GREENFIELD PUBLIC SCHOOLS

Welcome to Greenfield Public Schools
Date: 8/23/19
Greenfield High School-Room 1029
Technology Professional Development
Time: 8:30 AM-11:00 AM
Carol S. Holzberg, PhD, CETL Technology Director

Brief Overview/Introduction to District Technology

Source: https://c2.staticflickr.com/4/3199/3123294256_1ab16de600_b.jpg

Agenda

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Welcome to GPSK12	Acceptable Use Guidelines for Staff
PowerSchool Overview with Lisa C.	Discovery Education
Website: www.gpsk12.org tour	Accelerated Reader
Windows Login	OnCourse, TeachPoint, SMART Notebook
GPSK12--Email	Carol's Favorite Apps: ViewPure, Natural
Membership in email Groups	Reader, Grammarly
Technology Trouble Ticket System	Google Drive, Docs, Sheets, Slides, & Forms

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GPSK12 Website: Points of Interest

- **Staff Directory:** Please check to see that your name is in the Staff directory. If it isn't, send Lauren Rice, Central Office Superintendent's Administrative Assistant (lauric1@gpsk12.org) an email message, letting her know your name, email address, building and position
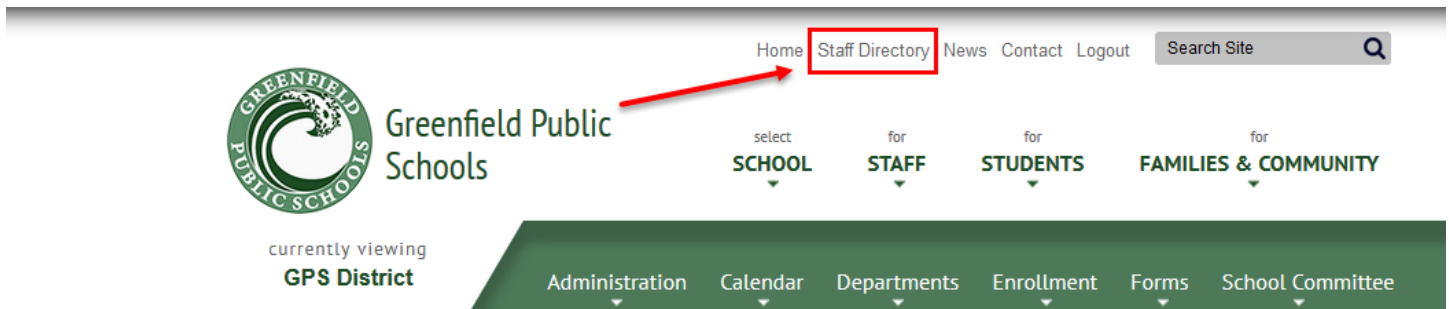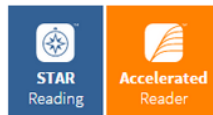

- **Superintendent's Twitter feed** posted as *Recently on Twitter* on the District home page (https://twitter.com/Super_GPS). Send her tweets or interesting information and pics to post.
- **Technology** (Under the *Departments* drop down menu on every district Web page), with resources for certain software products in District

- **District Software Links** (Technology/District Software Links), http://www.gpsk12.org/district-software-links
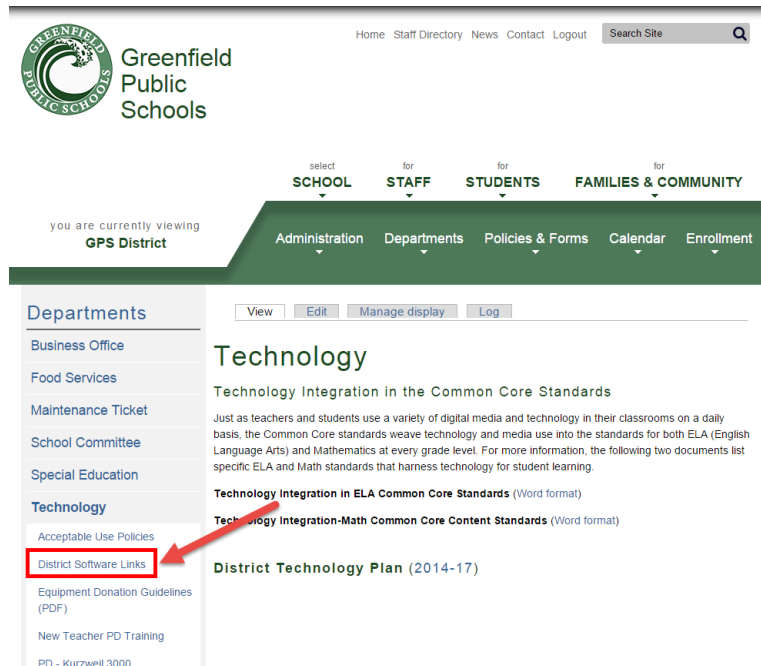
On the *Technology District Software Links* page, you will see links to popular products we use in district.

