



SISD

Technology Unplugged

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SISD Director of Technology

What's Inside:



Backing Up "My Documents"
Backing Up E-mail and
Address Book
Page 2

Summer Technology Training
Page 3

Target Tech at Dillingham
Page 4

The Sherman ISD Technology Team vision is to provide a consistent, stable, and secure technology environment that is conducive to learning by providing tools, training and prompt support to all SISD staff and students.

Welcome to the May edition of the Sherman ISD Technology Unplugged newsletter. It is hard to believe this school year is almost over and summer is here. Summer is a very productive time for the SISD technology staff. During the summer many computer upgrades are installed, maintenance to the network is completed and configurations are reevaluated and adjusted to better facilitate technology systems district wide. There are several things YOU can do to assist the technology staff in accomplishing this summer's projects. First and foremost, please **MAKE A BACKUP COPY OF YOUR MY DOCUMENTS AND E-MAIL** data. There are directions for both on page 2. If you are using any special programs such as CLASS, be sure to back those up as well. In addition to backing up your documents, please leave all technology equipment plugged in. When you leave on the last day, please be sure to turn ALL classroom technology equipment off. If you have personal technology equipment in your classroom, please take it with you for the summer.

Finally, please do not move equipment. If you are changing positions, classrooms or offices, please turn in a HEAT work order and a member of the technology staff will assist you with the equipment move and complete the required inventory documentation. Also, if there is equipment in your classroom that needs attention, please place a HEAT work order BEFORE you leave for the summer.

This summer there will be several changes regarding the software we use. Due to compatibility and support concerns, we will begin upgrading the standard district operating system to Microsoft Windows XP. We will also be upgrading the web browser and e-mail client we use. The new browser and e-mail client will look and operate very similar to Netscape. Watch for training materials upon your return next year.

Thank you to all teachers who thoughtfully completed the Teacher STAR chart. Your input will provide invaluable insight into the use of technology in SISD as we update the SISD District Technology plan this June. We hope you will take advantage of the many training opportunities available this summer. Many of you have already enrolled in classes and we look forward to working with you.

Summer Technology Training

The Sherman ISD Technology Department is offering various technology courses including technology applications and technology best practices. These classes meet many of the SBEC technology application teacher standards, SISD technology competencies and address 21st century teaching and learning skills.
see list of classes on page 3...



<http://www.shermanisd.net>

Have a safe and enjoyable summer!

Backing Up "My Documents"

Tim Mitchell, SISD Senior Systems Technician

If you are like most people, you have a great deal of important content stored in your My Documents folder. As you know, during the summer various SISD classroom computers will be purged of old data and reloaded. As a result, you should back up all of your documents before you leave for the summer.

Backing up the contents of your My Documents folder is a very simple procedure. You will need one or more floppy disks, depending upon how much content you have in your My Documents folder. Be sure to delete all unwanted files to ensure that your backup will fit on a floppy or a CD. If you do not have a CD Burner in your classroom, check with your Campus Tech Specialist for assistance.

When you are ready to back up your data, open a Windows Explorer window (Start-> Programs-> Accessories-> Windows Explorer) and open your My Documents folder. With a blank floppy in the floppy disk drive, simply drag the files from My Documents into the floppy (A:) drive. Again, this may require several floppies if you have a substantial amount of data in your My Documents folder. If you have files stored in a location other than your My Documents folder (such as the Desktop), you can follow the same procedure for those locations as well, by dragging and dropping from the current location to the floppy drive.

As always, your Campus Tech Specialist can provide assistance with this or any other technology issue.

End-of-the-Year Technology Check List

- Delete all unwanted documents and e-mails
- Backup *My Documents*
- Backup *E-mail*
- Remove all disks and CDs from computers
- Shut down computers
- Do not move equipment

note: Please do not unplug computers. The technology department will unplug computers when necessary.

Backing Up E-mail and Address Book

Tim Mitchell, SISD Senior Systems Technician

During the summer various SISD classroom computers will be purged of old data and reloaded. As a result, any data that you wish to have for next year will need to be backed up and removed before you leave for the summer. Fortunately, this is a relatively easy process.

First off all, you should peruse your e-mail folders and delete any messages that you no longer need, to diminish the size of your e-mail folders for efficient storage. You may also purge the address book of old or outdated entries. After this is complete, empty the Deleted Items folder to permanently remove these items. Then you must compact your email folders, to do this select your inbox, then select the File Menu and click on Compact Folders.

Next, find the location of your e-mail directory. To find this location, open Netscape Mail, and at the top of the screen click Edit and then Mail and Newsgroup Account Settings. In the left window, highlight Server Settings. At the bottom of the window, you will see a Local Directory text box. This is the location at which your e-mail profile data is stored; write down the path shown here (this is a very long string of characters, so you may have to put your cursor in the box and scroll to the right to see the entire contents). Once you have written down this location, close the Mail and Newsgroups Account Settings window, and then close all Netscape windows. If the Netscape icon appears in the system tray at the bottom of your screen (by the clock), right-click it and select Close.

