About Spencer Butte Middle School

Spencer Butte Middle School is a partnership of students, parents, and staff committed to creating an environment to support students in becoming lifelong learners.
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MacBook
what you can do with it
• word processing / wireless internet
• create slideshows / movies / music websites / blogs / podcasts

Projector
what you can do with it
• project document camera
• project internet
• project anything on your computer

Digital Camera
what you can do with it
• take pictures!
• download them to your computer
• record anything
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## SPENCER BUTTE MIDDLE SCHOOL

### Network Printers
- where are they located?
- how to connect
- how to change a cartridge
- how to undo a jam

### Home Folder
- contains all of your user files!
- the “little house”
- how to find
- how to back-up

### iWeb
- what you can do with it
- create & publish a website
- upload & publish your grades
- go global
NETS: Tech Standards

National Educational Technology Standards for Students: The Next Generation
“What students should know and be able to do to learn effectively and live productively in an increasingly digital world ...”

1. Creativity and Innovation
   Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology. Students:
   a. apply existing knowledge to generate new ideas, products, or processes.
   b. create original works as a means of personal or group expression.
   c. use models and simulations to explore complex systems and issues.
   d. identify trends and forecast possibilities.

2. Communication and Collaboration
   Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others. Students:
   a. interact, collaborate, and publish with peers, experts or others employing a variety of digital environments and media.
   b. communicate information and ideas effectively to multiple audiences using a variety of media and formats.
   c. develop cultural understanding and global awareness by engaging with learners of other cultures.
   d. contribute to project teams to produce original works or solve problems.

3. Research and Information Fluency
   Students apply digital tools to gather, evaluate, and use information. Students:
   a. plan strategies to guide inquiry.
   b. locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
   c. evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
   d. process data and report results.

4. Critical Thinking, Problem-Solving & Decision-Making
   Students use critical thinking skills to plan and conduct research, manage projects, solve problems and make informed decisions using appropriate digital tools and resources. Students:
   a. identify and define authentic problems and significant questions for investigation.
   b. plan and manage activities to develop a solution or complete a project.
   c. collect and analyze data to identify solutions and/or make informed decisions.
   d. use multiple processes and diverse perspectives to explore alternative solutions.

5. Digital Citizenship
   Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Students:
   a. advocate and practice safe, legal, and responsible use of information and technology.
   b. exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
   c. demonstrate personal responsibility for lifelong learning.
   d. exhibit leadership for digital citizenship.

6. Technology Operations and Concepts
   Students demonstrate a sound understanding of technology concepts, systems and operations. Students:
   a. understand and use technology systems.
   b. select and use applications effectively and productively.
   c. troubleshoot systems and applications.
   d. transfer current knowledge to learning of new technologies.

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NETS: Tech Standards

National Educational Technology Standards (NETS•T) and Performance Indicators for Teachers

Effective teachers model and apply the National Educational Technology Standards for Students (NETS•S) as they design, implement, and assess learning experiences to engage students and improve learning; enrich professional practice; and provide positive models for students, colleagues, and the community. All teachers should meet the following standards and performance indicators. Teachers:

1. Facilitate and Inspire Student Learning and Creativity
Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments. Teachers:
   a. promote, support, and model creative and innovative thinking and inventiveness
   b. engage students in exploring real-world issues and solving authentic problems using digital tools and resources
   c. promote student reflection using collaborative tools to reveal and clarify students’ conceptual understanding and thinking, planning, and creative processes
   d. model collaborative knowledge construction by engaging in learning with students, colleagues, and others in face-to-face and virtual environments

2. Design and Develop Digital-Age Learning Experiences and Assessments
Teachers design, develop, and evaluate authentic learning experiences and assessments incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS•S. Teachers:
   a. design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity
   b. develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress
   c. customize and personalize learning activities to address students’ diverse learning styles, working strategies, and abilities using digital tools and resources
   d. provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching

