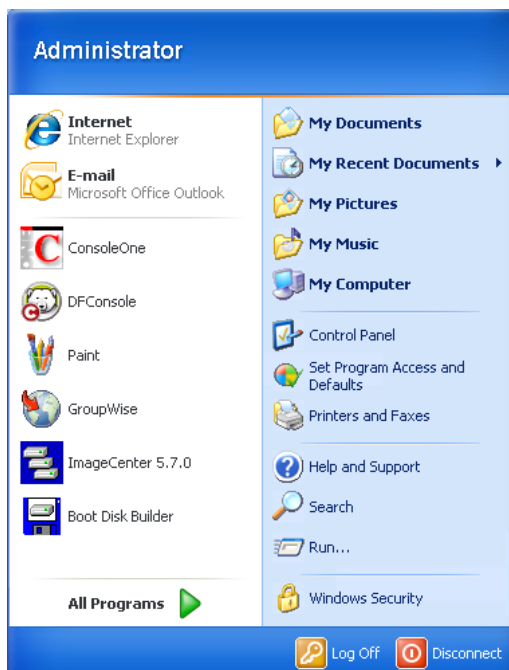


Navigation and tips on Windows, You tube and Video Library

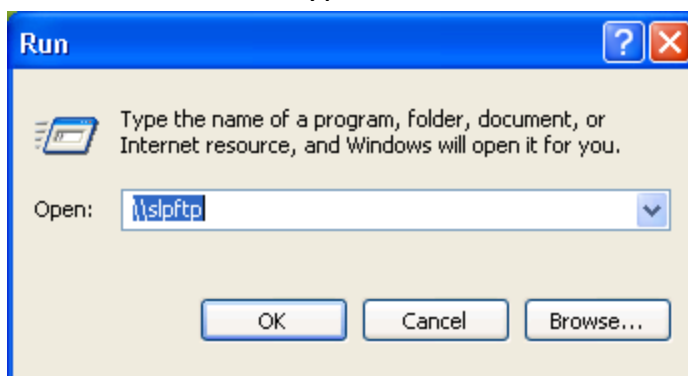
1. FTP use (Page 2)
 - a. What is it how to use it
 - b. Some of the software in the FTP
 - c. Where to get Help
2. How to do a school dude request (page 4)
3. Google Drive (Page 10)
4. H Drive (page 12)
5. Microsoft 360 (page 13)
6. Google Set up questions (hand out)
7. You tube
8. Light Speed overview
9. Vimeo
10. <http://library.slp.k12.la.us/> (Page 14)
11. General questions

Using the FTP

1. The FTP is a shared network location accessible by anyone on our network. The FTP will allow you to watch help videos, install software, load printer drivers and other useful files. The FTP will not allow you to drop personal data or files to share with others.
2. To access the FTP is very easy.
3. In windows XP click your start button and then Run

