

# TECHNOLOGY TIDBITS

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## Taking Devices home over 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.

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.

## SLD How to Access

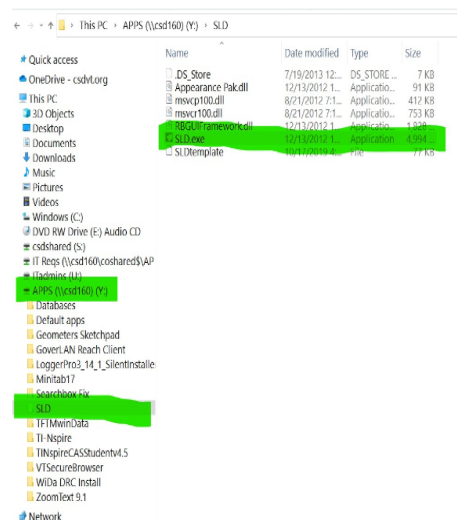
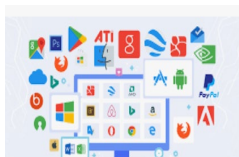
By Tammi Tandy

Recently questions have been raised about the SLD software and how to access it.

Please follow the instructions below to find and access the SLD Templates:

1. Make sure that you are connected to the districts network (CSDX)
2. Go the APPS: (Y:) drive on your device
3. Find the SLD Folder and open it
4. Select SLD.exe

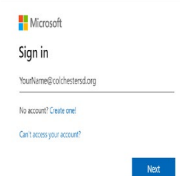
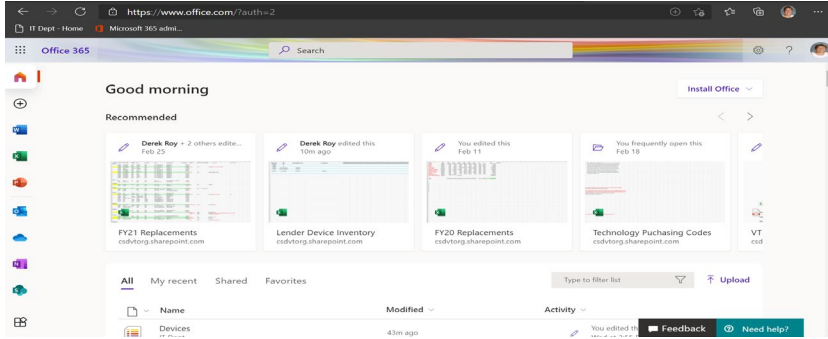
For your convenience, a screen shot has been provided on how to find the SLD folder on your device. Please note the highlighted areas.



# Microsoft Office Changes

By Tammi Tandy

Over the past year we have migrated users to Microsoft's Online version of their Office suite. What does this mean for you if you want to continue to use Office products? It means you will access and create documents a little differently going forward. To create a document, you will now go to <http://office.com/signin> using your CSD email address and password. Once you are logged in you will see all your files and office products. You access them by simply clicking on them. See screen shot below.



Some frequent Questions that folks have had that are worth sharing:

**Question:** When I try to write a document in word, my computer tells me that the "product is deactivated" and then it will not let me activate it.

**Solution:** Go to Office 365 online <http://office.com/signin> and login in and use the MS office product there

**Question:** When I try to access a file on the shared drive, my computer tells me that the "product is deactivated"

**Solution:** Files stored on the shared drive can not be opened with Office Online, if you have files you need to access, please submit a Helpdesk ticket.

If you would like to move your Office files to Google, please submit a Helpdesk ticket and we will help you move them.

