

JCSD Technology



How to Handbook

Table of Contents

How to create a work order..... 2

How to connect to your projector wirelessly..... 3

How to reset Eschool \ Tac password..... 4

How to do your grades from home 6

How to save files correctly..... 11

How to create a “Kami assignment” for student to fill out PDF files. 13

How to open Kami Assignments for students. 18

How to use Arkansas Digital Sandbox to share YouTube videos with students..... 22

How to scan documents to your email using big copiers 25

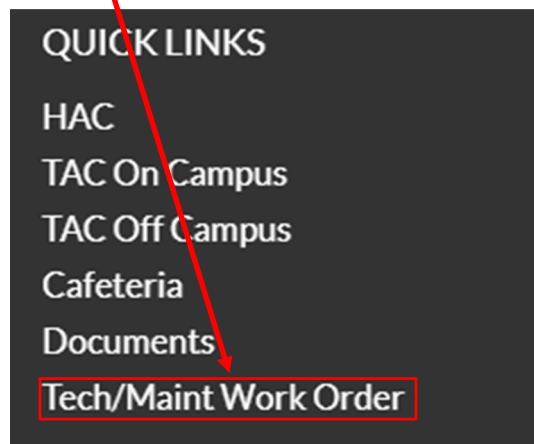
Getting Started with Go Guardian 31

Using the NewLine interactive boards..... 37

How to create a work order

Please remember that all work from the technology department must go through a tech request. All other forms asking for help, (Phone, email, etc) will be ignored and we will tell you to enter a request correctly. Please follow these directions to do so.

1. Go to the schools webpage, and scroll down to the bottom left corner under “quick Links”
2. Click on Tech/Maint Work Order



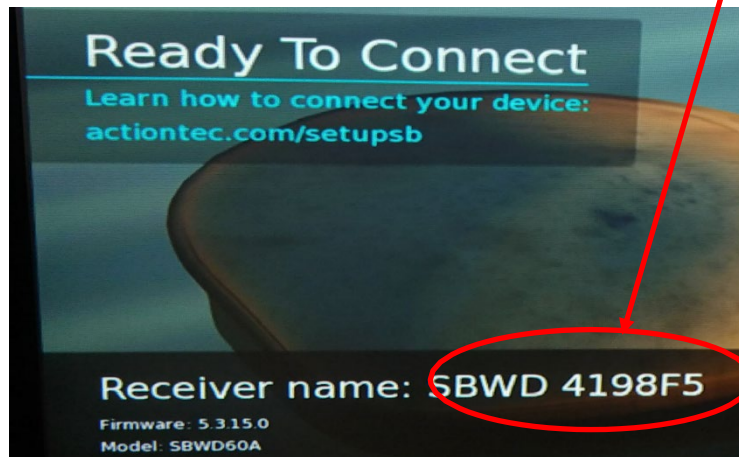
3. Click on the Technology Help Desk—Trent Link



4. Fill out the form you see following the on screen prompts and we will back with you as soon as we can.

How to connect to your projector wirelessly

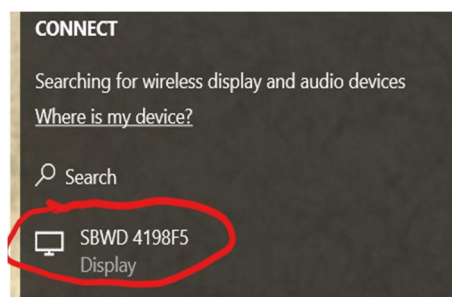
1. Turn on your projector, you will see the Actiontec boot up information.
2. Look for your receiver name in the lower left corner of the screen.



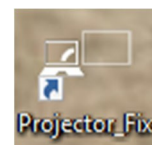
3. Press the Windows Key + K on your keyboard.



4. Look for your device in the list under search



5. Use the projector fix Icon on the desktop to set to duplicate mode.

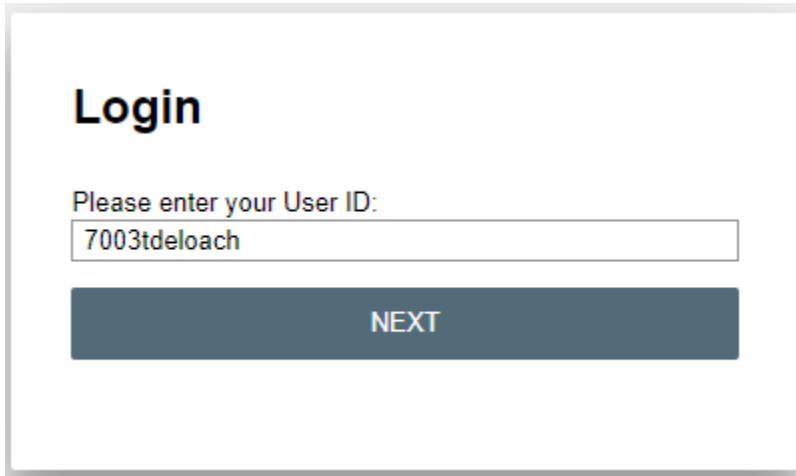


You no longer need speakers, sound will come from your projector. Use the volume keys

On the projector remote to turn the volume up, along with the volume bar on the computer.

How to reset Eschool \ Tac password

1. Navigate to <https://k12.ade.arkansas.gov/identity/self-service/ade/login.jsf>
2. Enter your eschool username and click next. (usually 7003 first initial last name) example: 7003tdeloach



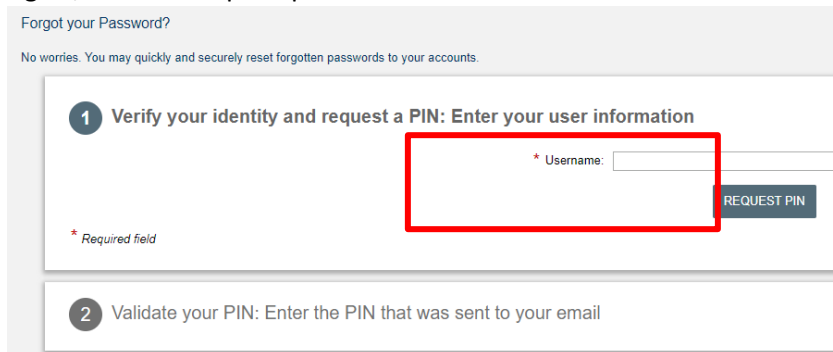
A screenshot of a login form titled "Login". Below the title, it says "Please enter your User ID:". There is a text input field containing the username "7003tdeloach". Below the input field is a dark blue button with the text "NEXT" in white capital letters.

3. Click on Forgot your password?



A screenshot of a login form. It has a "Password:" label above a yellow text input field. Below the input field is a dark blue button labeled "SIGN IN". Below the button is a red rectangular box highlighting the text "Forgot your password?" which is a blue hyperlink.

4. Enter your username again, then click request pin



A screenshot of a "Forgot your Password?" page. At the top, it says "No worries. You may quickly and securely reset forgotten passwords to your accounts." Below this is a section titled "1 Verify your identity and request a PIN: Enter your user information". Inside this section, there is a red rectangular box highlighting the "* Username:" label and the text input field next to it. To the right of the input field is a dark blue button labeled "REQUEST PIN". Below this section is another section titled "2 Validate your PIN: Enter the PIN that was sent to your email".

5. It will send you an email with the reset pin. Go to your email and find the email from noreply@k12.ade.arkansas.gov with subject line "Password Reset Pin Message".
6. Copy the pin, then click the link in the email to return to the pin page

7. Type your pin in the box, then click validate

2

Validate your PIN: Enter the PIN that was sent to your email

PIN:

☐ Show PIN

VALIDATE

RESEND PIN

8. Type in your new password in the 2 boxes making sure to follow the password requirements listed on the password page, then click reset password.

* New Password:

Password Strength:

* Re-type Password:

RESET PASSWORD

9. You will get a confirmation if it worked.

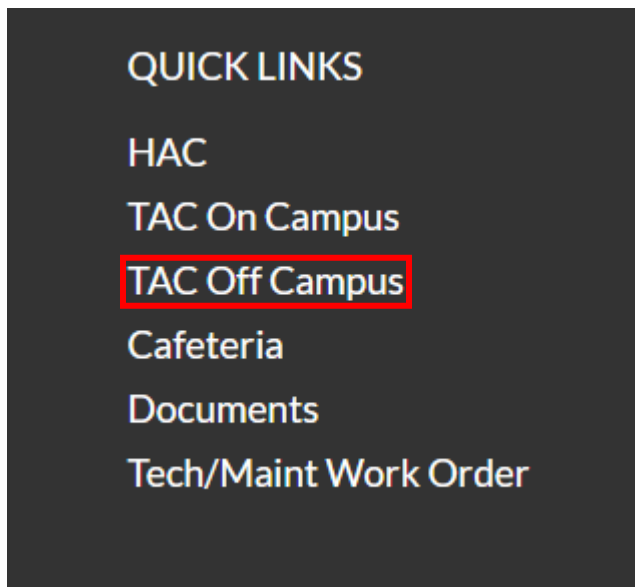
How to do your grades from home

These are the most up to date instructions as of 4/1/2020. YOU WILL HAVE TO COME TO THE SCHOOL, make sure your school laptop is on the network, and reboot at least 2 times for this to install the latest update!!

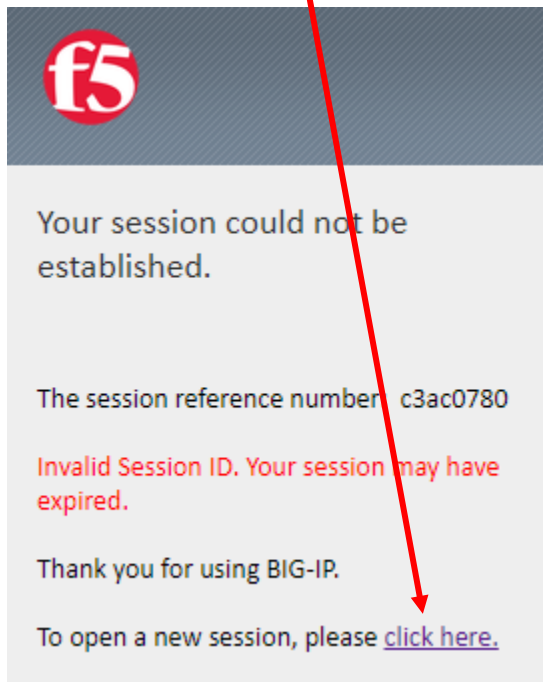
2. Open your [GOOGLE CHROME](#) web browser. **(WILL NOT WORK IN FIREFOX)**



3. Click on **Tac Off Campus** link on the bottom left of our webpage (You will have to scroll down)



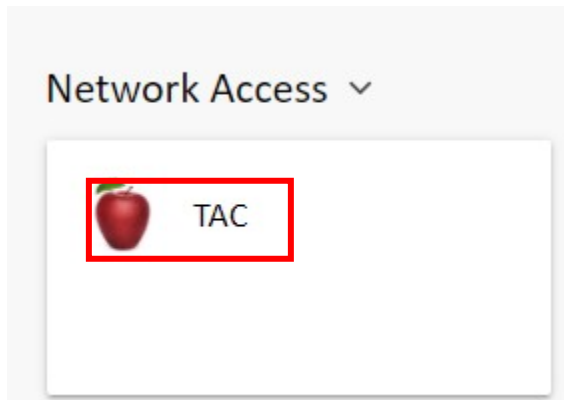
4. If you get the "Your Session could not be established" screen, click the "Click Here" link after the text.