- o Accelerated Reader/Star Reading/
- o Discovery Education

- o Follett Destiny for Building Library Logins (which can also be accessed from http://library.gpsk12.org to access the books available at GMS, GHS, and soon to be online, Newton, Four Corners, and Federal Street.
  - o OnCourse Lesson Planning
  - o TeachPoint
  - o SMART Notebook
  - o Math Sites 4 Fun & Practice, a page of Web site links for K-12 math practice

- **STAFF Dropdown menu**
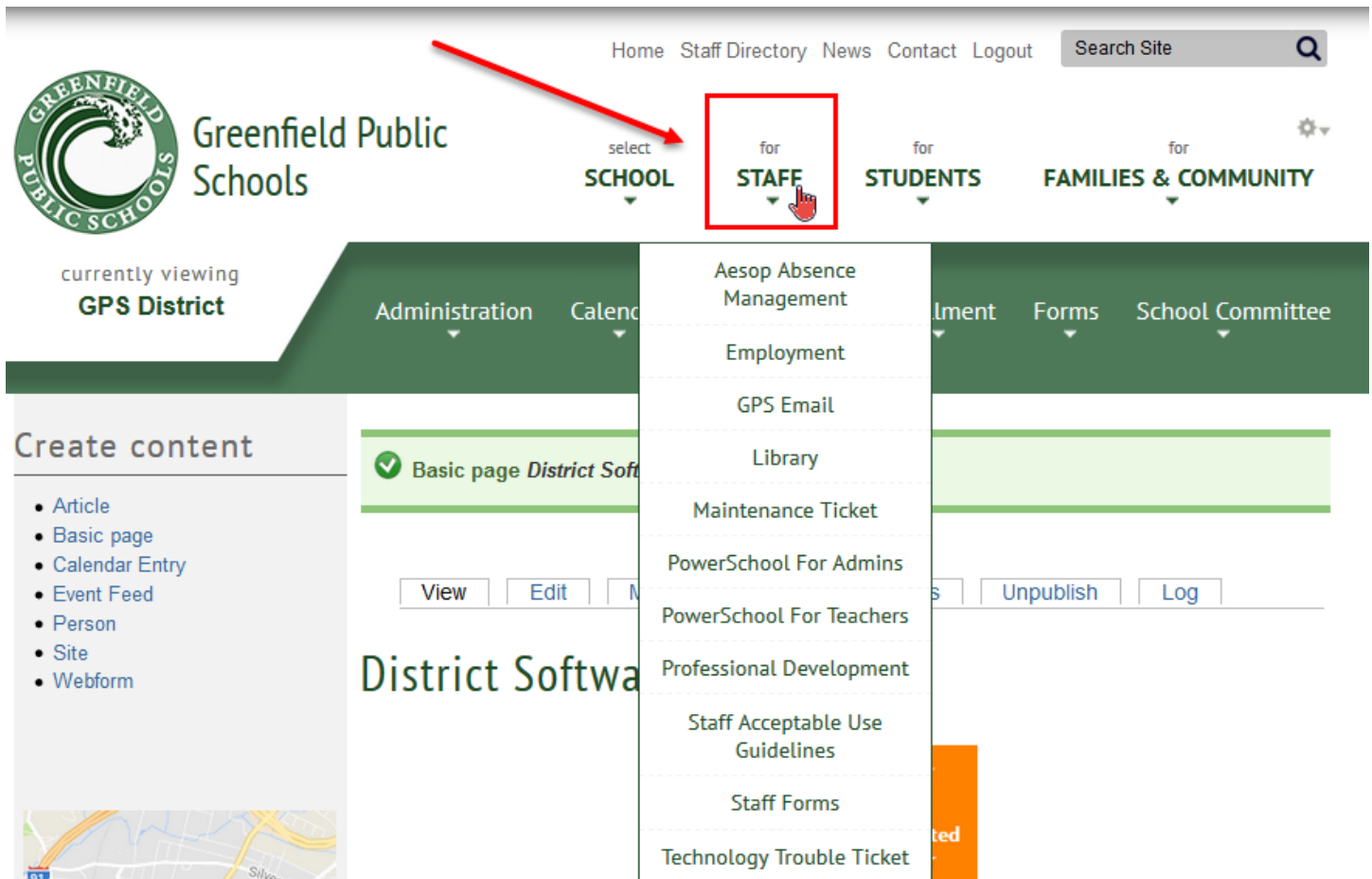
- **Teacher Websites**

