

November 1, 2011

Tech Times

Announcing techcentral@hinsdale86.org

Kris Frees and Jen Dalrymple are now accepting technology help requests through the email address techcentral@hinsdale86.org. Please send any requests you normally would have emailed directly to Kris or Jen to this new address. This includes asking for help for anything related to using technology with your curriculum. Using this account will help us create and track tickets similar to how the helpdesk works so that we can serve you better. If you accidentally email Kris or Jen directly, don't worry. We will forward your email, copy you on it and create the ticket anyway. We know this is a shift in thinking for many of you who are used to emailing Kris or Jen, but we think you will also find this new system to be helpful and efficient. We may also ask you to submit a formal request for something that you may normally stop us in the hallway or office to ask about just so that we have accurate figures to report. A big thanks to Sigita Mitchell for the clever email name!

Please continue to send requests to the helpdesk for other issues such as printer, tablet or projector malfunctions, software installation, reimaging, etc.

TLT Highlights

Our goals in the Technology Leadership Team this year are to celebrate the innovations of our teachers, to actively participate in technology decisions for our school and to increase and improve communication about technology. You will find a special section of the newsletter that celebrates innovation in various departments. Additionally, if you know of a teacher who should be in that list, please tell your department TLT representative about it, or email Jen directly at jdalrymp@hinsdale86.org.

Technology decisions are not easy ones to make, so we have been focusing on one very important issue in the last few meetings. The student tablet carts / classrooms are up for renewal at the end of this year, and we need to decide what type of machine to replace them with. Thank you to many of the teachers who responded to the Tablet Cart Replacement Survey through our TLT website and shared your opinions. Ultimately, the numbers show that we as a faculty want **more** computers available for our students. This means that we will have to look at machines other than tablet PCs. The TLT leaders from both schools along with Dr. Bruce Law, Tim Hohman, Eric Martzolf (South API) and Bill Walsh met to discuss the different possibilities and intend to call a special TLT meeting for each building in December to begin finalizing the discussion based on teacher opinions, machines available within the district budget, and logistics for distribution of the machines. We will keep you posted on updates as we have more information.

Other topics that we have covered in our meetings include:

- issues with the wireless connections / projectors at the beginning of the year
- the search limitations and blocked websites for teachers
- the possible reorganization of the Central Employees' website

*If you have any questions or would like more information about these topics, please contact your department TLT representative.

Did you know???

There are now 31 Flip Cameras and 18 Sony Bloggie HD cameras available for you to check out from AV? You can also have the Library Staff help your students with editing video projects.

SharePoint Tip

Make sure your announcements and calendar lists inherit permissions from the parent website or your students will not be able to see them properly.



Help is just a phone call or an email away...
7-6180
helpdesk@hinsdale86.org

Lab Usage update

Check out the stats on reservations for 1st quarter...

Library Center	197	Library North (Classroom)	44
Library South	265	Quiet Study	33
Multimedia	101	Reading Lounge	116
Lab 124 C	277	Conference Room	99
Lab 124 D	254		
Lab 281	298		
Lab 152	149		

Visit the link on our Faculty SharePoint page for the [Labs and Library Online Scheduler](#). Click on the day and period that you want to schedule. Click “New Request” for one of the Library facilities or “New Reservation” for the other labs. When making a reservation for the other labs, remember the secret word is “school dude”. Departmental labs may be reserved no more than 2 weeks out from the date of your request by contacting Sigita Mitchell (Lab 152), Teresa Palumbo (Lab 239) or Mary Ann Cook (Labs 231 and 234) depending on availability.

Tech Terms— What is a DropBox?

Speaking in terms of SharePoint, the drop box is a great way for students to turn in electronic files rather than emailing them to you. Students are able to upload documents following the same basic steps that they would use to attach a file to an email. Then, the teacher can see all student submissions in one place with a time and date stamp if desired. You can create a permission level so that students can only see / edit their own files, so there are no issues with “accidentally deleting” another student’s work. Check out [these instructions](#) if you are interested.

There is also a free cloud-based service at <http://www.dropbox.com/> that allows you to have all of your files available on any computer. There is a short video clip on the home page that gives a basic explanation of how the drop box works and its advantages.

If you would like personalized assistance in setting up a drop box, please email techcentral@hinsdale86.org.

