

THE TECH

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TRAINER

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Bi-Weekly Proficiency Edition 6

Telecommunication Skills and Technology

The proficiencies ask you to know some things about the telecommunication resources we use at school, such as voice mail and email. Voice mail set-up procedures can be found [here](#) along with email login procedures and network login procedures. Information on set-up and retrieval is explained in detail in the document referenced above, so there isn't need to go into detail. Email also familiar to everyone at this point as it is the way the corporation sends out most of its announcements to staff. There are some email topics that teachers may or may not have experience with depending upon previous need. Those tasks include creating personal address book entries and groups, creating a folder structure to store email and attachments, and creating a signature line. Instructions for each of these can be found below, or you can visit our growing library of online video tutorials, which will have examples of these within the next week or two, at our video tutorials link on the corporation web page under the "[Tech>Technology Tutorials>Videos](#)" link.

1. **Creating Personal Address Book Entries:** Open your address book by selecting the address book icon. From the file menu select "new" and a dialog will open. Choose contact for individuals or group to lump individuals together for easier management. Fill out the details in the box that opens and then click "OK." You can also create contacts directly from the file menu in the normal Groupwise window.
2. **Creating Folders for eMail Storage:** Creating folders in your "cabinet" is easy. Find the "cabinet" in your folder tree. Right-click on it. Select new and name your folder. Click "OK" and your new folder will appear. If you want to move the folder you can right-click and drag it to a new position and then choose "above," "below," or "into" from the pop-up.
3. **Adding a Signature Line to eMail:** Go to the "Tools" menu in Groupwise and select the "Options" link. A pop-up box will then appear with six choices. Double-click the icon for "Environment" and a new dialog will pop-up. Select the "Signature" tab from the box. Click the checkbox for "signature" and then select the "new" button on the right. Give your signature a name and select "OK." Now all you have left is to type in the signature field, select whether to add automatically or prompt before adding, and whether to use that signature as default. Click "OK" and your new signature is ready to use.

Technology Policy and Keeping our Students Safe While Working With Tech at School

In our first level proficiencies we talked briefly about the technology policy and what it means for staff. As educators, it is our responsibility to not only follow the policies but also educate students in the proper use of technology and digital citizenship. We can do this in several ways that reinforce moral and ethical values:

1. One of the easiest ways to educate your students in proper technology policy is by setting a good example. Do not openly violate any portion of the technology acceptable use policy in front of students (hey, let's face it, you shouldn't be violating the policy when you aren't in their presence either).
2. Respect copyright in public forums like "Facebook" or class web pages. While you can use copyrighted works to create lessons to share with class, you should always cite images and make it known to students that the images are being used for educational purposes only. Never post material you do not own on your website or other social forums.
3. Teach policy when teachable moments occur. If you notice students are using pictures or music for their work that are clear violations of copyright, address it on the spot and explain the importance of intellectual property and copyright.

Holiday Technology Upcoming Deal

While it won't cover fire or flood, an external drive is a good way to backup files from your computer to protect against internal hard drive failure. As it turns out, the holidays are a great time for tech and storage. Many of you probably avoid "black Friday" like the black plague, but if you are up for an adventure, Target will be selling 1 and 2 terabyte external western digital elements hard drives for \$69 during their after thanksgiving event. You should get out early though, as the deals won't last and supplies are limited. The sale starts the day after Thanksgiving (11/26) and doors open at 4:00am (however you may want to check your local store times as different areas may hold to different hours). All indications are that this is an in-store deal only.

Tech Tuesday Sessions

November 23rd – The second level 2 profs. session will focus on software as well as tech policy as it pertains to teaching.

December 7th – This hour long edition of Tech Tuesday will wrap up the first semester with a review of all proficiencies, both level I and level II.