3. Model Digital-Age Work and Learning
Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society. Teachers:
   a. demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations
   b. collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation
   c. communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital-age media and formats
   d. model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning

4. Promote and Model Digital Citizenship and Responsibility
Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices. Teachers:
   a. advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
   b. address the diverse needs of all learners by using learner-centered strategies and providing equitable access to appropriate digital tools and resources
   c. promote and model digital etiquette and responsible social interactions related to the use of technology and information
   d. develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital-age communication and collaboration tools
5. Engage in Professional Growth and Leadership
Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources. Teachers:

a. participate in local and global learning communities to explore creative applications of technology to improve student learning
b. exhibit leadership by demonstrating a vision of technology infusion, participating in shared decision making and community building, and developing the leadership and technology skills of others
c. evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning
d. contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of their school and community

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Calender Setup Instructions for Spencer Butte COW Reservations
November 12, 2008

Getting to the Calender System
Go to the 4J home page at  
http://www.4j.lane.edu
Go to For Staff → Calendars
Enter your username and password
(these are the same ones that you use
for 4J email)
Your personal calendar should now
appear.

Initial Setup – This only needs to be
done once

The process being followed is:
- Subscribing to the computer COWs
- Putting the COWs into a group

Subscribing to the computer COWs
To see calendars of other people or the
COWs you must first subscribe to them.
All calendars at a building should begin
with the building name (ie Spencer
Butte).

1. Click on Calendars
2. Click on Subscribe (just below
Calendars)

Putting the individual COW
Calendars into a group
1. Click on Groups
2. Click on New Group

1. Enter “Spencer Butte COWS” in
the Group Name
2. Click on Search
Wrangling COWs

1. Enter “spencer butte” as the search criteria
2. Check all of the calendars in the Search Results
3. Click Apply

   ![Search Results Image]

4. Click OK
5. Click OK again (previous screen)

1. Click on Options
2. Click on Settings
3. Uncheck Group Invitations box
4. Click Save Changes

Congratulations - You are now finished subscribing to the Spencer Butte COWs and setting up the Spencer Butte COW group. Remember - You only need to do this process once!

Making a room reservation for a Spencer Butte COW

1. Click on View
2. Click on Current Calendar and Select Group: Spencer Butte COWS at bottom
3. If your screen doesn’t look like the image below click on Comparison.
4. This screen allows you to see all the COWs at once for a given day. The white rectangles are hourly time slots that are available. You can move to another day by clicking the new date on the calendar.
5. Determine the date, time and COW you want to schedule and click on New Event so that the following window appears.
6. Select the COW from the Calendar box
7. Enter a short Event Title
8. Enter the Date if not already correct
9. Enter the time and length of the reservation
10. Enter repeating information if needed

Digital Signage:

- [Image of Digital Signage]

6. Enter your extension and name in Location (x1234 Tony)
7. Enter a longer description of the reservation
8. Click OK and check the calendar to make sure everything is correct.

Note: DO NOT USE THE “All Day” button – This doesn’t seem to work.

All Day and Multiple Day Reservations
If you are making an all day reservation use a start time of 8am for 9 hours. If multiple days check the Repeat box, check Daily and the number of days.

Logout when you are finished.
Wrangling COWs

Acceptable Use Policy for Student Computers  Spencer Butte Middle School

All students utilizing computers at Spencer Butte Middle School are expected to observe the following acceptable use requirements:

As a student, I will treat my technology hardware with care, respect and....

- Keep my computer intact by refraining from marking the surface/screen, removing/re-arranging keys on keyboard, removing labels / defacing or damaging my laptops surface, screen, or other parts in any way.
- Keep my laptop computer away from food and all liquids, and off the floor.
- Will use laptops on desktops only, will carry them with two hands, and return it to its cart and plug it in for re-charge.
- Immediately report computer malfunctions, damage, or loss to my teacher or technology specialist.
- Practice responsible internet use by refraining from searching inappropriate websites.