Links to Teacher websites are placed on the home page of your respective schools. If you are a teacher and want to have a classroom website or a website for the subjects you teach, you can arrange for personal training by

contacting Lauren Rice directly (lauric1@gpsk12.org). There is a website design handbook online @ https://docs.google.com/document/d/1oPzM2h76TH0kkUlmu1WOcoxpnoyrAViVAL_0nRFUeVk/edit. Consult the manual and let me know if you have any questions.

It is important that you send me (carhol1@gpsk12.org) or Lauren (lauric1@gpsk12.org) a link to your classroom website so that it is available on the Teacher Website page at your school.

Windows Login:
Press **Ctrl+Alt+Del** while sitting in front of a district computer to login. If you have never logged into a computer before, your user name adopts the following format: The first three letters of your first name, the first three letters of your last name, and the #1

For example, with my name: Carol Holzberg, my Windows login user name is
> **carhol1**

Your Windows username is not case sensitive.

Temporary password for Windows login is usually.
> **abcd1234**

The password is case sensitive. Once you enter the temp password, you will see a message that says your password is no longer valid and needs to be changed.

When you change your password, you may want to choose one that you can also use for your GPS email. If so then your new password should match the following set of rules:

> **8 characters (including alphanumeric and symbol) total, including**
> **1 uppercase letter**
> **2 lowercase letters**
> **2 numbers**
> **1 symbol**
>
> **More of any of the above is OK but not less.**

If you login and a message appears on screen saying

> **No Logon servers**

Power off your computer (turn it off), then power it on and try again. If you can't turn off your computer, press and hold the Power button until the machine turns off. Then press the Power button again and power back up. Try to logon a second time. If the problem persists, go to another computer, login and contact the Technology Help Desk. More about our Help Desk later on.

GPS Email
All teachers, administrators, and instructional staff in the Greenfield Public Schools receive an email address for work-related electronic communications.

Use **only Google Chrome** when checking your email. Internet Explorer does not play well with Google products.

To login in to email

https://mail.google.com

If you have a personal Gmail account, please sign out of that account in order to login to your GPSK12 account.

Enter your **username**
Usernames for GPSK12 email accounts have the following **characteristics**:
First three letters of your first name; first three letters of your last name; followed by **1@gpsk12.org**.

Carol Holzberg's username becomes: carhol1@gpsk12.org. Mary Jones' username becomes marjon1@gpsk12.org. If two people in district have the same name, we will ask the second person to use "2" as in carhol2@gpsk12.org.

Setting Your Email Password
New users have a temporary password of **Xyz123!!!**

When you login with that password, Gmail will tell you your current password is no longer valid. Your new password you choose must have no fewer than **eight** characters attending to the following rules. Use a mixture of upper case, lower case, numbers, and symbols to create your password.