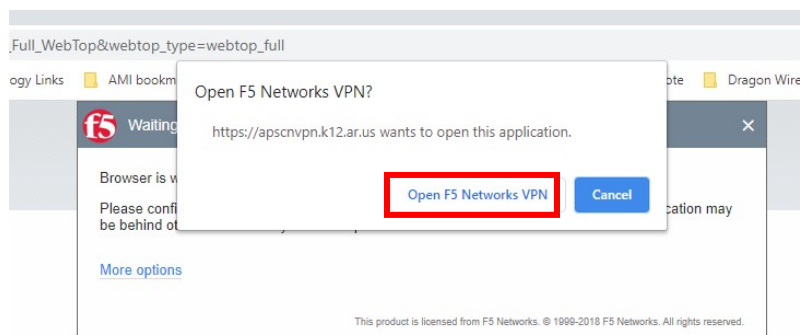
5. Enter your eschool username and password and press Logon

A screenshot of a login form titled "Secure Logon for F5 Networks". It contains the following elements: a "Username (0000jdoe)" label above a text input field containing "7003tdeloach"; a "Password" label above a text input field filled with dots; a label "Please select one of the following options" above a dropdown menu showing "Teachers" with a downward arrow; and a "Logon" button at the bottom, which is highlighted with a red rectangular box.

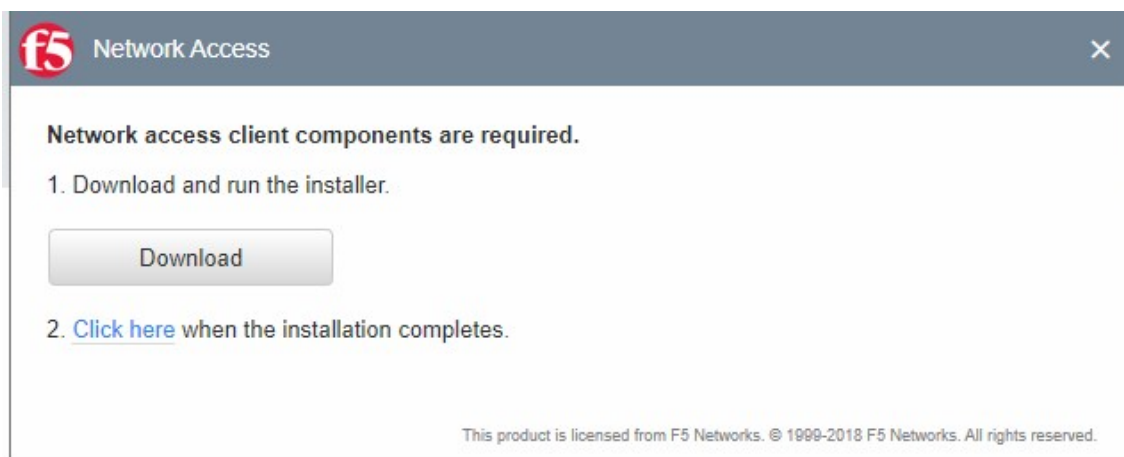
6. On the Network Access page, click on "TAC"



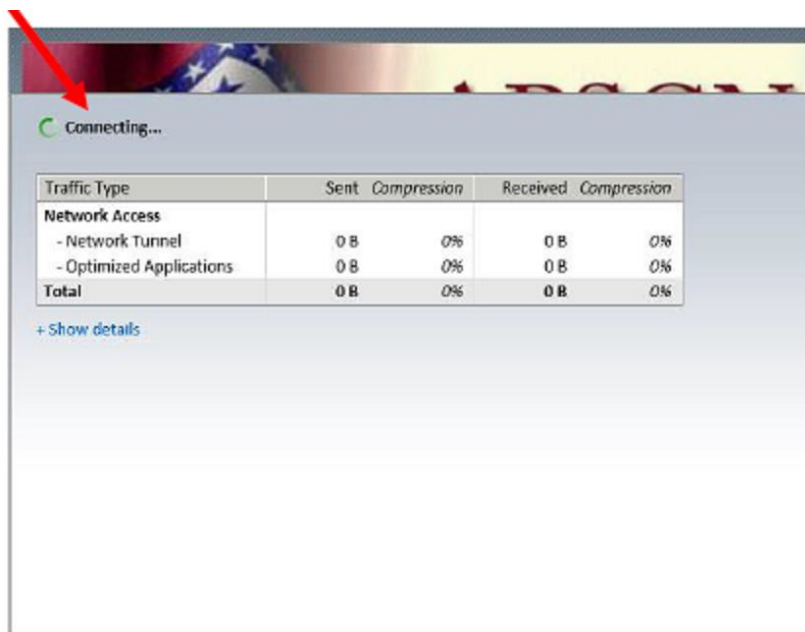
7-a. You will get the "Open f5 Networks VPN" popup, Click "Open f5 Networks VPN"



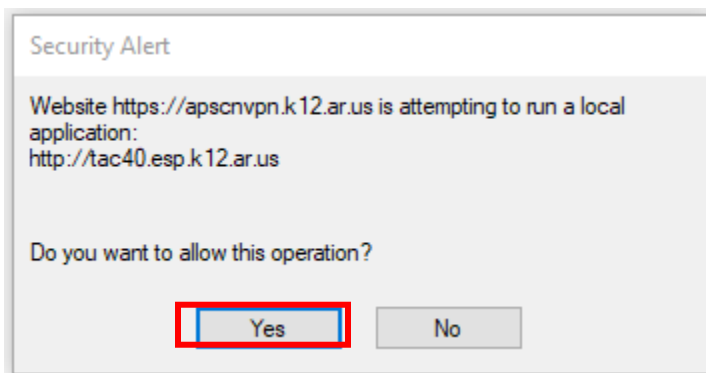
7-b. If you get the following screen that has a download button, you must reboot at least one more time as the newest update is NOT installed, and restart this guide from the beginning.



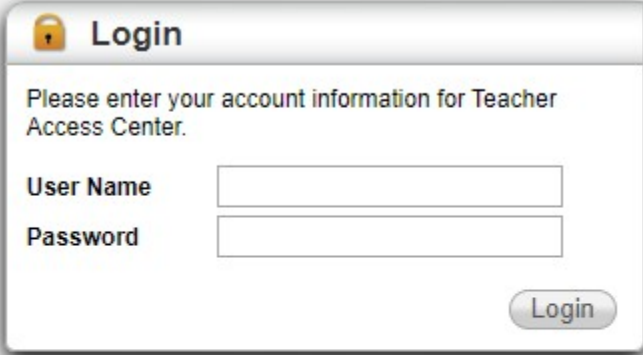
8. You will see the following box popup saying connecting



9. You will get a security alert box, click "Yes" to continue



10. If the connection was successful, you will get the tac login page. Please re enter your school login and password.



Login

Please enter your account information for Teacher Access Center.

User Name

Password

Login

© 1990-2020 SunGard Public Sector Inc. All Rights Reserved.
This program is PROPRIETARY and CONFIDENTIAL information of SunGard Public Sector Inc., and may not be disclosed or used except as expressly authorized in a license agreement controlling such use and disclosure. Unauthorized use of this program will result in legal proceedings, civil damages and possible criminal prosecution.

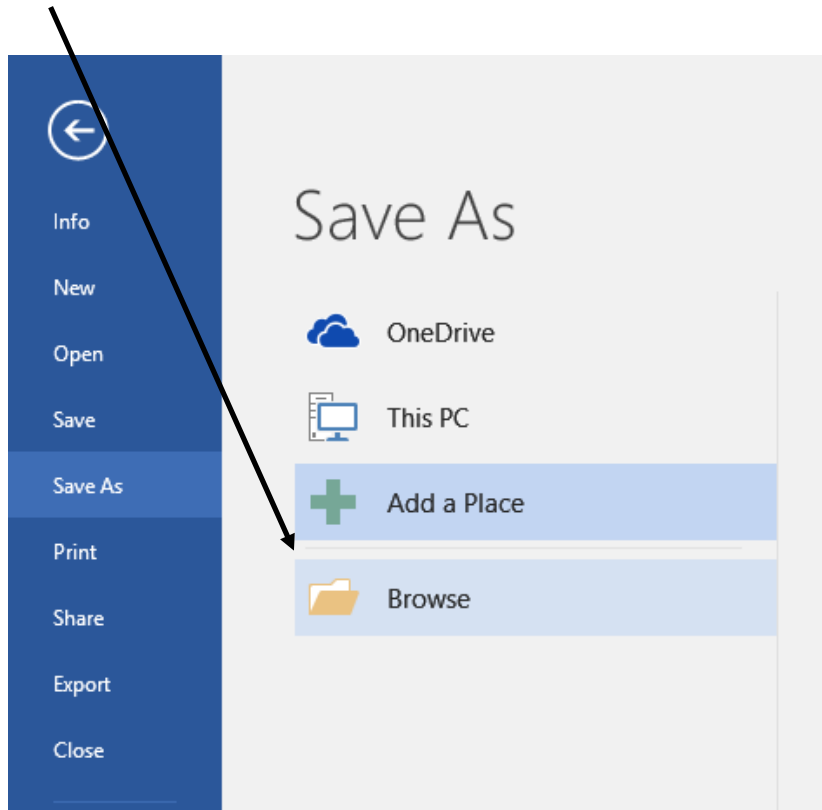
How to save files correctly

If you follow these steps exactly using word or any other program to save your files and documents, they will be on the server and backed up nightly.

