

Technology Notes

1. Email

- a. We use the k12 email OFTEN to communicate. Please check it daily or frequently in a day
- b. Resources on how to use Office 365, get your 5 free downloads of Office 365, or set up your phone... these are located on the school website:
<http://south.mono.k12.wv.us/5/Content2/1022>
- c. Name Change: <https://fs11.formsite.com/cusilleee/form100/index.html>
- d. To change your email, please go to number 4. Login to Webtop and go to:
<https://webtop.k12.wv.us/0/apps/profile/>

2. Virtual

- a. This login works on our PC laptops or desktops.
- b. Until you get a login, use our sub login (Keep this for your sub folder):
 - i. UN: south-sub
 - ii. PW: 5t4ng!
- c. You have access to virtual from your Chromebook via the "horizon" app or kiosk mode (you have to sign out to see the kiosk modes under "apps"). Also, from any device you can go to the HTML version at:
<https://vdi.mono.k12.wv.us/portal/webclient/index.html#> This is also a link on the South page under "Technology." This is VERY useful if you need to access WVEIS or print to printers at school...even while at home or away.

3. WVEIS

- a. To obtain an ID, go to: <https://wveis.k12.wv.us/teachers/index.cfm>? Click on "Obtain an ID". Use your k12 email address.
- b. LUCKILY, attendance will be done through Schoology
- c. WVEIS logins will be needed to access your IEPs and sign off
- d. You can ONLY access WVEIS while on our internet at school or buy logging into Virtual from home (see above).
- e. Don't forget your USERNAME starts with the letter "t" and then your employee number (e.g., t9560012345)
- f. It is SO important to record your WVEIS login info SOMEWHERE. You have to change it periodically and can never use a previous password. If you get locked out of your WVEIS (because you have tried too many times, please follow the process on the South WVEIS help file:
<http://south.mono.k12.wv.us/5/Content2/1024>

4. Webtop--webtop is a login we use to access some state department apps. :) To access webtop:

<https://webtop.k12.wv.us/>

5. MyVRSpot--We use this service for media hosting and sharing. It's a great work around for Youtube (when it's not working). To access MyVRSpot: <https://live.myvrspot.com/site/login?udi=Monongalia> .

6. iReady--We will use i-Ready as a form of intervention and benchmarking for Math & ELA. Your username and password should be the **same as your k12**. However, if you can not remember, please go through the "forgot password" process or let me know.

7. School Website Helpful Info

- a. Smartfind (get a sub)--logins are given through the board office..not me or Miss Virginia.
- b. If you want something posted, send it to me in an email.
- c. Technology Repair Form for staff & students--NEW FORM! It is posted under "Technology" on the South website. NEW THIS YEAR...all technology/software needing fixed will HAVE to have a repair form filled out first. STUDENTS can fill out their own.

8. Schoology/Chromebooks/Google Account

- a. Reflects WVEIS



- b. Link is on any of the County's websites. **Do NOT use schoology.com.**
- c. We encourage teachers to have AT LEAST one assignment per week.
- d. ALL assignments/grades posted need to have enough info describing what to do and necessary attachments
- e. Smartphone apps to help:
 - i. CamScanner
 - 1. iPhone: <https://itunes.apple.com/us/app/camscanner-document-scanner/id388627783?mt=8>
 - 2. Android: https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en_US
 - ii. Genius Scan
 - 1. iPhone: <https://itunes.apple.com/us/app/genius-scan-pdf-scanner/id377672876?mt=8>
 - 2. Android: https://play.google.com/store/apps/details?id=com.thegrizzlylabs.geniusscan.free&hl=en_US

9. Chromebooks

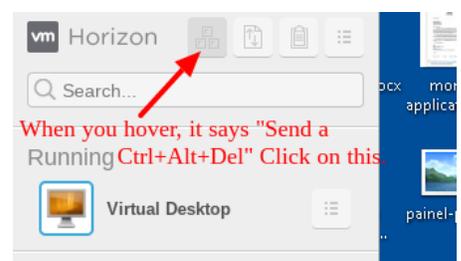
- a. Your chromebook is assigned to you. If you lose it or break it, please contact me ASAP.
- b. Your login info, see above in #8.
- c. Please integrate a policy inside of your classroom management plan on how you will handle the care, management, and monitoring of the chromebooks. Remember to address the behaviors...not the item they use to do the behavior (e.g., Using a shared Google Doc to create a chat room with friends = passing notes = off task; How would you address off task behavior?)
- d. How will you deliver instructions? Are you going to share Google Drive items? Use Google Classroom? Use Schoology? Up to you!
- e. What will you do when a student doesn't have a chromebook? The student needs to feel the burden of not having the device. Please make sure the burden is put on the child for when they do not have a chromebook. They should feel the inconvenience of not having the device. This can be paperwork or additional questions. I do NOT want this to have to be a burden on you any more than is necessary.
- f. Request an App/Site to be unblocked or blocked: <https://fs11.formsite.com/cusillee/form115/index.html> (ONLY AFTER you have checked to see if it already is!!!! And you need to provide a good reason)

10. Youtube/MyVRSpot: Youtube is no longer blocked or require webtop login. BUT everything is pretty much censored. Workaround is MyVRSpot. Copy and paste URL from cellphone or blocked site. Students will have access.

- a. More info: <https://web.microsoftstream.com/video/f349d4af-d893-4f82-a367-57c1f6f9c322>
- b. You have the power to unblock a youtube video by clicking the "approve" button below the video. If there is no button, then it is already approved/unblocked.

11. Changing your passwords:

- a. By default, when I create a password for you it is normally "Stallions1". However, you can change your passwords once you are in.
 - i. **Your Chromebook & Virtual Password** (THEY ARE TIED TOGETHER AND THE SAME): To change this, log into Virtual. Move your mouse to the top of the

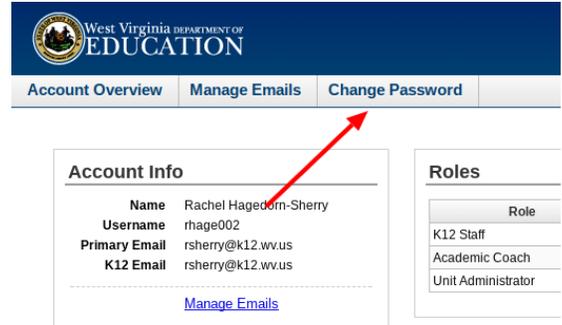


screen or far left to cause virtual to bring the drop down menu.

1. Choose the "Send a ctrl+alt+del" button.
2. Choose "Change Password"
3. RECORD this password!!! This is now your virtual password and Chromebook password!!!

ii. **Your Email & Webtop Password:**

1. Go to: <https://webtop.k12.wv.us/0/apps/profile/>
2. Login to Webtop (for most this is the prefix to your k12 email and email password). Contact me if you do not know it.
3. Click on "Change Password".
4. Change password. RECORD this password. This is now your k12 email and webtop password.



12. Chain of Command: When it comes to technology, please forward ALL concerns or issues to me directly. **Please do NOT email Chris directly or the techs.** Thanks!

13. My contact info

- a. Rachel Sherry
- b. rsherry@k12.wv.us
- c. 304-534-2308 (Text or call)
- d. **Birthday & National Ed Tech Leader Appreciation Day:** May the 4th be with you
- e. Wish list: Anything Daryl Dixon, Rip (from Yellowstone), minion, zombie, star wars, Groot, Dwight Shrute, Jax Teller, Bill Murray, etc. ☺
- f. Feel free to schedule a celebration for me within your team plans. Thanks!

Have a great year!!! I look forward to another awesome year with you all!