

2008 MAPS Technology Newsletter

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AESOP & Employee Access - New Online Tools



Set Up Your AESOP

- Call Aesop to record your name and job title
- Verify Personal Information
- Set up Favorite Five, set up preferences
- Review How To for "Create an Absence"
- View User Guides & Videos at any time
- Questions to Michelle Carne in HR

Using MAPS Employee Access

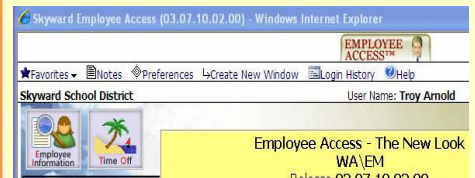
To Log On While at Work:
GO TO: Internet > Favorites



> MAPS Employee Access > Login to Skyward: (to be assigned)

To Log on Elsewhere: GO TO: Internet and in the address bar type in (it is important to leave the www off of the front of the address).

<http://employee.mapsnet.org>



K-5 Spelling Lists and Activities Online

- ◆ **NEW ! K-5 Spelling on the M:Drive !**
Spelling lists and activities are being compiled and posted to this folder by the Spelling Committee—look for your K-5 grade level folder.
- ◆ **Start>My Computer> M:Destriect on Mapsnet> K-5 Spelling**



New Monitors Need Special Care

The K-3 schools, High School labs and offices, Central Office and a few others who have the new LCD panel monitors need to follow a few tips for care and cleaning:

1. Only clean with a damp soft cloth. Do not use any chemical cleaners (like Windex, etc) as these are too harsh.
2. Touching monitors is not recommended as these are more fragile than the previous glass enclosed monitors.

Add a Printer - Windows XP

Printer servers were changed this summer so deleting the current printer and re-adding is necessary. If you are at your same computer as last year you will need to delete the printer drivers and re-add them in order to print. (The old connections won't work)

For those who have **Windows XP** (does not have the new green screen) follow these directions:

1. Go to **Start > Printers and Faxes**
2. **Printer and Faxes** box opens.
3. If you see printer icons in the box: **Right click** on them and select **delete**.

After deleting or to add a printer in the box follow step 4 below.

4. Select **"Add a Printer"** from the Printer Tasks on the left
5. A wizard will open. Follow the steps to add a printer. Make sure you select **"Network"** in the **2nd** screen. Click **Next**.
6. Click the **Find** button
7. Type in **your school name** in the **"Location"** entry line in the **4th** screen. Click **Find Now**. Select the printer you want. Click **OK** and **Finish**.

If you get an **Install** button, click and wait a few seconds for the printer driver to install.



Add a Printer - Vista

For those who have **Windows Vista** (does have the new green screen) follow these directions:

1. Go to **Start button > Control Panel**
2. **Printer (under the Hardware heading)**
3. If you see printer icons in the box: **Right click** on them and select **delete**.

After deleting or to add a printer icon in the box follow step 4 below.

4. Select **"Add a Printer"** from the link at the top of the window

5. A wizard will open. Follow the steps to add a printer. Make sure you select **"Network"** in the **2nd** screen. Click **Next**
6. Click the **Find** button
7. Type in **your school name** in the **"Location"** entry line in the **4th** screen. Click **Find Now**. Select the printer you want. Click **OK** and **Finish**.

If you get an **Install** button, click and wait a few seconds for the printer driver to install.

Connecting Your E-mail

When you first start your e-mail, a Connect to Outlook wizard will appear that will make the final connection to the e-mail account on your computer (you will have to re-connect when you go to another computer). In the Outlook connection Wizard, just click **OK** for the first two screens, and then click **Next** through a series of screens to connect your e-mail address. The last screen (with the check marks) will take a few seconds, and then click **Finish**. Wait a few more seconds for the e-mail to load into your mailbox.

Improve Learning with United Streaming - **Login and check it out!!! -- See What's New !!**

<http://www.unitedstreaming.com>

Studies show that using Video clips to support instruction improves learning!!

UnitedStreaming has a completely revamped web site!! **Better Search Design and Retrieval:** faster results with ability to search by title, keyword, grade, subject or curriculum standard. **New Teacher Tools:** Assignment Builder, Writing Prompt Generator, and Quiz Builder. These can all be accessed by students using student logins that allow for tracking of student activities. **My Content:** Store links to favorite clips and media. **Lesson Plan Library & Thematic Focus:** video resources and activities gathered into instructional lesson plans and units. **Calendar:** Connect to past and present with videos tied to historical events....many videos available in Spanish and/or with Closed Captions.

Username: first initial+lastname & Password: first +last initial+ last four digits of your home phone number **OR**
Call the Tech Office for PIN numbers to create your own account.

This is a web-based database, so you can view from any Internet connection...Let me know if you would like a "refresher" or "new user" help with all the features on this great resource.

K- 5 Essential Student Technology Understandings

Correlated K-5 lab activities Booklet:
Contents:

- Benchmarks - original document
- Introduction
- Printouts
- Activities Chart--linked to selected benchmarks

Where is it?