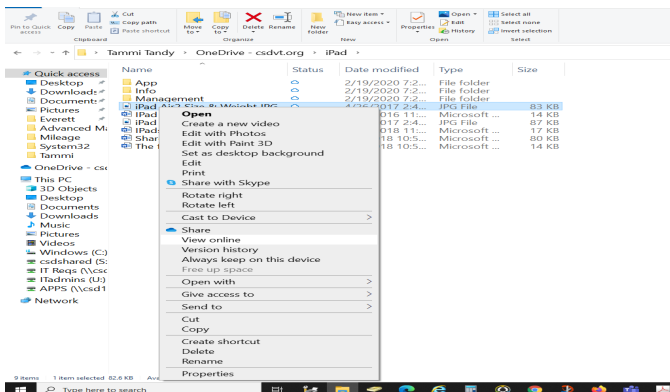
If you have any other questions, please feel free to call the Helpdesk at 264-5727 or put in a help desk ticket.

# Promethean Tips

By Tammy Tandy

**Question:** How do I right click on my Promethean Active Panel?

**Solution:** Hold your finger on the item that you want to right click on, and a box will appear. Once the box appears lift your finger and a drop-down menu will appear. You will choose View online from the drop-down menu.



## Windows Updates

By Chris Whittaker



Windows updates can solve many issues you have with your computer. We have found if you are having issues with your audio, microphone, printing, graphics, and many other issues, updating Windows solves many of these issues. Updates also ensure you have the latest bug fixes and security updates to help prevent you from acquiring malware. It is important to not power down your computer while windows updates are running, doing so, could result in the computer becoming unusable. Most updates download, and then ask for a reboot to install them, however you can also do Windows updates manually. Here is a video tutorial on how to install windows updates.

<https://www.youtube.com/watch?v=5T6MMM5Q8y8>

As always, if you have any questions or issues, please submit a helpdesk ticket.

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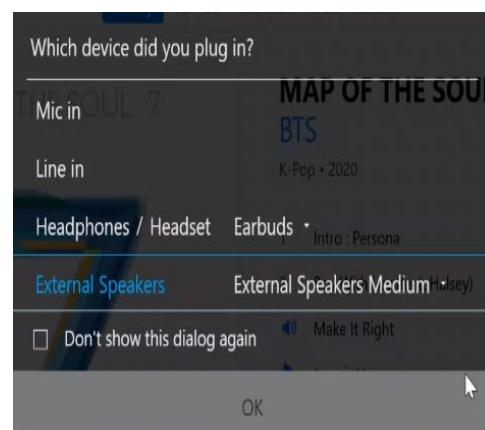
## Connecting headphones to your new Dell laptop

By Jared Brunelle



If you are having trouble getting a pair of wired headphones/earbuds to connect to your new Dell laptop, follow these steps.

1. If you already have them plugged into the audio jack, unplug and replug them.
2. Once you replug them you should receive the pop up. Make sure you choose the appropriate type of device headphones/Headset or Earbuds and check "OK".
3. You can click do not show this dialog again.
4. Not following these steps will result in no audio.
- 5.



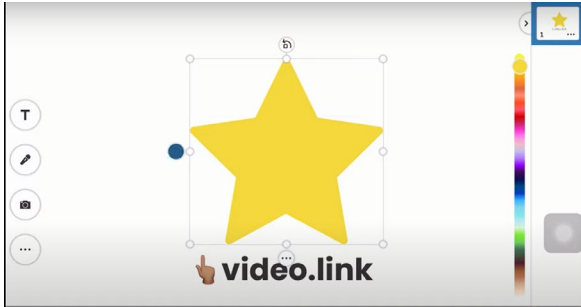
# Video.link and SeeSaw

By Tammi Tandy

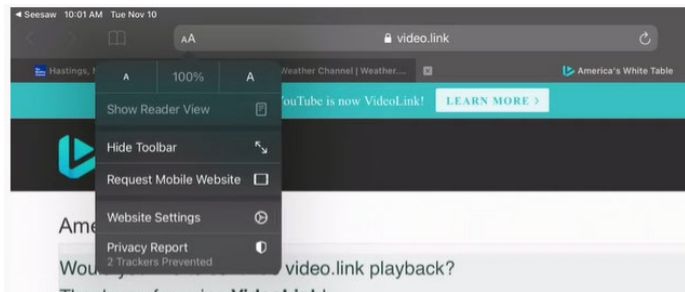
## Work Around for iPads using **video.link** and **SeeSaw**

<https://video.link/> Is a Great resource for teachers and students but problematic for iPads trying to view the videos that have been uploaded to programs such as SeeSaw. The good news is that there is a work around and an easy solution to use with students.

