

Software Upgrades

We have had a few upgrades this summer to existing software. The two main items include GroupWise 7 and Educator Plus. These upgrades allow not only enhancements to the look of these programs, but also some easier to access features. With any new upgrades there may be a few “snags” that we encounter, but you can be rest assured that the technology office is working hard to keep these and other programs running consistently.

Educator Plus (EA+)

As you begin to experiment with options in Educator Plus, one of the features that you will recognize immediately will be the notes information when you log in on the home page. After logging in, you will be greeted by news information or tips and tricks to assist you with maneuvering through the program.

Also, staff e-mail may be used to communicate necessary information that pertains to Educator Plus items. Please be sure to continue to check your email and also take a minute to look at the home page when you log into Educator Plus.

One item that has been brought to our attention is the ability to access student schedules and profile information. Alas, we have the ability to do this without breaching confidentiality issues. Now you should be able to see the schedules and profile information for students in your building.

We are sure that you will enjoy this upgrade.

Teacher Place

Don't forget to bookmark the teacher place link on your home computer. www.charlottenet.org/teacher_place/teacher_place.htm. What a great way to access forms that you may need.

Under the personnel button we have inserted the link to be able to schedule a substitute through the Eaton Intermediate School District.

Accessing Server Space from Home

Once again you are able to access your server space from home. Here are the NetStorage Login Instructions for Firefox. Type in the following link: <https://files.charlottenet.org>, don't forget the **s** after http. When prompted accept the certificate and click on Primary NetStorage. If you see a security Alert and are prompted to accept another certificate, click OK to acknowledge the alert. At the login prompt, enter your full login name and password; for example: .varneyj.staff.cms or .chs depending on your building. The NetStorage screen will appear after you successfully login. The screen resembles Windows Explorer. In the left hand panel look for the drive letter with your name. Select File in the right panel to perform an action on the file you selected. If you select download a file, you are asked to open the file with the appropriate application. To upload a file to your server space, select File, then Upload.

Make sure your pop-up blocker is disabled for this site if you wish to upload a file.

To disable the pop-up blocker in Firefox, select Tools, Options, Web Features. Next to the "Block Pop-up Windows" box, select the "Allowed sites" button. Do not Uncheck the "Block Pop-Up Windows" box. Under the "Address of Web Site", type files.charlottenet.org and click Allow, then type files2.charlottenet.org and Click "Allow" click Ok-Ok. Click File, then Upload, and the upload file window will open. Browse to the file you wish to upload on your hard drive, select it, and click open. Press the upload button to copy the local file to your server space. If you have additional questions, please feel free to contact the Technology Office.

Technology Coaching

This year we are helping lead the focus of integrating technology into the classroom. Each building will have a technology coach in which a 10-15 minute presentation will be given at monthly staff meetings. Each building principal, lab manager and media specialist has a copy of the presentation items for each month. The training's will also directly relate to the technology training sessions that we will continue to offer after school for professional development hours.

If you have any questions, please feel free to check with your building administrator or media specialist.

New Technology Staff

We would like to welcome Kim Brown and Josh Dies as our new elementary lab managers. Kim will be assisting Weymouth and Galewood on the 6 day rotation schedule and Josh will be working at Washington on Monday, Wednesday and Friday's. We would also like to welcome Alyson Clafin to the technology office. Alyson is the District Technology Support person and started on September 13. Welcome to our CPS family.