Usernames are not case sensitive. Passwords are case sensitive.
Remember to enter your full username for GPS Email login, e.g., carhol1@gpsk12.org

GPS Technology Trouble Tickets: Creating a Help Desk Ticket

Source: https://farm5.staticflickr.com/4043/4549185468_8020f47b81_o_d.jpg

Technology Help Desk
A link to the *Technology Help Desk* is available from the *STAFF* drop down menu and also the *Technology Department* Home page

However, you can go to the trouble ticket page directly by entering **help.gpsk12.org** in the address bar of any browser. Also, you can contact the IT help desk by sending an email message to help@gpsk12.org.

When using the Web login, connect to the **GPS Helpdesk** for tech support, then click the *New support ticket* button to create a new ticket. **Do not try to login.**


- Fill out the form, noting Building and Room for location purposes
- Describe the problem in as much detail as you can. Include the exact text of any error messages that pop up on screen. Attach a picture you've taken with your smartphone if possible. Let us know if there is a particular date by which the problem should be solved.

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Acceptable Use Guidelines
GPS has *Acceptable Use Guidelines* (AUG) for all district employees regarding District technology tools and resources. Our AUG is available for viewing from the STAFF drop down menu.
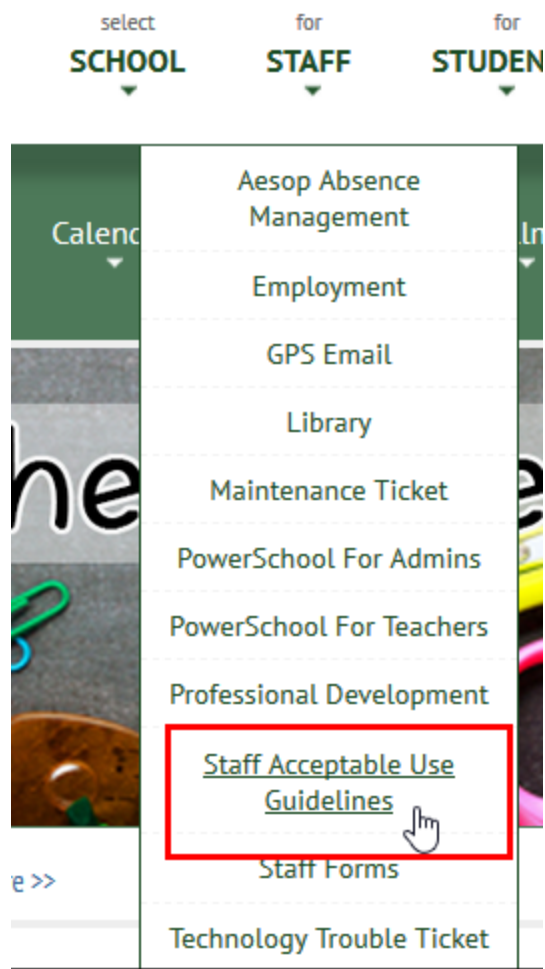
In order to use computers and related equipment in the Greenfield Public Schools, all staff must read, sign and agree to comply with the district's Acceptable Use Guidelines. You have 30 days from start of school to download, read, and return in a signed AUG form to your school office. After 30 days, the Technology Department will disable your email account and suspend your Windows Login.

Additionally, all teachers who want to have a Classroom Facebook, Twitter, or Instagram account must fill out the social media form that is part of the Staff Acceptable Use Guidelines (See page. 13).

Student Data Privacy
Confidentiality of student and staff personally identifiable information is an important consideration for all GPS users who sign up for access to a free Website. There is a significant risk for breaches of data privacy to occur if students publish on sites that do not guarantee data privacy or if teachers sign up for free Web 2.0 sites, without:

1) Reading the site's licensing agreement, privacy policy, and Terms of Service agreement ***before*** signing up; and
2) Confirming that service provider policies do not run contrary to district's requirements for compliance with FERPA (Family Educational Rights and Privacy Act), COPPA (Children's Online, Privacy Protection Act), and PPRA (Protection of Pupil Rights Amendment.

For example, a teacher might mistakenly upload a spreadsheet of student information to an online file-sharing service like Google Drive or Dropbox, or send this information via email in an unencrypted format. Yet this

information is protected under FERPA and should not be posted to the cloud or sent over the Internet. To ensure that student data remain confidential, please do not:

1. Give out student personal information when signing up for a Website
2. Store personal student information in the cloud; and
3. Send personal student information via email.