☑ Not load/download software or other items, and not attempt to reconfigure my computer in any way.

☑ Know that students may only access student computers.

As a student, I will treat technology hardware with care. I understand and will abide by the terms of this agreement. I understand than any violations of the above provisions will result in the loss of my computer privileges and appropriate disciplinary action. I understand that I will have access to computers only by signing this contract, and only if my parent signs here also.

Student Name ______________________________
Student Signature ___________________________
Parent Signature _____________________________
Date _________________
Acceptable Use Policy for Teacher Computers  
*Spencer Butte Middle School*

All teachers utilizing computers at Spencer Butte Middle School are expected to observe the following acceptable use requirements:

- Teacher computers are configured differently and are for teacher use only.  
  (Teachers may request a student computer for their classroom.)

- Keep laptop computer away from food and all liquids, and off the floor.

- Immediately report computer malfunctions, damage, or loss to SBMS administration or technology specialist.

- Students must be assigned laptop numbers and be supervised while using computers in the classroom.

- Teachers are expected to model proper computer use and instruct students in the care of their equipment.

I understand and will abide by the provisions and conditions of this agreement and acceptable use policy.

Teacher Name ______________________________

Teacher Signature ___________________________

Date _________________
COW Rules / Tips

**SBMS COW RULES**

1. Sign up for COWs online
2. Teachers are responsible for setting up & transporting the COWs
3. To set up COW in classroom, connect the NETWORK CABLE FIRST, then plug in the POWER cord(s)
4. No food/drinks anywhere near laptops please
5. No laptops on laps/floor > on desk please
6. Please lock up COWs when done & do Not share padlock combination with students
7. Power down laptops when finished & load on cart
8. Please return COW to back of library when finished, and plug in to recharge
9. Please note any problems with laptops on COW clipboard

**SBMS COW TIPS**

Always “drive” the COW cart with the wireless access point nearest you - to avoid crashing it into something and damaging it.

The newer carts have 2 power cords: one to charge the laptops & the other to power the printer & wireless access point. These are labeled on the sides of these carts. You only need to plug in the cord for recharging the laptops when returning the COW to the IMC.

All of the COW printers have IP addresses labeled on their side - so teachers could easily add them as a printer to their own laptop:
1. under the “Apple” > System Preferences
2. choose “Print and Fax”
3. click on “+” to add printer, choose IP & enter address from side of printer

Don’t forget to note any problems with laptops on clipboard on cart.

If there is a COW parked near your classroom, you can probably access the wireless “4jcow” network.

*Remember to log on to the wireless network before attempting to print!*
Wireless Connectivity

**Accessing the COW Wireless Network**

Power on your laptop (allow it to wake completely)

Click on the Airport Wireless icon in the upper right corner of your screen

Select 4jwireless in the drop down menu that appears

Launch a web browser (Firefox, Safari, Etc.)

You should see the following page (If you see a different page, skip to next sec.)

Enter your email username and password

Click **Log In**

**NOTE:** For your security, be sure to use the **Logout** link to cancel your connection when you are finished

**Troubleshooting Wireless Connection**

If your “bars aren’t black” in the Airport wireless icon:

1. log out of the student/teacher account, then log back in /
2. click on Airport wireless icon & choose “Join other Network”
   a. type in 4jcow in the Network Name box
3. click on the Airport icon & choose “Turn Airport Off”, then choose “Turn Airport On”
4. if none of the steps above have worked, unplug the power & disengage the yellow internet cord from the wall port, then engage the yellow ethernet cord into the wall port First, then plug in COW power cord & repeat step 3 > this will work!
Saving to the Server

File Servers

A file server is a computer on the network that is set up for saving and storing files, sharing files, and keeps back-ups of files.

IMPORTANT:
Before you can connect to the file servers, you need to know:

1. The server you are connecting to: files1.4j.lane.edu
2. Your username/password combination*

*Your username and password are the same as those you use for email.

