

Technology Newsletter

Work At Home Rights for Staff

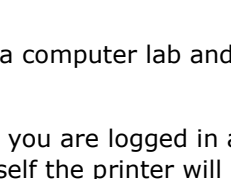
For each copy of Microsoft Office the school licenses, the primary user of the computer can also run a second copy on a personal computer or laptop. The software may only be used for work related purposes and is not available to students. Please contact the Tech office if you are interested in doing this.



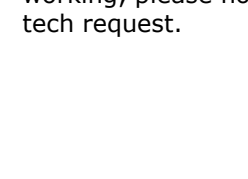
School Dude Reminder

The technology department uses School Dude to keep track of computer problems.

- To report a computer problem go to the school's website (www.thompsonpublicschools.org). In the index directory box on the left, scroll all the way down until you see the "Employees" section. Click on the "Requests" link.
- Enter your school email address and click "Submit".
- The first time you log in it will not recognize you. Therefore, you will be prompted to type in your last name. Do this and click "Submit".
- In the next step type your first name in the appropriate box. Verify that the other information is accurate (You do not need to fill in your phone number.) Then click "Submit".
- This will bring you to the technology request form. Fill in the appropriate information related to your request/problem (steps 2,3,4& 7 are required fields.)
- **In step 7 the submittal password you need to fill in is schooldude.**
- When you have finished click "Submit".



Sites Worth Checking Out



- [How Products Are Made](#) (Discover background information and inventor biographies)
- [ShareTabs](#) (Allows you to create up to 15 URL links as a web page to share with others. The web pages can be viewed via screenshots or tabs.)
- [Wordle](#) (Create word clouds from text that you provide.)

Having Trouble Printing in the Computer Lab?

If you are working in a computer lab and cannot print follow these steps...

- Check to see who you are logged in as. If you are logged in as yourself the printer will not be installed under your profile. Printers are only installed under the student, smstudent, and tpsstaff accounts.
- Restart your computer
- Restart the printer
- If you have tried all the above and it is still not working, please note the error message and put in a tech request.

YouTube Downloader

If you would like to use educational YouTube videos in class you can send Matt or Heather the link to the video and they will save it into your network folder for you. Or, you can use the YouTube downloader to download the video at home, onto your flash drive, and bring it in and play it.

[YouTube Downloader](#)

Deep Freeze

Just a reminder that if you are getting an updated computer it will have deep freeze on it. This means you will not be able to save or install anything to the computer. The options are to save to a flash drive or a disk, or save to your network folder. To access your network folder double click on My Computer and then double click the drive with your name, or the drive that is called staff admin2k3.



If you need to make a permanent change to your computer please put in a tech request so Matt or Heather can temporarily disable deep freeze. A great benefit to saving to the network is that should your computer crash, you will not lose anything!

Student Web Lockers

If your students are not yet using their web locker to store documents here's how...

- Go to tps.schoolweblockers.com
- Student logins can be found on Admin2k3 in HS Files, MS Files, and ES files folders