Some websites do not allow children under the age of 13 register for an account at their site. Toondoo is an example of such a site. Please consult with the Technology Department before signing up for service, even if the service is free. Teachers of children under 13 years of age must get signed permission slips from parents to register students for accounts at Websites "collecting, using, or disclosing personal information.

For more information about Protecting Privacy, visit COSN http://www.cosn.org/focus-areas/leadership-vision/protecting-privacy and Common Sense Media https://www.commonsense.org/education/privacy

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Accelerated Reader 360 and STAR Reading
Accelerated Reader helps boost reading achievement. STAR Reading is the assessment used to determine student reading level. Greenfield Public Schools subscribes to Accelerated Reader 360 and STAR Reading for students in elementary school.\. We also provide access to Home Connect, enabling teachers to share student reading progress with parents and extend practice beyond the school day.

> "AR gives you a collection of leveled nonfiction articles, each with built-in highlighting and tagging activities to cite text evidence, writing prompts, and an AR quiz. It also provides support for setting and monitoring three personalized reading practice goals: comprehension, quantity, complexity. You will also have access to a Reading Dashboard that provides at-a-glance data visualizations and a What's Next Navigator to identify which skills students are ready to learn and resources to support that learning.

Program Help files are available from: http://help.renaissance.com/ar360

- The benefits of Accelerated Reader are many, including
- Make essential reading practice more effective for every student
- Personalize reading practice to each student's current level
- Manage all reading activities including read to, read with, and independent reading
- Assess students' reading with four types of quizzes: Reading Practice, Vocabulary Practice, Literacy Skills, and Textbook Quizzes
- Build a lifelong love of reading and learning.

To login to Accelerated Reader go to https://hosted199.renlearn.com/7338/
Login usernames for new teachers will typically be your Windows username. We haven't set up the classes.

Students go to the same Web site to login
Their user name is: first initial, first four letters of their last name (e.g., my name is Carol Holzberg, so my student login username would be: cholz

If you have any questions, please call or send email. **DO NOT send requests with student names by email**.

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Discovery Education-Integrating Movies in Classroom Instruction

Discovery Education streaming is a comprehensive K-12 library of digital resources that enables seamless integration of standards-based videos into classroom lessons. The site offers videos and resources from producers such as Discovery Education, Discovery School, Standard Deviants, Weston Woods and more!

