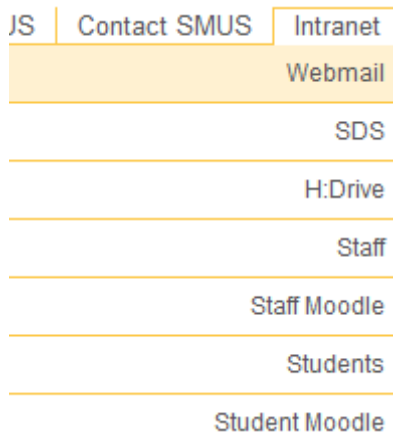


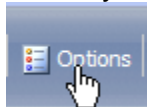
New Staff Orientation – Technology

Email, Calendar, Contacts:

- Outlook Web Access (email.smus.ca) or from Intranet



- opens automatically (on second IE tab) when logging into Intranet from school
- right click on Account Name in folders pane to create new folders (good for organizing)
- sent messages and deleted messages saved in **Sent Items** and **Deleted Items** folders
- large, but finite, storage capacity
- limited attachment size (2 M)
- check out all the options (Messaging (signature, etc.), Spelling, Out of Office, Security, General Settings, etc.)



- finding a local address:

- click New



- on new message form, click To. . .
- names listed alphabetically by first name; click on letter to see all names starting with that letter, or type first name in box



Type Name or Select from List:

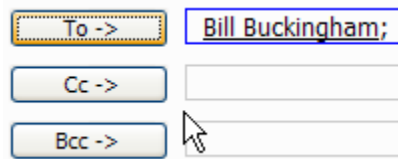
Bill Buckingham

Bill Heaton

Bill Li

- to find name, based on last name, click **Advanced Search**



- when name is selected, click on To, Cc, or Bcc as desired

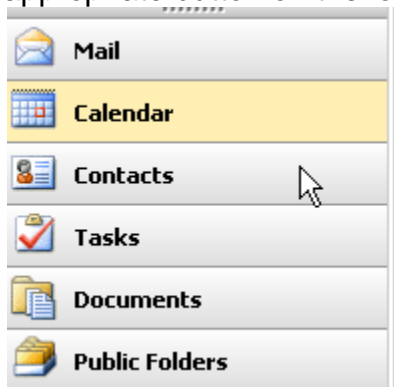


- OR, type in part of the name you desire, then click the **find names** button



and select from the names that show up in the drop-down list

- note that multiple name entries are separated by **semicolons**
- once you have sent a message to someone, subsequent messages to that same person are facilitated by an auto-completion feature in the **To...** box
- for attachments, click on the attachment icon , browse to file you want to attach, click on **Open**, click on **Attach** to return to your message
- if you want to edit attached document, SAVE it first to a known location and edit the SAVED file; otherwise it will disappear!
- when sending the same message to a large number of people, you can use **distribution lists**; be careful when you use these and consider getting some assistance the first time
- to check for emails that may have inadvertently been sent to your **junkmail** box, go to **junkmail.smus.ca** and login using your school user name and ID; go to settings and select how often you want a junkmail summary sent to you
- use the on-line Help feature  to solve most of your queries
- send messages to the address help@smus.ca to receive assistance from one of the computer tech people regarding any technology problem
- to access Outlook Web Access **Calendar**, **Contacts**, etc., click on the appropriate button on the lower left of your screen



Intranet:

- accessible from the school website, but password protected
- from SMUS page, hover over the **Intranet** tab at the top of the page and click on the desired subsection, **or** click on the tab title to get to a new page with the same options

- if you pick **Staff**, you will end up on the Staff Resources page which contains links to lots of useful stuff:
 - **School Websites** – SDS (more on that later), Course Management sites, etc.
 - **Printable Forms** – cheque requests, expenses, etc.
 - **Extra Online Data** – resource booking (most booking done through SDS), announcements, budgets, intramurals, etc.
 - **Teacher Cover Requests** – urgent and non-urgent
 - **Reports, Tests, Assignments** – Policies, Guides, Guidelines, etc.
 - **Network & Technology** – all sorts of technology help and instructions
 - **General Policies/Procedures** – emergency stuff, health guidelines for fundraising, templates with school logos, risk management
 - **Human Resource Lists & Policies** – Faculty and Staff info
 - **Faculty & Staff Info** – demographics, phones, job descriptions, salaries, guidelines, promotions, parking list
 - **Professional Development** – programs, awards, applications, resources
 - **External Items** – outside promotions
- **H: Drive** – a handy method of working on, or remotely transferring, files (residing on the SMUS network) from home (or anywhere)
- if you pick **Students**, you will see what the students have access to:
 - some courses use this area to access course websites that are maintained by teachers
 - a commercial course management program, called **Moodle**, is also available; interested teachers should see Mike Jackson who administers this facility
 - this can also be accessed from the first level of the school's Intranet site by clicking on **Student Moodle**

SDS (Student Data System):