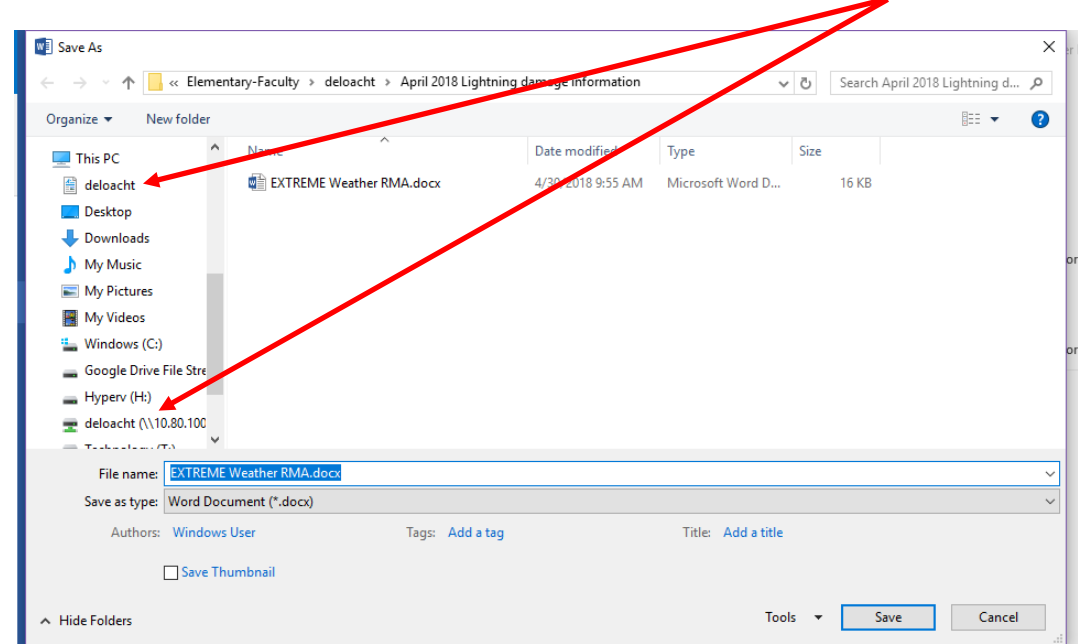
1. After you are done working on your file, go to file then SAVE AS:



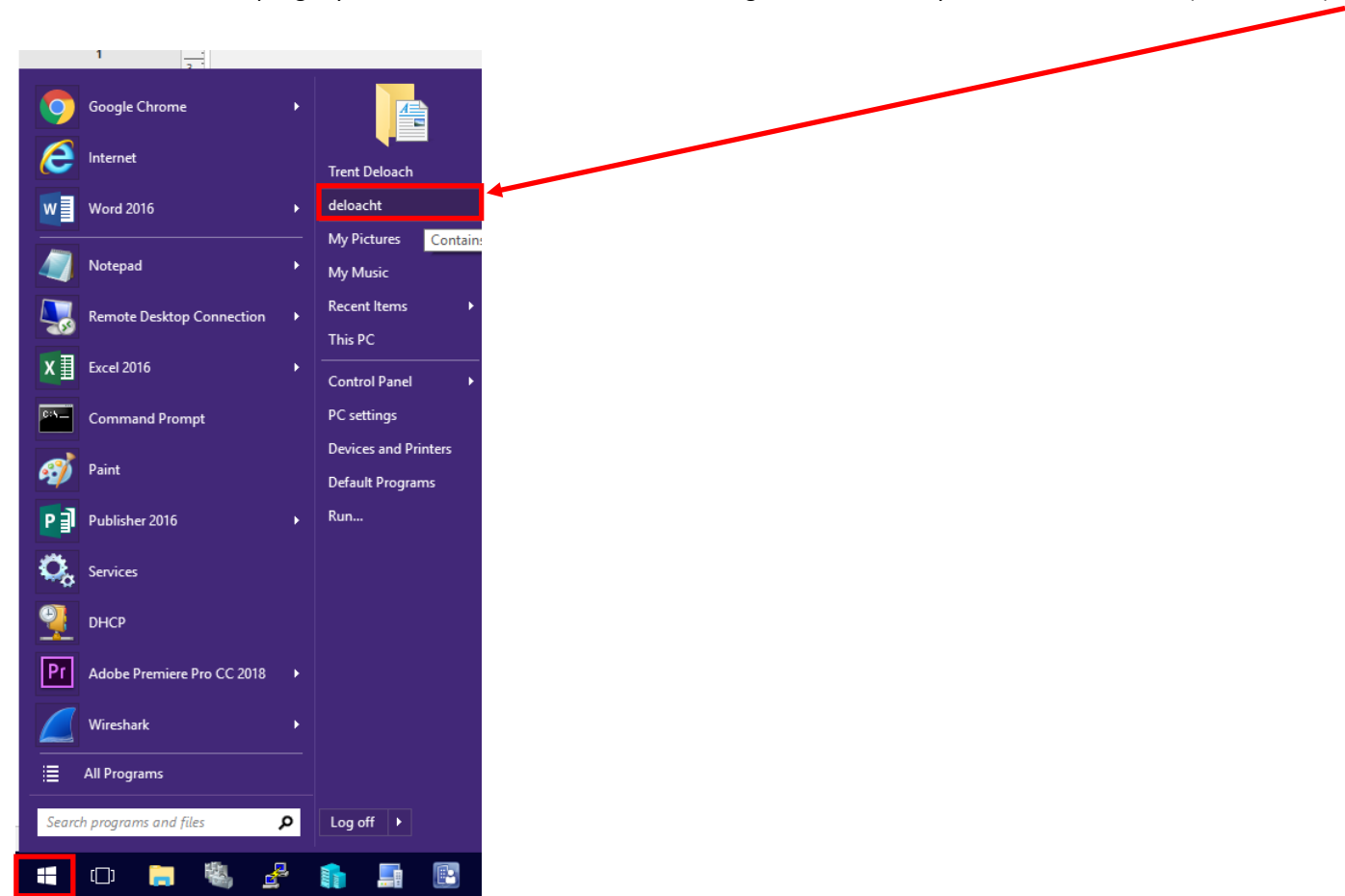
2. Then click BROWSE:



3. Under the word ORGANIZE on the left, you will see a bunch of folders. Find the one that is your user name and click on it. In this example, it is deloacht under the THIS PC tab: (Two are listed, you can save to either)

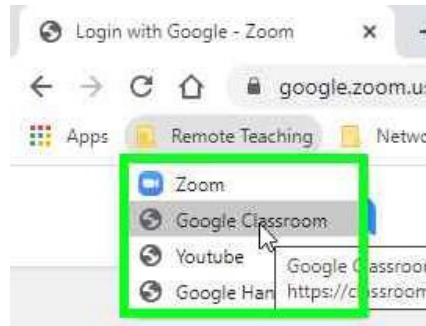


4. Once you have clicked on it, you can save the document either in this folder, or a folder contained there and it will be saved on the server and backed up nightly. To access this folder and saved files, go to START, then your home folder name (ex: deloacht)

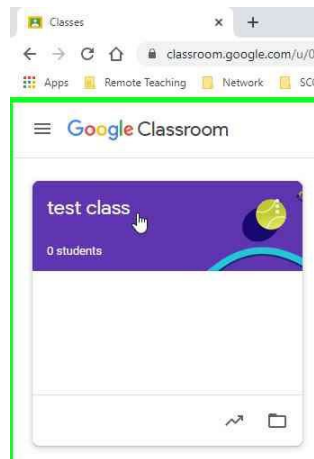


How to create a “Kami assignment” for student to fill out PDF files.

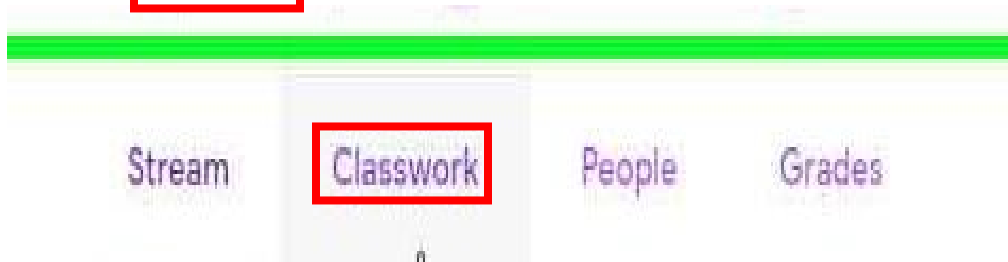
Step 1: In your chrome web browser, click on Remote Teaching -> Google Classroom



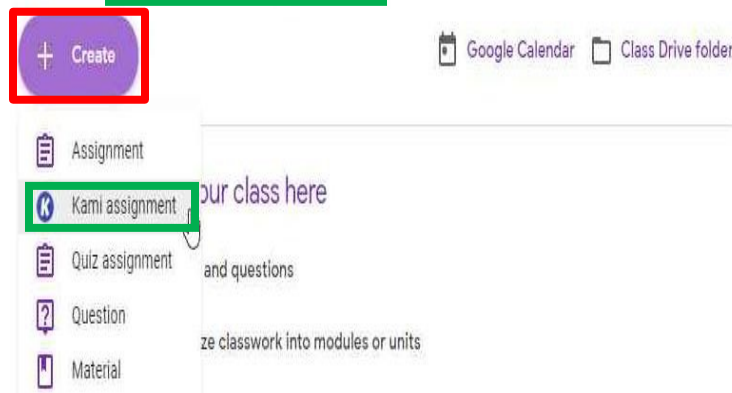
Step 2: Select a class, doesn't matter which class at this point



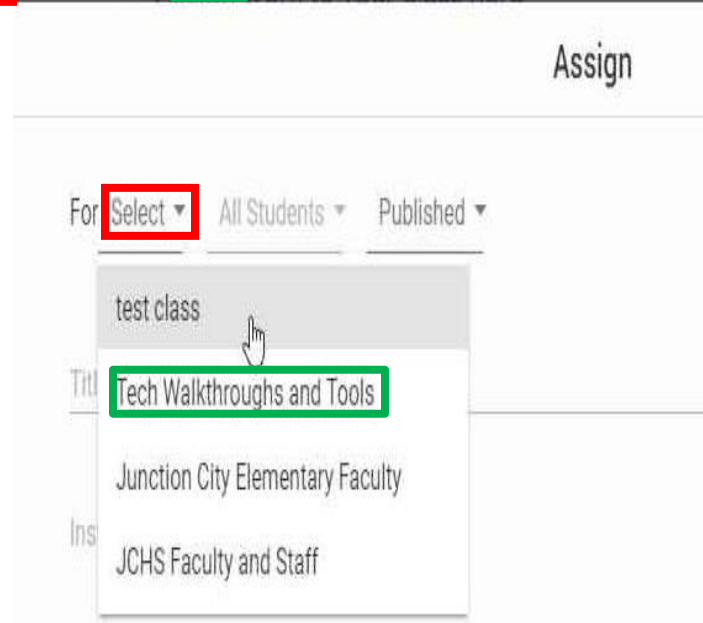
Step 3: Select the “Classwork” link



Step 4: Click **Create** -> **"Kami Assignment"**



Step 5: Click **select** -> then the **class** you want to assign this to.