Go to http://www.discoveryeducation.com
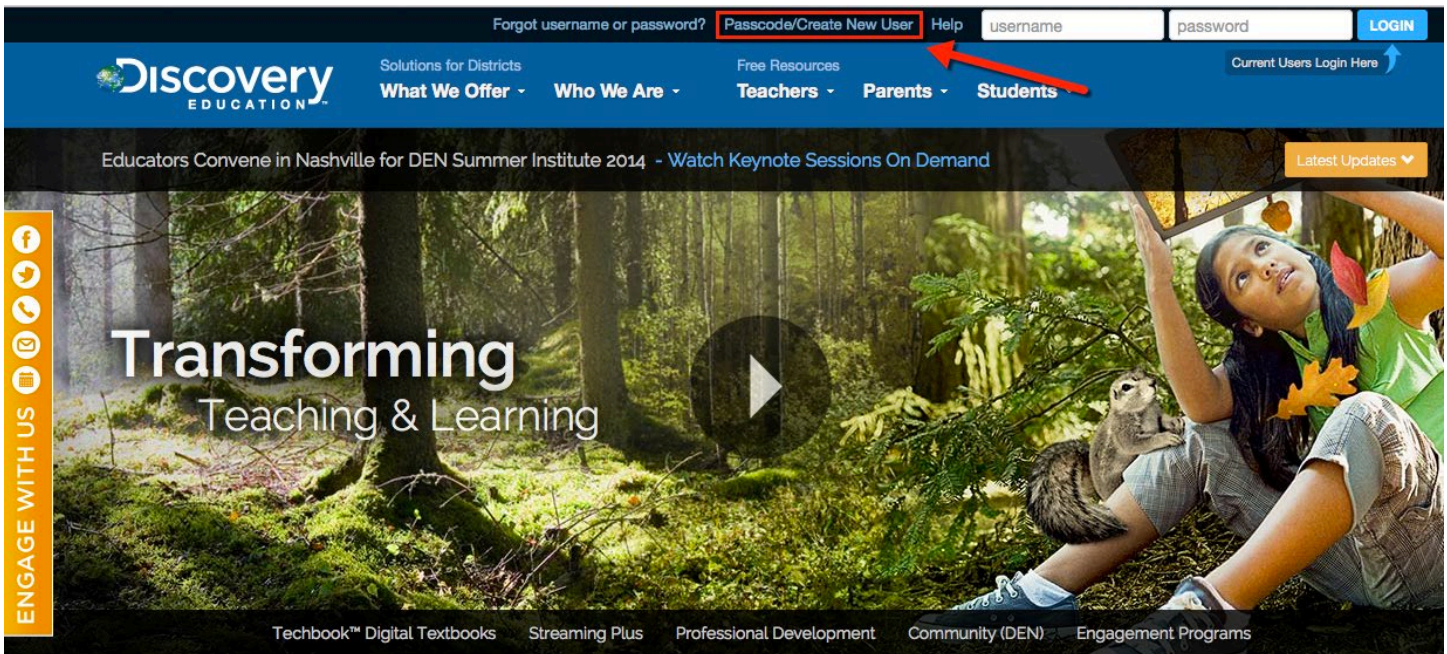
Click **Passcode/Create New User** link to enter your building passcode.
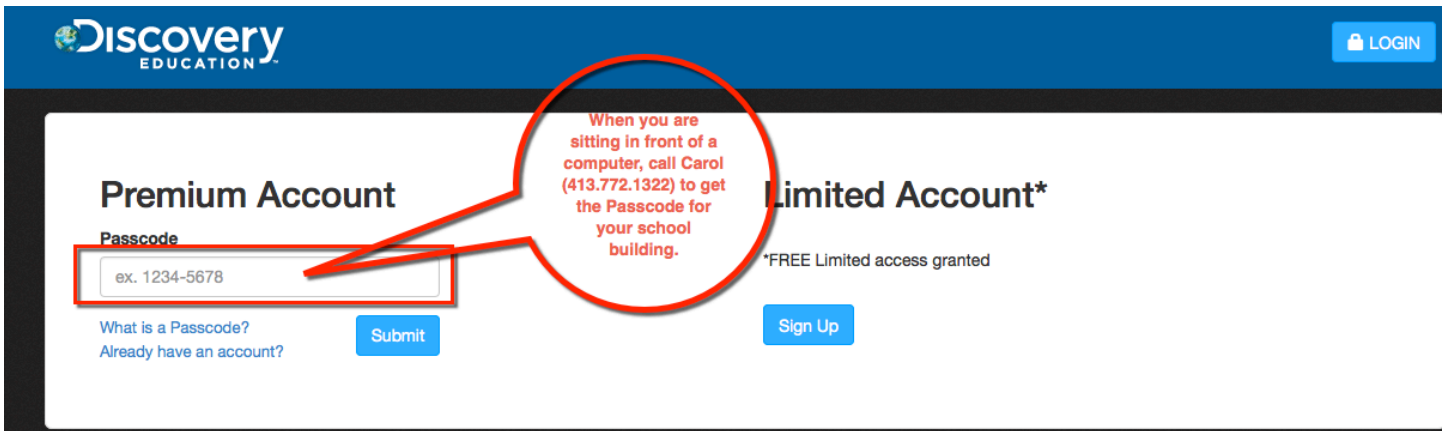
Once you enter the passcode, click **Submit** to create your username and password

On the next screen, click the **New User** button

Discovery Education Account Setup

To continue, choose one of the following:

Are you creating a new Discovery Education Login?

New User

Are you an existing Discovery Education user?

Existing User

When the form pops up, fill out the details. For convenience, use your GPS Windows login user name and Windows login password. That way you do not have to remember different information.

Welcome to Discovery Education

We need more information to confirm your account.

* All fields are required.

Tell us who you are

First Name	first name
Last Name	last name
Email	email
Confirm Email	confirm email

Create Login Information School/Organization:

Username	username
Password	password
Confirm Password	confirm password

☐ **I have read and agree to the Terms Of Use.**

Sign Up

Once you login you can create a class of students and select videos for students to watch. Check out the resources available at the site including a wonderful collection of tutorials from the Help menu.

