

**SSISD IMPORTANT WEB ADDRESSES**

Below is a list of important web addresses and login information:

San Saba ISD Web Page	-	<a href="http://www.san-saba.net">www.san-saba.net</a>
Web Mail	-	<a href="http://gmail.com/">http://gmail.com/</a>
Study Island	-	<a href="http://www.studyisland.com">www.studyisland.com</a>
Odyssey Ware Online	-	<a href="http://odysseywareonline.owotw.net">http://odysseywareonline.owotw.net</a>
Smart Exchange		<a href="http://exchange.smarttech.com">http://exchange.smarttech.com</a>
Eduphoria School Objects	-	<a href="https://sansaba.schoolobjects.com">https://sansaba.schoolobjects.com</a>
Teacher Gradebook/Attendance	-	<a href="https://sansaba.tx.txeis15.net/txgradebook">https://sansaba.tx.txeis15.net/txgradebook</a>
TxConnect (parents)	-	<a href="https://sansaba.tx.txeis15.net/txconnect">https://sansaba.tx.txeis15.net/txconnect</a>
Region XV Service Center	-	<a href="http://www.netxv.net">www.netxv.net</a>
Blackboard Learn	-	<a href="http://san-saba.blackboard.com">san-saba.blackboard.com</a>
TEKS Resource	-	<a href="http://www.teksresourcesystem.net">http://www.teksresourcesystem.net</a>
Update Webpage	-	<a href="http://san-saba.edlloadmin.com">san-saba.edlloadmin.com</a>
Apple Support	-	<a href="http://1-800-800-2775">1-800-800-2775 option 3</a>
TEXQuest	-	<a href="http://texquest.net">http://texquest.net</a>
iStation	-	<a href="http://www.istation.com">http://www.istation.com</a>
Help-email techroom	-	<a href="mailto:techroom@san-saba.net">techroom@san-saba.net</a>

**SSISD SOFTWARE PROGRAMS AND CONTACT INFO**

Network Logins	- Employees - ES Students - MS Students - HS Students	- Tech Room - Tech Room - Tech Room - Tech Room
Technology Issues	- HS - MS - ES	- Tech Room - Tech Room - Tech Room
SSISD Email	- Employee Logins	- Tech Room
Study Island	- Middle School - High School	- Diana Higginbotham - Deanne Cromer
Accelerated Reader	- Elementary - MS	- Susan Barrier - MS Library
Smartboard	- Elementary - Middle School - High School	- Tech Room - Tech Room - Tech Room
Rosetta Stone	- Elementary - Middle School - High School	- Pam Casco - Steven Waldrop - Tracey Thomas
TXEIS	- All Campuses	- Campus Secretary/Central Office
TXGradebook/Attendance	- All Campuses	- Campus Secretary
Web Page Updates	- All Campuses	- Penny Pulatie
Facilities Use Calendar	- All Campuses	- Tina Wilson
Eduphoria Login/Issues	- All Campuses	- Penny Pulatie
Online Testing	- All Campuses	- Brenda Martinez
Toner	- All Campuses	- Campus Office
Projector Bulb Requests	- All Campuses	- Tech Room
Lightspeed Issues	- All Campuses	- Tech Room
FitnessGram	- All Campuses	- Jerod Fikac
Odysseyware	- All Campuses	- Michael Bohensky

## TECHNOLOGY FOR FACULTY

6/4/2018

iStation	- Elementary School - Middle School	- Susan Barrier, Brenda Martinez - Kacey Sloan, Brenda Martinez
IXL	- Elementary - Middle School - High School	- Susan Barrier, Brenda Martinez - Kacey Sloan, Brenda Martinez - Deanne Cromer, Brenda Martinez
San Saba ISD List Serves	- San Saba ISD - High School - Middle School - Elementary School	- <a href="mailto:ssisdstaff@san-saba.net">ssisdstaff@san-saba.net</a> - <a href="mailto:sshsstaff@san-saba.net">sshsstaff@san-saba.net</a> - <a href="mailto:ssmsstaff@san-saba.net">ssmsstaff@san-saba.net</a> - <a href="mailto:ssesstaff@san-saba.net">ssesstaff@san-saba.net</a>

### **San Saba ISD Webpage**

[www.san-saba.net](http://www.san-saba.net)

In order to access the Staff Resources on the San Saba ISD web site, you must log in with your network logon. **You are encouraged to establish a course/class/teacher webpage with your contact information, conference time and course syllabus.**

