

MICHAEL K. BERG
michael.berg@eastern.k12.in.us

WEBSITES BEING BLOCKED?

Being asked to teach using technology can be frustrating if the tools you want to use are blocked by our LightSpeed filtering system. LightSpeed allows automated blocking of inappropriate sites that may not be suitable for students. Sometimes teachers and staff are blocked from sites they may want to visit for legitimate teaching or school related reasons. Sites may be blocked because a keyword is flagged or because something inappropriate is posted on a site. Often the easiest way to get to a valuable site, without having to wait for tech to unblock it, is to authenticate through the LightSpeed system. You can authenticate by clicking the link to login which appears on some block page notices. The actual notice reads "if you would like to authenticate you may login" and appears just above the link to report the page for review if it is available for that particular page. Some pages will not allow this option as they are known to be inappropriate and hence must always be blocked. If you try this process you must first click the link and then enter your username and password and click "login." Your login for authentication should be your network username and password. As with all computer related issues, do not allow students to use your username or password and do not "authenticate" for them as it may allow them into inappropriate sites..

PRODUCTIVITY TIP #27

If you have a lot of programs open at one time you may want to familiarize yourself with the "Alt/Tab" feature of Windows XP. When you press the two keys together it opens a simple application switcher that allows you to toggle between open programs. To use it hold down Alt and then hit tab until the program you want maximized is selected. Then let go.

NEED TECH HELP OR TRAINING?

*Interested in Moodle but couldn't make it to an after school session? Contact me.

*Interested in some other training? Let me know and we can work out a time.

ED SOFT

WINDOWS XP TASKSWITCHER POWERTOY

I have written before about some of the free tools that Microsoft has developed called "Powertoys" for Windows XP. Since my productivity tip for this publication concerns an application switcher, I thought I would highlight one particular add-on from Microsoft. TaskSwitcher or "Alt Tab Replacement" as it is referenced on the Windows download site enhances the built-in application switching shortcut that allows you to cycle open programs quickly. TaskSwitcher can be downloaded and installs to replace the basic functionality of Alt/Tab with something a bit more advanced, like the technology incorporated into the newest version of Windows, Windows 7. The tool works the same way as described in "Productivity Tip #27" but adds a key functionality that can be helpful when you have numerous folders or instances of a browser running. Each open program/window can be toggled through with a preview of that window. So, say you are working on two documents at once or you have several browser windows open to different internet sites. By using the TaskSwitcher add-on you can tab through all of the open windows and see a small example of the one you want to work with and then select it. It can actually make multitasking, and life, easier. (All of Microsoft's Powertoys can be found at [/windows xp/Downloads/powertoys/Xppowertoys.mspx](#).)