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Follett Destiny

We have an online card catalog at each school. If you want your students to be able to take out books, they will visit this site and login to see what is available. You may want a login too. Speak to your building principal or library media specialist about getting a login to your school library. The Library website is located at http://library.gpsk12.org/. Alternatively, choose Library from the **STUDENTS** drop down menu.

Follett Destiny® Welcome to Greenfield Public School District   District Users ... ⊡ Log In

Elementary School
• Discovery School at Four Corners ⎗
• Federal Street School ⎗
• Newton School ⎗

Middle School
• Greenfield Middle School ⎗
• Math Sci Academy ⎗

High School
• Greenfield High School ⎗

* * *

OnCourse Lesson Planner

The OnCourse *Lesson Planner* is a Web-based program. That means it is available for access even when you are not at a school computer. Explore the site and you will discover that it provides intuitive tools to build [lesson] plans aligned to national and Common Core standards, supportive resources, and homework assignments. Plans can be sent to your building principal with a single click, or shared with peers. Please verify with your building principal if you are required to submit lesson plans using tools provided at the site.

oncourse systems for education

http://www.oncoursesystems.com/

Enter your username and password

If you do not have a username and password, you must get one from me.

We are in the process of updating our staff lists and these will not be ready for use for a while, but I may be able to create a login for you if you call me (413.772.1322) when sitting in front of a computer. All teachers will use this tool to create lesson plans. Your building principal has more information about the product and expectations for use. If you feel that you need training in how to use the tool, let your building principal know and talk to other teachers in your building who use the site.

TeachPoint (https://tp1.goteachpoint.com/)

This is the software teachers use to share "portfolio" work for evaluation with their principals. Check with your principal to see if you need a login. If you do and you don't have one, let me know (carhol@gpsk12.org). The District ID is simply **Greenfield**.

Frontline Absence Management, formerly known as Aesop (https://www.aesoponline.com/)

This is the software you use to notify your principal of an impending absence. Please contact Joanne Wallace (joawal1@gpsk2.org) to set you up with a login if you don't already have a login

YouTube and ViewPure
Students are blocked from going to YouTube while they are on the wired or wireless networks at GPS. Since the wireless networks are governed by student-level content filtering, teachers cannot access YouTube from the

Chromebooks, iPads or personal devices that use the GPS wireless networks. Teachers can, however, access YouTube for instructional purposes while using a computer connected to the wired network.

There are lots of terrific videos for classroom instruction on YouTube. For example, Kay Little's video of the Painted Lady butterfly life cycle https://www.youtube.com/watch?v=63B1lnqPa8k is a wonderful time-lapse video about the Painted Lady butterfly life cycle. However when viewed on YouTube, it not only displays the movie clip, but also presents a list of recommended "up next" videos and hundreds of comments that may or may not be appropriate for K-8 viewers. And, if you have *Autoplay* enabled on the YouTube page, the video up next in the playlist queue runs automatically.

You can eliminate all webpage distractions by using a free tool called **ViewPure** (http://www.viewpure.com/). ViewPure will show the video in a clean space without displaying options for up next videos or comments. Visit the ViewPure webpage, enter the URL of the YouTube video you want your students to see, then sit back and watch ViewPure show it with no distractions.

Natural Reader
I use Natural Reader to read aloud what I've written paragraph by paragraph. It helps me hear what I've written and lets me edit my text by how it sounds. I can sometimes hear repeated words, missing words, missing punctuation, incorrect punctuation, mismatched noun and verb agreements, passive voice and more.

It's a free text-to-speech tool for PCs (Macs have built-in text to speech). I don't use the free Web-version. Instead I download the app (https://www.naturalreaders.com/assets/software.html). It won't read aloud huge documents like a chapter of a book, but if you copy/paste text paragraph by paragraph, they can hear how their writing sounds and then edit as necessary.

Download Text to Speech Software with Natural Voices (https://www.naturalreaders.com/)

Again I download the app rather than use the online version. Since you cannot download and install apps on your school computer, please create a trouble ticket (help@gpsk12.org) and ask that the software be installed on your computer. If you want your students to have the app, explain that you will need the software install on the student computers in your classroom.

