

Technology Tips

Welcome to HSC's Technology Tips

Hello everyone!!!

This is just a bit of a resource I'll be putting out for your use at least once a month (more if we think it's working well). I'll give you some tips to make your work a bit easier with regard to using technology in the classroom, (or anywhere else in a school for that matter). I'll try to get at least a couple good techniques and tips that I think you folks will need in each "edition", but if you have something you really want to know, tell me and I'll put it in.

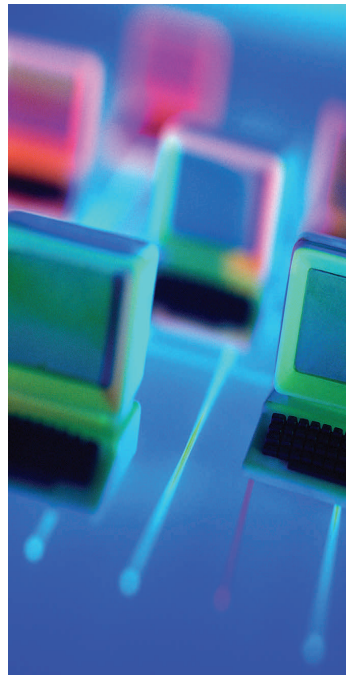
Ed Musiak

For those of you who are interested, we have a number of "site" licenses for various programs that I'm sure you'll benefit from. The one that I'd like to recommend right now is

GRADE KEEPER

It's an excellent program for managing classroom records and preparing on the spot reports for administrative purposes (progress reports, classroom attendance, missing assignments, etc...)

See me for the latest version of the software.



SPECIAL POINTS OF INTEREST:

- *We have a site license for GradeKeeper*
- *Staff, clubs, and sports teams all have space on the HSC web pages*
- *Much of the communication within the HSC community will be via e-mail.*
- *You can access your e-mail account 24/7 directly from the Springfield Public Schools website.*
- *Mr. Musiak's office is located in B155.*
- *Reserve laptop carts early so we can plan well and thoroughly.*
- *Schedule time with Mr. Musiak in advance to plan co-teaching activities for your classroom.*

Improving your computer's performance

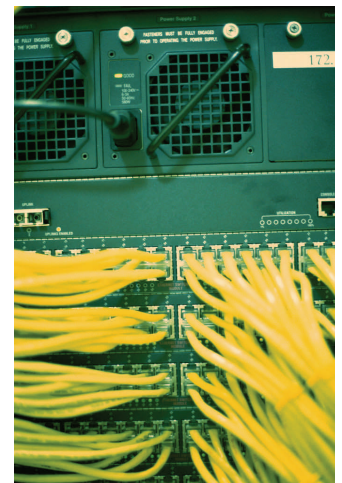
A couple of the most important things you can do for your computer to help it run faster and easier are:

Clean up your "cookies"! Basically what you want

to do is empty out your browser's cache of stored files and identifiers. To do this,

- Right click on your "Internet Explorer" icon and select "Properties".

- Click on the button that says "Delete Cookies" in the "Temporary Internet Files", click OK.
- Then, click the button that says "Delete Files" (also in





“Temporary Internet Files”), check the box that says “Delete all offline content” and click “OK”.

That should help out a bit.

The second bit involves “Defragmenting”. Simply put, you want your computer’s brain to be

Improving your computer’s performance (cont)

able to find all the information it has stored as easy as possible. “Defragging” puts the information into a logical order for the “brain” to use.

To do this,

- Right click on “My Computer”
- Right Click on your “C” drive.
- Click “Properties”
- Click the button or tab that says “Tools”

Click “Defragment now” (If you

haven’t done this in a while, or ever, do it at the end of the day and let it go for the night). Click “Defragment”



Integrating Technology in our daily routines

The most important thing we can do is to establish routines for our classrooms. Everything from how students start their time with us in our classroom to how they end their time is under our control. Or, we’d like it to be anyway.

The same thing can be said for teachers as well. While we shouldn’t be so inflexible as to be unable to function if the attendant at the local doughnut house gives us our coffee with Equal instead of Sweet and Low and only one

cream instead of three, we should be able to adapt to the changing situations without lapsing into an apopleptic shock.

“Do something every day that you don’t want to do, this is the golden rule for acquiring the habit of doing your duty without pain.”

Mark Twain

Using technology, even something as simple as checking e-mail, can become part

of our daily routines in the classroom.

If, before we look out over the mound of correcting and planning we have to do by the time the students arrive (or even after they leave for the day), we set a standard time for checking our e-mail, we can stay in touch with what’s going on around us without having to curse some poor Qwik-e-Mart employee to the seventh circle for not changing the filter on the new pot of almond mocha cream coffee this morning

And so gentle readers...

Just a few reminders about some of the things that are happening for us.

- ◆ On-line learning is coming to the Springfield Public Schools in a big way. There are opportunities for students to get/make up credit on-line. Check with Mr. Musiak for courses and some of the details in the coming weeks.
- ◆ Please read the “Acceptable Use Policy” for computer/internet use within the SPS network. This is an absolute requirement here folks! The address is;

<http://www.sps.springfield.ma.us/generalInfo/districtPolices/purpose.asp>

- ◆ Please check out the HSC webpages. The site is designed to be used by everyone in the HSC community for everything from Faculty pages to team pages, Bus schedules, inclement weather links, content area resources, and loads of other stuff.

