT department immediately. You may be held accountable for replacing the lost device.

Please be aware laptops and desktops will require updates this summer. Please make sure you have saved any files on your computer to an alternative location.

If you are planning to take a device home over the summer, please fill out the following Google form: https://goo.gl/forms/MsDA0zmGAeg6AKmB3

It is important you fill out this form and record any device you are taking home.

Thank you and enjoy your summer.

Storing your technology over the Summer

By Pam Barclay

Custodians must move equipment to clean your rooms. Please make sure you store small devices, like remotes, interactive pens, iPad cords, etc. in a place where they will not get lost. Once the rooms are cleaned, we setup all the technology.

In the K-5 schools, please store all your student devices in boxes and put these boxes on or near your desk. This will make it easier for us to find and update them. All student devices will be updated before the start of the school year. If you have power cords nicely attached to a system, check with your custodians to see if you can leave those as is. We do not need power cords for any devices.

We will need access to your document cameras to set them back up. If you plan to store your document camera, please let us know where it is.

If you know you have a problem with a piece of technology, please submit a Helpdesk ticket before you leave so we can ensure the issue is resolved over the summer.
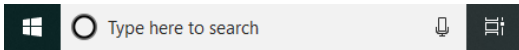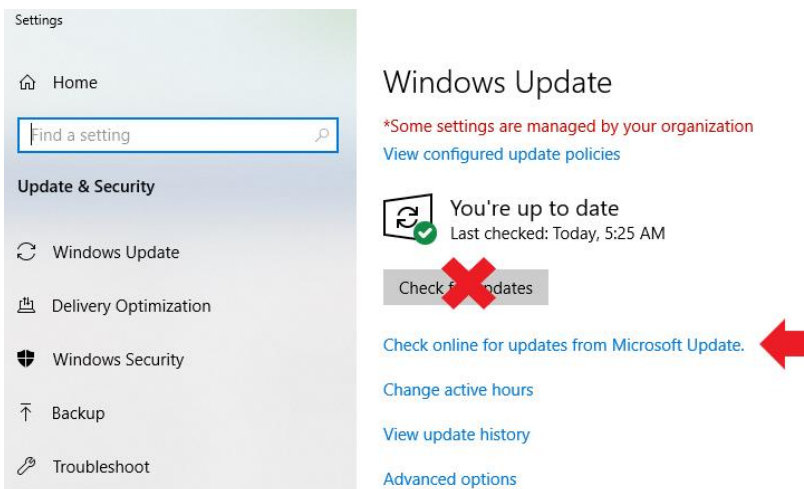
Windows Updates at Home
By Chris Whittaker

Taking your laptop home for the summer? You'll have to run windows updates manually! Microsoft typically releases feature updates over the summer. These feature updates come with bug fixes, security updates, and new features of course! With all these amazing new things, comes a large file size and a long download\install time. While, the CSD IT department pushes these updates over the summer, if your device is not here, we cannot update it! This should be done before you return to school after the long summer break. Otherwise when you return, you may find yourself waiting for updates to install on your first day back. Follow these instructions below to keep your device updated!

- Type "Windows Updates" in the search bar to the lower left

- Click "Check online for updates from Microsoft Update" DO NOT click the regular "check for updates" button, this only connects to CSD server for updates, which will not work if you are at home!

Updates should start downloading if available and install. Updates will complete the install on a reboot of your computer, DO NOT power your device off or you may corrupt your system! It's good practice to check for updates again after the previous ones have installed to make sure you received them all. Repeat these steps until no more updates are found.

New Helpdesk
By Richard Bird

Submit a Helpdesk Ticket Today!

There are four ways to submit a ticket

In Person: CHS room 150

Email: helpdesk@colchestersd.org

Phone: (802) 264-5727

Online: http://helpdesk.csdvt.org/portal

We are excited to announce the start of a new member of our technology team. Steve Galente (below) is the new voice of the Helpdesk for the Colchester School District. Steve is a Colchester resident and is retired from the VT Air Guard. Steve is experienced and ready to answer your calls.

SharePoint New look
By Kathy Couillard

In May, SharePoint got a new look and feel. Microsoft implemented a "modern experience" for SharePoint, to add "extensibility, accessibility, and a responsive design to the user experience."

What actually changed? Your content is all there just rearranged a bit.
Here are some changes:

- The ribbon is replaced by a command bar

- **Hourly Timesheets**: the menu has moved from the left side to the right

- **Copy and Paste:** in PDF documents you must select "Open in browser" first, but in DOC and XLS you can copy and paste directly.

- **Upload:** you can upload a document to a library but must assign a category after.

- Return to classic SharePoint view is available in the bottom left corner, if modern is not working out for you.

Microsoft Office Products to go for iOS

By Jason Singh

Ever on the go with your iPad but wish you could use edit a document, a spreadsheet, or even a presentation? Well Microsoft offers free Office applications for iOS so you can get work anywhere for free. While the features of these apps don't quite have as many functions as the normal desktop ones, they still get the job done.

One of the best features about these applications is there connectivity to OneDrive where you can pull up office files and edit them conveniently. Word also has the ability to do speech to text as well to make some documents convenient to do.

If you are someone who uses an iPad regularly on the go these apps can be very useful for you! So, if you have the time, try them out!

Explore this Chromebook App

By Austin Bulluck

Are you looking to bolster your reading curriculum? Lexia Reading Core 5 is an amazing asset to any learning program. Designed as an essential component of any reading curriculum, Lexia Reading Core 5 provides personalized learning for students of all abilities and delivers explicit instruction both online, and with direct interaction with the teacher. With a goal of bolstering literacy using technology, both the Lexia team and their apps can help support students and their teachers in quite a few amazing ways.

Students who work independently using this online app will experience structured, sequential, tailored courses, as well as periodic comprehension tests in a dynamic environment with a focus on:

- Fundamental literacy skills to develop automaticity and fluency
- Listening and reading comprehension with complex text
- Academic and domain-specific vocabulary to improve comprehension

Technology Profiles

The following are the information technology staff who work for the Colchester School District. We thought it would be nice to show you what we look like since we've had a few changes over the past year.

We have four Technology Specialists who are responsible for troubleshooting and fixing all your hardware and software issues. Three of the specialists go out into the buildings to provide support and one specialist manages our Helpdesk, located at CHS.

Tammi Tandy IT Specialist II	Chris Whittaker IT Specialist II	Jason Singh IT Specialist II	Steve Galente IT Specialist I (Helpdesk)

We have three people who make sure our network runs smoothly. They are the ones responsible for all components of network connectivity.

Peter Keenan Network Engineer	Kathy Couillard System Administrator	Austin Bulluck IT Specialist III

We have two people who primarily work with anything data related, the biggest one being PowerSchool.

Richard Bird Data Manager	Trevor Lombard IT Specialist III	Pam Barclay Technology Director

Have a great summer break

The Technology Department