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End of the Year

With the school year rapidly coming to a close, here are some ideas of how you can preserve your electronic information for next school year. IMS will be reimaging all stations in the district over the summer. This means that any pictures/documents stored on the local drive must be removed to a safe place or they will be deleted. Favorite websites that are saved in Internet Explorer are also removed during this process. Instructions for backing up I.E. Favorites and Outlook email messages are included in this issue.

Technology Integration Spotlight

What do you see as the added value of using instructional technology in your classroom?

Jon Conover (Gowana, English): Technology serves as the essential tool that all students must use if they are to be successful in the 21st century. Incorporating technology within curriculum and classroom lessons improves the possibilities of the instruction as well as the quality and diversity of the final product. Where would Leonardo DaVinci be if he were limited to only painting on small canvases? Students need to use technology in the classroom to unlock their true potential and further their understanding of content specialty areas, educational standards, and the ever-changing world around them.



Liz Utzig (HSE, English): High school students are so technologically savvy! Lessons using technology can enhance students' willingness *and* ability to learn. For instance, analyzing "A Raisin In The Sun" with PowerPoint can incorporate the text of the play with the technology they're accustomed to in their daily lives. A rubric can require students to choose an interesting scene from the play, specify the page numbers and give a synopsis of the scene, explain why that scene is important in the context of the entire play, and then use images and music to underscore their ideas. High school students must be able to do more than summarize the plot and list characters in a story. As an English teacher, my task is to encourage students to dig below the surface of a text. They must probe to find the author's meaning. Students should make connections between literature and how it might reveal a universal truth to them.



SIS: Calculating Final Averages

Secondary teachers may want Infinite Campus to calculate **final averages**. The program already calculates final averages based on the quarter/exam scores. However, teachers cannot see that average in the Grading by Task menu. To see final averages as calculated by the system:

- 1) Under **Instruction**, click **Lesson Planner**.
- 2) Click on the Term Q? Final Grade task.
- 3) In the window that pops up, make sure **Numeric** is selected under **Curve**.
- 4) Now click **Gradebook** under Instruction.
- 5) Select Q? Final Grade from the drop-down menu.
- 6) You should now see averages calculated in the yellow field. You may also right-click in the green field and post these to the report card (Grading by Task).

Thanks

Many thanks to all who completed the Professional Development Needs Assessment survey last month. Your responses will help shape future offerings.

Backup your Internet Explorer Favorites

Use this process **before** your computer is **reimaged** or any time you wish to transfer your Internet Explorer "Favorites" to a different computer. Note that you must Import your Favorites, **after** your computer has been reimaged.

- 1) Open Internet Explorer and check your Favorites to make sure they appear in the list.
- 2) Click on **FILE >> IMPORT AND EXPORT**. The Import/Export wizard starts; click **NEXT**.
- 3) Highlight **EXPORT FAVORITES**. Click **NEXT**.
- 4) If you want to export all of your Favorites, just click **NEXT** (by default, the Favorites folder should be highlighted). Otherwise, select the subfolder(s) you wish to export and then click **NEXT**.
- 5) Click the **BROWSE** button near the **Export to a File or Address** box to designate a location (i.e. **F:** drive) for saving your Favorites. Navigate to the desired location and name the file appropriately (by default, the file will be called **bookmark**, though you may want to name it something else). Make sure you know where your Favorites file is being saved! Click **SAVE**. Click **NEXT**. Click **FINISH**.
- 6) When prompted that your favorites have been successfully exported, click **OK**.

Spring Cleaning in Outlook

Clean out the old and make room for the new! Create a **Personal Outlook Folder** for 2006-07 messages. Then burn the personal folder to CD and delete it from Outlook. Like an archive, personal folders are stored offline. Unlike archives, messages are manually placed in personal folders.



1. Use the **File** menu to select **New**, then **Outlook Data File**
2. Confirm **Office Outlook Personal Folders File (.pst)** is selected. Click **OK**.
3. When the "Create or Open Outlook Data File" screen appears, name the file and navigate to your F: Drive (assuming you have room on your F: drive) or USB drive where you would like to store the personal folder. Click **OK**. Click **OK** again. **Personal Folders** now appear as an option in the **Folder List**.

Simply drag and drop messages into the personal folder. Move individual messages or entire folders you have created (not system folders such as Inbox). Don't forget **Sent Items** (use CTRL+A to "select all" items in a folder, then drag to the personal folder).

Burn to CD: If you saved to your F: drive and want to free up the space the personal folder is consuming there, use Roxio Easy CD Creator to burn the file to CD (store in a safe place). In the future, contact a Lead Teacher if you need help accessing those messages.

Once the CD is burned, it's a 2-step process to close the personal folder and delete it from your F: Drive. While in Outlook, **right-click** on the personal folder and select **Close Personal Folder**. Next, use the **START** menu to select **My Computer**. Double-click to open your F: drive. Right-click on the personal folder and choose **Delete**. Personal folders saved to a USB drive or CD can be opened via Outlook on your home computer.

New Help Desk

IMS has implemented a new Help Desk system to replace the existing Revelation system. Both the new and old systems will run concurrently through 6/29/07. All are encouraged to learn and use the new system because after 6/29, **imshelpdesk** will no longer be available. Thereafter, users must submit tickets via the new **helpdesk**.

To access the helpdesk:

- 1) Open Internet Explorer. In the address bar type **helpdesk** (no www, .org, etc.).
- 2) A separate helpdesk login is not needed. Tickets are "from" whomever is logged into the computer.
- 3) Click on **Submit Incident (Ticket)**
- 4) Select a category **and** subcategory.
- 5) Type a full and complete description of your issue, then click **Submit**.
- 6) While you will NOT receive an email to confirm submission of a ticket, you WILL get an email when the ticket is resolved.



Full instructions for the new helpdesk can be found in the [FAQs section of ShenTRAC](#).

Upcoming Educational Technology Training

June Workshops			Summer Workshops		
FrontPage: Website Design for Teachers	6/7	9-3	FrontPage: Website Design for Teachers	7/24	9-3
Curriculum Development w/ Technology	6/8	9-3*	Curriculum Development w/ Technology	7/25	9-3*
* May sign up for half or whole day.			FrontPage: Website Design for Teachers	8/7	9-3
			Curriculum Development w/ Technology	8/8	9-3*

Contact a Lead Teacher if you would like to arrange a time to address individualized educational technology training needs. To register for a workshop, obtain prior approval from your school, and fill out the registration form at <http://www.shenet.org/district/staffdevelopment/SDRegistrationForm.pdf> or call Toni Palko, Staff Dev secretary, at x68410.