

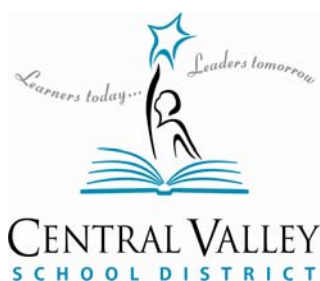
TechNotes

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Central Valley School District Technology Services

Preparing Your Technology for Summer Break



Ahhh....that wonderful time is almost here, Summer break. As the end of the 2008—2009 school year quickly approaches, your technology support team would like to give you some reminders on preparing the technology in your room for the summer.

Over the break, the Technology Department will be pushing virus updates as well as system patches, so it is critical that, as always, **you leave your computers turned on but be sure you have logged off (Ctrl/Alt/Delete—Log Off).** We all know that our computers lock after 20 minutes of inac-

tivity. Please understand that this is not the same thing as “Logging Off”. To log off you must do the Ctrl/Alt/Delete-Log Off. A Ctrl/Alt/Delete-Restart will also log you off. Again, leave your computer turned on. Turn off your peripherals, i.e. monitors, scanners, printers. When computers are on, they, of course, generate heat so please **don’t** cover them.

As you prepare to close down for the summer, or just finally have time to think, please take this opportunity to organize your “U”-drive: put documents in folders, delete old files, and copy any important files that may have

been inadvertently saved to your local computer’s hard drive to the “U”-drive. We are fond of saying, “it is not a matter of **IF** a hard drive will fail, it is a matter of **when**”. If you have saved to your local machine and not to the “U”-drive, there will be no backup of your documents and everything will be irretrievably lost when that drive fails.

Help us help you!



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Cleaning Up Your E-Mail Account

As a final technology task in preparation for summer, please take a little time and do some housekeeping of your e-mail account. Start first with your in-box by reviewing and deleting unnecessary email. Secondly, open your “Sent Items” folder, press CTRL-A (Select

All) and then press the Delete icon (the black X in the toolbar). Thirdly, be sure to clean out all other email folders may have created. Finally, open your “Deleted Items” folder and delete the contents in the same way you did the “Sent Items” folder. There you go, you are done!

On behalf of your technology team, we hope you have a wonderful, relaxing summer. Take care and we will see you in the fall.

Debbie, Jeff, Mark, Senja, Brian, Jim, Craig, Trevor, Steve, Ross, Richard, Bruce, Jeff, Dick and Susan

Getting Your Computers Ready for Summer: A Checklist

Computers

- ◆ Computers need to stay on! All other peripherals (i.e. monitors, printers etc.) can be turned off.
- ◆ Do not cover computers.
- ◆ Label cords (to peripherals) if unplugging and put them in box with name.
- ◆ Restart or log off computers. **Do not lock them!** The district cannot push updates if you have locked the computer.
- ◆ Do not stack anything on top of your computer or monitor.

Teachers Moving Rooms

- ◆ Computers and printers stay in the rooms (they are named for the room they are in).
- ◆ The only exception are Gates Grant teachers. Move computers to new room and let your building tech know that you have moved rooms.

File Management and U drives

- ◆ Save grades to U drive, not to desktop or C drive on local machine.
- ◆ Be sure you are saving your most current grade book, not a copy or backup.
- ◆ Clean up U drives and move unused files to CD or thumb drive.
- ◆ Remove all inappropriate files such as home movies, pictures and music files. These will be deleted this summer.

Email

- ◆ Delete all unwanted email in your In and Sent boxes, and then be sure to empty your deleted items folder.
- ◆ Clear unnecessary email out of your other Outlook folders.
- ◆ Know how to access web mail from home. Go to CVSD.org, District Support, Technology for instructions.

Online Technology Classes Extended until August 21st!

The CVSD online technology classes are now available through the summer. Certified staff, be sure to [sign up now](#) to take some clock hour classes over the summer break.

Classified staff can earn hours toward their PCT strand.

If you are already enrolled in any online classes, you now have until the August 21st deadline to get all of your class work done.

These classes are online which means that you can take them when your schedule allows, start and stop when you want, take them from home, and go as fast or as slow as you like.

For certificated staff, all classes are approved for clock hours, and each class is only \$5 no matter how many clock hours they are.

For classified staff, the online classes are available if you have completed at least 30 hours of the basic strand.

There are 39 classes total, so there is bound to be something for everyone!

Please see [CVSD Staff Development](#) for more information.

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