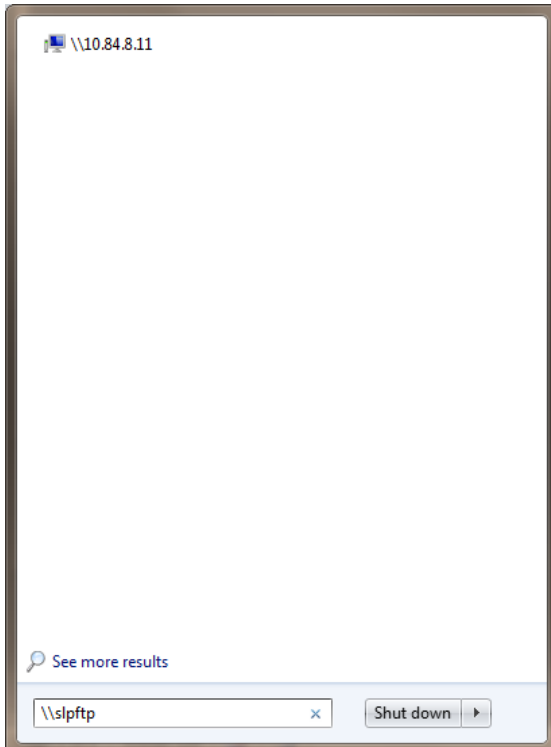


4. In the run window type [\\slpftp](#)



5. When the user name password box appears your user name is teacher. Your password is slpsb

6. In windows 7 click your start button and put [\\slpftp](#) in the search bar at the bottom.



7. Follow the same user name and password instructions as windows XP.



School DUDE

School dude is the maintenance request system we use for anyone who needs computer maintenance. The request is filed online from any computer anywhere. It can also be made from a mobile phone. We use school dude to organize and prioritize maintenance requests. We also use it to track the number of computer repairs we do each year. School dude is the first step in getting any computer repaired.

How to file a school dude request:

1. If your computer is completely broken you can file your school dude request from any other computer, or on your phone. Places you can find computers include:
 - a. The library of your school
 - b. Another teachers computer
 - c. The computer lab of your school
 - d. The office
 - e. Your laptop or tablet
 - f. Your home computer
2. Begin by going to our school home page on your internet browser. The home page is: www.slp.k12.la.us
3. Click on the words Computer maintenance report in the middle of the screen.



4. This will open the school dude email info. If you have used the school dude reporting system before enter your email and password. If you forgotten your password, use the red words **Forgot Password**. If you have never used the system (or can't remember) click the arrow down (V) near the bottom.

SAINT LANDRY PARISH SCHOOL BOA


Current User? Login Here!


Email Password Sign In

Forgot Password?

New Enhancement

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you **DO NOT** need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our resource page with FAQs, guides, and video tutorials.

Never Submitted a Request? Register Here! 

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Need help? Call us 1-877-868-DUDE (3833)
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CID:173.245.50.174
SID:LGH24
CUA:Firefox

5. The Drop down box allows new users to fill out information needed to submit a school dude. Click register when the information is correct. An email will be sent to your address with your new password.

SAINT LANDRY PARISH SCHOOL BOA

Current User? Login Here!

Email Password

[Forgot Password?](#)

New Enhancement

- Your Requester role now requires an individual password to log into MySchoolBuilding.
- This individual password is in addition to the Submittal Password used to submit requests.
- If you have previously submitted requests, you DO NOT need to register.
- If you do not know your individual password, click on **Forgot Password?** and enter your email address. You will receive an email to create a new password.
- If you already have an individual password, enter your Email and Password and click on Sign In.
- Questions? Please review our resource page with FAQs, guides, and video tutorials.

Never Submitted a Request? Register Here! ^

Account Number

First Name Last Name

Phone Number


Email

New Password

Passwords are case sensitive and must be at least six characters long.

Confirm Password

NOTE: Registration will be complete after you submit your first request.
New users are not saved until their first request has been submitted.

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CID:173.245.50.174
SID:LRN24
CUA:Firefox

6. Now you are ready to fill out your school dude request.

7. In the next screen your first and last name, along with your email address will be in the boxes. First choose the school where the computer is located.

Step 1 Please be yourself, click [here](#) if you are not Tom Nicholson

First Name Tom	Last Name Nicholson	Email tjn1798@slp.k12.la.us
Phone	Pager	Mobile Phone

Step 2 **Location** ☒

-- Select Location --
-- Select Location --
Arnaudville Elementary
Beau Chene High
C.A.P.S
Cankton Elementary
Central Middle
Central Office
Creswell Elementary
East Elementary
Eunice Adult Education (EJHS)
Eunice Elementary
Eunice High School
Eunice Jr. High School
Eunice Vocational/Tech Ed
Glendale Elementary
Grand Coteau Elementary
Grand Prairie Elementary
Grolee Elementary
Highland Elementary
Krotz Springs Elementary

Area/Room Number ☒

for my next new request entry.