Now, open a Windows Explorer window by going to Start-> Programs-> Accessories->Windows Explorer. Using the path you wrote down in the previous step, navigate in Windows Explorer down to the Mozilla folder the contents of this folder is what is needed to backup your e-mail data. Using the same Windows Explorer window you may copy the entire contents of this folder to one or more floppy disks.

In order to back up your address book, you will need to export it to a floppy. To do this open the desired address book with in Netscape, open the tools menu, and choose Export. In the Export address book dial up box, browse to a floppy, choose the file format .ldif, enter a name for the address book file, and click Save. Make sure to take this backup copy with you for the summer; you can easily restore this data at the beginning of next school year.

If you have trouble with the above directions please contact your Campus Tech Specialist.

Summer Technology Training 2005

Microsoft Word XP Basics

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #101 Wednesday, June 8 (AM) AC Training Lab
Class #102 Tuesday, June 14 (AM) AC Training Lab
Class #103 Thursday, July 14 (PM) AC Training Lab
Class #104 Wednesday, July 20 (AM) AC Training Lab

Microsoft PowerPoint XP Basics

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #105 Thursday, June 9 (AM) AC Training Lab
Class #106 Tuesday, June 14 (PM) AC Training Lab
Class #107 Tuesday, July 19 (PM) AC Training Lab
Class #108 Tuesday, July 26 (AM) AC Training Lab

Microsoft Excel XP Basics

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #109 Monday, June 13 (AM) AC Training Lab
Class #110 Thursday, June 16 (PM) AC Training Lab
Class #111 Tuesday, July 12 (PM) AC Training Lab
Class #112 Thursday, July 21 (AM) AC Training Lab

Microsoft Publisher XP Basics

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #113 Thursday, June 9 (PM) AC Training Lab
Class #114 Thursday, June 16 (AM) AC Training Lab
Class #115 Wednesday, July 20 (PM) AC Training Lab
Class #116 Tuesday, July 26 (PM) AC Training Lab

PrintShop Essentials

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #117 Wednesday, June 8 (PM) AC Training Lab *(full)*
Class #118 Tuesday, July 19 (AM) AC Training Lab *(full)*

Creating Web Pages Using Netscape Composer

Presenter: Teddy Pitman, SISD Special Projects Facilitator
Class #119 Monday, June 13 (PM) AC Training Lab
Class #120 Thursday, July 21 (PM) AC Training Lab

Excelsior Gradebook Training—Grade Levels 9-12

Presenter: Jimmie Pilcher, SHS Tech Specialist
Class #121 Wednesday, July 20 (AM) SHS C125

Start Pages

Presenter: Janet Harris, SISD Tech Integration Specialist
Class #122 Wednesday, June 15 (AM) AC Training Lab

Microsoft PowerPoint United with Video

Presenter: Amy Elliott, SISD Tech Integration Specialist
Class #123 Wednesday, June 29 (AM) AC Training Lab *(full)*
Class #123a Wednesday, June 29 (PM) AC Training Lab *(new)*

Microsoft Producer

Presenters: Janet Harris & Amy Elliott, SISD Tech Specialists
Class #124 Thursday, June 30 (All Day) Crutchfield Comp. Lab

Digital Gadgets

Presenters: Janet Harris & Amy Elliott, SISD Technology Integration Specialists
Class #125 Friday, July 1 (AM) Crutchfield Computer Lab *(full)*
Class #126 Friday, July 1 (PM) Crutchfield Computer Lab

PreK-First Grade Technology Best Practices (new class)

Presenter: Amy Elliott, SISD Tech Integration Specialist
Class #127 Tuesday, June 21 (AM) AC Training Lab
Class #128 Monday, July 11 (AM) AC Training Lab

Second Grade Technology Best Practices (new class)

Presenter: Amy Elliott, SISD Tech Integration Specialist
Class #129 Tuesday, June 21 (PM) AC Training Lab
Class #130 Tuesday, July 12 (AM) AC Training Lab

Third Grade Technology Best Practices (new class)

Presenter: Amy Elliott, SISD Tech Integration Specialist
Class #131 Wednesday, June 22 (AM) AC Training Lab
Class #132 Wednesday, July 13 (AM) AC Training Lab

Fourth Grade Technology Best Practices (new class)

Presenter: Amy Elliott, SISD Tech Integration Specialist
Class #133 Wednesday, June 22 (PM) AC Training Lab
Class #134 Thursday, July 14 (AM) AC Training Lab

Kids + Computers ? Chaos

Presenter: Jennie Parker, Crutchfield Tech Specialist
Class #135 Wednesday, June 29 (PM) Crutchfield Lab