Step 7:

A) Fill in the title ----- →

B) Fill out the instructions -- →

C) Set the point value,----- →
Due date, and topic

Assign

For test class ▾ All Students ▾ Published ▾

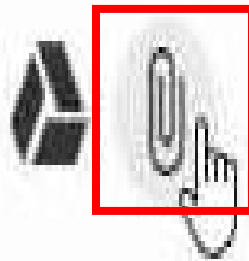
Title
Kami PDF Assignment

Instructions (optional)
First PDF assignment using Kami

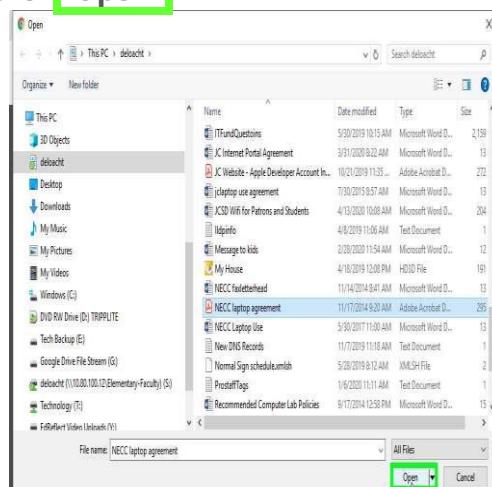
Points 100 × Due: 10:30 AM 14 Apr × Scheduled Time: Now ⌚ Topic: None ▾

Assign

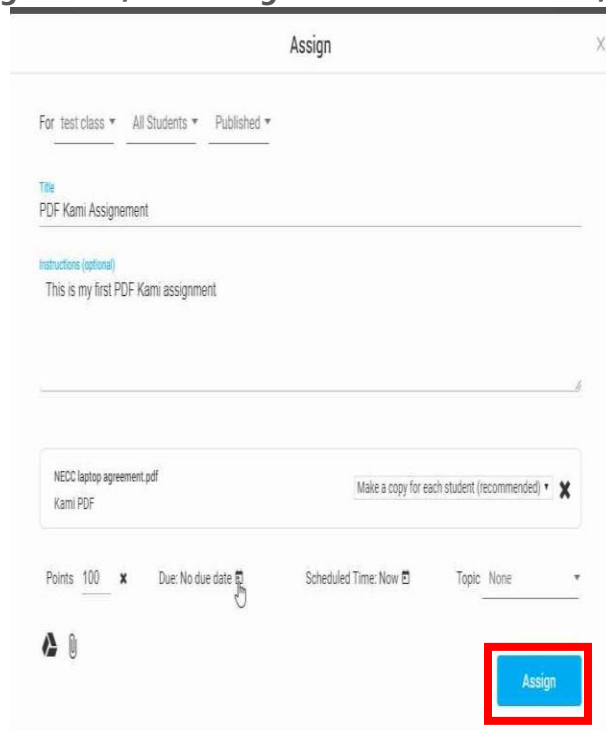
Step 8: in the lower left corner of the “Assignment” box, click the paperclip.



Step 9: In the “Open” box, navigate to the location of the pdf you want to assign using Kami, click on it and then click “Open”



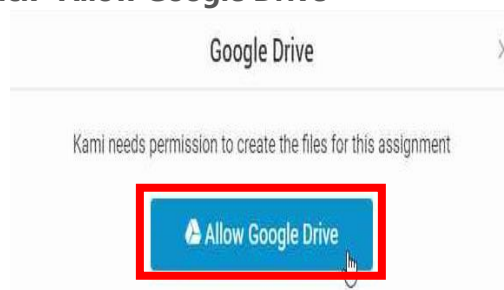
Step 10: After attaching the file, and filling out the rest of the info, you can click **Assign**



The 'Assign' form in Kami includes the following fields and options:

- For:** test class, All Students, Published
- Title:** PDF Kami Assignment
- Instructions (optional):** This is my first PDF Kami assignment
- Attachments:** NEDC laptop agreement.pdf, Kami PDF. A dropdown menu shows 'Make a copy for each student (recommended)'.
- Points:** 100
- Due:** No due date
- Scheduled Time:** Now
- Topic:** None
- Assign Button:** A blue button labeled 'Assign' is highlighted with a red box.

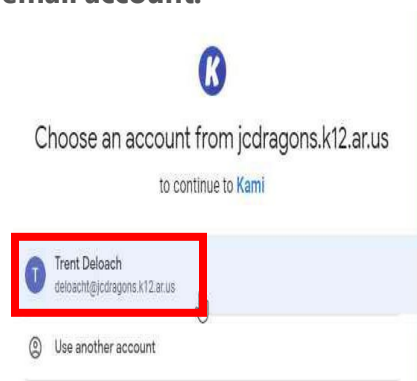
Step 11: Since this is the first time you are assigning with Kami, you will have to give it access to Google drive. Click "Allow Google Drive"



The 'Google Drive' dialog box contains the following text and button:

- Text:** Kami needs permission to create the files for this assignment
- Button:** A blue button labeled 'Allow Google Drive' with a Google Drive icon is highlighted with a red box.

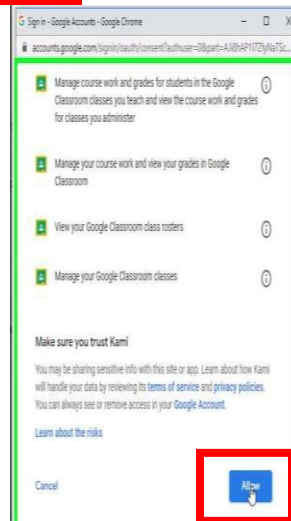
Step 12: Click on your school email account.



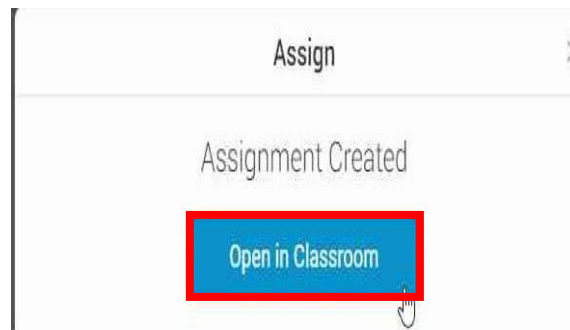
The account selection screen displays the following information:

- Header:** Choose an account from jcdragons.k12.ar.us to continue to Kami
- Account List:** A list of accounts is shown, with 'Trent Deloach' (deloach.t@jcdragons.k12.ar.us) highlighted by a red box.
- Footer:** A link to 'Use another account'.

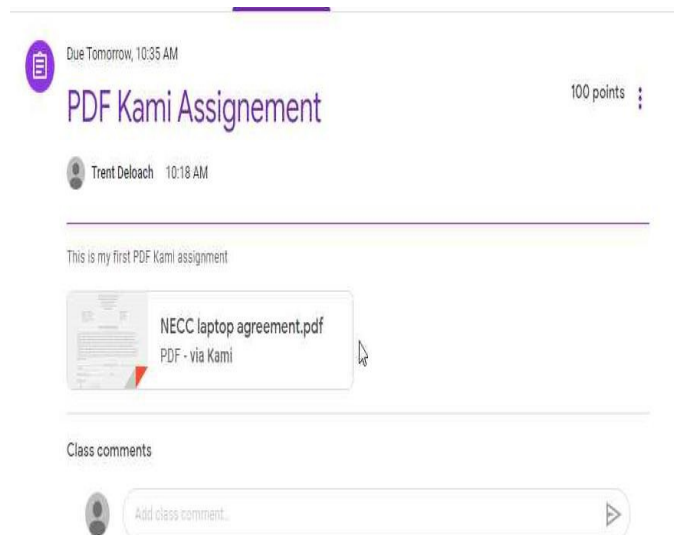
Step 13: Scroll down and click **"Allow"**



Step 14: Now click "Open in Classroom"

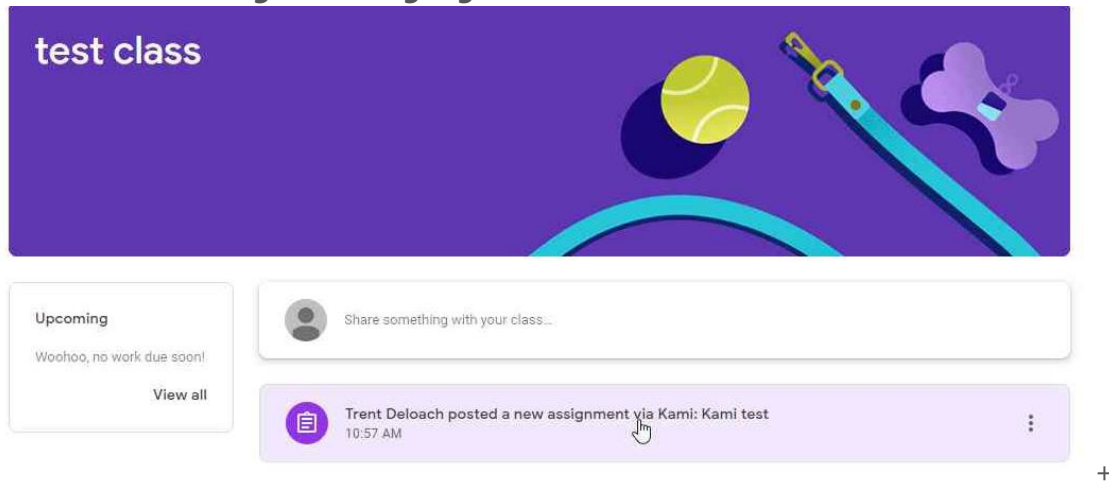


Step 15: You will now see the Kami assignment you created in the classroom context.