Step 3

Contacts
best describes your issue.
Keyboard Cabling CD Drive
Computer Monitor CPU / Computer Email

8. Next we need to know where to find the broken computer. Put in your area or room number

Maint Request **IT Request** My Requests Settings

ASSIGNMENT | SEARCH KNOWLEDGE BASE | HELP

Legend ▾

IT Request

Thank you for using our internet service to submit work requests. This service helps us to promptly attend to your issues and concerns. Please complete this request form.

Step 1 Please be yourself, click [here](#) if you are not Tom Nicholson

First Name Tom	Last Name Nicholson	Email tjn1798@slp.k12.la.us
Phone	Pager	Mobile Phone

Step 2 **Location** ☒

Cankton Elementary

Building
-- No Building Available -- ▾

Area
-- Select Area -- ▾

Area/Room Number ☒

☐ Yes, remember my area entries for my next new request entry.

Step 3 **Select Problem Type:** ☒


Technology Help Desk:

Click here for Technology Emergency Contacts
Click on the problem type below that best describes your issue.




























Accounts	Blackboard	Cabling	CD Drive
Computer Monitor	Computer Services	CPU / Computer	Email
Hardware	Keyboard	Laptop	Monitors

9. Now you can select your problem type.

Step 3 Select Problem Type: ☒

 **Technology Help Desk:**

Click here for Technology Emergency Contacts
Click on the problem type below that best describes your issue.


 Accounts	 Blackboard	 Cabling	 CD Drive
 Computer Monitor	 Computer Services	 CPU / Computer	 Email
 Hardware	 Keyboard	 Laptop	 Monitors
 Mouse	 Network Connectivity	 Network Hardware	 Password
 PDA	 Printers	 Projector	 Router
 Server	 Software Application	 TV / Television	 UPS Backup
 UPS/Batteries	 Virus	 Wireless Connection	

Technology Emergency
☐ Check here if this is an emergency or call any of the emergency contacts below.


Contact Name	Contact Phone
John Ardoin	337-942-0235
Byron Wimberley	337-942-0235 ext 283

10. Next, describe what is wrong. If you are making a cable request please put the number of feet you would like. Normally, the tiles on the floor are 1 foot by 1 foot you can count them to help with measurements. Please give us as much information as you can. Some issues can be fixed remotely, include your ip address in this area and we may be able to solve your problem much faster.


Step 4 Please describe your problem or request. ☒



Step 5 Tag Number ☒



Step 6 Submittal Password ☒

 [Forgot Password?](#)

Step 7 Submit

Your new requests are automatically shown as approved by you on submit.
NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified if this request is closed.

Legend

☒ Required Information

11. The computer tag number is found on the top of the computer. If you can't find it, please just put the model number. If you can't find the model number just put any number.

Step 4 Please describe your problem or request. ☒



Step 5 Tag Number ☒



Step 6 Submittal Password ☒



[Forgot Password?](#)

Step 7

Your new requests are automatically shown as approved by you on submit.
NOTE: You will receive the following notifications.
You will be notified receipt of your request.
You will be notified if this request is closed.