*Backing Up Data*

Teachers, for instructions on connecting to files1.4j.lane.edu to backup the home folder on your Mac, Click Here.

For Teachers & Students

Instructions on connecting to files1.4j.lane.edu using a Mac:

Note: Mac OS 10.3 and 10.4 may differ in the screen shots slightly, however the steps are the same.

Click on your desktop to be sure Finder is in the upper left corner of your desktop, next to the Apple.

Click on Go, then select Connect to Server...
Instructions on connecting to \texttt{files1.4j.lane.edu} using a Mac: (con’t)

In the Server Address: field, enter/choose (this is the default address on student computers) the name or address for the file server you wish to connect to...

![Server Address](image)

Note: If you click on the "+" to the right of the server address field, after the name is entered, it will add it to the Favorite Servers list below.

Click \texttt{Connect}.

For Teachers & Students

Enter your username and password for accessing the fileserver.

Click \texttt{Connect}...

Note: Your password for accessing the file server is the same as your email. If you need to have your password reset, contact NetHelp at \texttt{nethelp@4j.lane.edu}.

Disconnecting from the File Server

On the desktop, click on and drag the globe icon (or the little drive icon) to the trash. When the icon is over the trashcan, in the dock, the icon will change to the eject arrow and un-mount the volume.

Note: If you click on the "+" to the right of the server address field, after the name is entered, it will add it to the Favorite Servers list below.

Click \texttt{Connect}...
Saving to the Server

For Students

HOW Students SAVE-TO-THE-SERVER (files1) 2009-2010 *Revised

1. From any computer in the building: click on the desktop to get “Finder Menu”, select “Go” & “Connect to Server”

2. Our new server address - files1.4j.lane.edu - will be the default address, click “Connect”

3. *Students: drag your documents into your server “space” to save; use the “public_html” folder for publishing websites

Save Your Document
Save your document to the desktop, then drag & drop it into your folder

Retrieve Your Document
Connect to server, find your folder, drag & drop file to laptop desktop before opening it - or risk damaging your files...
Students can access their documents on the student server from their home computer by following these instructions:

1. Bring a storage device, such as a flash drive, to school and go to this address on the network: [http://ns.lane.edu/desktop/vpn](http://ns.lane.edu/desktop/vpn)

2. Download the "VPN Client" software to your flash drive for Windows / Mac

3. Install the VPN Client software from your flash drive to your home computer

4. Access the SBMS student server from your home computer
Carrying Your MacBook
If you carry your MacBook in a bag or briefcase, remove any small, loose items (such as paper clips, staples, or coins) that could accidentally get inside your computer through an opening, such as the optical drive slot, or get stuck inside a port.

Important: The MacBook power adapter port contains a magnet that can erase data on your credit card, iPod, or other device. To preserve your data, keep magnetically sensitive items away from the power adapter port.

Cleaning Your MacBook
Follow these general rules when cleaning the outside of your computer and its components:

* Shut down your MacBook, detach the power adapter, and remove the battery.
* Use a damp, soft, lint-free cloth to clean the computer’s exterior. Avoid getting moisture in any openings. Do not spray any type of liquid directly on the computer.
* Don’t use aerosol sprays, solvents, or abrasives.

Cleaning Your MacBook Display
Follow these general rules when cleaning the screen.

* Shut down your MacBook, detach the power adapter, and remove the battery.
* Dampen a clean, soft, lint-free cloth or paper with water only and wipe the screen. Do not spray liquid directly on the screen.