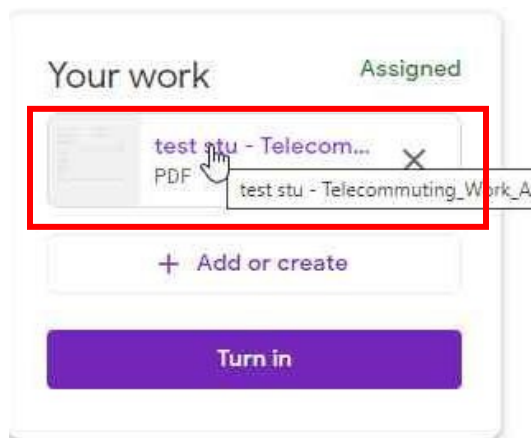


How to open Kami Assignments for students.

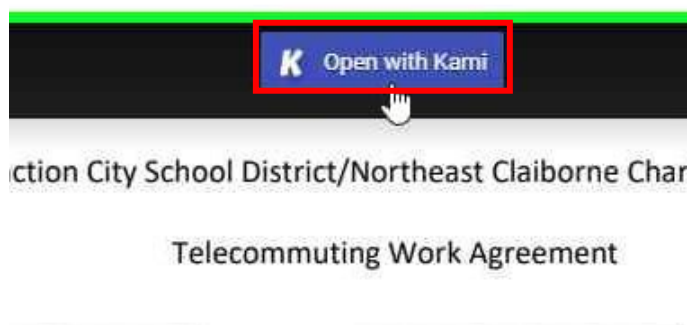
Step 1: Click on the assignment in google classroom.



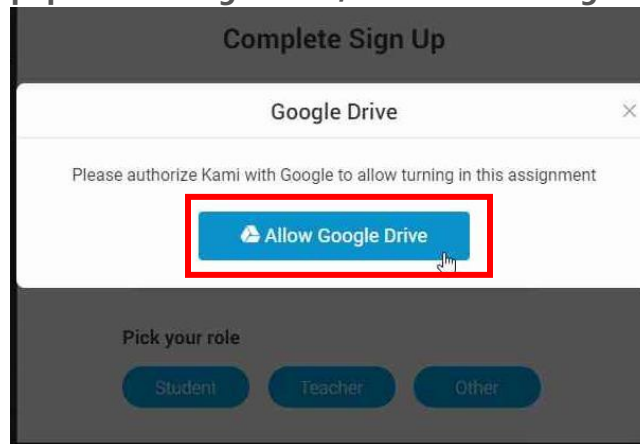
Step 2: Click the PDF assignment file in the “Your Work” tab



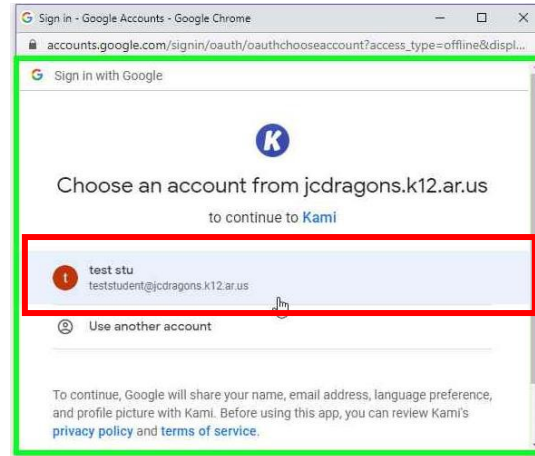
Step 3: Click the “Open with Kami” button.



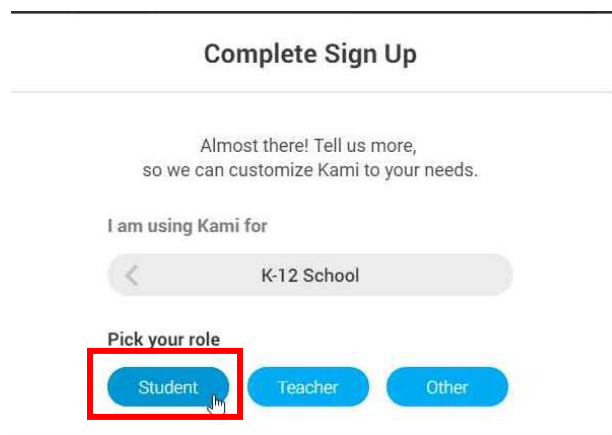
Step 4: If you get a popup about Google drive, click "Allow Google Drive"



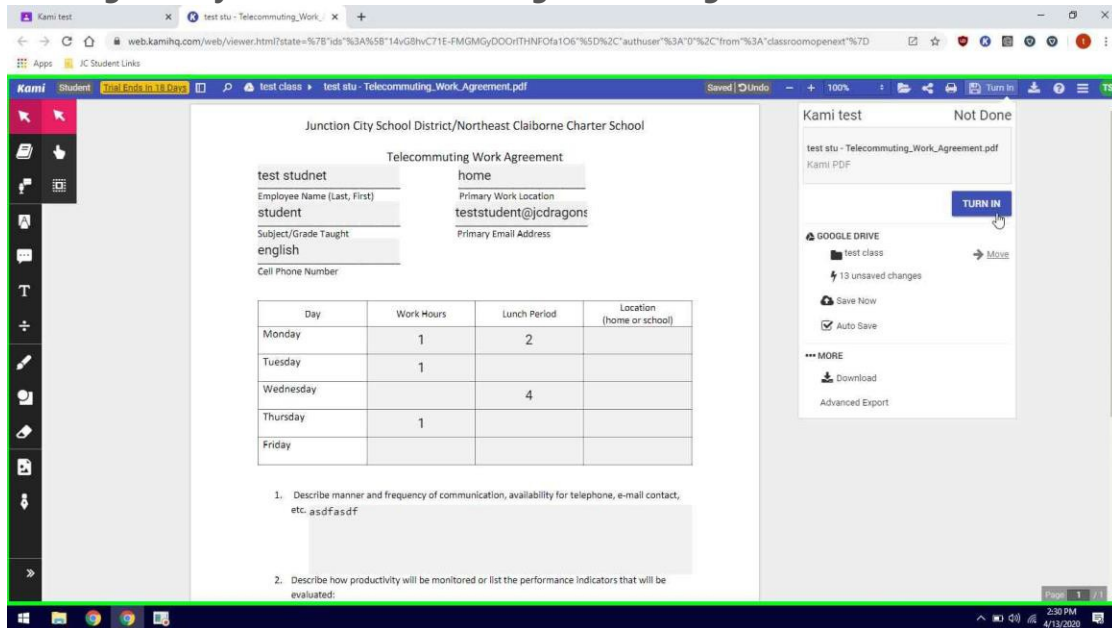
Step 5: Click your school email account.



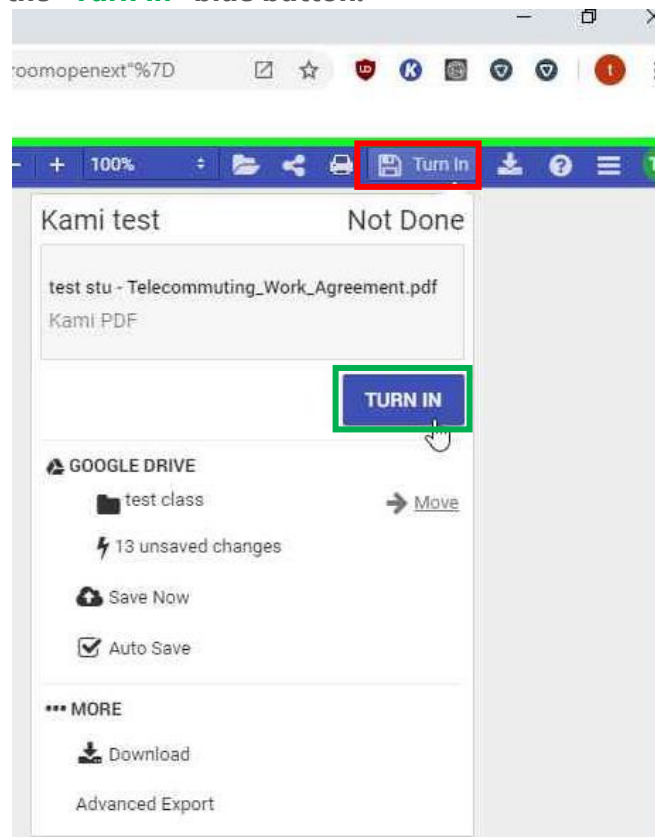
Step 6: If it asks you to, you are using Kami for k-12 school, and select a role, you are a student.



Step 6: Using Kami, you can fill out the assignment using various tools



Step 7: Once you have completed the assignment, you will need to click **“Turn in”** on the navigation bar, then the **“Turn in”** blue button.

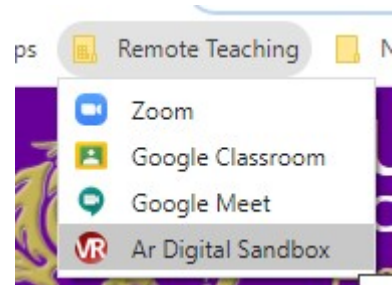


Step 8: you will now see the blue button says "Unsubmit" you have successfully turned in.



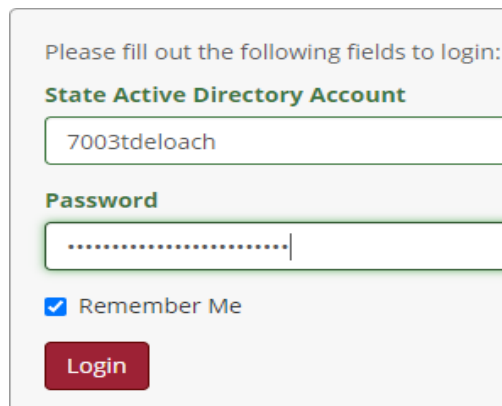
How to use Arkansas Digital Sandbox to share YouTube videos with students.

1. In your chrome browser, click on the Remote Teaching bookmark

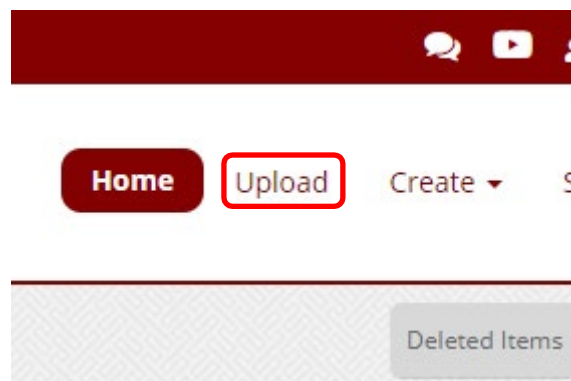


2. Click on the Ar. Digital Sandbox bookmark_____>

3. Login using the same credentials you use for TAC ex: 7003tdeloach



4. Once logged in, click on **Upload** on the right center side of the page.



5. Under Upload media, click the **Upload YouTube or Vimeo Link**

Upload Media Maximum

Upload YouTube or Vimeo Link

6. Paste the link to the video you are wanting to share in the blank, then click upload.

Upload Media from Link

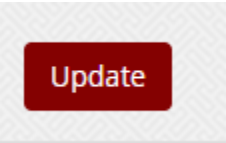
Enter a valid link Youtube or Vimeo to add a video to your account.