Legend



Required Information

12.The submittal password is: slpsb

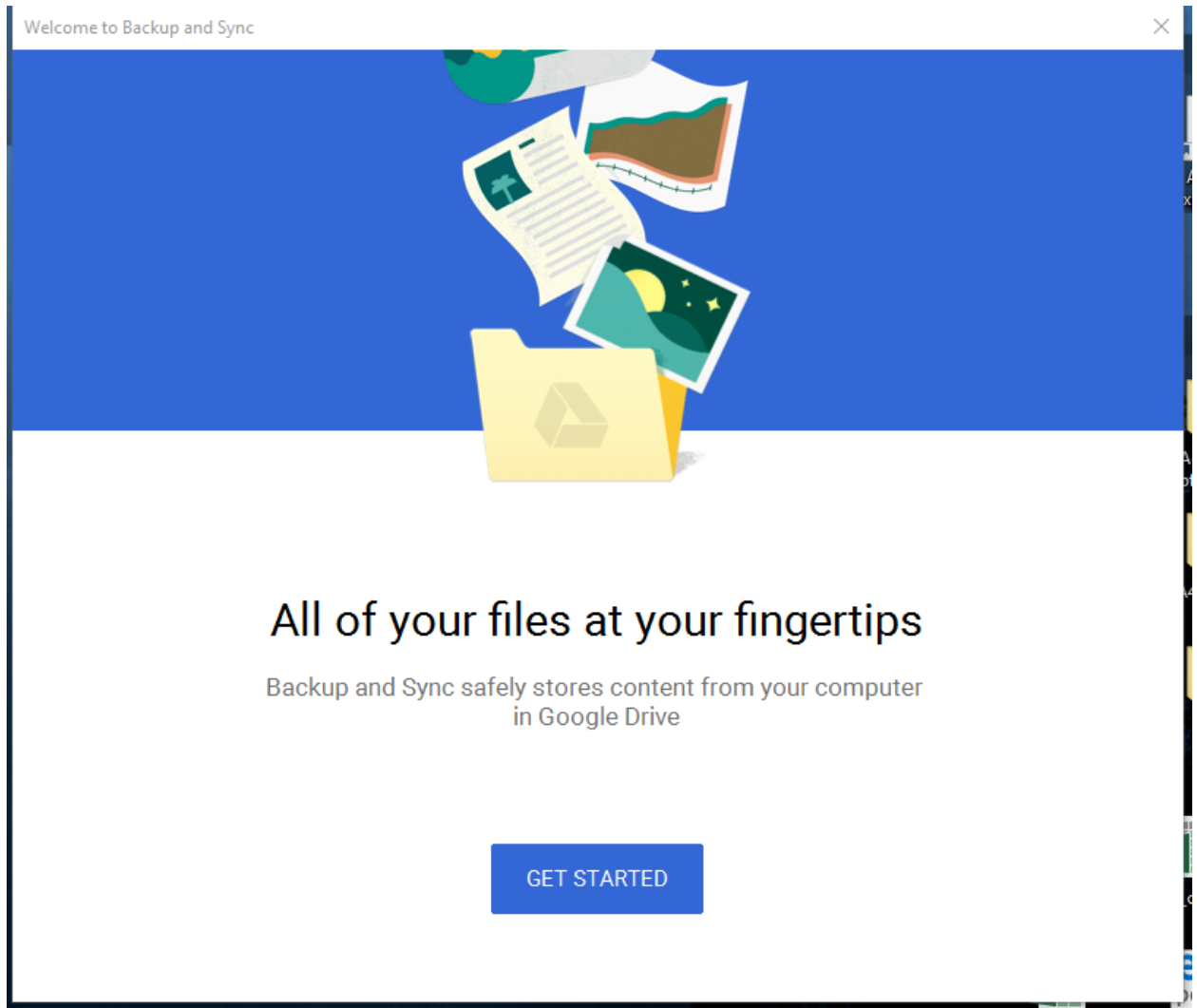
13. Click submit. We will complete your computer maintenance request as soon as we can.

Our goal is to finish every computer maintenance request quickly and completely. We are working hard to reach that goal.

Google Drive

How to install google Drive on your computer.

