

Information Technology Cheat Sheet, 2011-2012

IT Staff:

- David Cairns – Technology Specialist – Server Administration, Data Backup, Storage Environment, Telephony, Technology Planning and Purchasing, Cisco Networking, Technology Professional Development, Administration, Help Desk
- Charles Nottingham – Lead Computer/Network Technician – Apple Systems and Services, Servers and services, Technology Planning, Cisco Networking, Help Desk
- Joe Behymer – Computer/Network Technician – Help Desk and End User Support
- Marc Justus – Computer/Network Technician – Help Desk and End User Support
- Desiree Harding – Administrative Support, ext 5278

Help Desk Phone Line: 5566

Media Center Coordinator: Winnie Milner, ext 5315

Technology Items that can be checked out from the Media Center:

- Flip Camera Camcorders
- Digital Camera
- Laptop Computer
- Books/DVD/Playaway
- Senteo Student Response System
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Computer Access

Login: wccc1\Firstname.Lastname (not case sensitive)

Password: Issued by Patti Veroni (you will be prompted to change your password every 120 days)

Domain: WCCC1

Anything saved to My Documents is actually saved on our Storage Area Network.

Under My Computer, you will see a network drive (m:) which contains your redirected folders.

It doesn't hurt to store files locally if you have a dedicated computer, but make sure a copy is on the server.

Some software packages, such as Examview, store data locally. Be sure you back up to My Documents.

Your redirected folders, desktop, favorites, etc will follow you to any computer you login to in the district.

Do not type your password in the presence of students. Ask them to turn their heads and look away.

If you need your password changed or have another emergency, contact the help desk at ext. 5566

If you need assistance that is not an emergency, complete an IT Assist Work Order.

Email Access

Webmail: <https://mail.mywccc.org/>

Enter Time Zone information for first logon

Login: wccc1\Firstname.Lastname

Password: Same as your computer login password

Your local computer Outlook client is easily configured (on campus only).

Start > All Programs > Microsoft Office > Microsoft Office Outlook 2010

Click next through all prompts until you get to the end.

You must use email responsibly and for work purposes only. Do not distribute non-work related email.

Do not send email over 2 MB in size. This means do not send large file attachments including multiple pictures or videos. If you need to distribute large sized files, email is not the proper medium.

Sharepoint Services

<http://sharepoint.mywccc.org>

Sign In Link is in the upper right corner

Login: wccc1\Firstname.Lastname

Password: Same as your computer login password

Ohio Public School Works

Login: firstinitial + lastname (ex: gpatton)

Password: Last four digits of SS#

All Ohio Public School Works areas can be accessed from: <http://sharepoint.mywccc.org>

Health & Safety

Access: <http://www.publicschoolworks.com/Pages/frameset.asp?di=136>

<http://www.mywccc.org> click on Health & Safety

Student Direct

Access: <https://www.publicschoolworks.com/Pages/studentHome.php?di=136&mi=9>

EZ Maintenance

Access: <http://www.publicschoolworks.com/Pages/actManager.asp?di=136&mi=7>

<http://www.mywccc.org> click on Facilities Management

IT Assist

Access: <http://www.publicschoolworks.com/Pages/actManager.asp?di=136&mi=3>

<http://www.mywccc.org> click on Information Technology

Employee Direct

Access: <http://www.publicschoolworks.com/Pages/employeeDirectMgr.asp?di=136&mi=10>

Phone System:

Making a phone call:

Do not pick up the handset to dial a phone number. This may cause you to inadvertently dial 911.

Dial the number in a ten-digit format with the handset on the cradle:

Example: 513-932-5677

Press Dial

You will hear a beep indicating it is time to enter your dial pin (academic: 92221, Tech: 83241)

If you desire a private conversation, pick up the handset

If you desire a speakerphone conversation, just continue your call

If you are calling outside of the 513 area code, you must dial 1 + ten-digit number following the above rules

To place a caller on hold, press hold. Resume will allow you to go back to the call. While holding one call, you can make another call.

You can transfer a call, however, you must wait for a dial tone before completing the transfer.

Setting up Voice Mail:

Press the messages button and enter 123457

Follow the menu structure to record your messages and set a new pin

To set alternate greetings or change greetings:

Press the messages button and enter your pin

Select option 4 (setup options) and follow the menus

Changing your ring-tone:

Press settings

Scroll down to ring type, press select

Choose default ring, press select

Play the ring tones by selecting one and pressing play

When you find one you like, select it, then exit out of the menu.