Help Desk Information

Our new HelpDesk guru, Jerica Copeny, has been very busy since the beginning of the year making sure that our tickets get created and serviced as efficiently as possible. So far she has created **1781 total tickets** for wireless, printing, software and hardware service requests just during first quarter. Please continue to report problems to the HelpDesk so that the Tech Team can help alleviate any technology frustrations you may have.

Article Review— Driving Digital Change

<http://thejournal.com/articles/2011/10/04/driving-digital-change.aspx>

This article takes a brief look at how some states are reacting to vague language in emerging policies as a way to take full advantage of getting technology into the classroom. Some have adopted open educational resources with mild success while others have used the opportunity to change the definition of “textbooks” so that they can flex their funds to purchase more technology and provide professional development and technical support. The three main drivers for change listed in the article were the “more flexible use of funds”, the “increased efficiency,” and the desire to use “technology to create more engaging materials.” The article also details lessons to be learned from the successes and failures of the states identified and provides a list of suggestions for streamlining in the future.

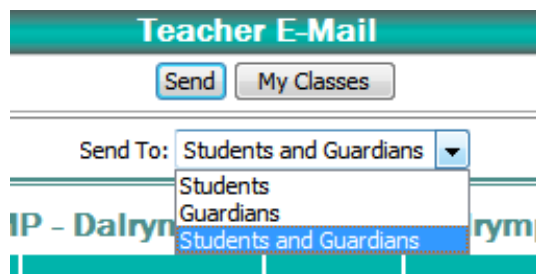
Techie to Know—Jerica Copeny

Jerica joins District 86 as our HelpDesk representative after being an IT Assistant at Dominican University for 5 years. She responds to service requests for both campuses, researches software and hardware pricing, creates the digital Board Briefs newsletter as well as completing various other administrative functions. She has a Master’s Degree in Library and Information Science, so she is passionate about the new trends in electronic books in the classroom and how teachers and students are interacting with these new developments. I’m sure it’s no surprise that her biggest challenge so far this year has been the new wireless transition. She loves to read articles on emerging technologies and gather as much information as possible to stay current with all that’s out there. Jerica highly encourages teachers who are thinking of trying something new to follow these steps:

1. research to narrow your options and inform your selection
2. plan for a trial period
3. implement fully

TAC TIP:

If you are sending an email blast through TAC, the default is to send the message to students and guardians. If you only need to address your students, you can select “students” only from the drop down menu at the top of the page.



Windows 7 Tip

You can click and drag the task bar from the bottom of your screen to the left, right or top of the screen.



**Jerica Copeny—
HelpDesk**

Upcoming Tech Trainings

January 20th Institute Day: Guilty Pleasures Tech Series

Turn something that you feel guilty about not knowing into a pleasure for you and your students...

Dark Chocolate Level (A little bit is good for you every day)

- The Wonderful World of OneNote
- Outlook Management



New Shoes! (Spice it up every once in a while)

- Get SMART! without the board
- Alternatives to PowerPoint



Remote Start (An investment up-front that pays off all year long)

- Google Docs
- Adobe Captivate



Thumbs up to our techie teachers!

FACS is using Prezis!

Arpan Chokshi has learned a lot about Google docs from Mike DiMatteo and has shared with the English department as well!

Jen Dalrymple and Sally VonderHeide used LYNC for an oral exam with Spanish 2H students!

Alisha McCloud is a wonder with the SMART! board!

The Library has new e-books and audio books!

John Williams in Science is a clicker expert!

Jen Dalrymple, Bill Walsh and Dr. Bruce Law attended the EdTech 2012 conference in Chicago!

Things your students want you to know...

Not all students can open your Word documents when you email them or attach them to Share-Point. There are couple of options to make sure your students can get the information that you need to share with them.

Option 1: If you need your students to manipulate the documents...

This is definitely a more involved process than dragging and dropping, but once you learn the steps, your students should never have the excuse again that they could not open the document. Check out this website for the detailed instructions. http://www.maxhire.net/robo/Projects/MaxHire%20Knowledge%20Base/Files_and_Documents/docx-doc.htm

Option 2: If you just need students to read the information (save, print, etc. but not type)

1. [Download Primo PDF](#)
2. Open your document library folder
3. Select and drag files over the Primo PDF icon on your desktop
4. Select the quality of file you would like (usually print is fine)
5. PDF files of your documents will magically appear with the same names in the same folder you selected