Chrome Web Store (https://chrome.google.com/webstore)
Teachers can install Chrome Web Store apps on their computer to extend the capabilities of their Chrome browser.

To see a list of all apps you've installed,

1. Go to the Chrome Web Store.
2. In the upper right corner, click **Settings** ⚙.
3. Click **Your Apps**.

SpeakIt! - Text to speech for Chrome
SpeakIt! for Chrome is free text to speech extension that reads selected text on Web pages aloud. It can read text in more than 50 languages.

To use the app
- Select the text you want it to read aloud.
- Click the SpeakIt icon on the Chrome toolbar to start reading aloud. Or select the text, then right click and choose SpeakIt from the Context Menu
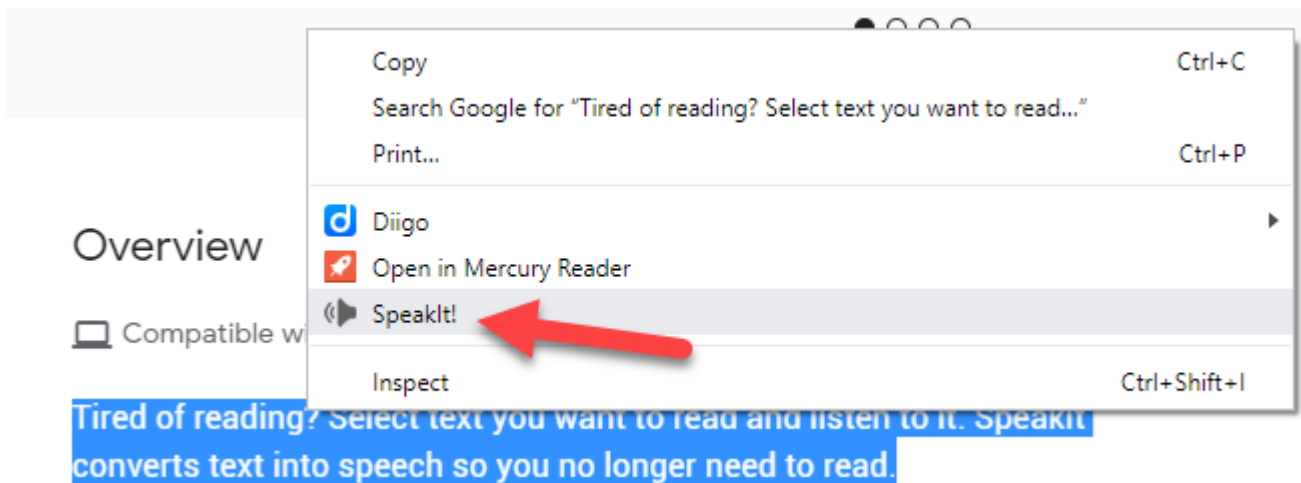
To stop the reading aloud, at any time click pause

After installation of SpeakIt, you may need to restart Chrome to get the extension to work. If you can't install the extension through the Web store because GPS prevents you from doing this, please create a trouble ticket and ask the IT department to install the app.

Grammarly, a Google extension for Chrome
I use this extension in Chrome to check spelling and grammar errors in the emails that I write. It saves me from making embarrassing mistakes. You need to be connected to the Internet for it to do all its work. It will work in Google Docs.

For helpful advice, visit 15 Reasons to Use Grammarly for Improving Your Writing
http://blog.printkeg.com/15-reasons-to-use-grammarly/
Grammarly helped me identify:
- Confused prepositions.
- Overuse of the passive voice.
- Wordy sentences.
- Repetitive words.
- Common writing mistakes like misplaced apostrophes.
- Spelling errors.

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Other Software in District
NEWSELA at the Middle School/Math Sci Academy and the High School (https://newsela.com/). Contact your building principal for login information. Elementary school teachers can create a free educator account to take advantage of resources at the site.

PowerSchool
This is our student information database. You can login to find out information about the students in your classes. All PowerSchool questions should be directed to Lisa Cecala, 413.772.1306, liscec1@gpsk12.org

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