### **San Saba ISD Email**

#### Email Archiving

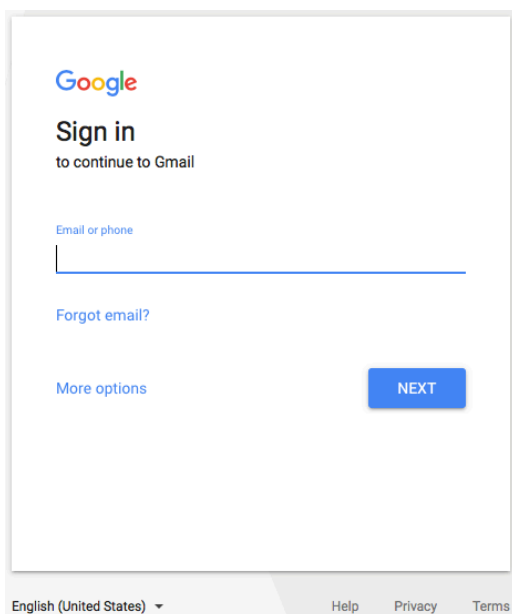
All sent/received teacher emails that are **educational based** need to be archived. This is a requirement of all schools, and is common in many businesses for legal issues. The email archiving is intended for your protection. Please ensure that you do not send anything that is inappropriate in content. If you don't want to see it in the headlines don't send it. These emails need to be saved in folders in your mail account. Please set up folders by the first day of school.

### **San Saba ISD Webmail**

San Saba ISD webmail can be accessed by any computer with internet access using the web address below. Employees should use webmail when accessing their email from a computer other than their own issued school computer.

Follow the instructions below to log into the webmail system:

1. Open Internet Explorer, Safari, Chrome or Firefox, depending on your operating system and preference. Chrome is the preferred web browser since we are now a Google school district.
2. Go to the following address below:  
<http://gmail.com>  
The email login screen should appear. See the example below.



3. Type your email address, then click NEXT. Ex: (jdoe@san-saba.net)
4. Type your email password, which should be the same as your computer login.
5. Click NEXT. You should then be logged directly into your School Gmail Inbox.

### **Lightspeed Systems**

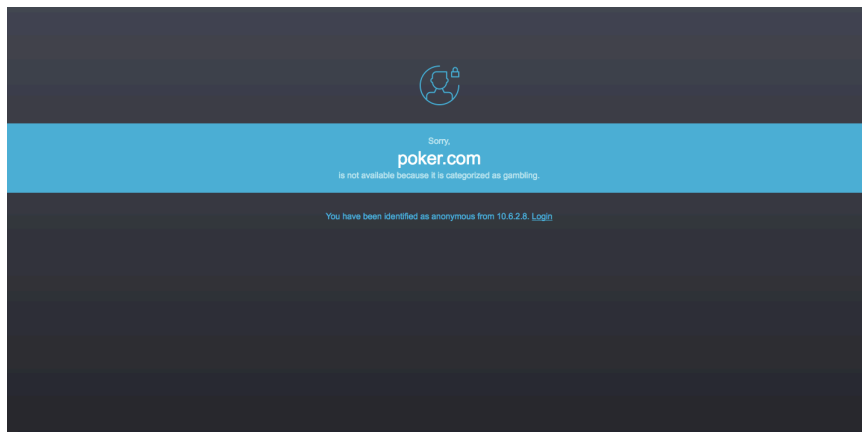
San Saba ISD uses Lightspeed for content filtering.

#### **LIGHTSPEED - CONTENT FILTERING**

San Saba ISD is using a CIPA (Children's Internet Protection Act) compliant filter to ensure we are following all guidelines mandated by TEA. Because of CIPA compliant rules, some sites you try to visit may be blocked. If you try to reach a site that is blocked by our filter, and you feel it should be unblocked, submit the site to the tech room for review at [techroom@san-saba.net](mailto:techroom@san-saba.net).

### **Blocked Content**

When you see the screen below it means that you have tried to access a website that is blocked by Lightspeed. If you feel this site is legitimate and you need to get to this site, click Login or “submit site for review” link toward the bottom of the page. The site will be reviewed to see if it can be unblocked.



All laptops will be filtered on and off the network.

### **Do's and don't's when installing programs (Licenses)**

All teachers are granted administrator access to their own laptops. Because you have administrator access, that does not mean that you should install any program you want. YOU SHOULD NEVER INSTALL A PROGRAM THAT IS NOT LICENSED FOR THAT SPECIFIC COMPUTER. Before installing any program, you should first get approval from the campus principal. Just as you should never install a program onto your computer without permission, you should never uninstall a program from your computer without permission. Inadvertently uninstalling or deleting a file could cause your computer to malfunction. Because it is not important to you doesn't mean it is not important to the computer!

