

TECHNOLOGY NEWS

Volume 1 Issue 2

December 21, 2016

TECHNOLOGY TUESDAYS AT WHS

Greetings from your technology liaisons representing WHS. Jamie will be servicing the needs of faculty and staff at Babcock Hall and Amanda will be assisting anyone at Ward. Although we are assigned a specific building, if we're needed outside of our buildings, we're here to answer the call.

We would like to offer two opportunities for staff to expand their tech expertise, comfort, and training. "Technology Tuesdays"

will take place on the last Tuesday of each month with the next scheduled meeting for January 31st. It will be an opportunity for staff to explore two pathways:

Amanda's willing to meet in a common space to help with any Google Certified Educator modules. We can help each other gather expertise in Google Apps for Education. Anyone interested in learning all that Google has to offer, please attend.

Jamie is willing to provide SchoolFusion training to anyone interested in learning more about the tools and nuances of SchoolFusion. Jamie will take staff through all that it has to offer, as well as be a support as we continue to build our Fusion pages for students and parents.

We look forward to working with you throughout the year and know that you can contact us with any questions!

Thank you,
Amanda Murphy &
Jamie Finkelstein

Inside this issue:

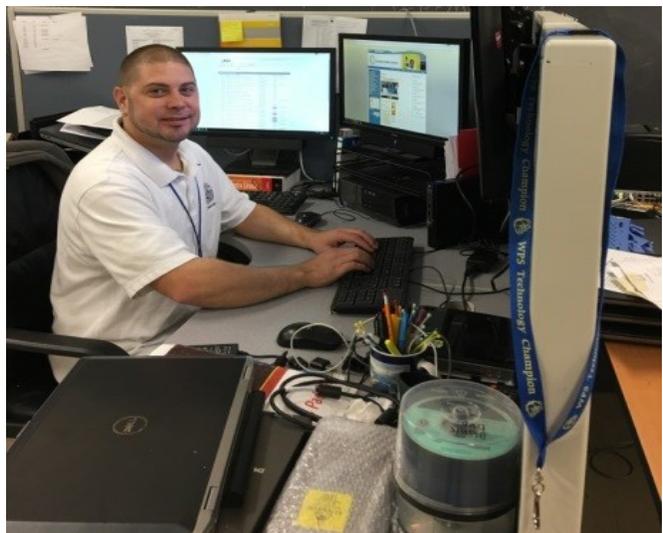
Tech Tuesdays WHS	1
Help Desk Tech	1
Google Tips and Tricks	2
Skyward Update	2
Cyber Scam Warning	2

WELCOME RYAN BUCK, HELP DESK TECHNICIAN

Ryan is a Westerly resident whom has a decades worth of work experience in the local technology industry. In his former endeavors he has managed user accounts for various software systems, installed and maintained computer hardware and software systems, as well as office copiers and phone systems. This experience is important when dealing with the various situations that one may encounter in his role as Help Desk Technician, but was not the deciding factor when

it came down to which candidate to employ in our department.

Ryan's enthusiasm for educating end users on how best to fix their own technology related issues set him apart from others. Ryan believes that his former experience training others will help him to educate our staff on ways to trouble shoot and fix issues they may encounter using our classroom technology. It is his desire to assist and teach others which will help our department better reach all of the demands of the district.



GOOGLE TIPS AND TRICKS

Receiving documents as an attachment in Gmail that need to be filled out and signed can be a real pain to work with. SignEasy simplifies the whole process by allowing you to easily fill out forms and sign documents without ever leaving your Gmail account.

A SignEasy option appears when you click to view the attachment in your browser. Once you've completed the fields that need filling out or signing, the updated document is attached in the same email thread.



This extension will help our district improve towards our green initiative goals and becoming a "Less Paper" district. You can get the extension by visiting <http://getsigneasy.com/signeasy>

Creating a To Do List:

One of the features available in gmail is the ability to track tasks.

To Use Tasks in Gmail on a computer Open Gmail.

In the top left corner, click the down arrow next to Gmail or Mail.

Click Tasks. The Tasks window will open in the bottom right corner.

Click Add task.

Enter your task.

To include notes and set due dates, click the arrow to edit a task's details.

For a full tutorial on how to best use the task features visit:

<https://gsuite.google.com/learning-center/products/apps/keep-track-of-tasks/>

SKYWARD UPDATES

We are happy to officially announce, the new student management suite we will be utilizing: Skyward. Staff will continue to use MMS, but will have the opportunity to get a head start on understanding the new management suite. An email was sent to staff providing usernames and passwords. These credentials will be used to access the Professional Development Center (PDC) and practice area, so that you can become adjusted to this new system. It will provide training through videos and an interactive sandbox to play around in. Official trainings with Skyward staff will begin in mid March. Individuals will be notified by email and calendar invites of training days.

We request that you finish the Inquiry module before March and bring any questions you have about the system to the official trainings. Any questions about the scheduling, training, comments or thoughts can be directed to Michael Sujka at msujka@westerly.k12.ri.us

[Skyward was selected as one of the 100 Top Products of 2016](#)



Here is a warning about a scam email that hackers are using during the holiday shopping season. It involves tricking the unsuspecting user to click a link that infects their machine.....the trick is that the email looks legit from a shipper such as Fed Ex or UPS and says you have a "forgotten" or unclaimed package. DON'T Click that link! Instead delete the email, then empty your trash. Always beware of emails and links from unsolicited parties, and be aware that sometimes scams come from people you know already infected.