Storing Your MacBook
If you are going to store your MacBook for an extended period of time, keep it in a cool location (ideally, 22° C or about 71° F) and do one of the following to preserve your MacBook battery life:

* Discharge the battery 50 percent before storing your MacBook.
* When storing your computer for longer than five months, discharge the battery to approximately 50 percent and then remove it from the MacBook. If you are storing your computer for an extended period, recharge your battery to 50 percent every six months or so.
Safety Instructions for Setting Up and Using Your MacBook

**Important:** Do not place your MacBook on a pillow or other soft material when it's powered on, as the material can block the airflow vents (in particular, the rear vents) and cause the computer to overheat. Never place anything over your keyboard when operating in closed-lid mode. This can cause your computer to cycle on and off, which might create excessive heat and drain your battery. Never turn on your computer unless all of its internal and external parts are in place. Operating the computer when it's open or missing parts can be dangerous and can damage your computer.

**Using the Power Adapter**

Always leave space around your power adapter. Do not use your MacBook in a location where airflow around the power adapter or computer is confined. Always disconnect the power adapter and remove the battery before opening up the computer to perform tasks such as installing new memory. The AC cord provides a grounded connection.

**Important:** Use only the power adapter that came with your MacBook computer. Adapters for other electronic devices (including other portable computers) may look similar, but they may affect your computer’s performance or damage it. For best results, always use the power adapter and connect it to a grounded power outlet when one is available. When the adapter is connected properly, you will see an indicator light on the end of the cable that connects to your MacBook.

Using Your MacBook

When you’re using your MacBook or charging the battery, it's normal for the bottom of the case to get warm. For prolonged use, place your MacBook on a flat, stable surface. Do not place your MacBook on your lap or other body surface for extended periods of time. Prolonged body contact can cause discomfort and potentially a burn. The bottom of the MacBook case functions as a cooling surface that transfers heat from inside the computer to the cooler air outside. The bottom of the case is raised slightly to allow airflow, which keeps the unit within normal operating temperatures. In addition, warm air is vented from the slots in the back of the case.

**General Safety Instructions**

Read and follow all instructions marked on the product and in the manual before operating your MacBook. Be sure to keep the instructions handy for your reference and for others.

- Set your MacBook on a stable work surface.
- Keep your computer away from sources of liquids, such as drinks, sinks, bathtubs, shower stalls, and so on.
- Protect your computer from dampness or wet weather, such as rain, snow, and fog.
- The MacBook power adapter port contains a magnet. Do not place magnetically sensitive material or devices within 1 inch (25 mm) of this port.
- Never push objects of any kind into the MacBook ventilation openings.
MacBook: Care, Use & Safety

For your own safety and that of your equipment, always take the following precautions. Disconnect the power plug (by pulling the plug, not the cord), remove the battery, and disconnect your Ethernet cable and any other connected devices if any of the following conditions exist:

* You want to install memory.
* You want to remove any parts.
* The power cable or plug becomes frayed or damaged.
* You spill something into the case.
* Your computer is exposed to rain or any other excess moisture.
* Your computer has been dropped or the case has been damaged.
* You suspect that your computer needs service or repair.
* You want to clean the case (use only the recommended procedure described above).

Important: The only way to disconnect power from your computer completely is to disconnect the power adapter and phone cord, and remove the battery. Make sure that at least one end of the power adapter is within easy reach so that you can detach it when necessary.

Important: Electrical equipment may be hazardous if misused. Operation of this product, or similar products, must always be supervised by an adult. Do not allow children access to the interior of any electrical product and do not permit them to handle any cables.

Avoid Hearing Damage

Important: Permanent hearing loss may occur if you use earbuds or headphones at high volume. Over time, your ears may adapt to a higher volume of sound, which may sound normal, but can be damaging to your hearing. Set your MacBook volume to a safe level before that happens. If you experience ringing in your ears, reduce the volume or discontinue using your earbuds or headphones with your MacBook.

Battery

Important: There is a risk of explosion if you replace the battery with an incorrect type. Dispose of used batteries according to your local environmental guidelines. Do not puncture, drop, or incinerate the battery.

Connectors and Ports

Never force a connector into a port. If the connector and port don’t join with reasonable ease, they probably don’t match. Make sure that the connector matches the port and that you have positioned the connector correctly in relation to the port.

