

Greer Middle School Technology Tip Page

Be sure to check out these resources for teachers

<https://sites.google.com/greenvilleschools.us/gcsresources/home>

How to set up your website

- All teachers are required to set up a Google Website in addition to your Google Classroom.
- [Instructions](#)

Email Information

- Employees have two emails: greenville.k12.sc.us and greenvilleschools.us
- Employees must use their Greenville.k12.sc.us email account for official district/school communications. Employees are permitted to forward their greenvilleschools.us account to their district account. Employees are not permitted to forward from their district account to Gmail. (9-22-15 eManagementMemo)
 - [Directions to forward your gmail \(greenvilleschools.us\) to district email account \(greenville.k12.sc.us\)](#)

Setting Up Your Promethean Board Dock and Speakers

Go to the [Media Center Teacher Resources page](#) for photos of set up and for instructions on using your speakers.

Phone

- **Phone set up -**
 - Use an ethernet cable to (blue internet wire) to plug your phone into the ethernet port in the wall.
 - Try all the ports until your phone lights up! Usually it is the bottom left.
 - It will take time for the District to set up the phone under your name. If a long time has passed and your name is still not showing up on your phone, please make sure to inform Jennifer Fuller at jefuller@greenville.k12.sc.us or 8505 or stop by the Media Center. Once you see your name appearing on the top right of the phone screen you are ready to set up your voicemail (if you would like to- this is not mandatory).
 - Phone Manual-  **Phone Documentation.pdf**

● How to set up voicemail

All users who receive a new telephone will also receive instructions for setting up their voicemail PIN and greeting. Once you start the setup process to create your PIN and greeting, you must complete the entire setup process. If you do not finish the entire setup process you will not be able to check voicemail from your desk phone.

Note: If the initial voicemail setup is not completed, you will not be able to check voicemail from your desk phone but you will still receive voicemails in your email inbox.

[Instructions for Voicemail](#)

Printer

● Printer Setup if Not Already Working



- Please find the green H on your computer's desktop. Double Click on it to open it
Copy all of the information that comes up and **Paste** it into an email to send to jefuller@greenville.k12.sc.us
- Next go to the printer in your classroom and make sure it is plugged into the wall and has a ethernet cable (blue wire) also plugged into an ethernet port.
Click the Menu button on the printer then choose Report Menu
Press the down arrow to choose Status Page then click OK
The Status Page will print out. (Make sure you have paper in the tray)
Under Network on the Status Page you will see the **Printer Host Name:** (for example Room 501 is 052M-PI-0010501) *If you cannot do this, just make sure you email your room number
Type the Printer Host Name into your email requesting your printer to be set up.
- Once you have emailed both of the above, the media center will put a ticket in to get your printer setup. It may take a few days before ETS will have it working.
- If you need access to the printer before ETS renames your device, please just bring your computer by to the Media Center for Jennifer Fuller.

● How to See Copies Available

login to

<http://060m-fs01:9191/app>

If your printer works and suddenly stops working - it could be that you are out of copies.

- **Ordering Toner Instructions**

- As soon as a **low toner message** appears on your printer, please email jefuller@greenville.k12.sc.us to inform her that you will need a new toner.
- Although we usually have toner in stock, at times it has to be ordered so always notify as soon as you notice that your toner is running low.

Laptop

- **First Login Instructions and Teacher Network Connectivity Issues**

- Teachers may have difficulty connecting and/or logging onto their laptops once they return to school, or receive a new laptop. If you cannot login WIRELESSLY, you will need to connect with a NETWORK CABLE (ethernet cable or blue wire). Connect the cable to the laptop or plug in your dock with the cable connected.
- Shutdown and restart your laptop while still plugged into the ethernet cable.
- If your laptop will still not connect, please notify Jennifer Fuller through email or in the Media Center.
- The first time you login to a new laptop, you must physically be at the school location.

iPad Setup

Instructions for Setup:

<https://docs.google.com/presentation/d/1QSTW1VVOTBgjogwLe-CQL0LeO0wBPmV08C6UEqNE6Yk/edit?usp=sharing>

Resetting your password

Always change your password at a GCSD location:

