

# 2019-2020 Technology Info

## Overview

Here is the 2019-2020 Technology Info summary (cheat-sheet). This document includes supplemental links to additional relevant content.

## Need more help?

Need help? Submit a ticket to the help desk.

Create via email: [Email WHD](#)

Or, call extension 5100.

## 2019-2020 Technology Info - New Staff & Reminders

### HELP & HOW TO

- Help Desk (Phone): x5100
- Help Desk (Web): <https://whd.shakopee.k12.mn.us>
- Staff & Parent Resources: <https://techtools.shakopee.k12.mn.us/>

### ACCOUNTS

#### STAFF Logins:

User name: 1st letter of first name + last name

Password: (New Staff default) 1st letter of first name capitalized, 1st letter of last name lowercase & 6 digit Birth date (i.e. Jd021304).

#### STUDENT Logins:

Username: ID Number

Initial Password: 1st letter of students first name capitalized, 1st letter of students last name lowercase & 6 digit Birth date (i.e. Jd021304)

### WIRELESS NETWORKS

SabersWireless - District devices should automatically connect or authenticate to SabersWireless network. Personal staff devices can also connect; this should generate a prompt for your district username and password.

SabersPublic - Used for personal devices, guests, and basically anything that is not a district-owned or sponsored device. After connecting, a screen should pop up (in the Internet browser, such as Safari or Chrome) to acknowledge terms for use of the network; click Accept to continue.

### FILES

**Home Folder** on the district file server: My Documents, '720staff\StaffHome' (P:) or Username Drive mounted on a MacBook desktop. You are currently limited to 600 MB of space. Once you reach the maximum limit of space, you will receive a warning and will no longer be able to save.

**Network drives:** New\_Staff Share on '720 Staff' or New\_StaffShare is where documents can be saved to share with members of your staff, grade level or dept. PC Only: StudentShare on '720student' (K:) is where students can save or access shared documents & files. StudentHome on '720student' (R:) is where students home folders are located. They are organized by graduation year & ID #. Saving and sharing documents through Google Drive is recommended, though, since it is more consistent across devices (PC, Mac, iPad, Chromebook).

is the preferred software for accessing Google Drive files. Any staff still using Backup & Sync should be migrated off of it by .

It is also worth reviewing the article on [File Storage Guidelines and Recommendations](#).

### PRINTING

Using [Central Duplicating Services](#) is encouraged for larger print jobs!

Add Printer on a MacBook

- [Add a Printer - MacBook](#)

Add Printer on a PC: Go to - Windows Start button, Devices and Printers, Add a Printer, Add a network, wireless or Bluetooth printer, Select from the list.

If printer is NOT on list, click "The printer that I want isn't listed", Find a printer in the directory, based on location or feature, Click Next, Click Name to sort alphabetically, scroll to find printer, double click to add, Yes or No for default printer, Next & Finish.

[Add a Printer - Windows 10](#)

Students can only print to lab or print release station enabled printers. *Staff who log in as themselves to student devices to add unauthorized printers for students are violating our procedures.*

Staff and students using MacBooks at home are able to add a ; we have made drivers available for the major manufacturers.

## DISTRICT SERVICES & SOFTWARE

FRONTLINE

- Absence Management (Aesop) - Submit time off requests.
- Time & Attendance (Veritime) - Record daily attendance (clock in and out)
- Professional Learning Management - Sign up for courses, track professional growth hours, and view compliance videos and training.

CANVAS is the district's [Learning Management System \(LMS\)](#).

[CENTRAL DUPLICATING](#) is the district duplicating service. DO NOT print anything over 10 pages on building printers.

EMAIL: For e-mail we use Microsoft Outlook. There is also a [web mail version](#) to use at home or off site. Links are located on the District Web Site, Staff Resources. Email addresses: Username + [@shakopee.k12.mn.us](#). Ex. (twillmse@[shakopee.k12.mn.us](#)) Technology provides district email school groups, such as: Building, Certified, NonCertified and Everyone. These are found through the Outlook Global Address List. NOTE: Recent updates to the Outlook webmail client are summarized [here](#).

INFINITE CAMPUS is our district-wide [Student Information System along with HR/Finance](#). Teachers & Staff can manage attendance, grades, schedules, test scores and other information about students. All employees can access the Employee Self Service module which will allow access to personal employment information like paychecks & leave balances. Login with regular username and password.

INTERNET FILTERING: Our Internet filter has changed; we are now using Lightspeed Relay. Review [Lightspeed Relay Introduction](#).

MICROSOFT SOFTWARE CENTER (PC Users)

- [Software Center](#)

PHONES

- [Mitel - Initial Phone Setup](#)
- [Mitel Connect Reference Guide](#)

Do NOT give a parent or post on-line the number to your classroom phone. It must go through the office first.

SCHOOLWIRES is our online web content portal. Sign in is located in the upper right corner of any district site. Login with Computer Credentials. Documentation is located on the How do I...tab once you are logged in.

SELF SERVICE (MacBook users) allows users to install optional software or update existing programs.

SKYWARD: Our HR and Finance system is transitioning to Skyward. Your login is your usual district username and password.

## DESKTOP SHORTCUTS

\*\*Shortcuts are not installed by Technology. Users can create shortcuts by:

- PC: a.) Find application in Start, All Programs b.) Right click c.) Select Send To, Desktop (create shortcut)
- MacBook: Best practice is to add shortcuts to your Dock. Open Finder window that contains application, file or folder, Click the item, Drag the icon onto the Dock.

#### Related Articles

- [Tech Department Reports](#)
- [Apple TV Versions](#)
- [Frontline Absence Management via Phone](#)
- [Frontline Employee Mobile App - Setup](#)
- [Setting up a Frontline Account](#)
- [What login do I use?](#)
- [E-mail Signature - Style](#)

#### Related Links & References

[Google doc version of this page](#)