### **CIPA Compliance**

CIPA compliance is a serious issue. It is very important that you monitor your computer (and all computers in your room) at all times to make sure there is not any inappropriate use of school equipment. If you are unsure if something is inappropriate, stop it immediately and contact your principal or the technology director. Also remember, just because something may not bother you, it could bother someone else in your room. CIPA compliance included internet filtering and internet safety and should be followed at all times at San Saba ISD.

### **Printers**

San Saba ISD provides network printers and copiers at all campuses throughout the district. It is recommended that you print to the copiers whenever possible as this is the most economical printing method.

### **Setting the Default Printer on the Mac**

1. Click System Preferences
2. Choose Printers & Scanners
3. In Default Printer Dropdown, choose the printer you want as your default.

### **Scanning Papers on the Copy Machine**

1. Place document or documents in the document feeder or the scan bed
2. Select Scan & Send
3. Select Address Book
4. Select your name
5. Select OK
6. Push the Green Start button
7. When your document is done scanning, push the **Main Menu** button

You will receive an email from the copier with your document as an attachment. The email address is [ssisdcopier@san-saba.net](mailto:ssisdcopier@san-saba.net)

### **Projector Bulbs and Filters**

There is a projector in every classroom. Some projectors will warn you when the bulb is close to reaching the end of its life. Other projectors will just SHUT OFF when the bulb goes out. If you have a projector that needs to have a bulb replaced, contact the Tech Room at 372-4203 or email at: [techroom@san-saba.net](mailto:techroom@san-saba.net). **It is very important that you turn your projector off as much as possible to save bulb life as they are very expensive. When there is no active source connected to your projector, your projector will automatically shut off after 10 minutes.**

Please periodically check the filter on the projector. If the filter is dirty, the projector will overheat and cause the bulb to go out. Check with your campus librarian on how to check your filter.

### **Setting Up the document camera and Projector**

\*Connect document camera to projector.

Put the (black) VGA cable to “VGA OUT” on the Document camera and into the box on the wall.

\*Connect the thin blue VGA cable to “VGA IN” on the document camera”. The other end will be connected to a dongle which will connect to the laptop.

\*Turn on projector with the remote.

\*Plug in power adapter to the document camera and press **Power**. Click source on the document camera until the laptop screen shows on the board.

\*Turn off document camera when only using computer and projector.

#### **To set up document camera:**

\*Extend arm on the document camera

\*Place document under camera head

\*Press **lamp button** to illuminate

\*Turn **image rotation dial** to orient

\*Press **Focus** – document should be automatically focused

\*When finished with the document camera, press and hold the **Power** button to turn it off.

## **Document Camera**

### **Buttons**

\*Source – document camera or PC

\*Slideshow – To display images in the internal memory of the document camera

\*Brightness – increase or decrease

\*Zoom – enlarge part of the image

\*Freeze/Memory- press to freeze the image

\*Focus – focus the image

### **Menu**

\*Color/ Black & White – display

\*Invert – negative film to positive image

\*White Balance – adjusts based on the lighting in the room

\*Split Screen – Displays images from two sources at once. For example, the live Camera image and an image stored in the internal memory of the document camera.

\*Memory – Images stored in the document camera

\*SD Card – Images on card when one is inserted

\*Language – change on-screen language

\*AC Frequency – Eliminates flicker in regions with different electrical system

### **To Save images and give a slideshow**

\*Hold down the freeze memory buttons for several seconds to capture the image.

### **For slideshow**

\*Press slideshow button

\*Select images by clicking on each image you want or select **all** at the bottom of the screen(Click to select, click again to deselect)

\*Rotate if necessary

\*Select Slideshow to display the first image

\*Press the arrow buttons to advance or return to previous

\*Press Menu button to end slideshow

### **To Display split screen**

\*Press **menu** and select **split screen**

\*Press menu again to select the source for the highlighted side of the screen.

Sources are **Live, Memory or SD card**

\*Select **Previous Screen** to finish setting up the split screen.



\*Once you have set up both sides of the screen, select **Display Split Screen**.

\*Press Menu button to exit split screen

### **What to do when your Computer locks up**

If your computer completely locks up, and you cannot get it to respond in any way, your only choice is to turn it off. If you turn it off, remember any unsaved information will be lost. If pressing the power button does not turn the computer off, press and hold the power button for up to 10 seconds. The computer should then turn off.

After the computer turns completely off, wait 30 seconds or so, and then try to turn the computer back on and log back into it. Most of the time, your computer will come back on and work fine.