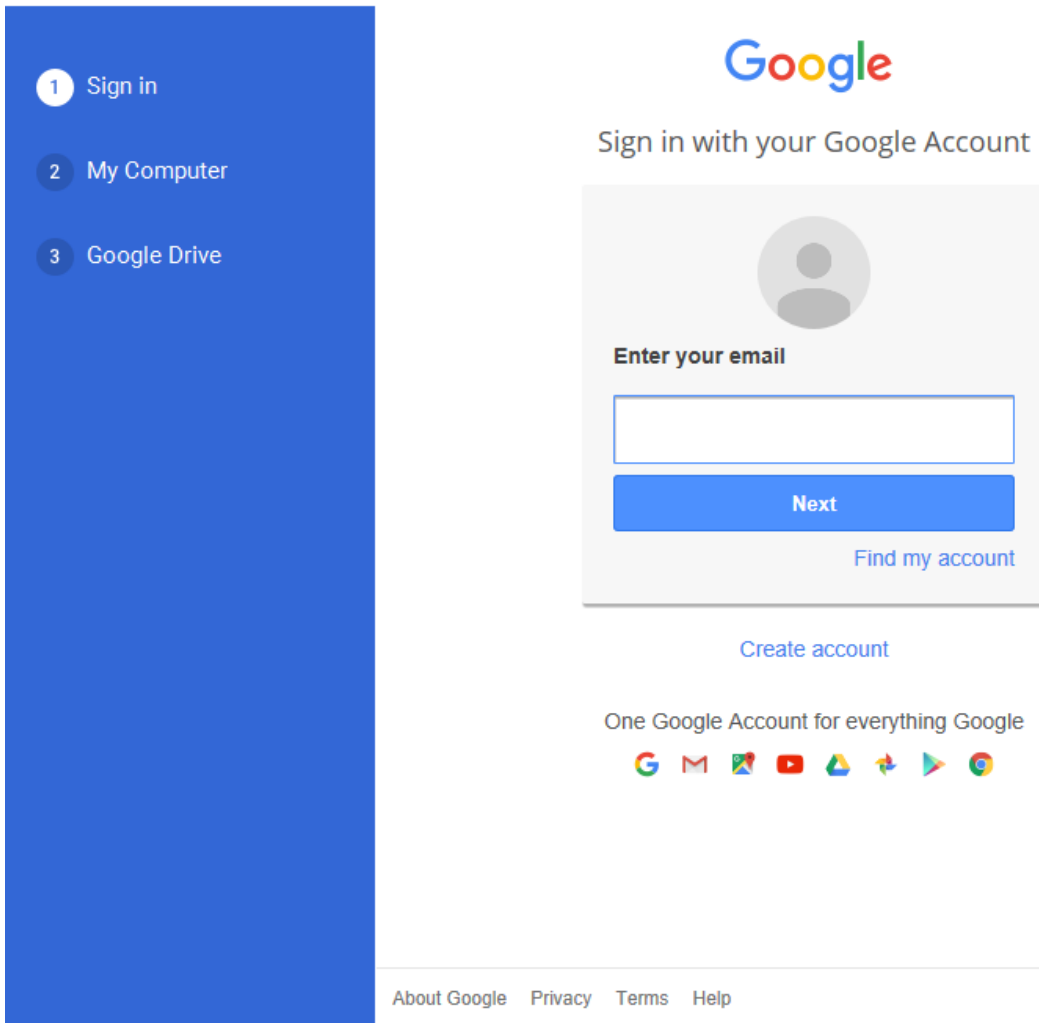
1. Go to <https://www.google.com/drive/download/>
2. Down load the google drive installer.



3. Sign in with your SLP log in. (EX: abc1234@slp.k12.la.us)

Welcome to Backup and Sync (Step 1 of 3)

×



The image shows a Google sign-in screen for the Backup and Sync application. On the left is a blue sidebar with three numbered options: 1 Sign in, 2 My Computer, and 3 Google Drive. The main area is white and features the Google logo at the top. Below the logo, it says 'Sign in with your Google Account'. There is a grey circular placeholder for a profile picture. Below that, it says 'Enter your email' followed by a text input field. A blue 'Next' button is positioned below the input field. To the right of the button is a link that says 'Find my account'. Below the input field and button is a link that says 'Create account'. At the bottom of the main area, it says 'One Google Account for everything Google' followed by icons for Google, Gmail, Google Maps, YouTube, Google Drive, Google Photos, Google Play, and Google Chrome. At the very bottom of the screen, there is a footer with links for 'About Google', 'Privacy', 'Terms', and 'Help'.