Enter a Youtube or Vimeo Link

https://www.youtube.com/watch?v=_bCWgSnhcLg

Upload

7. On the next page, don't make any changes, but scroll to the bottom and click on **UPDATE** in the bottom left corner.



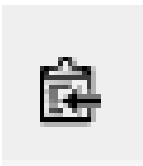
8. To the right, click on the Share button



9. You will see three boxes

- A. Share Inside Arkansas Digital Sandbox
- B. Share outside of AR Digital Sandbox

You will want to click the copy button next to the link under the "Share outside" option



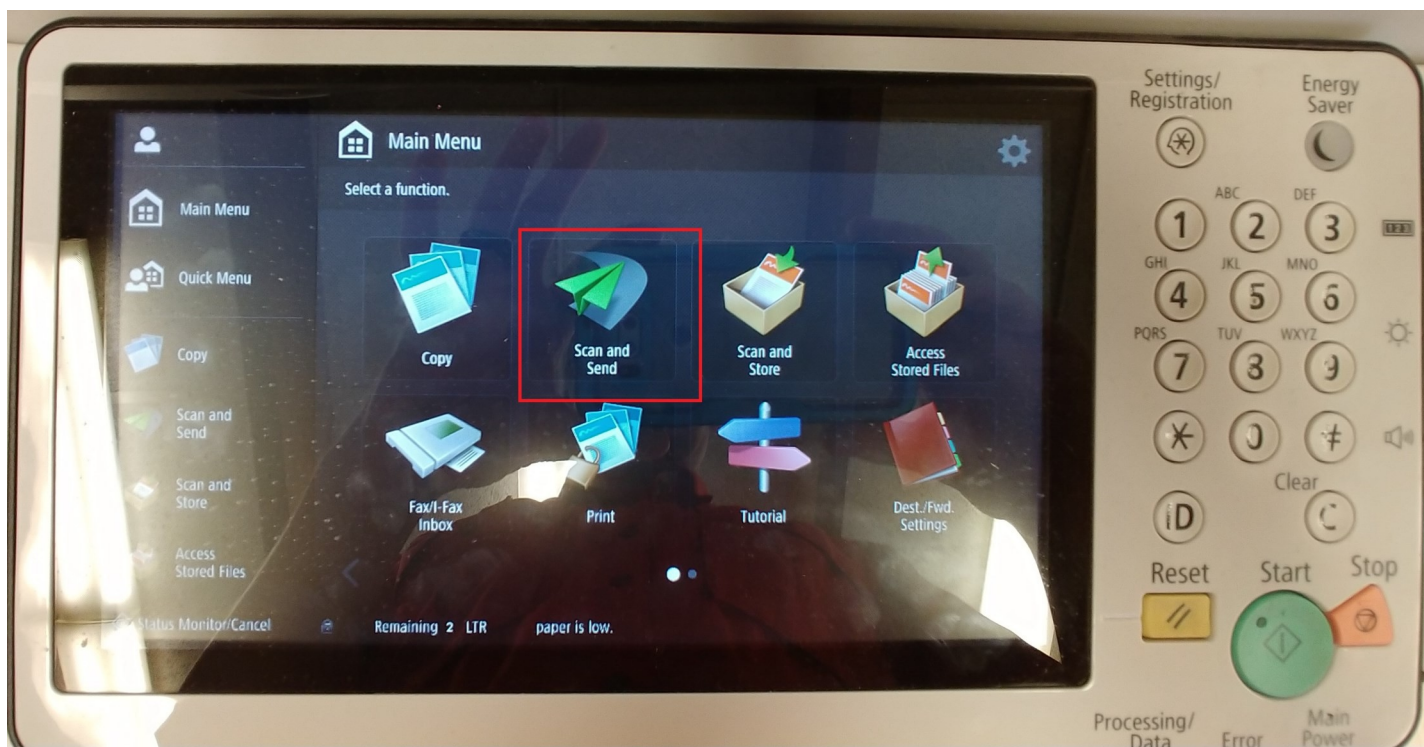
10. Paste the link you just copied to your Google Classroom assignment.

How to scan documents to your email using big copiers

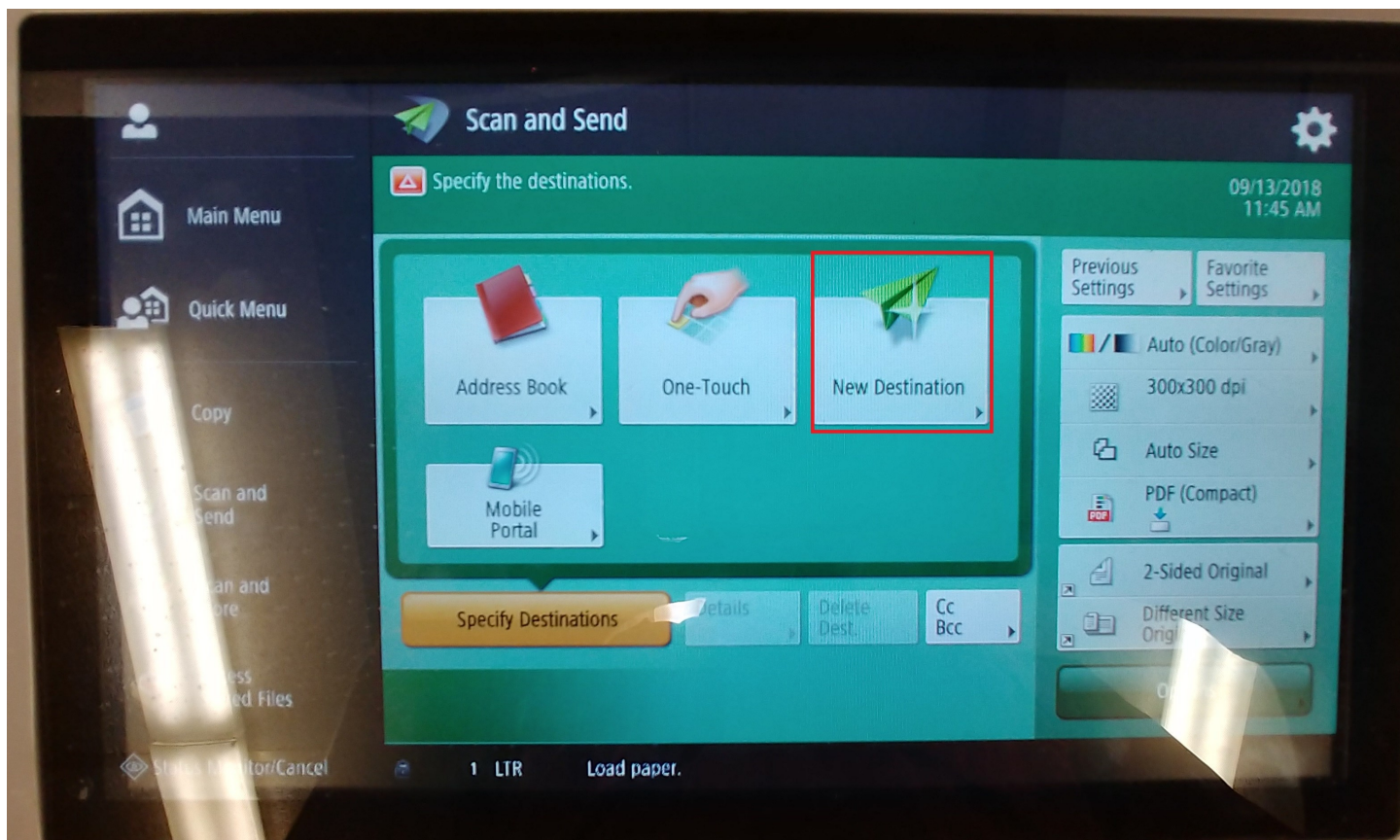
1. Place document in the document feeder.