- Log into a computer
- Once it is logged completely in, press Ctrl-Alt-Delete
- Choose "Change Password"
- Choose your user gcstd\username
- Change password
- After successfully changing password log off and back on with the new password to keep from getting locked out

New Password Rules

- Needs to be at least 8 characters
- Cannot be one of the last 5 passwords used
- Cannot contain any likeness to first or last name
- Must contain at least 3 of the follow 4 type items:
 - Symbol
 - Number
 - Uppercase letter
 - Lowercase letter

Raptor Check-In System

- [Instructions](#)
- [Raptor Staff Sign-In](#)

Student Dismal Information

[Car Line Monitor \(SAS\)](#)

- Use your username and password.
- Our Beds Number is 052
- Make sure that you are using the Chrome web browser to access SAS. Please make Chrome your default and use it primarily as many GCS websites and systems will not operate on other browsers.

VPN Instructions

- When at home, you can connect to the district network by signing in using the globe icon at the bottom of the screen (GlobalProtect) with your username and password.
- VPN must be set up to access many things such as Powerschool.
- If you need access to our drives, you can right click on the Map Network desktop icon on your laptop and then click “Run with Powershell.” You will then be able to access school common drives, etc.

Guidelines for Choosing Television Programs and Movies for the Classroom

1. Guidelines for Choosing Television Programs and Movies for the Classroom

1. R-Rated and NR movies/clips and TV-MA shows/clips are not to be shown in any classroom, regardless of level or age
2. Movies with PG or PG-13 and shows with TV-14 ratings may only be shown with written permission from the parent or guardian; schools must use the approved form when requesting permission (attached)
3. All television programs and movies should correlate to current content standards and the unit/concepts being taught
4. All television programs and movies shown in the classroom must be viewed entirely by the teacher before classroom viewing
5. Principals must approve letters to parents regarding showing PG or PG-13 movies and TV-14 shows; the [linked letter](#) must be used and all information is required
6. (G) General Audiences; all Ages Admitted
7. (PG) Parental Guidance Suggested; some Material May not be Suitable for Children
8. (PG-13) Parents Strongly Cautioned; some Material May be Inappropriate for Children under 13
9. (R) Restricted Under 17 Required Accompanying Parent or Adult Guardian
10. (NC-17) No One 17 and Under Admitted
11. (NR) Not Rated (should be treated like R)
12. (TV-Y) Program is well-suited for children between 2 and 6 years old; no foul language, violence or sexual content
13. (TV - Y7) Free of profanity and sex; programs may have some mild violence best suited for children over 7 years old
14. (TV - G) Suitable for general audiences, features little or no violence, sexual content or profanity
15. (TV - PG) May contain suggestive dialogue (D), foul language (L), sexual content (S) or violence (V); content is usually negligible
16. (TV - 14) Not recommended for children under the age of 14; contains more excessive use of suggestive dialogue (D), foul language (L), sexual content (S) or violence (V)
17. (TV - MA) Intended for audiences over the age of 17; contains explicit language, sexual content or violence
18. When choosing movies or television programs for classroom use, please be reminded of the following guidelines:
19. [Movie Rating Definitions \(Rating Board Definitions\)](#)
20. [TV Rating Definitions \(US Standards\)](#)

Sharing Student Information- [Data Sharing Agreements](#)

***WHEN YOU SHARE STUDENT INFO, YOU CAN ONLY USE WEBSITES, APPS, ETC. THAT GREENVILLE COUNTY HAS A DSA WITH! BE CAREFUL WITH THIS AS LAWSUITS HAVE OCCURRED!**

- [Vendor Access Agreement for Use of School District Email/Systems](#)
- [Software Approval Process](#)
- [Software Approvals/Data Sharing Agreements](#)

Website Block/Unblock Request

- If you discover a website that you feel needs to be blocked/unblocked, please submit your request via the District Infoweb.
 - <http://infoweb.greenville.k12.sc.us/webblock/Default.aspx>
 - [Approved Instructional Applications and Websites Frequently Asked Questions](#)
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Students

How to reset student passwords

Directions for resetting student passwords and finding usernames for students. Also, just a reminder that for new students it may take a couple of days for everything to get set up.

- Go to the Student Backpack
- Look up the Student Name
- Click Reset password