# HISD Technology Dept

New Teacher Orientation

# Technology Department Personnel/Job Descriptions

- **Ken Alexander- Business Manager/Tech Director**
  - Finance Director
  - Ext - 4308
  - kalexander@hamiltonisd.org

- **Jennifer Zschiesche -Asst. Superintendent of Curriculum & Instruction**
  - Classroom Technology Integration
  - DMAC District Manager
  - Ext - 4378
  - jzschiesche@hamiltonisd.org

- **Harmony Thompson - Technology Specialist**
  - Student/Staff Network Accounts Manager
  - Student Accounts Manager
  - Network Specialist
  - Hardware/Software Tech Support
  - Ext - 4002
  - hthompson@hamiltonisd.org

- **Kelli Nolen - Technology Specialist**
  - District Phone system Manager
  - District Webmanager
  - Hardware/Software Tech Support
  - Ext - 4001
  - knolen@hamiltonisd.org

# Technology Service Request

If at any time you have an issue with technology, you will need to file a Technology Service Request. https://goo.gl/VpzOvJ.You can reach our Request form by going to the Hamilton ISD page, Employee Resources, and then click on Technology Request.

This form asks for information about the problem and gives us details that we will need to troubleshoot the problem.

If your issue is critical and disrupts your teaching ability or the student's ability to work, **please give us a call**.

# Login Information

Your login information should have been given to you at the new teacher orientation or emailed to you.

**Network** - your network login is how you log into your laptop or any of the lab computers in the district.

**Email Login** - Email is one of the main form of correspondence within your campus and the district. Please check your email regularly. Your email address is also what you will use to log into school assigned Chromebooks. All District assigned staff email follow a format of staff's first initial and then last name (ex. jdoe@hamiltonisd.org).

All campuses have their own group email that will allow you to send to everyone on that campus.
Elementary - awe@hamiltonisd.org
Hamilton Junior High - hjh@hamiltonisd.org
Hamilton High School - hhs@hamiltonisd.org

# Classroom Equipment

All HISD classrooms are equipped with the following equipment:

- A Dell Laptop
- Mounted Projector
- Speakers for Laptop or Projector
- Document Camera (Avervision)
- VoIP Telephone
- Teacher Chromebooks (HJH/HHS teachers)
- Additionally, classrooms at some campuses may have
  - Shared Classroom/Student Chromebooks
  - Shared classroom iPads
  - Classroom Desktop Computers

# Copier/Printers

- Each campus has a black and white Copier/Printer in the campus Workrooms
    - Teachers are assigned a code in order to copy, print, or scan documents.
    - Your code was assigned to you by the Technology Dept.
    - Here is a link to a video tutorial on how to add a code to a workroom printer as well as add a printer https://goo.gl/2b44aI

- Office Copiers are color Copier/Printers. Any color copies/handouts that you need will need to be sent to your campus secretary so they can print them.

- All campuses have lab/library printers that students can print to. The Chromebooks should be set to print to the different labs/libraries on the assigned campus.

# District Phones

- ○ The district has VoIP phones.  Your phone should be in your classroom, if you do not have a phone in your classroom please let us know.

- ○ All VoIP phones have to be plugged into a specific network drop in order to work. If you want your phone moved from one area of your room to another, you need to make sure there is a network drop where you would like to move it.  Once a drop is located, the Tech Dept needs to know the drop number from where the phone is being moved from and which drop it is being moved too.

- ○ The website to change your VoIP settings is https://goo.gl/0qwAMA. You will need to login with your User ID (Your extension which is on the phone) and your PIN. The default pin is 1234.

# District Phones..Continued

Network Drop Plate



In order to move your phone we need to know the drop number that you moved it from as well as the drop number you need it moved too.
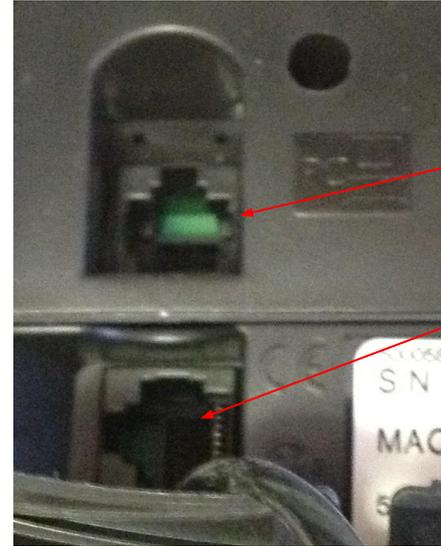


Network cable to computer

Network Cable to wall

# Teacher Laptops

- You  are assigned a teacher laptop. This laptop can stay at school or can be taken home.