High-Risk Activities Warning

This computer system is not intended for use in the operation of nuclear facilities, aircraft navigation or communications systems, or air traffic control machines, or for any other uses where the failure of the computer system could lead to death, personal injury, or severe environmental damage.
Projectors & Document Cameras

THE SET-UP

1. **Projector** VGA cord > laptop / adapter
2. **Document camera** VGA cord (output) > projector

How to set them up & use them

2. set up this way, you can switch between sources (document camera / laptop) at projector
3. laptop with ethernet cord / wireless network (COW) can display the internet

**PROJECTOR** (Epson Powerlite 83+)

1. position in the front of a screen, on table/cart
2. pressing on **power button** *once* turns it **on**
3. pressing on **power button** *twice* shuts it **off** locally/with remote
4. focus & zoom > 2 rings around lens
5. adjusting the height
   press up on “foot” in front
6. **close sliding door and turn off when not in use to prolong its lifetime**
The most important thing to remember to do with your digital camera is to set your image size to “medium”, so your photo file size will be usable for your productivity software (iPhoto, Keynote, iMovie, Pages) and email.
Spencer Butte Middle School has several networked printers dispersed throughout the building. Here’s what they’re called and where they are:

<table>
<thead>
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<th>Room</th>
<th>IP Address/Name</th>
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</thead>
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<td>172.16.23.51</td>
</tr>
<tr>
<td>Library</td>
<td>Spencer Butte Library 1</td>
</tr>
<tr>
<td>Room 16A</td>
<td>172.16.24.55</td>
</tr>
<tr>
<td>Room 19</td>
<td>172.16.23.53</td>
</tr>
<tr>
<td>Front Office</td>
<td>HP Color Laserjet 2600n (color)</td>
</tr>
<tr>
<td></td>
<td>HP Laserjet 4250</td>
</tr>
<tr>
<td>Room 34</td>
<td>Spencer Butte Lab #1</td>
</tr>
</tbody>
</table>

**How to Connect to a Network Printer**

1. “Under the Apple”, go to System Preferences
2. Choose “Print & Fax” & double-click to open
3. Click on the little plus sign “+”
4. Select the printer you want to connect to from the list & click “Add”
5. Or, select IP & enter IP address in address box & click “Add”
Grades Online Instructions

Preparation:

1. Create passwords for students in each class you want posted online. In your EasyGradePro grade book, click on the tab labeled “student.” Input students’ passwords in the “password” column. This should be the same password they use to get onto the server: first two letters of last name + last four digits of student ID.

NOTE: When accessing grades online, students need BOTH a username and a password. In EasyGrade Pro, a student’s last name is her username.

2. Create a folder in which you will put your online grade information.

Exporting Grades:

1. In EasyGrade Pro, go to “File” and select “Internet.”

2. Select “Multi-class Website Reports.”

3. Select “all current-term classes.” NOTE: If you do NOT want grades for all current term classes automatically exported, choose “selected classes only” and click on the specific classes you want online.

Click “Create”
4. You will see the following prompt. Select “Yes.”

5. Select the folder you previously created to store all of your grade information.

Click “Save”

6. Open Fetch. If you do not have Fetch installed or are having “issues” with the program, please contact Sunny.

7. Drag your grades folder into your Fetch account.
Accessing Grades Online:

1. Open your web browser: Safari, Firefox, etc.

2. Enter your personalized web address:
   http://staff.4j.lane.edu/~yourusername/foldername/
   Example:
   http://staff.4j.lane.edu/~stieber/grades/

