



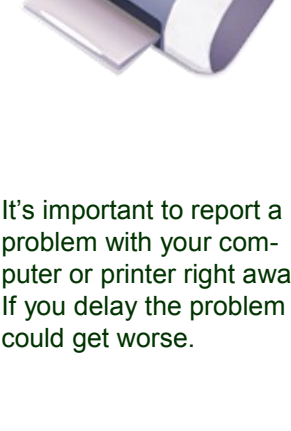
Technology Newsletter

Printer Not Working?

March 2010

If you are having trouble printing in your classroom, and have already put in a request, here are a few alternatives to print those desperately needed things while waiting for your printer to be fixed...

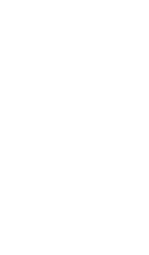
- E-mail the documents to yourself as an attachment, log into your neighbor's computer as student, or in the computer lab, bring up your e-mail, and print.
- You can also save your documents to an external drive such as a thumb drive or a floppy drive and print them out in another room.
- If you need to print out something from a website you can also do that in a computer lab or another classroom.



It's important to report a problem with your computer or printer right away. If you delay the problem could get worse.

We know this is not an ideal situation and can be extremely inconvenient, but we are trying our best to catch up!

E-mail Tips and Tricks



These tips are only for the web e-mail.

Since we've upgraded our e-mail system we have not had a chance to share some of the different features you are able to use. Here are a few tips:

1. To change the font or color in your e-mail click on "Options" on the top right of your e-mail screen. Under the "Message Format" section you can make these changes.
2. To change the appearance of the e-mail program click on "Options" on the top right of the screen. Then, click on "General Settings" on the left of the screen. Under the "Appearance" section you can choose from different styles.
3. To create a signature click on "Options" on the top right of the screen. Under the "E-mail Signature" section you can create a signature.
4. To set up an away message click on "Options" on the top right of the screen. Then, click on "Out of Office Assistant" where you can activate the out of office message.
5. To manage junk e-mail click on "Options" on the top right of the screen. Then, click on "Junk E-mail" on the left menu. Here you can view your safe senders, add safe senders to the safe list, or block senders.
6. Don't forget you can also click on the "Help" menu on the top right of the screen and search the help database.



SchoolRack Teacher Websites

Looking for an easy way to spruce up your website? Try www.schoolrack.com. SchoolRack is a free online tool that makes it easy to publish and personalize a useful teacher website, without any software. SchoolRack enables you to post homework online, class notes, pictures – just about anything you want! All you will need to get started is a computer with internet access. This means you can update your webpage in the comfort of your own home.

If you would like to use SchoolRack for your teacher website please e-mail our webmaster, Paula White, the link to your site so your link can be redirected from our server to your external site.
(paulawhite@mindspring.com)

Finally... an easier way to create a website!

Integrate Technology in the Classroom

The SMART Exchange is an online destination that gives educators a place to share ideas and find digital content for their classrooms. From forums with training tips to the many posted lesson activities, questionsets and Gallery items, the SMART Exchange has everything teachers need to enhance learning for their students.

To get started please visit:
<http://exchange.smarttech.com/index.html>

In order to use these online lessons the technology department will have to install Smart Notebook on a computer in your classroom. Please complete an online trouble ticket through schooldude for assistance.