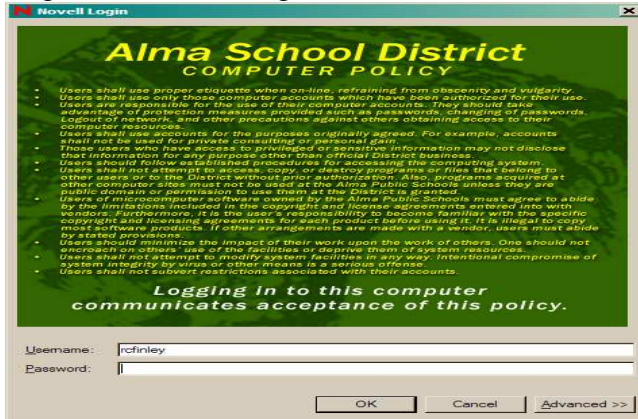


## Technology In-Service 2009 AMS/AHS

Changes in Login and Shutdown of computers

Login Screen User Agreement:

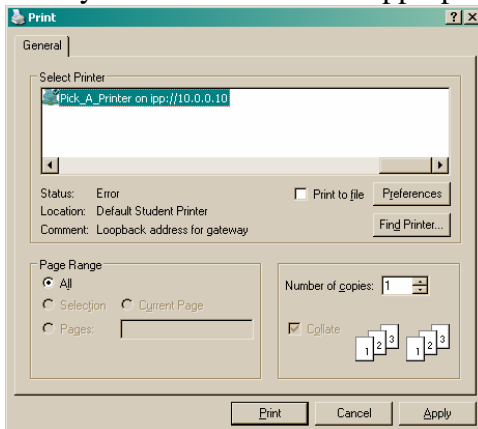


Shut Down: Begins the process at 4:40 each day



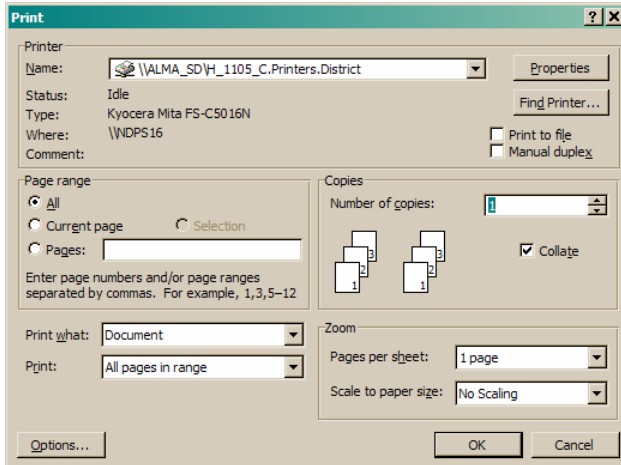
**Printer information:** all printers have new names; you can see the listing of old printer names to new printer names at <http://10.0.0.10/ipp> (in case you missed the e-mail this summer)

When you select print the default should show: pick a printer  
Then you can browse to the appropriate one

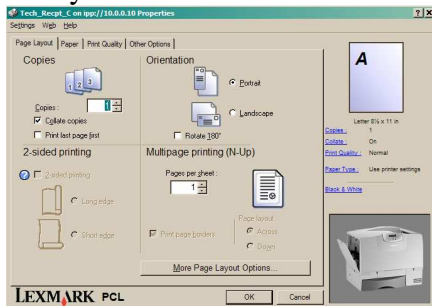


Black and White: all printer settings are defaulted to print black and white

How to switch to color: Select Print and once on the Print Preview page select Properties



Once you have selected Properties select Black and White on the far right hand side and then you can deselect Black and White- which means it will then be in color



**Groupwise Client :** Select the Groupwise Icon in your Application Launcher- this is the MAIL icon you want to use while at sc



**Your NOVELL, GroupWise Client, and GroupWise Web Mail Logins- All have the same username and password--- when you change your password- it changes for all these applications**

**Adding your signature: OPTIONAL**

[http://www.almasd.net/tech\\_instruction/Captivate/Editing-adding%20signatures.htm](http://www.almasd.net/tech_instruction/Captivate/Editing-adding%20signatures.htm)

**Groupwise Webmail** [www.almasd.net](http://www.almasd.net)> Webmail on the left hand menu >Select Webmail

You will then see a login screen. Enter your FULL GroupWise username and password to access. **MOST** features that you have in the Client are also available in WebMail.



**GWAVA-** (Email Filter) You will receive a Weekly GWAVA Digest—EMAIL  
 You need to Access GWAVA Everyday – if you are expecting an e-mail you have not received. ( Sometimes you don't know what you didn't get, so good policy to check it every day)

The link for GWAVA is in your Application Launcher.



