**Back to School basics - 2015**

**Powerschool Info:**

You need to set up your NC Cloud account to access Powerschool this year. Directions were sent to you twice on how to do this. (once in June, once in July) You need your NCUID # from your paystub to create this account. Set your password to something you will remember – maybe your desktop login.

We are still using the OLD Launch. There are still reported problems with the new launch.

Do NOT update Java if you get a pop up message.

**Student Tech Cards**

Student index cards need to be complete and given to Coreen by your first Technology class. Follow the “NEW” directions attached to fill these cards out completely. K & 1st grade teachers please write the numbers clearly, preferably how they look on the keyboard so students can learn them easier.

**Desktop Computers:**

I updated over 130 desktops and 55 laptops this summer. Each homeroom should have at least 1, but up to 4 updated, Windows 7, desktops in their classrooms. Changes were based on the equipment that was currently in your room. For rooms where computers were not marked, I made a judgement call on which to replace. I will continue to update computers throughout the year. ALL computers were working correctly this summer. Computers that were tagged for not working were fixed or changed. There are a couple of tickets in now for repairs. If I have a note on your computer, please leave it there. If any computers have issues after using it daily for about a week, let me know so I can investigate the trouble. Be sure to also put a sticky note on the computer so I know which one has issues when I come to look at them.

**iPads:**

Please do not log on to your iPad using any other account. All accounts/Apps need to be cleared off and only the 469itunes or 469mclass accounts are allowed.

**Edmodo:**

Teachers in grades 2-5 need to create their class Edmodo account by week 3 of technology. Please bring the group code with you to tech class. Let me know if you want me to set up the group codes. Do NOT ever send any Edmodo group code through email or put on any document. We need to protect our students from others joining the groups. Do NOT give Edmodo group codes to parents, even if they are a WCPSS employee. They should not be in your student groups. I will set up student accounts with the students.

**Blackboard:**

Be sure you are connected to the LES Blackboard site. If you are not sure, ask Coreen.

Be sure your Blackboard account is updated. Clear off all old newsletter and announcements.

Update any dates with the updated school calendar.

**MOBY MAX**- I will transfer all students into your class for grades 1-5. Do NOT create these accounts yourself.

**RAZ KIDS** (gr K-4) – YOU must TRANSFER all students into your class from their previous teacher. Students should be listed as their first name and their last name is their alternate id (initials + last 4 of ID number). If you need a list of teacher id’s from last year, let me know and I will give it to you.

**NEW Raz-Kids accounts** for Kindergarteners or students new to LES should be set up using students’ First Name and their alternate id as their last name (initials plus the last 4 numbers of their Powerschool ID number.)

**Technology Card Details:**

**Please write the below info out on 3x5 index cards for each of your students**. The teacher needs to complete these cards so they are legible. You can have students create their own cards to have with them so they can write down their additional logins if you prefer. Lower grade teachers please write the numbers as they appear on the keyboards so students can make the connection.

Student’s computer and iPad number will be the same as their cubby/hook number. Please have these assigned if possible before your first technology class. We can change them later if needed.

Bring these cards and a class list with you to technology class the first time.

|  |
| --- |
| GRADE Computer # (same as cubby/hook #) Teacher’s Last Name  |
|  Student’s First Name & Last Name  *(use the name they want to be called) {include hyphenated names}* |
|  Student’s Powerschool ID number  *(also known as their lunch #)* |
|  Student’s Password (for grades 2 – 5 only)  *{Pattern: Students initials(lowercase) + birthday (mmddyy)}* *{For example Coreen Levy = cl061205}* |
|  Student’s alternate id - Initials and last 4 of their ID # {**Write this in RED please**}  |
|   |
| Student’s Birthday (mm/dd/yy) |

Index Card Example:

|  |
| --- |
| 2 30 Aldacosta |
| Coreen Levy |
| 9 4 2 3 7 6 5 1 |
| cl061205cl7651 |
|   |
|   |
| 06/12/05 |