- All laptops are connected to the HISD Teach Wireless SSID. This wireless group is filtered differently than the HISD Wireless that the public and students use.  It has more freedom to access different websites that are blocked under the public/student wireless. Laptops can also be wired using a network cable hooked into a network drop.

- Your laptop is yours to customize with desktop pictures, programs, etc. However, please be aware that if at anytime your laptop becomes infected by a virus, hardware error, or malware infection, the Technology Dept will be forced to re-image the laptop to a basic image, removing all personal programs, etc.

# Deep Freeze

- Your teacher laptops have a program on it called Deep Freeze. **Deep Freeze is a program that essentially "freezes" your computer where any changes that are made are removed when the laptop restarts.** This is to prevent viruses and spyware from infecting your computer. **If you make any changes to your laptop while it is in a Frozen state, those changes will not be saved once the computer has restarted**.
- To thaw your laptop you can either contact the Technology Dept or thaw your laptop following the steps below:
  - Hold down the shift button on your keyboard

- Double click on the Polar Bear icon in the bottom right hand corner by the time.
- Type in the password _____ (Provided by the Tech Dept)
- Click on ok
- Select the option to Boot Thawed on X restarts. You can adjust the amount of times that you would like your computer to reboot thawed.
- Click on ok
- Restart your computer
  -

# Deep Freeze...cont.

You can tell if your laptop is Frozen or Thawed by the Polar Bear icon.

- Frozen



- Thawed



All lab computers/laptops/library computers come with Deep Freeze installed. This is to keep students from changing desktop pictures, screen savers, deleting icons, as well as infecting the computer with a virus/spyware. The Deep Freeze password only works on Teacher laptops, and will not work on student use computers.

# Saving Files to Your Laptop
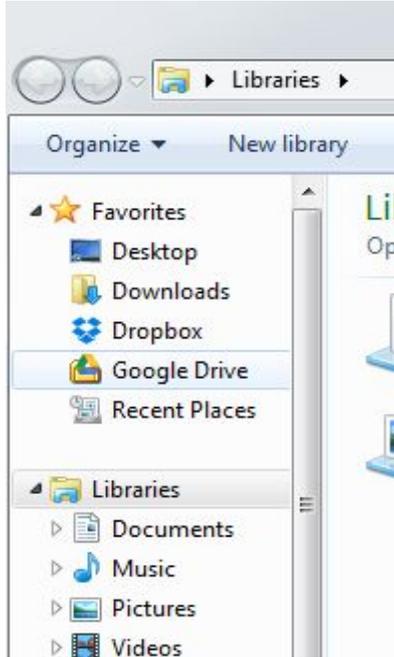


There are two different methods to saving files on your laptop

The recommended method is using **Google Drive**. All laptops should have Google Drive installed. When saving using Google Drive you can go to Save a File and select Google Drive under Favorites on your laptop.

You log into Google Drive using your HISD email address and password. You can also access your Drive Files by clicking on the waffle up at the top of your email and go to Drive

# Saving Files Continued...

The other method is to save any documents, pictures, music, videos in your Network User Directory that is stored on the server. The user directories are backed up nightly.  One downside to the user directory is that you are unable to access it from home, it is only available while on the school network.

Your user directory can be found in **My Computer** under Network Locations.

It is important that you **DO NOT** save files on your c: drive. This is because at any time if there is an issue with your computer that cannot be fixed, the Technology dept will format and re-image your laptop which will cause you to lose those files. Another reason is if your computer is frozen, when you restart your laptop, the files will be gone.