Accessing your telephone's web configuration:

<https://10.183.100.11/ccmuser>

login: firstinitial + lastname

password: 12345

Here you can set speed dials and make other custom configurations

Copiers

You are logged into the copier using your HID ID Badge. You can also log in locally using the touch pad.

Our copiers are the fastest and most inexpensive printers in the district to operate, however, they are shared.

If you do not have a copier installed as a printer on your computer, please complete an IT Assist Work Order.

Using the copier to Email:

Place your document in the document feeder

Press Email

Use the guest login of: 999#

Enter the email to address

Press Start

Your document will be emailed to the recipient as an Adobe Acrobat (PDF) file. Feel free to email documents to yourself.

Progress Book

Progress Book can be accessed from <http://sharepoint.mywccc.org> or from www.swoca.net > Web Resources

District ID: WJ

User ID: wj_lastname

Password: given by Joel Anderson

This login will also be your DASL login.

Citrix

Sometimes it is necessary to work from home. Citrix provides this convenience by allowing you to access your files, software, and WCCC copiers from anywhere you have an Internet connection.

Steps to set up Citrix at your home:

1. Go to <http://sharepoint.mywccc.org> and open the Shared Documents folder to your left.
 2. Locate the Citrix Client file and download it to your computer
 3. Extract the Citrix Client and install it on your computer
 4. Input the server address: <https://access.mywccc.org>
 5. Click on the Citrix Services link to the right
 6. Log into Citrix as if you were logging into your work computer
 7. Tell Citrix you already have the client installed
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Computer Labs

You can sign up to use computer labs on Sharepoint.

Public Lab, Room 219, 28 Dual Core PCs, Secondary Priority

Public Lab, Room 216, 31 Hyperthreaded PCs, Secondary Priority

Public Lab, Room 521, 25 Apple MacIntosh G5, Shared

Public Lab 505H, 25 Dual Core PCs, Adult Ed Priority

Public Lab TEC Building, 15 Hyperthreaded PCs, Adult Ed Priority

Medical Office Technology, Room 228, 25 Hyperthreaded PCs, Available after 3:00

Media Center Laptop Cart, 30 Dual Core 15.4" laptops, Secondary Priority

DIT Cart 1, Room 517, 15 Dual Core 15.4" Laptops, Adult Ed Priority

DIT Cart 1, Room 238, 15 Dual Core 15.4" Laptops, Adult Ed Priority

Asus Netbook Cart 1, Resides with last teacher user, 32 10.1" netbooks, shared

Asus Netbook Cart 2, Resides with last teacher user, 32 10.1" netbooks, shared

Acer Netbook Cart, Resides with last teacher user, 32 10.1" netbooks, shared

MPC Cart, Resides with last teacher user, 28 15.4" Pentium Mobile Laptops, shared

IBM Cart, Resides with last teacher user, 24 15.4" Pentium Mobile Laptops, shared

Mathcart 1, Room 525, 32 Asus 10" Tablet PCs, Secondary Math Department Priority

Mathcart 2, Room 522, 32 Asus 10" Tablet PCs. Secondary Math Department Priority

Mathcart 3, Room 318, 32 Asus 10" Tablet PCs. Secondary Math Department Priority

One to One Programs

Senior Internship: 10.1" Netbooks (secondary)

Teacher Academy: 14" Springpeak Slimline (secondary)

Marketing: 15.4" Full Size laptops (secondary)

Cosmetology: 10.1" Netbooks (secondary and adult)

Criminal Justice: 10.1" Netbooks (secondary)

Project Lead the Way, Sinclair Courseview 15.4" Full Size laptops (secondary)

Professional Development

All bargaining unit members (secondary staff) are required to complete 4 or more hours of Technology Professional Development at WCCC. A bulletin will be issued in September detailing the offerings for this year. Most sessions are run by the Southwest Ohio Instructional Technology Association (SOITA). Alternatives to attending teacher lead sessions on campus include pre-approved Atomic Learning Workshops or other pre-approved workshops. All Technology Professional Development counting toward this requirement must be completed outside of the normal work day. While not contractually bound, Adult Education staff members are encouraged to take advantage of these offerings. Our focus with this program continues to be development of 21st Century teaching skills and online services. Target sessions will include but are not limited to:

- Smartboard
- Student Response Systems
- Glogster
- Voicethread
- Prezzi
- Sharepoint Services
- IVDL resources