- web-based student information system
- access from **sds.smus.ca** or **Intranet link**
- used for attendance, contacting parents, resource booking, student information, student reports, etc. (in fact just about everything you can think of!)
- attendance:
 - select your class in the black pane at the left
 - from the drop-down menu, select **Today's Attendance**
 - the class list will appear only if you see them on today's date (you can change the date to make edits)
 - a medical alert icon will be present if the student has any conditions (allergies, etc.) that should be noted; clicking on the icon will present a page with all the student info
 - use drop-down lists to select reason for any absences; pre-arranged or explained absences will be already marked in ahead of time; **DO NOT**

select **Explained Absence** even if you know the reason for the student's absence

- make sure you **Save** the data, even if you have made no changes
- if you are covering a class for another teacher, click the **Impersonate** link at the top of the page, select the corresponding teacher from the drop-down list, then click the **Impersonate Teacher** button; you will then be logged in as that teacher and his or her courses will show up in the black pane at the left
- **show student info** is useful to get student photographs, contacts, timetables, etc. (select student (or search), then click on **View**)
- many other features are available for the SDS; a booklet will be produced in the near future with more instructions

Network Drives:

- your personal disk space is designated by the drive letter **H:**
 - file management is important; please get some help if you are unsure about making folders and using a hierarchical “filing” system
 - you also have access to the files on your H: drive through the Web using the “H:Drive” link on the school web site
- your H: drive is password protected; this password may be changed by:
 - while on a SMUS network machine, pressing **Ctrl-Alt-Del**, then clicking on the **Change Password** button
 - through the Web, by logging into Outlook Web Access, clicking on **Options** (in the upper right-hand corner), and selecting **Change Your Password . . .**
- passwords must be changed every 3 months (minimum) and:
 - must contain at least 7 characters
 - must have 3 of the following 4 things (upper case, lower case, number, or special character)
 - cannot reuse your last 4 passwords
 - cannot have 3 or more consecutive characters of your username
- don't save personal files (especially mp3s, jpg collections, etc.) on your H:drive; they take up a lot of server space, they make the back-ups longer, and listening to or watching these files slows the network down.
- you will also notice a P: drive (userfiles on 'smus.local'), which we call the **Public Drive**
 - the **senior student resources** folder is for files which you want the students to have access to, but which for them will be “read-only”
 - the **teacher resources** folder is for files that teachers want to share amongst themselves

School Virtual Desktop (Desktop Farm)

- you can log in to a SMUS computer no matter where you are, or what type of device you are using
- you will have access to your regular network drives (e.g. your H: drive)

- you will have access to all SMUS programs, even if they are not installed on your own device
- it is the same as if you were sitting at a school machine, and it is very fast
- to access all this for your home computer, navigate to the Staff Intranet Page and in the section **Network & Technology**, click on School Virtual Desktop/Home H: Drive for instructions
- if you want this capability on a **school-owned device**, such as a school iPad, then click on the link **iPhone/iPad School App Install** for directions

Computer Labs (bookable through SDS):

- **Public Lab** – in the downstairs area of the Science building; open for use by students to use at any time; also bookable by teachers, but the least desirable for instruction
- **Science North Lab** – in the downstairs area of the Science building beside the Public Lab; regularly scheduled computer classes are here, but otherwise it is bookable by teachers and excellent for instruction
- **Crothall North and South Labs** – on the third floor of the West Wing of the Crothall Building; regularly scheduled Computer and Planning classes are here, but otherwise it is bookable and good for instruction
- **Language Lab** – on the third floor of the East Wing of the Crothall Building; specifically set up for language instruction, but also bookable and good for regular instruction
- **Library Lab** – currently mostly for use by students
- **Mobile Lab** – wireless lab of 12 laptops on a cart; bookable; comes with a projector
- all lab machines are protected by a program called **Deep Freeze** which will cause a computer, when re-booted, to revert to its original state; any files saved on it during a session will be lost so be sure to save files on your H: drive

Office Computers:

- these computers are not generally protected by Deep Freeze, but you must get Computing Services to install any software that you want to put on them
- the menu configuration is slightly different; to access network programs, click on the **SMUS Network** folder in the Start Menu

Digital Dayplanner:

- very handy for sequential planning of classes
- copy and paste lesson plans amongst classes of same course
- day of cycle and class schedules (and lesson plans if desired) transferrable to Outlook Web Access Calendar and smart phones

Who's Who:

- Computing Services at SMUS comprises a four-person department. **Rob Przybylski** is the manager and is assisted by **Jim Ross**, **Sandy Ronald**, and **Chris Kloosterman**. These are the guys who will deal with many of the nuts and bolts of your technology related requests. One of the best ways to contact them when you have a computer-related problem is by e-mailing the "Help line" help@smus.ca. You can also reach the help desk by calling local 6118.
- **Bill Buckingham** is our professional development resource person at the senior school and has release time in his schedule to help staff. He can set up workshops and is also available for one on one support.
- **Michael Jackson** is our "Academic Technology Coordinator". In this role he attempts to keep an eye on the pace and direction of technology use at the school. He also chairs the Technical Coordination Group, which meets once every 10-day cycle. Mike is also heading up our pilot BYOD (Bring Your Own Device) initiative. Please contact him if you have questions or concerns.
- **Gisele dilorio** is responsible for student data entry (attendance) amongst a myriad of other things; if you have specific questions about students, or are having difficulty doing any student-related things in SDS, she is a good place to start looking for help.