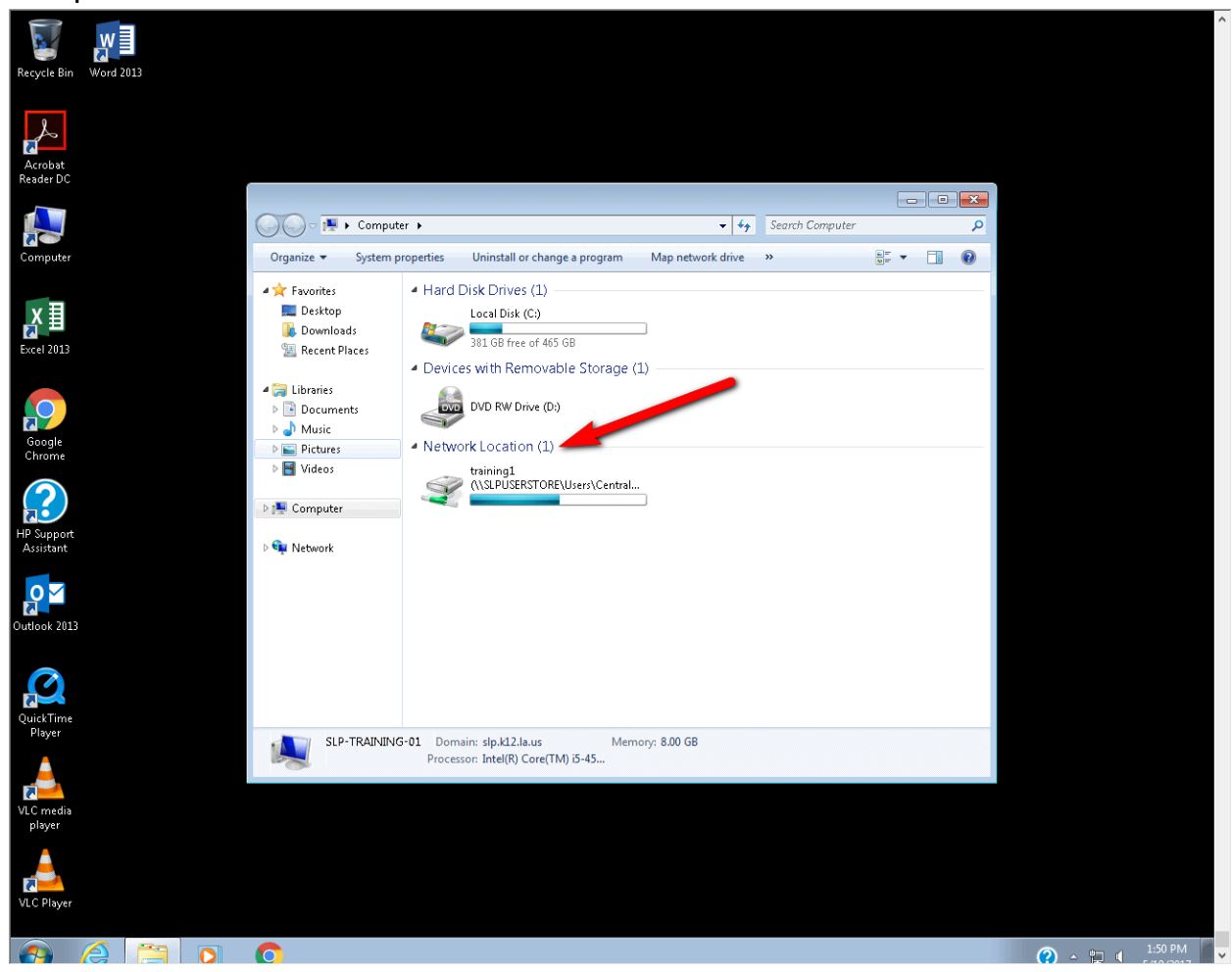
4. This will back up your documents, desktop and other personal files to google drive.
5. You can also select other folders you may want to backup.

Using Your H: Drive

Every user has a network drive labeled H: This is your home directory. Your home directory will be on every computer you log into. This helps eliminate the need for jump drives. Every home directory is located on the school server, backed up by a second drive, and backed up again to google drive.

