What is a URL?

Url stands for "Uniform Resource Locator" and is the common way we access a web page on the internet. The url tells the browser where the "resource" is located on the web. Common url's start with http:// and are typically unique. You navigate to a new web page by entering the url into the browser's address bar.

Bookmark Creation Tips

Bookmarks allow us to save frequently accessed web pages in an area that is easy to locate. Basically a bookmark is a shortcut to a resource on the net. You create bookmarks in Internet Explorer by clicking the "favorites" link at the top left of your browser window and then selecting "add to favorites." It is a good habit to organize your favorites into folders for easier access at a later date.

Tips for Successful Internet Searches

Google, yahoo and various other search engines are quite easy to use. You simply type in the key words you are searching for and you can often find many resources that are legitimate in a matter of seconds. If you want to perform a more advanced search however, and filter out some of the junk results you usually get there are some easy tips to follow:

1. Use search engine math. Using a + or – in front of a search word will include or exclude that word from a search for some search engines.
2. Perform a phrase search. Putting a phrase in quotes will search for the words as a group.
3. Use a Boolean search. Placing operators such as "and", "or", or "not" between words will help to narrow results.
4. Use the advanced features of the search engine.

Proficiencies Level I: Telecommunications

The telecommunications section of the level I proficiencies deals primarily with email but also concerns use of internet browsers. The major concerns of this section are:

1. What a URL is and where you put it into a browser.
2. How to create and manage bookmarks.
3. How to perform an internet search
4. How to use your spam summary
5. When to use cc: and bcc: in an email
6. Identify the difference between internet and intranet email

Along with these basic skills you also need to know how to send, reply and forward email.

The Tech Trainer

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Tech Tuesday
Upcoming Sessions

October 26th – The third session of Tech Tuesdays will wrap up the level I proficiencies by looking at the telecommunications section. We will be examining email procedures, internet searches, etc. This session will be held in the lower lab at the high school at 3:30.

November 9th – We will begin level 2 proficiencies for teachers during this session. This session will cover the hardware and focus on projectors, whiteboards, and laptop carts. This session will be held in one of the teacher rooms with an interactive white board (location TBD) and will run from 3:30-4:00.

November 23rd – The second level 2 proficiencies session will focus on software such as PowerPoint and Word as well as tech policy as it pertains to teaching.

Internet Versus Intranet Mail and Resources

So, what is the difference between internet and intranet mail and resources? The short of it is that intranet refers to anything on our internal network. Internet, on the other hand, is when the mail client or resource comes from an outside source such as yahoo, aol, or msn. Intranet sources and email are supported and provided by the school, so they are fully trusted. If you choose to use internet resources or mail make sure they come from a reliable source and are virus free.

CC Versus BCC in Email

CC: in an email stands for carbon copy and is useful when you want to send email to an individual for information purposes only. BCC on the other hand stands for blind carbon copy. When you blind carbon copy someone the person receiving the email will not be able to see any of the other recipients. If you are blind carbon copied on an email, do not "reply to all" to respond to the email. Your email will go back to anyone listed on the original email, even if you don't see any other recipients.

Using Your Spam Summary

Our email filtering system catches rogue email from unwanted sources and holds it without delivery. Sometimes legitimate email gets held up as well. When you get a spam summary you can click on the links in the body to allow whatever email you want through. Additionally you can open an old spam summary and click on the link to see "current messages held as spam" to allow spam through if you don't want to wait for a new summary.