When you login to GWAVA use your full Almasd e-mail address and password.  
 You can release items by checking next to the item in the box and selecting the release box

**Communication with the Tech Department:**

**PLEASE DO NOT STOP A TECHNICIAN IN THE BUILDINGS AND SAY CAN YOU JUST COME FIX THIS.....**

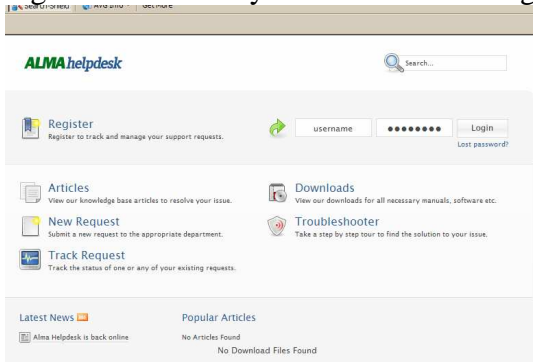
Everyone has to register for a Help Desk account

When you have any technology problems log a ticket. If it is something that appears to be an emergency please report it to the Media Specialist in your building or call the tech building 632-4717 You can also use IM the help desk to see if someone is available .

**Logging a Ticket**

Register for Help Desk from [www.almasd.net](http://www.almasd.net) select the link in the bottom left corner: Helpdesk: Once on the Helpdesk page select Register- You will be sent an e-mail confirmation in which YOU MUST click on the link provided to complete the

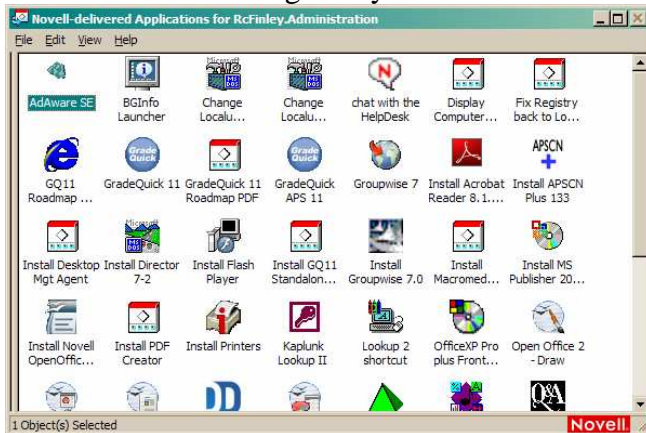
registration. Then you will be able to login and log a ticket.



You can also send an e-mail to the Helpdesk if for some reason you can not log a ticket. This will log one for you.

Help Desk: send an e-mail to [helpdesk@almasd.net](mailto:helpdesk@almasd.net)

**IM Information:** to install Instant Messaging Select: Chat with the Helpdesk this will install Instant Messenger so you can chat with us or the other in-district people you add.



**Testing Information from District Edline page**

**You will only be able to see this if you are logged in to Edline**

**E-Mail Content-** reminder be careful what you put in an e-mail

**Gradequick/Edline Information:**

**Step by Step information is on the Technology Instruction page in Edline**

Reminders: Grades are to be posted by noon on Thursdays

Send attendance every period by using either the symbol T = Tardy or U = Unexcused

**Important Changes for Gradequick**

Grading Symbols to be used:

X= Exempt

\*\* = Exempt – You will **not** be allowed to have your asterisk set to calculate as zero

MW = Missing Work (will calculate as a zero)

NE= Missing work has never been attempted and calculates as a zero

0= if the student has earned the zero by completing the assignment with all things incorrectly done then they earned the 0

**\*\*\*\*If you have a time frame --- example 3 days for the work to be MW and it turns to NE—that policy must be stated in the news section of your Edline page AND in your syllabus\*\*\*\***

***The symbols above will be standard for all gradebooks in HS and MS. We are striving for consistency in all gradebooks***

**Important Changes for Edline:**

**Must have your ALMA e-mail address visible on your Edline pages**

**The following must appear in your Content section of Edline:**

Tests Dates posted to Calendar for that class Reminder name with your name or subject :i.e.

finley test #2 or Alg I Test

Projects Date and information posted to the calendar for that class

Syllabus Must be available in PDF format; also if you have specific ways your grades weighted this must be outlined in your syllabus; Tests 30%, Homework 50%, Quizzes 20%

**Attendance must be submitted every period of the day, beginning with the first day of school.**

**1st Grade Posting to Edline should be done by Thursday, August 27th by NOON**

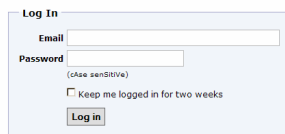
Reminder Step by Step Information is on the Technology Instruction page in Edline

[http://supportlinkonline.com/gqweb/GQWeb\\_Teacher\\_Guide.pdf](http://supportlinkonline.com/gqweb/GQWeb_Teacher_Guide.pdf)

Install the Gradequick Plugin- this must be done if you are using it at home

Triand: [www.triand.com](http://www.triand.com) use the old triand until further training is provided.

> Select LOG IN Register for MY TRIAND



Log In

Email

Password

(Use sensitive)

Keep me logged in for two weeks

[Forgot your password?](#)  
[Learn more](#) or [sign up for a free trial.](#)

**Note**  
If you used Triand last year and you need access to last year's webs you should [log in to last year's website.](#)

Although you are registering for My Triand use the old Triand for right now regarding student information.