3. Make sure it worked! Plug in a students’ username and password

NOTES

Get Updates! > Link to Easy Grade Pro website

A. Charts: Use tabs to quickly switch to different charts that display student data. More...
B. Class: A single mouse press is all that is needed to switch to any class or subject in any term. More...
C. Grade-clicking: To save time, you can enter student scores, grades and attendance by clicking on buttons.
D. Tools: Choose from dozens of different tools (i.e. Fill Down) for the tool bar. More...
E. Filter your Data: Use filters to show just the students, assignments and scores (i.e. missing) you want to see. More...
F. Mini-summary: Graphs and charts automatically update as you enter data. A full Summaries window is also available. More...
G. Set the Order and context: Drag rows and columns in to the desired order. Add columns to show points, IDs, rank and more.
H. Do things your Way: Use numbers, letters and symbols. Design your own scores and colors. Add notes, Drop scores. More...
Saving to the 4J Staff “Files1” Server

Before Backing Up Your Home Folder:

• What is the home folder?
This is the folder that looks like a house in the Users folder and on
the left column of the Finder window. To get to the Users folder, double
click the hard drive icon on the desktop and then double click the
Users folder. You should then see your home folder. The home
automatically includes these folders: Desktop, Documents, Downloads
(10.5), Library, Movies, Music, Pictures, Public and Sites, plus any
folders you have created in your home folder.

• Put all your files in your home folder. Sometimes people save files
in the root directory, which is what you see when you double click the
hard drive. To make sure you don’t have files saved on the root
directory, double click the hard drive and see if there are any folders
other than Applications, Developer, Library, System and Users. If there
are folders in which you save documents that you want to backup,
move these folders to your home folder.

Back it up!

• Clean up your home folder. Rarely do people go through their saved
files to purge files they no longer need. Before backing up your home
folder it is important to remove files you no longer need. Otherwise, this
will consume too much space on the server. Go through the home
folder, especially Desktop, Documents, Downloads (10.5), Movies,
Music, Pictures, Public and Sites and remove files you no longer need.

Backing up Your Home Folder:
1. Press Command-K or pull down the Go menu and select Connect to
Server...

2. For Server Address type afp://files1.4j.lane.edu and then click the
+ button to add this address to your Favorite Servers list.
3. Then click the Connect button.

4. Enter your 4J email username and password and click Connect.

5. A window will appear showing your home folder on files1. Open the User folder and drag and drop the folder that has the house icon to drive that has your 4J username on it. In the past staff members have had error messages appear that say that their filenames are too long. This shouldn’t happen when copying files to files1.

6. A progress bar should appear, giving you an estimate of how long it will take to upload the home folder. If you are using a laptop, make sure the power cable is plugged in so your computer doesn’t shut down in the middle of uploading.

7. To make connecting to files1 easier next time, drag and drop the hard drive to the dock in the area next to the trash can. The next time you want to connect to files1, click on this icon. If you have 10.5, select Open in Finder. You will be asked for your password, then click Connect.
8. Plan to update on a regular basis, depending on how frequently you add new files to your computers (once a week, once every two weeks, etc.). Before uploading the home folder, change the name of the home folder up on the server (e.g. 4jcis.old) and when the new folder has successfully copied up to files1, remove the old one.

**Saving (“ Burning”) to a CD**

1. First, find a fresh, CD you can write to
2. “CD-R” means you can only write once, “CD-RW” means you can write over and over to the same CD
3. Next, place the CD into the CD drive slot on your computer
4. The finder should recognize it as it appears on your desktop, say “OK” in finder dialog box
5. Find CD icon on desktop and name it
6. Find the documents you want to backup, put them in a folder, and drag & drop it onto the CD icon on your desktop
7. Click on the CD icon and choose “burn disc” under “File”

**How do you know if your documents will “fit” on your storage device?**

1. Select folder with your documents, then go to the Finder menu (or right click if you can) & select “Get Info” & look at the “Size”
2. Do the same with your storage device...
Technology Resources

Quick Technology How-Tos

4J Online Subscriptions

4J Technology Available for Check-Out

4J Technology Workshops

Sunny's Technology Blog

For Teachers


District Information Technology Plan
Eugene School District 4J
Three Year Plan: 2008-2009 thru 2010-2011

Updated Fall 2007
Compiled by the Computing and Information Services Department