

Technology Tips

VOLUME 2, EDITION 3
SUPPLEMENT

OCTOBER 5, 2007

Teacher Workstations-

Some tips to help keep your work safe.

Hello again folks. I know you just got a Tech Tips newsletter earlier this week but... folks have been talking to me about their teacher stations and how they're dying in droves. I'm going to try and give you a few tips about how to keep the material you've created (records, handouts, nifty PowerPoint presentations, etc...) safe.

I know that the machines here at the High School of Commerce are outdated and, in many cases, functionally obsolete (that means we can't load the latest software upgrades because the machines can't handle them or they're incompatible). We can only make do with what we have at the moment and hope that, in the very near future, we get the machines updated.

In the meantime, here are a few things you can do:

1. Make certain you back your files up every day. If you can use a flash drive (they're only about \$10-\$15 bucks now) they're well worth the money. If you have to use floppies, then save everything you need and transfer the least used files to another

medium. You can then continue saving the files you're constantly updating on a daily basis without having to download everything every day.

2. Save your files in your network drive (the "H" drive) as well as your "C" drive. If you haven't been given access to your "H" drive, contact me and I'll make sure it gets done by one of our tech people. For those of you who don't know what this is, the "H" drive is basically your space on the HSC file server. You have an area where you can store files and documents as a backup in case your computer's hard drive (the "C" drive) fails and loses everything.

Clean your computer up.

- i. Delete the temporary files and cookies
- ii. Keep the amount of stuff on your desktop to a minimum. Store frequently used files in a folder system in your "My Documents" and refer to the first two tips.
- iii. Close unused programs on your toolbar.
- iv. I know we tend to be somewhat lax about our email, but that needs to be "cleaned up" as well. Get rid of mail (either sent or

received) that isn't vitally important. It won't improve your computer's speed, but it'll save the network folks a good deal of headaches.

- v. Defragment your drive. It'll help with the performance of your machine. It's kinda like organizing your desk drawers so you can actually find stuff without working so hard. If you don't know how to do this, or haven't done it in a few hundred years (if ever), please see me first. Additionally, I'd only do this just before you leave for the evening, it could take a while. Also, when this is done, you might want to consider doing a scan disk as well. Again, see me if you've never done it. I'm more than glad to help out.

This should about do it for the moment. There's a thousand other little tricks that you can do to extend the life of the machines we have and I'd suspect that we're going to have to use all of them to get by. But, to paraphrase Gloria Gaynor (I know it's odd, me playing in rock and roll and blues bands for a hundred years and quoting a disco song) "We will survive" (*blame the quote on Terry, she's the one who likes to dance in the family. I just play 'em*).

Ed Musiak

STUFF YOU NEED TO KNOW

ALL THE FOLLOWING
ARE AVAILABLE IN
B155 WITH MR.
MUSIAK:

- *I am available to co-plan, co-teach, and work out just about any other method for the integration of technology in your classroom. I am a good resource for ideas and inspiration when you find yourself in a bind trying to find an activity that will make the most appropriate connection with a lesson.*
- *The GradeKeeper registration key is currently unavailable until further notice per Director of Technology*
- *Schedule a time to get trained for laptop cart. No training = No laptop cart use.*
- *E-mail accounts sign up*
- *Information on school based technology mini-workshops.*
- *If you'd like to start your own area on the HSC web pages, please set up an appointment with me to find out the particulars for posting and some of the really nifty ideas you can use for creating a viable educational presence on the web.*