If turning the computer off does not fix the problem, contact the Tech Room.

### **Making a Technology Request**

If you are having a technology issue, you will need to fill out a technology work order form located on the SSISD website under the staff link on the district home page. Prior to filling out the work order, check all cables and reboot. If this is an urgent issue, contact a Tech Team member on your campus. This will lead you to Eduphoria where you can login to click on helpdesk.

### **FLASH/JUMP DRIVES**

It is becoming more and more common to use a flash/jump drive on your computer. Flash/jump drives can be used to transfer files between computers, and are often used to backup important data.

Be very careful when using a flash/jump drive. Viruses can be transferred over a flash/jump drive. It is also important to backup information on a flash/jump drive. Just like normal computer hard drives, flash drives can fail, so be sure to keep a backup of your data at all times so you will be protected in the event of a virus or failure.

#### **CONNECTING A FLASH/JUMP DRIVE TO YOUR COMPUTER**

To connect a Flash/Jump drive to your computer, follow the instructions below:

1. Plug the flash/jump drive into a USB port on your computer. The flash drive will only go in one way. **DO NOT FORCE THE DRIVE INTO THE PORT**. If it does not plug in easily, you may be trying to plug it in upside down. Turn the flash drive over and try it again.

2. Once the flash/jump drive is plugged into your computer, it should automatically install onto your computer. If you don't see the icon for the flash drive on your desktop, go to Finder.

### DISCONNECTING A FLASH/JUMP DRIVE FROM YOUR COMPUTER

When you want to remove a flash drive DO NOT JUST UNPLUG IT! Improperly unplugging a flash/jump drive could result in loss of data and/or damage to your drive. Follow the instructions below to properly disconnect your drive.

Make sure all documents stored on the flash drive are saved and closed.

**Mac:** Right click on the USB drive icon on the desktop and choose "Eject USB Disk" or go to finder and click on the arrow to the right of the USB disk.

### YOUR LAPTOP BATTERY LIFE

Laptop users can either plug their laptop into an electrical outlet, or run it off of the battery. While running your laptop off of the battery is more convenient, laptop batteries do not last forever. Depending on the size of your laptop battery and the amount of processing you are doing on your laptop, your battery can last between 1 ½ hours to 6 hours. With this in mind, it is always best to plug your laptop in when you can to keep the battery charged. Always shut down completely if the laptop is being placed in the laptop bag for an extended period of time.

### Connecting Laptop to the Network

**Mac users:** If you cannot connect to the network wirelessly, click on the fan shaped icon in the menu bar. (shown below) Click on "Turn AirPort Off", click on the fan again and choose ssid, Click on "Turn AirPort: On". If the computer still doesn't connect, log off of the laptop and log back on. If you are at home you DO NOT have access to the school network. You will have to connect to your own network.

If the laptop has been used off campus, you may have to restart the laptop once you return to school in order to pick up network and policies.



**BACK UP YOUR DATA!**

If you choose to save data to your computer instead of your network drive YOUR DATA WILL NOT BE AUTOMATICALLY BACKED UP TO THE NETWORK! It is VERY important that you keep your data backed up. You can regularly back up data to a flash/jump drive, or you can back it up to your network drive or put it on Google Drive so that you have a copy of it no matter what computer you are using...the choice is yours. If your computer crashes and you do not have a backup of your data, IT IS GONE!

**YOUR NETWORK FOLDER ON THE NETWORK**

All San Saba ISD users have their own “network” folder on the network for their data. (Ex.ppulatie) Only that user and the network administrator have access to the data stored in that folder.

NOTE: The network folder is only available while you are at school.

**Saving Files to your Personal Network Folder**

Follow the instructions below to save a file to your personal network folder:

**Mac Users**

There are several ways to save to your network folder:

8. With the file you want to save click on File.
  9. Click on Save As. A Save As window will appear.
  10. Under Shared in the left column, click on SSISD 11.san-saba.net
  11. Choose your campus, name and folder
  12. Click save
- or
1. Save file to your desktop
  2. Drag file to your teacher folder on the dock

**CREATING A PROGRAM SHORTCUT ON YOUR DESKTOP**

You can create “shortcuts” to commonly used programs on your dock, making them more accessible.

**Mac Users**

All Mac applications are in the Applications Folder. You can drag any application to your dock.

**ADDING A FAVORITE/BOOKMARK IN SAFARI**

**Mac Users:**

1. Go to the website you want to create a bookmark for.
2. Click Bookmark on the Menu bar.
3. Click Add Bookmark.
4. Choose Bookmark bar or Bookmark menu.
5. Click Add.