- Online: www.mapsnet.org > Teachers > Curriculum
- Online: M: District on

Mapsnet > K-5 Student Computer Activities

- Online: In Desktop Folder
- Online: www.mapsnet.org > Departments > Technology
- Hardcopies - today

Early in July I met to discuss the decision to provide lab support for teachers & classes in the labs. At the end of July we selected curriculum from Technology Benchmarks by the Tech Writers Committee (2004) to create this curriculum.

Call /e-mail Fran Darling for assistance with any of these lab activities or to add any of your favorite activities.

Find Other Software

Here are some of the programs that will be in the most labs and classroom computers: [Go TO L:YourSchool on Mapsnet Drive:](#)

- Kidspiration (K-3)
- Inspiration (5-12)
- TimeLiner 5.0 (K- 12)

Open these from the Software folder on the L:Drive

MAPS Curriculum Online

Online at: www.mapsnet.org > Teachers >Curriculum

Click into your grade level to locate and access the posted **MAPS Standards and Benchmarks** for most core content areas. Click into a content area file and save or print for your own resources.

Also find links to:

- MAPS Technology Curriculum Guide
- Michigan GLECs
- MICLiMB database
- Michigan Teacher Network
- Instructions link

Facts On File for K- 1 2 — A New Online Information Program, Organized for Safe Surfing! Find grade-level articles, graphics & citations

Middle & High School!!

- The Facts On File World News Digest
- Includes Reuters, Special Features, Digest, Archive
- The World Almanac and Book of Facts & Encyclopedia
- Issues and Controversies
- [Issues and Controversies in American History — NEW!](#)
- Today's Science On File

For K-8!!

- Weekly Reader
- The World Almanac and Book of Facts for Kids
- Gareth Stevens Books
- Facts on File News Services

Go To: <http://www.mapsnet.org> > Departments >Libraries

Login from home:

User ID: **marquettearea**

Password: **marquettearea**



Technology Tips – Check out these timesavers!!

Mail box Management:

A warning will appear at 50MB and your mailbox will be de-activated at 250MB. You can check the size of your mail box in Tools> Mail Box Clean Up > View Mailbox Size. Also make sure you delete your “Sent Items” folder to save space.

Make New Shortcuts — If you have a new computer, last year’s shortcuts will not be on your desktop....You can create shortcuts by right - clicking on a program icon, a file, or a folder and dragging it to the Desktop. Select Make Shortcut from the menu. *When you work and save in the shortcuts, information will automatically be updated and stored on the network.*

Get Your Internet Favorites - If you have a new computer or are working on a different computer in your building you can still get your favorites. Copies of your Internet Favorites are stored in the Favorites-Backup Folder. . Here is how to load them back into your Internet Explorer browser:

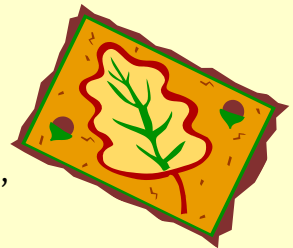
1. Start> My Computer> U: Your name on Mapsnet
2. Open the Favorites-Backup folder.
3. Double click the Restore_Favorites.bat file
4. Your favorites will be automatically transferred into your Internet Explorer Favorites on your current computer.

Technology Information and Resources

On the Web: Go to MAPS Favorites “Technology Links” or at:

www.mapsnet.org/pages/fdarling —see lesson plans, Michigan History information, web resources by subject area, technology How To’s, district software information...You can also download a copy of this newsletter!

On the Network: Go to Start> My Computer> District on Mapsnet> Technology Shared Files > How To’s or Lesson Plans & Resources — see templates, technology tips and classroom resources for digital music, sounds, pictures, and videos.....



Weekly Technology School Visits

Look for the school weekly visit schedules coming soon in e-mail!! Work one-to-one with Fran during any scheduled time.

Here are other “visit” possibilities: **1)** Technology will pay for a roving sub so teachers can meet one-on one. You can arrange to have this on a monthly basis to provide ongoing meetings for teachers. **2)** Schedule a “technology session” for your department or grade level meetings. Technology will pay for subs. **3)** Ask about Technology “technology tips” after a school staff meeting **4)** Teachers can schedule an individual appointment for “technology time.”

Need help with a Technology project in your classroom???

Call/e-mail to set up an appointment with Fran to assist with technology in the lab or your classroom.

Collaborate on planning, research, computer program instructions, handouts and procedures for presenting and following up with technology activities for your classes.

Here are some ideas:

Washington DC & London Monuments 3 grade
Timeliner biographies 2 - 12 grades
Timeliner Black History 3 - 12 grades
Using the Web safely and efficiently - 4 - 6 grades

Contact us for HELP!!!

Work Orders—Send a request or description of your problem online: Go to Favorites on the Internet > click MAPS Work Order System > follow the informational boxes. Status of this request will be delivered to your Outlook e- Mail.

Remote Access—Have an immediate computer problem? Call us -225-5783- for on line assistance. Together we will walk you through a problem or question. You need to be near your computer and have the Tech ID number (label on the front right corner of your CPU)

For downloadable handouts from anywhere:

We’re on the Web!

Go To:

www.mapsnet.org

Departments> Technology> News and Announcements