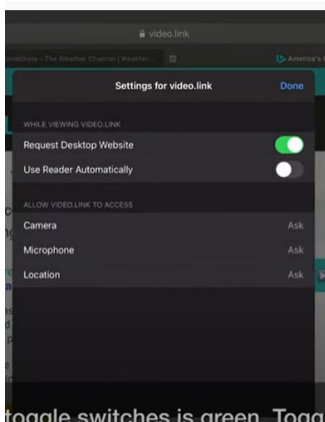
1. When the student launches a video.link video they should to up to the address bar



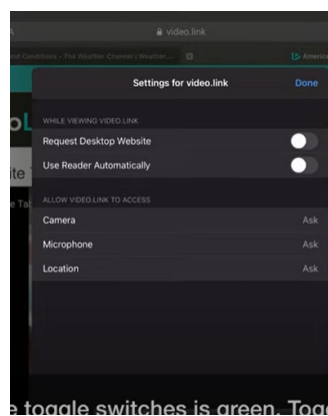
2. Have the student tap on the **AA** and Select **Website Settings** from the drop-down menu



3. A new window will appear Labeled **Settings for video.link**. Look at **Request Desktop Website** and you will notice the one of the toggle switches is green. Toggle it to the off position and then tap done. The video will now play. And since this is a site setting, this should only need to be done once.



Before



After

Included is a link to a video that has proven to be very helpful. <https://youtu.be/x7Tyrb8c8n8>



## Loaner Laptops

By Derek Roy



If you have a loaner laptop because your device is being repaired, please look to your school email, and see if it has been repaired. There are quite a few students who have not picked up their laptops for a month or longer after it has been repaired and the email has been sent.

I send emails through my school email directly, if you cannot find my email please search, "derek.roy@colchestersd.org" for it.

Be sure to bring the loaner's charger back when you come in to grab your laptop!

Also, there seems to be some confusion around what constitutes if a student can get a loaner.

The basic idea is that we need something from them for us to give them something.

- A. We do not give a loaner if the student has forgotten your laptop at home.
- B. We also do not allow students to borrow a charger. If the laptop needs to be charged and they cannot find a classmate or friend to let them borrow theirs for the mod, they can bring it to the help desk to charge.

## Employee Access Center

By Trevor Lombard

A new link for the Employee Access Center (EAC) was rolled out recently, here is a mini FAQ on how to login to the EAC and change your password.

### How do I login to the EAC?

The new link for the EAC is:

<https://efp2011vteac.efinanceplus.powerschool.com/eFP20.11/EmployeeAccessCenter/Web/MultDBlogin.aspx?entity=COLENV>

For the username you will use your full CSD email address.

The first time you login to the EAC the password will be the last four digits of your SS#, and when you successfully login the first time you will be prompted to change your password and set your security questions.

### What do I do if I forget my password?

The first thing to try is to click the 'Forgot your Password' link on the login screen (just below the Sign In button). This will ask you to enter your CSD email address, and then prompt you to answer the security questions that you set the first time you logged in, and then choose a new password.

You can submit a ticket to the helpdesk if you are unable to reset your password otherwise. When someone in IT resets your password you will get two emails in response in any order; one from the EAC system saying that your password has been changed and to contact the person who did it (this can be ignored), and one via the ticket with your new password.

### Who should I contact with questions about my paycheck?

If any info in the EAC regarding your paycheck or any other information that is in there, please contact HR.