

TECHNOLOGY TIDBITS

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Welcome Back

By Pam Barclay

We hope everyone had a wonderful break and are excited to be back at school.

When you return to your building and/or classroom and something is not as you desire, please submit a helpdesk ticket. Please remember we have the entire district to help, so have patience while we get to your issue.

Over the summer we cleaned and updated all the technology in classrooms. We inventoried all computer technology in your classroom. If you want to know what is supposed to be in your classroom, your inventory is available through your school SharePoint site. On your school SharePoint site, click on the link on the left hand site that says Building Inventory. From there, you can

access your room inventory. If you have any discrepancies, you should submit a Helpdesk ticket.

Some classrooms received new interactive projectors or new Active Panel over the summer. If anyone needs a refresher course on how to use the new technology, submit a helpdesk ticket.

Tips for Common Computer Problems

By Tammi Tandy

Coming back to school, setting up your classroom, remembering those passwords, and everything else sometimes can be a little problematic. Here a few quick tips that may fix some of your computer problems that often come with your first week back.

Computer Not Turning on: Make sure your computer is plugged in and that the power strip is turned on

Monitor Displays:

Black Screen: Check to make sure power is on and plugged in. Make sure Monitor is connected to Computer.

Projector only shows Blue Screen and not what is on my computer: Check display properties by right clicking your mouse on the desktop and choose display settings. Make

sure that your display settings are set at **Duplicate and NOT Extended.**

No internet:

Desktops, make sure your ethernet cable is connected to the computer and the data port. (Green cable that connects your computer to port on wall).

Laptops, make sure you are connecting to CSDX wifi.

Printing:

Laptop/Desktop: Printer icon has a **green** check mark with a picture of printer

Chromebooks: Printer icon has a **blue** head

Still need help visit our Technology Resources Page

https://csdvtorg.sharepoint.com/tech_resources/SitePages/Home.aspx



Promethean Active Panels

By Chris Whittaker

Last school year, IT piloted Promethean Active panels at Porters Point Elementary. These panels are similar to the Epson projectors, but quite different in several ways. Essentially, they are an all in one device, (computer and screen in one big panel) I like to think of them as a giant 60-inch tablet. The promethean panels run an android operating system, eliminating the need for a windows PC connection, like the Epson projectors. Running an android operating system allows access to the Google play store. From there you can install thousands of apps. The panels still allow all the annotation features that their predecessors Epson and Polyvison offered as well.

Over the summer, we added 5 new Promethean panels to Colchester Middle School. We are incorporating these into classrooms to allow the Colchester School District to become more PC free in the classroom. The move to the active panel eliminates what would normally be two devices, to one core teaching device. Less wires, less hassle. There's two ways of mounting the panels, either a stationary wall mount, or a cart mount for more portability.

If you get a chance, stop by one of these schools and check out this new technology.

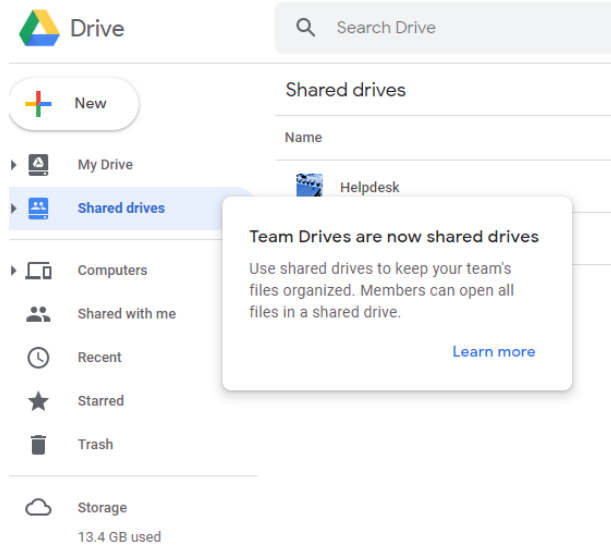
Please remember to clean the screen of Promethean, use only a microfiber cloth with no liquids, as it may damage the screen. As always, if you have any questions about the Promethean Active Panel, or any CSD technology, please submit a ticket to the helpdesk!



Google Team Drives renamed Shared Drives

By Kathy Couillard

In June, **Google** renamed their Team Drives to **Shared Drives**. Nothing has changed but the name. When you open your Google Drive, this is how it will look:



You may be thinking: Do I have a Google Shared Drive? Do I need a Google Shared Drive? What is it anyway?

Google Shared Drives are a shared space where teams or groups of co-workers can easily create, store, search, and access shared Google files from anywhere.

Unlike files in your own My Drive, files in a Shared Drive belong to the team instead of an individual. Even if members leave, the files stay put so you and the rest of the team can continue to access information and get work done.

Some folks are currently sharing files from their own My Drive. When they leave, these files are gone too, lost to everyone they shared with!

Count me in, but how? IT has already created many Shared Drives for each school, based upon Department, House, or Grade. Ask IT to get you started!

New Access Points

By Austin Bulluck

At some point in your life you've probably had to deal with slow internet, whether it be when there's too many people in the library and that article is refusing to load, having a bunch of friends over and nobody can get Instagram to work, or your router is in the basement and you're all the way on the second floor so Netflix wants to buffer endlessly, the list goes on.