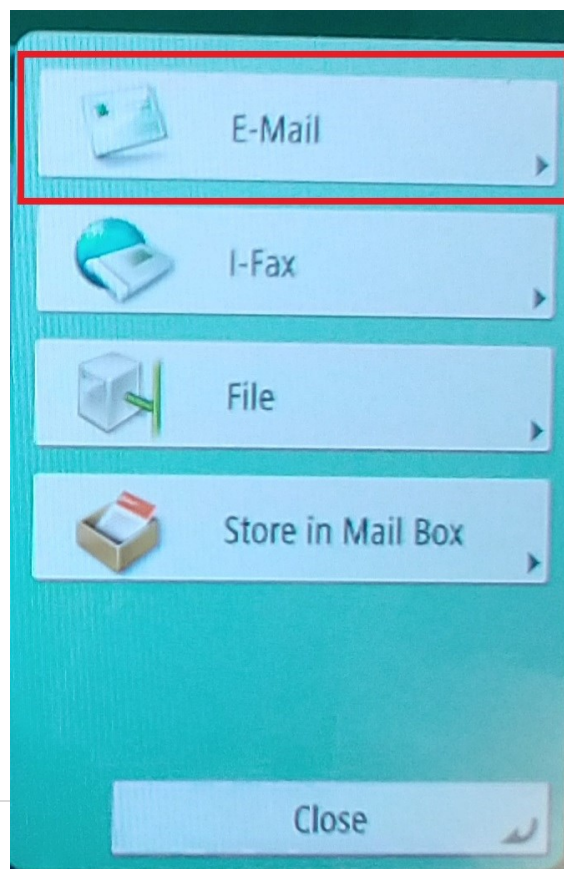
2. Press Scan and Send



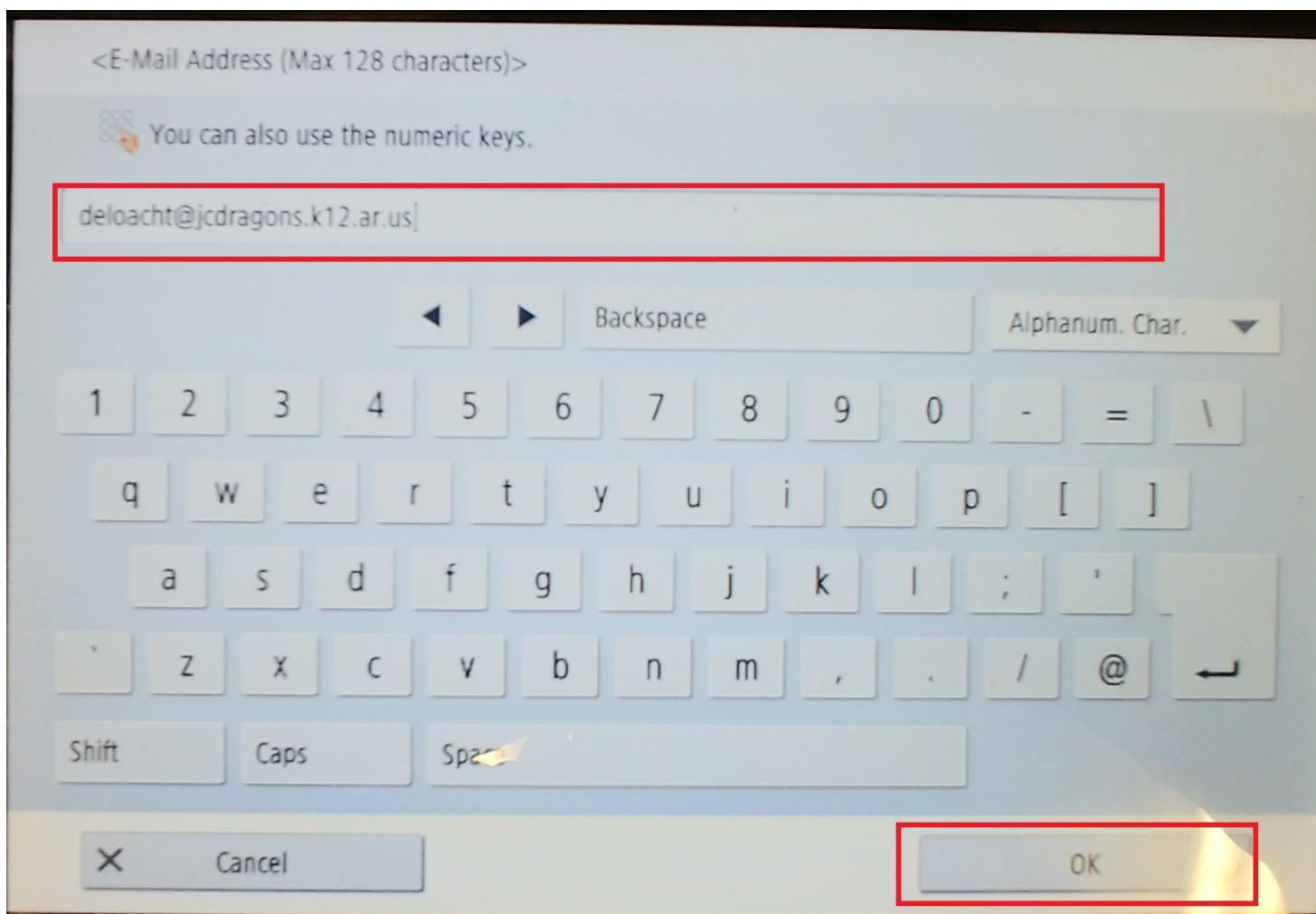
3. Select New Destination



4. Select Email



5. Enter your school email and press OK



6. Press OK on the next screen

<E-Mail>

Enter the e-mail address.

Destinations: 0

E-Mail Address

deloacht@jcdragons.k12.ar.us

■ Divide Data

On

Off

Next
Destination



Cancel

OK

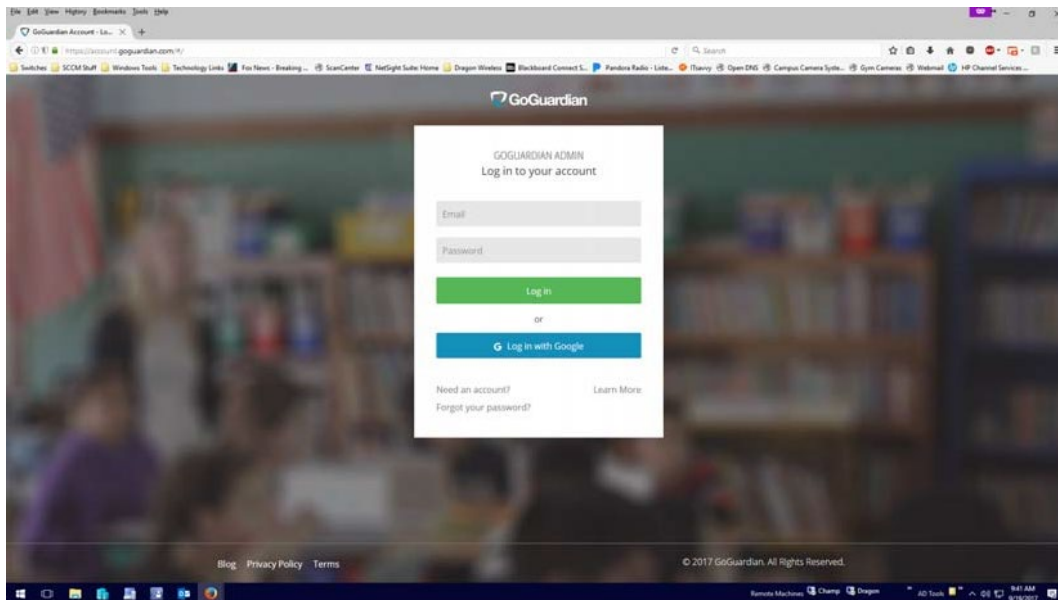


7. Once on the “Ready to Send” page, press the round green button to send

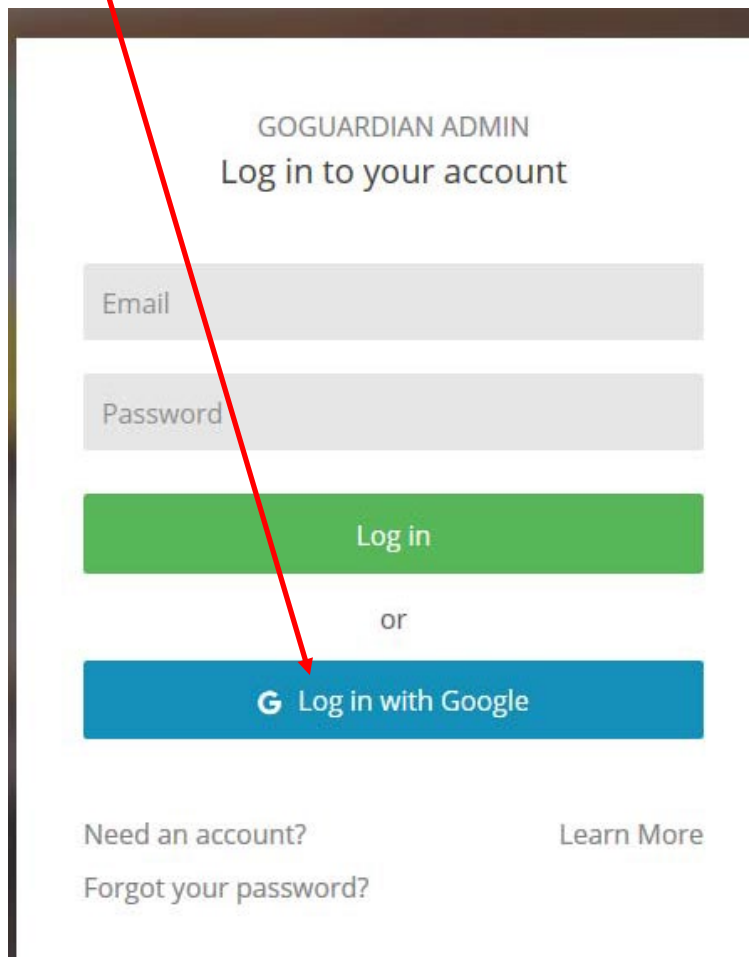


Getting Started with Go Guardian

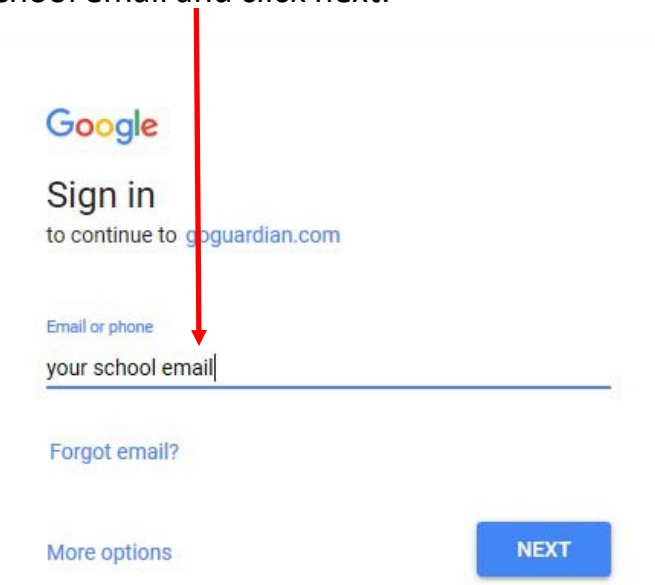
1. Navigate to <https://account.goguardian.com/#/>