How to find and use your H Drive:

1. After logging into your computer you will find the H drive in the computer folder.



2. This drive is backed up on the school server and on the google cloud
3. Use this drive for important information.
4. Please keep all information professional as google alerts us to movies, and large files.

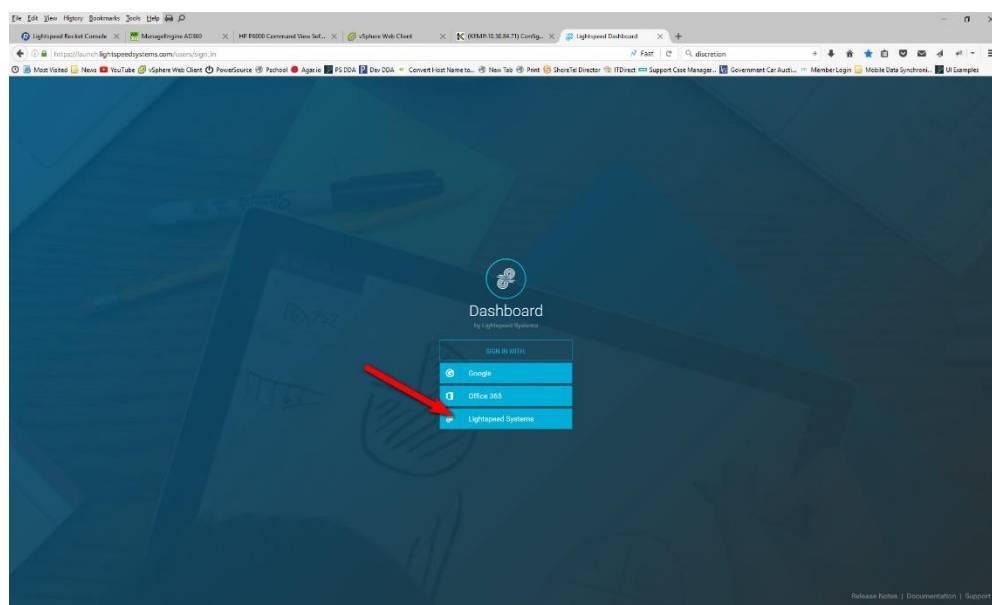
Get Office 365 For Free

1. Go to the office education web page: <https://products.office.com/en-US/student/office-in-education?tab=schools&CorrelationId=77d2d360-ff6b-4ead-ae26-8341c6ace0b4>
2. Enter your school email
5. Fill in your information after following the link in your school email. Your password is not retrievable by us, please remember your password.
6. You're done.

You Tube and Video Library

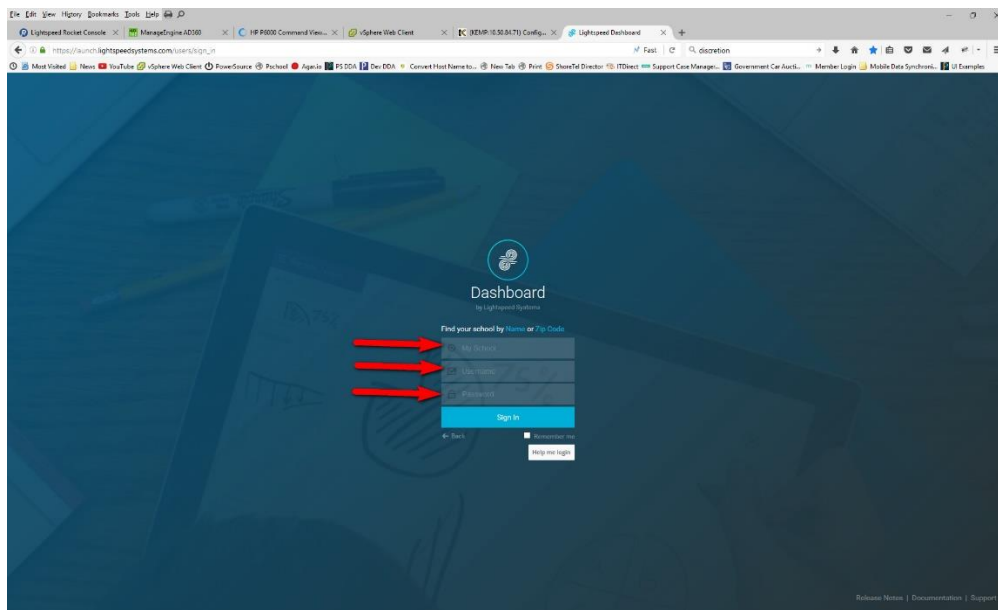
As of October 1, 2016 you tube is open to all teachers logged into our network. It is in restricted mode so some content may still be restricted. Students can now access our parish video library and watch any video on that library. This can be done at library.slp.k12.la.us. Also, teachers can log into the video library and add videos so all students can view them. This will be done by posting the videos with the name of the teacher who posted them. Please use care and discretion when placing any videos as they will have your name attached. Every teacher will have the ability to post. When you add a video it will be available to everyone in the parish.

