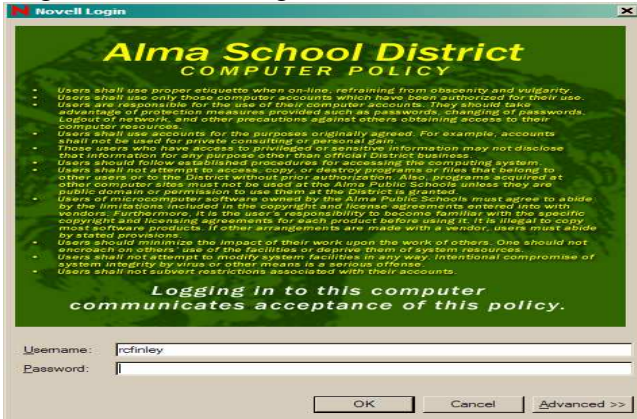


Technology In-Service 2009 APS

Login and Shutdown of computers

Login Screen User Agreement:



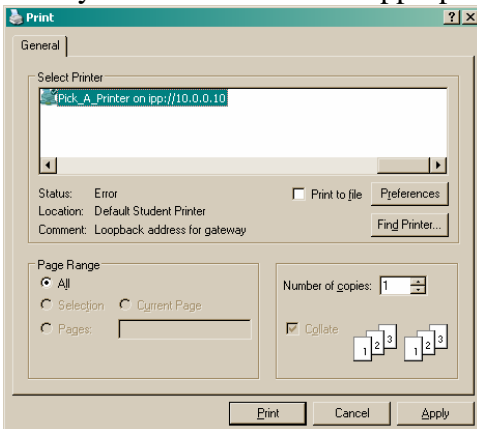
Shut Down: Begins the process at 4:40 each day



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)

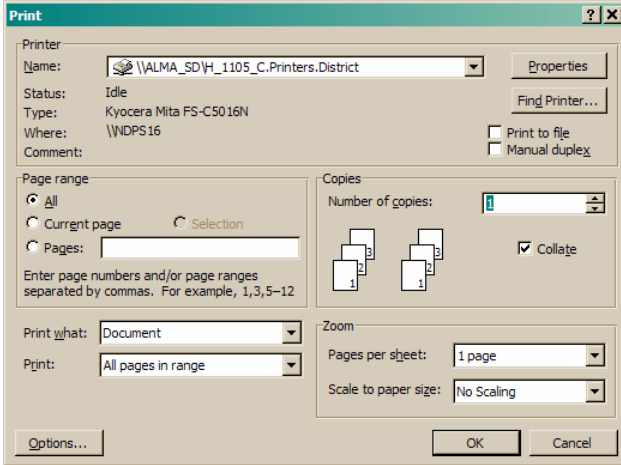
When you select print the default should show: pick a printer

Then you can browse to the appropriate one

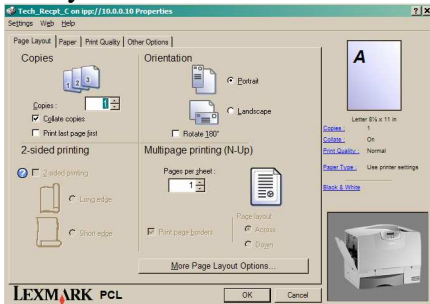


Black and White: all printer settings are defaulted to print black and white

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

Groupwise Webmail 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.....

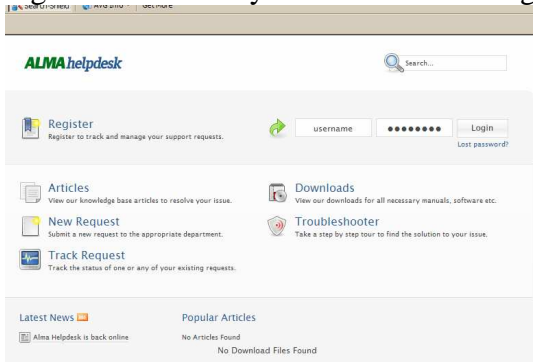
Everyone has to register for a Help Desk account

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 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

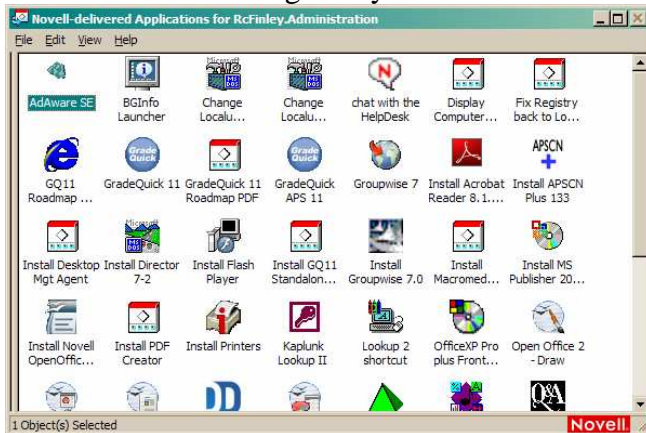
registration. Then you will be able to login and log a ticket.



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

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 Items for Edline:

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

Must have your ALMA e-mail address visible on your Edline pages
You must have a weekly newsletter posted and must be posted as a PDF

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

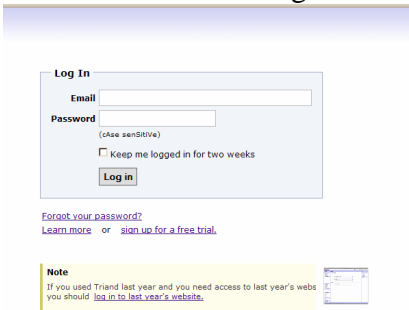
Reminder Step by Step Information is on the Technology Instruction page in Edline

http://supportlinkonline.com/gqweb/GQWeb_Teacher_Guide.pdf

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

Triand: www.triand.com use the old triand until further training is provided.

> Select LOG IN Register for MY TRIAND



Log In

Email

Password
(Case 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.