2. Click (Log in with Google)

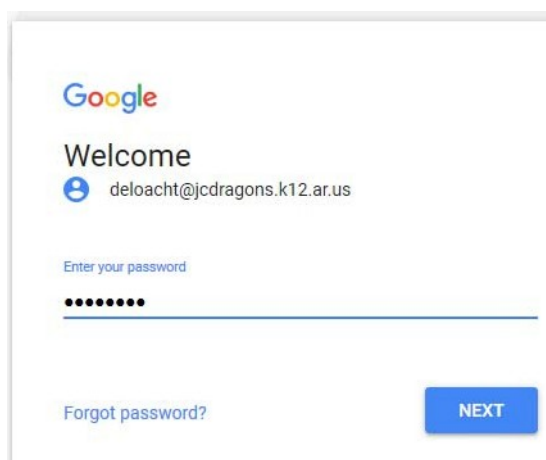


3. Enter your school email and click next.



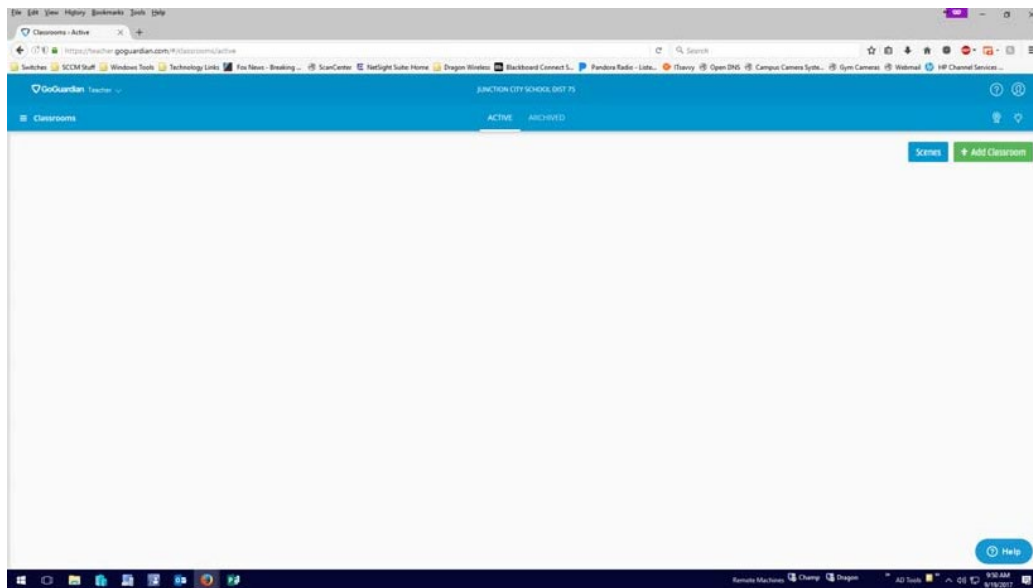
The image shows a Google Sign in interface. At the top is the Google logo. Below it, the text "Sign in" is followed by "to continue to goguardian.com". There is a text input field labeled "Email or phone" containing the text "your school email". A red arrow points from the instruction above to this input field. Below the input field are links for "Forgot email?" and "More options". A blue "NEXT" button is located at the bottom right.

4. Enter your school email password and click next.

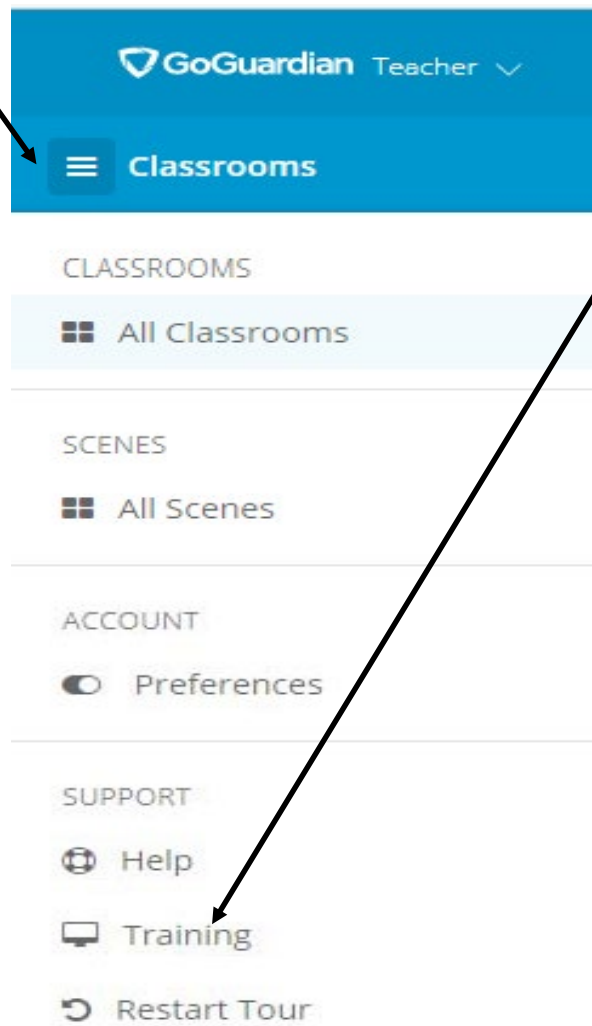


The image shows a Google Welcome interface. At the top is the Google logo. Below it, the text "Welcome" is followed by a user icon and the email address "deloacht@jcdragons.k12.ar.us". There is a text input field labeled "Enter your password" containing a series of dots. Below the input field is a link for "Forgot password?". A blue "NEXT" button is located at the bottom right.

5. Your Go Guardian page will look like the following:



6. Click on the 3 bars to the left under Go Guardian Teacher, then click on Training.



7. Click on Getting Started with Go Guardian Teacher



Getting Started with GoGuardian Teacher

Get up and running with GoGuardian Teacher in around 30 minutes.



Rudy Brown

FREE

8. Click Enroll in Course for Free



9. Fill in your information using your school email, then click Sign Up

Enroll in Getting Started with GoGuardian Teacher

Full Name

Trent DeLoach

Email Address

deloacht@jcdragons.k12.ar.us

Password

••••••••

Confirm Password

••••••••

☒ I agree to the [Terms of Use](#) & [Privacy Policy](#)

Sign Up

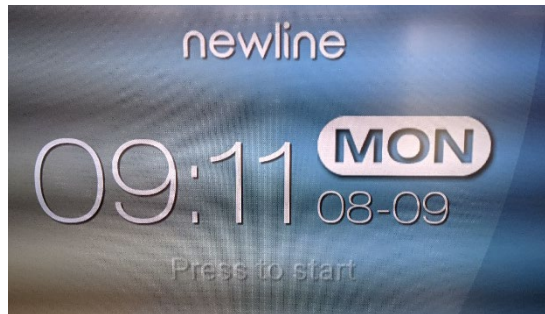
10. Click Continue to Course

Continue to Course ›

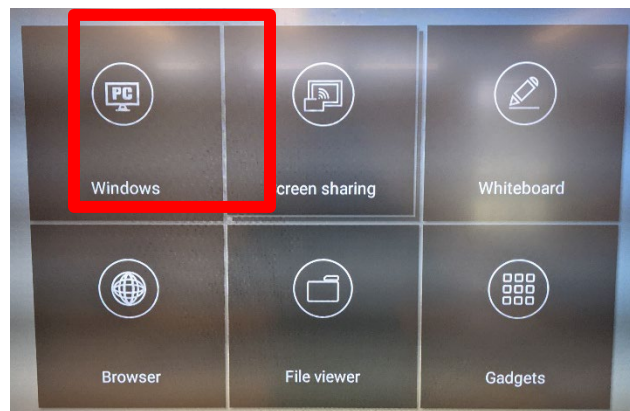
This can be completed at home or at school as you have time. It will show you how to setup your classrooms to be able to monitor what your kids are doing on chrome books.

Using the NewLine interactive boards

1. Turn on your board using the remote, or power button at lower left of screen
2. When you board boots up, it shows a clock, tap anywhere on the screen to start



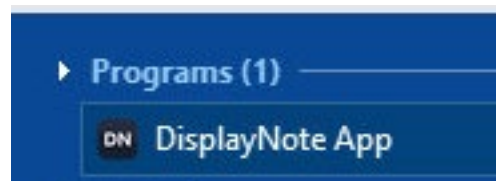
3. Tap on the Screen Sharing icon



4. Click the Start button, then type "DisplayNote"



5. Click the "DisplayNote App" at the top of the start menu



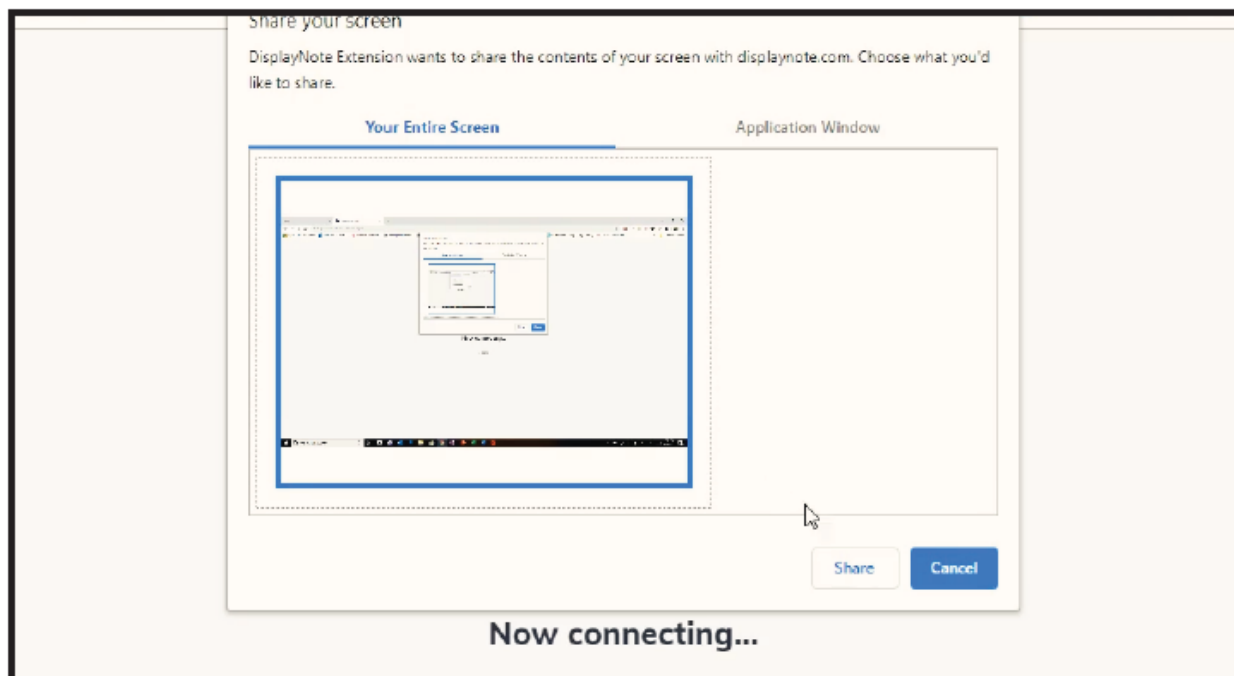
6. Take Note of the Session ID on you board, Type it into the Session ID blank on the DNApp



Session ID
Your Session ID is a 6 or 10-digit number

Your name
Let other attendees know who you are

7. Type your name, then press connect.
8. When asked, select whether you want to share your entire screen, or just a specific application window, then Click Share



9. You can now use your finger as the mouse, or you can use the pen that came with the screen to right on the board. The ink will transfer back to the computer if you are recording lessons.

This is a basic tutorial, for more in depth, Newline provides training sessions for you to sign up for at the link below.
<https://newline-interactive.com/usa/teacher-training-resources/>