To log into the campus library you need to go to <https://launch.lightspeedsystems.com> and choose light speed systems.

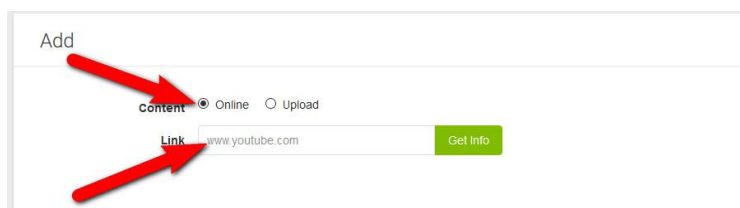
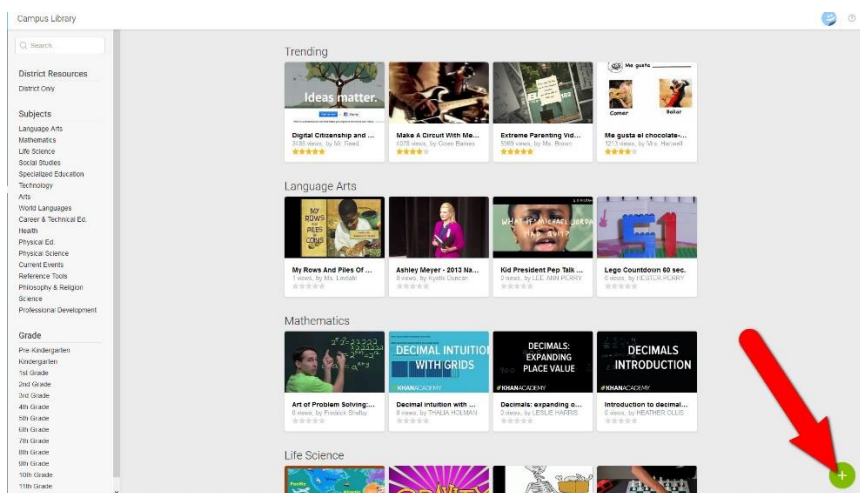


Enter your school name if you can't sign in with your school you can put St. Landry Parish schools. Put your initials as they are in your email. Even if you've been married or changed names use your email three initials and last four. Your password will match your username. (You do not need the entire email address. When signing on leave out @slp.k12.la.us). This system is not connected to our mail or computer log on. Even if you've changed your password in the past this

new system has you're user name and password match. You can choose to change your password after you have logged into the system.



When you sign in go to the campus Library. Add videos by clicking the blue plus sign at the bottom right. Choose online button and paste your link in the blank provided. This will post your link to all users with your name attached.



New teachers may not be in the system yet, and will be added soon. This system is separate from our email and computer login system.

Our computer center is very excited to offer this to all of our teachers. This represents months of hard work, and dedication to the best digital education environment to our educators and students. We will continue to improve our system in the future to stay current with technology needs.