Fortunately, CSD is fighting back against this issue. Over the summer we have upgraded our Wi-Fi coverage in several key areas to help ward off the dreaded endless loading bars.

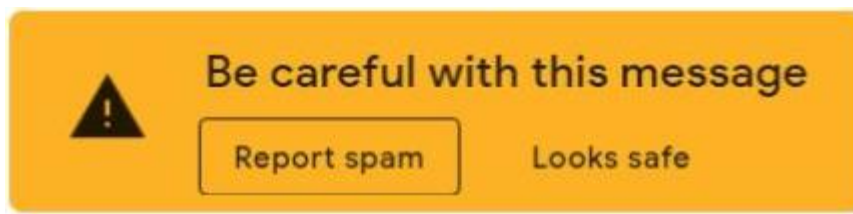
Our goal was to target several tough spots in our network (cafeterias, main offices, gyms etc.) to focus on big waves of users like during start of day, lunches, end of day and so on. We also improved overall coverage by replacing older units around each building. This will hopefully give us a more consistent experience when online throughout the district.

So, as we enter this new year, hopefully these new upgrades will give us a better technology experience than ever before. Happy browsing!



Phishing and Whaling

By Peter Keenan



You're probably aware that email based scams have been on the rise and are continually getting more subtle and by now you've probably also seen the banner above alerting you to a possible forged email in your inbox. Most recently (today for example) the majority of these are taking the form of "Whaling attacks" which attempt to solicit information or action from a recipient by the sender impersonating a supervisor or a district staff member.

Fortunately to date most of these have been identified by the recipient with the help of the notification banner and the email safety deleted. It is important however to always think twice about anything that looks out of the ordinary with or without a banner and always to take care when responding to or clicking on a link in an email or on a website. Any email or website asking for any of the following items is suspicious;

- Usernames and passwords, including password changes
- Social Security numbers
- Bank account numbers
- PINs (Personal Identification Numbers)
- Credit card numbers
- Your mother's maiden name
- Your birthday

Some simple tips to help

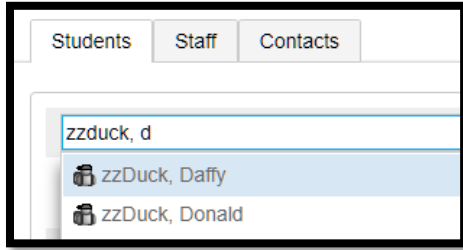
- Check that the email address and the sender name match.
- Hover over any links before you click on them. If the URL of the link doesn't match the description of the link, it might be leading you to a phishing site.
- On the Internet, if you see a Certificate error notification in the web site address pay attention to the error notification as it indicates a mismatch between the site's name and its real address – likely not the site you think it may be.
- Be suspicious of unsolicited phone calls, visits, or email messages from individuals asking about employees or other internal information. If an unknown individual claims to be from a legitimate organization, try to verify his or her identity directly with the company.
- Do not provide personal information or information about your organization, including its structure or networks, unless you are certain of a person's authority to have the information.

Searching in PowerSchool

By Trevor Lombard

Have you ever needed to select several students at a time in PowerSchool in order to export them into a spreadsheet, or use the selection to send notifications through school messenger, or maybe you just need to know how many male students live on Porters Point Road? The search function in PowerSchool can do all this for you if you know how to tell it what you are looking for.

Basic searching is simple enough; to find one student search for them in the format of 'last, first'



(Hint – if you go into 'Personalize -> Interface' you can turn on "Smart Search" which will give you suggestions on who you are searching for, as seen above)

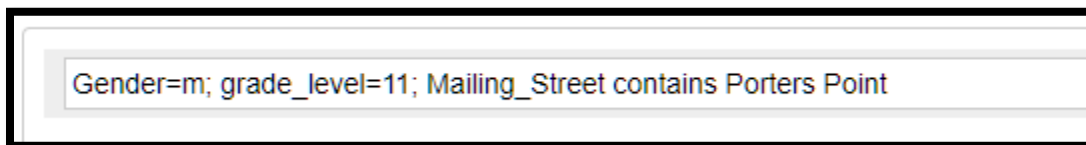
Suppose you don't remember the students last name but you distinctly remember they are Daffy. You can tell PowerSchool to search for specific fields. For example: First_Name=daffy

(Hint – you can click the 'View Field List' button to see a filterable list of field names)

When you need to select multiple students there are several different ways to approach it depending on what you need. There are "quick select" buttons under the search bar to find all kids by starting letter of their last name, or their grade, or their gender. Clicking one of these will automatically select the students for you.

Another way to select multiple students, in a scenario where you have a spreadsheet full of names or student ID numbers you can use the "Multi Select" button. Clicking that will bring up a window where you can select what value you are searching on (student ID, lastfirst, firstlast) and then just paste in the values from the spreadsheet and click search. This will automatically make those students the selection.

When you need to get specific, like in my above example of male students in eleventh grade who live on Porters Point Rd, you can use comparators in your search:



You can see that there are three students who meet these criteria and they have been selected. For a more detailed list of comparators and other details you can click the [?].

These tips should get you started on your way to making more efficient and meaningful searches in PowerSchool. Please feel free to contact Trevor (x5761) if you have any questions or need any assistance.