Technology Scavenger Hunts

Presenter: Jennie Parker, Crutchfield Tech Specialist
Class #136 Tuesday, June 7 (PM) Crutchfield Lab

Accelerated Math

Presenter: Jennie Parker, Crutchfield Tech Specialist
Class #137 Tuesday, June 28 (PM) Crutchfield Lab

Using Online Interactive Lessons

Presenter: Carol Hix, Dillingham Science Teacher
Class #138 Monday, June 20 (AM) Dillingham Room A2

Create Online Quizzes, Outlines and Rubrics

Presenter: Carol Hix, Dillingham Science Teacher
Class #139 Monday, June 20 (PM) Dillingham Room A2

Classroom Management Using Available Technology

Presenter: Carol Hix, Dillingham Science Teacher
Class #140 Tuesday, June 21 (AM) Dillingham Room A2

Using Microsoft Office for Classroom Management

Presenters: Sharon Krenek and Rhonda Jay, Crutchfield Teachers
Class #141 Monday, June 20 (PM) Crutchfield Comp. Lab

Timelines and Bar Graphs Using Microsoft Excel

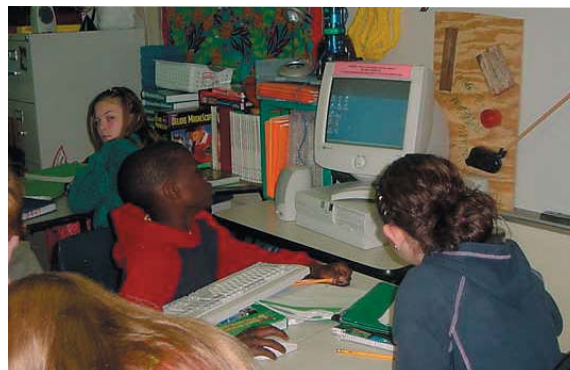
Presenter: Sharon Krenek, Crutchfield Teacher
Class #142 Tuesday, June 21 (PM) Crutchfield Computer Lab

...continued on next page

Target Tech at Dillingham!

Science and Technology go hand-in-hand at Dillingham in Mrs. Hix's 6th grade classroom. Mrs. Hix integrates technology seamlessly into her curriculum. Class agendas, assignments, links, presentations, templates, and reminders are online either through the Internet or the Intranet. Students have access to this information at anytime in her classroom and also from home. They use computers, microscopes, PDAs and other technology tools to enhance student achievement.

A typical assignment includes groups of students using technology to plan and implement investigative procedures, collect data, analyze, and interpret information to construct explanations and then communicate valid conclusions to the class. Technology is transparent for Mrs. Hix and her students, they no longer have to "think of ways to integrate technology", it is a natural tool used to complete the task. Mrs. Hix also utilizes the Dillingham wireless laptops. The laptops allow one-to-one student to computer access to the Internet, multiple applications, file sharing and printing capabilities without leaving the classroom. Mrs. Hix and her students work together to create a community of learning. Check out Mrs. Hix's staff development opportunities this summer. They will give you some great ideas and tips on setting up a classroom to easily integrate technology.



Summer Technology Training continued...

Due to the limited amount of seats in the following classes a Sherman ISD employee must have the software application or an approved purchase order to purchase the software to participate in the class. Please e-mail jharris@shermanisd.net for more information. SISD employees must have prior approval to attend these classes.

Adobe Photoshop

Presenter: Janet Harris, SISD Tech Integration Specialist
Class #143 Monday, June 27 (All Day) SHS C125

Basics of Digital Photography

Presenter: Darren Wilson, Irving High School Webmaster
Class #144 Friday, June 24 (AM) SHS C125

Adobe Acrobat

Presenter: Janet Harris, SISD Tech Integration Specialist
Class #145 Tuesday, June 14 (AM) SHS C125

Macromedia Dreamweaver

Presenter: Janet Harris, SISD Tech Integration Specialist
Class #146 Thursday, June 16 (AM) SHS C125

Electronic Curriculum

Presenters: Mary Hensler, SHS Art/Tech Apps Teacher and Janet Harris, SISD Tech Integration Specialist
Class #147 Thursday, June 16 (PM) SHS C125

Macromedia Dreamweaver - Beyond the Basics

Presenter: Darren Wilson, Irving High School Webmaster
Class #144 Friday, June 24 (PM) SHS C125

Teaching Macromedia Flash

Presenter: Mary Hensler, SHS Art/Tech Apps Teacher
Class #144 Thursday, June 23 (AM) SHS C125

Seamlessly Integrated: Using technology as a natural tool; used without thinking; becomes the way work is done.

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SISD Technology Unplugged is published monthly by the SISD Technology Department for all of the district employees, the Board of Education and interested patrons.

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