# Databases and Websites

Teacher Databases and Websites

- **ICU Databases** (JH https://www.icudatabase.com/hamiltonjh/ & HS Campuses https://www.icudatabase.com/hamiltonhs/)
    - The ICU Database is web-based, so teachers can create, monitor, and manage missing assignments online anytime from any computer with internet access. Each teacher has their own username and password for easy, secure access.
- **txGradebook** - https://txsuite.esc12.net/tg097902/
    - txGradebook username and passwords are assigned by your campus secretary. If you forget your password or you get locked out, contact your campus secretary
- **DMAC** - https://apps.dmac-solutions.net/user/
- **TEKS-RS**

# Databases and Websites

- **Discovery Education**- http://www.discoveryeducation.com/
  - Discovery Education transforms classrooms, empowers teachers and captivates students by leading the way in providing high quality, dynamic, digital content to school districts large and small, rural and suburban and everything in between. Discovery Education offers a portfolio of opportunities for districts to meet students where they want to learn in the digital age. With award-winning digital content, interactive lessons, real time assessment, virtual experiences with some of Discovery's greatest talent, classroom contests & challenges, professional development and more — Discovery is leading the way in transforming classrooms and inspiring learning. More information about Discovery Education can be found http://goo.gl/iY8HlU.

# Student Databases and Websites

- All Student Account information will be shared on a Google Spreadsheet with the staff. As the year progresses the spreadsheet will be updated to reflect new students.
- Student Network Accounts
  - Student Network accounts follow the format of the student graduation year, first initial, last initial, and last four of their social (ex. 16jd1234). Their password follows the format of first initial, last initial, and first three of their Tx Student ID (ex. jd123)
  - Student Email Addresses
    - Student email addresses follow the format of their graduation year, first initial, and their last name @hamiltonisd.org. (ex. 16jdonaldson@hamiltonisd.org)
    - Student email passwords follow the format of their last name and the first three of their Tx Student ID (ex. donaldson123)

# Student Databases and Websites

- **Renaissance Place** (Elementary & Junior High Only) - https://hosted276.renlearn.com/229256/
    - Renaissance Place is a website that is used for students to test over books and track their reading levels.
- **Khan Academy** -https://www.khanacademy.org/login
    - Khan Academy offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom. We tackle math, science, computer programming, history, art history, economics, and more.
- **Think Through Math** - https://www.thinkthroughmath.com/
    - Think Through Math helps students in Texas grades 3 and above develop higher order thinking and problem-solving skills.

# Student Databases and Websites

- **Discovery Education** - http://www.discoveryeducation.com/
  - Students will also have Discovery Education accounts so they can take advantage of the different learning opportunities that goes along with their Science textbooks.
- **Compass Learning** - https://www.thelearningodyssey.com/
  - State provided
  - Junior High Campus will utilize it
  - Compass Learning purpose-builds K–12 learning acceleration software for blended learning, intervention, high school, and inquiry-based personalized learning. Compass® software helps pinpoint and close skill and concept gaps and move students forward academically with:
    - Explicit instruction
    - Supported practice
    - Independent practice
    - Ongoing formative assessment

# Student Databases and Websites

- **iStation** -https://secure.istation.com/Account/LogOn
  - State Provided
  - Elementary Campus assessment tool - the Ann Whitney Campus domain is **whitney.hamilton.tx**
  - Istation's computer-adaptive assessments (known as ISIP™) immediately place students on personalized instructional paths unique to their needs. And our animated, game-like interface engages students so effectively that they don't even realize they're being evaluated.
- **Apex Learning** - https://www.apexvs.com/ApexUI/default.aspx
  - State Provided
  - High School assessment tool
  - Apex Learning partners with school districts to provide solutions tailored to meet their specific educational objectives. Experienced Apex Learning education consultants work with administrators to customize a professional development plan that supports success from the start to finish of each school year.

# Chromebook Management

## Chromebooks in the Classroom

We have in the last few years introduced Chromebooks in Kinder - 12th Grade. The Kinder - 2nd Grade classrooms have Chromebook sets (3-4 Chromebooks) for stations in their classrooms. Grades 3rd - 5th have classroom sets of Chromebooks with carts to store and charge the Chromebooks. 6th - 12th grade have 1:1 Chromebooks. Each student is assigned a Chromebook at the beginning of the year and is responsible for it during the school year. The Junior High and High School each have specific expectations for the students' conduct and care of the Chromebooks.

If at any time the Chromebook is damaged or not functioning please let us know.  If it is a Student Chromebook in grades 6th - 12th, there are procedures in place to go through for the documentation of the Chromebooks' issues. We have a system in place to keep track of damage to Chromebooks over the course of the year.