

New employee orientation

- Bay Village Schools Technology Office
 - Rich Toth, Technology Specialist
 - ♣ Going into 17th year
 - Michael Streets, Technology Assistant
 - ♣ Going into 4th year
- Short video on what the tech department does
- You should have received an email account form to fill out. Please fill out ASAP and return to Danielle Garcia at the board office. She can be reached at 7321 with any questions. She can also reset passwords for email, Power School, and our local network.
- Logging onto the BVCSD local network
 - You should have received a username/password for the local network
- Email
 - You can access your work email from any internet-connected PC. Just type **email.leeca.org/owa** into your browser (notice there is no *www.* at the beginning) and it should take you to the login screen. From within the school district, be sure to click the “This is a private computer” option at the login screen, otherwise you will be logged off automatically after a short time.
 - All school district staff members are already entered into the global address book. Searching for a staff member by name should get you their email address.
 - Our email system also contains a calendar to keep you organized. Students and other staff members do not have access to your calendar. Calendars can be shared with other staff members.
- All staff and students have a personal folder on our server where they may store their documents and data. This is referred to as your home directory, H: drive, or network folder. It can be found in the H: drive in My Computer.
 - PLEASE SAVE ALL YOUR FILES TO THE H: DRIVE. These folders are backed up regularly and only the user and tech staff can get into them. If you save files on your computer’s hard drive, and the hard drives crashes, we cannot get your files back.
 - Other great ideas for keeping your files backed up
 - ♣ Keep a copy as a Google Doc in Google Drive
 - ♣ Save a copy in DropBox, Box.com, SkyDrive, etc. There are many free online storage sites to choose from.
 - ♣ Buy a keychain sized flash drive
- Google Apps for Education

- We're a Google Apps for EDU district, and everyone has an account, especially students. We'll get you set up ASAP. We strongly encourage you to create documents and share them with your students, and have your students work on collaborative projects in Google Docs. They can easily share documents with classmates, retrieve lost information, and access the documents from anywhere, and from any type of device.
- Contact the Tech Office, Char Shryock, Mary Jane Hull, or Nancy Schley for account setup and information.
- Your G: drive in My Computer is the Public Folder. All students and staff have access to this folder. We advise against storing sensitive information here, but this folder can be useful for storing files frequently accessed by students/staff. Students are able to delete files from the public folder. Many students use this folder for collaborative projects.
- Wireless network-each building now has full wireless access.
 - Guests and any devices not owned by the school district must use the guest network.
- Remote apps and file access from home
 - You can access your H: drive files from home, and can also run several apps remotely without having them installed on your PC.
 - We can make the instructions available for you upon request
 - ♣ PCs with Win XP will need some updates
 - ♣ Macs will need to purchase 3rd party software for remote access
- Tech Support
 - Help Center
 - We have an online work order system for tech issues. When you're having a problem either click the Tech Support Request icon on your desktop if you have one, or go to www.bayvillageshools.com click on "For Staff", and choose Technology Help Desk. You'll need to register with your @bayschoolsohio.org email address (not bayschools.com, bayschools.org, bayvillage.com, etc)
 - Choose your building and room number; enter the equipment inventory tag# or other identifying info, and then type in a detailed description of your problem. The more detail the better. Submit the ticket when you're ready.
 - NOTE: September and October are by far our busiest months of the year, and your patience is appreciated when submitting tech tickets.
- Personal equipment
 - We do allow staff to bring in personal equipment from home as long as computers have updated antivirus software installed. If you need free anti virus

software, we recommend Microsoft Security Essentials and Avast Antivirus. They work well together.

- If you purchase AV software we recommend Eset NOD32 for your PC.
- The BVCSd tech staff is not responsible for any tech support for personal equipment brought into the district, and cannot be held responsible for lost/corrupted data.
- Smart phones- you can send/receive email via your bayschoolsohio.org account on many smart phones. iPhones and Android devices have been the most successful, but if you have a Blackberry, you may have problems.
 - ♣ When setting up a new email account on your smart phone, the account type is Exchange, the email server name is email.leeca.org, and the domain is leecadm.leeca.org. It must also be set to use SSL for security.
- Resources for hardware/software assistance
 - School Connects Karen Derby
 - ♣ K-8 web pages/google forms
 - ♣ Contact school office
 - ♣ Parent help button in Power School
 - Power School
 - ♣ Mary Jane Hull
 - ♣ Danielle Garcia
 - ♣ Char Shryock
 - Employee kiosk
 - ♣ Deb Putnam, Rosemarie Crudele
 - Email
 - ♣ Rich Toth, Michael Streets, Danielle Garcia
 - Internet, security, anti-virus
 - District web page
 - ♣ Karen Derby
 - School web page
 - ♣ Librarians
 - Teacher web pages
 - ♣ Teacher
 - ♣ Karen Derby
 - MS Office
 - ♣ Rich Toth, Michael Streets, Barb Bender, Danielle Garcia
 - File Maker/IEP program
 - ♣ Marty Patton, Melissa Grimes, Dianne Williams

- Remote Apps
 - ♣ Rich/Michael
- Google Docs
 - ♣ Char Shryock, Rich Toth, Michael Streets
- IPDP
 - ♣ Beth Conroy
- Promethean/Activ Inspire, Promethean interactive boards
 - ♣ Cathy Bogart
 - ♣ Barb Ayers
- Projectors-hardware
 - ♣ Bonnie Nagel, Rich Toth, Michael Streets
- Help desk accounts/passwords
 - ♣ Rich/Michael, Danielle Garcia
- Network login accounts/passwords
 - ♣ Rich Toth/Michael Streets create/del/reset
 - ♣ Librarians at HS/MS reset
 - ♣ Danielle Garcia Create/del/reset
 - ♣ Gase/Bender reset
- iPads/iPods
 - ♣ Need to go to Michael for setup in management console
 - ♣ Users set up singular devices with their SCHOOL email acct in iTunes
- Wireless issues
 - ♣ Rich/Michael
 - ♣ Directions will be provided for personal devices but we cannot provide tech support