

# Quick Start Guide to NORTHSIDE TECHNOLOGY



2008-2009 Technology Newsletter

## Welcome from Kelly Smith *Assistant Superintendent for Technology Services*



I would like to personally welcome you to Northside. We are excited to have you as a part of our family and look forward to assisting

you with all of your technology needs. Please take a moment to read through our newsletter where we have provided you with useful information every new employee must have! Be sure to keep this newsletter as a quick reference guide for future use. I also extend an invitation for you to visit the Technology Services web site at [www.nisd.net/technology](http://www.nisd.net/technology). Here, you will find helpful tools to get you started and obtain continued support throughout your career with Northside.

## Technology Classes

Training & Development Services offers technology classes for All NISD employees. These classes are FREE! Classes are held at the Northside Learning Center (NLC) and at campuses throughout the district. For more information visit the Technology Training and Development website at [www.nisd.net/technology/training](http://www.nisd.net/technology/training).

## Northside's Technology Services

*Providing a multitude of technology resources District-wide*

Northside Independent School District's Technology Services is dedicated to developing and sustaining a dynamic, integrated infrastructure of human, technological, and management resources that empowers all stakeholders to enable students to learn to their fullest potential. We strive to:

- provide teachers and students access to technologies which will help increase academic achievement of all students;
- offer staff the tools necessary for professional growth to improve instruction and productivity; and
- involve parents by enabling them to contact teachers, check grades, and view attendance through a web-based portal called Parent Connection.

Our division consists of six integrated areas of service that provide a variety of comprehensive leadership, service and support initiatives to advance the effective use of technology in Northside. These areas include:



**Technology Management Services** - develops, implements and oversees technology-related standards, policies, procedures, revenues, acquisitions, and security throughout the District.



**Academic Technology Services** - responsible for state technology curriculum requirements (TEKS for Technology Applications K-12), integration of technology into foundation and enrichment curricula, and technology support for Curriculum and Instruction.



**Library and Textbook Services** - provides support and leadership for campus librarians and library programs by delivering professional development, online circulation and library catalog, centralized cataloging and provides for the ordering and distribution of all state adopted textbooks.



**Training and Development Services** - designs and delivers standards-based technology staff development for teachers, administrators, and support staff. Learning opportunities include Face to Face, Online Self-Paced, and Online Instructor-Led classes, as well as online resources.



**Integrated Infrastructure Services** - responsible for the design, management and operation of stable and robust instructional/administrative systems which provide fully integrated voice, video, and data to meet federal, state, and local legal requirements, and bring information to the user's desktop.



**Integrated Information Services** - responsible for business and student data collection, analysis, usage and reporting required to meet federal, state, and local legal requirements, as well as end user needs.

We welcome you to the District and look forward to working with you. For further information, please visit our web site at [www.nisd.net/technology](http://www.nisd.net/technology).

## Acceptable Use Policy

Access to the District's Electronic Communications System is made available to employees primarily for instructional and administrative purposes in accordance with Board Policy and District Administrative Regulations. The District's Electronic Communications System includes, but is not limited to, computer workstations, telephones, peripherals, applications, databases, library catalog, online resources, Internet, e-mail and any other technology designated for use by the District. The District monitors access to, and the use of, the Electronic Communications System in order to carry out maintenance, internal investigations and /or disclose information to law enforcement authorities. Employees are responsible at all times for their use of the District's Electronic Communications System and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise. New employees are required to complete **Acceptable Use Policy Training** within 30 days of employment. This training can be found on the Intranet by clicking the **Training** link.

# KEEPING YOU CONNECTED

## Technology at Your Fingertips

Northside ISD empowers its employees by allowing them access to various District systems from the comfort of their own home!

For example, employees are able to log on to the **District Intranet** (though features will be limited when not connected from the NISD Network) and their **GroupWise WebMail** account. In addition, those who use the **Curriculum Management System (CMS)**, and **electronic gradebook** system (GradeSpeed) can connect from home. **iBistro** and **online databases**—located on the *Instruction page on the Internet*—are also available outside the District. No matter where you are, if you have access to the Internet, you can stay connected to Northside!



### SEMS

#### *(Substitute Employee Management System)*

SEMS is our online tool for reporting and managing absences from work for employees. SEMS takes care of tracking the absences, as well as, identifying and placing a substitute teacher if needed.

#### Registering with SEMS

- From any telephone, dial **522-8987**
- Follow the verbal instructions to establish your account

#### Log On to SEMS

SEMS is located on the drop-down menu for Employees on the NISD website. Log in with your e# and the password that was provided to you when you registered with the system (522-8987).

#### Create an Absence

- Complete the form describing the absence and click **SUBMIT**
- After verifying the details of your absence, click **CREATE ABSENCE**

#### Canceling an Absence

- Click **REVIEW ABSENCES**
- Select the date from the calendar
- Click **SEARCH**
- Click the job number link
- Click **CANCEL JOB**

### ERO

#### *(Electronic Registration Online)*

ERO is our online tool for registering for professional development. Employees can also view a record of their professional development history.

#### Log On to ERO

ERO is located on the NISD Intranet, under the Quick Links section. Log in with your e# (without the “e”) and the pin number that was provided to you when you registered with SEMS (522-8987).

#### Searching the Course Catalog

- Select the **COURSE CATALOG** tab
- Search courses by their **COURSE TITLE** or **START DATE**
- Locate the course you are interested in and click the **REGISTER** link to the right of the course
- View the various sessions offered
- Click the **REGISTER** icon to the left of the session you wish to take

#### Cancellations

Cancellations should be made at least 24 hours before the session is scheduled.

- Under the *My Current Schedule* tab, select the **CLICK TO DROP** link
- Select **YES**

#### **NISD FACT:**

*There are more than 30,000 district-owned computers connected to the NISD network daily.*

## Importance of Your eNumber

Every District employee is assigned a unique employee number; also known as your eNumber. It is important to memorize this number because it acts as a personal identification code connecting you to Northside’s Network and to many online resources (WebMail, gradebook, SEMS, ERO).

#### **Things to Remember**

- Employee numbers are assigned by Human Resources.
- Every employee number begins with an “e”, followed by six digits.
- There is **NO** space between the “e” and the six digits.
- Your employee number can be found on the Intranet.

# PROVIDING MORE SERVICES

## District Log On

Your NISD Username and Password are used to log on to district-owned computers. Logging on provides you with access to network resources such as your shared network folders and your home directory. Logging on also allows you access to network printers.

## Log On to the Network

The Network screen will come up when you turn on your computer.

- In the *Username textbox*, enter your eNumber (i.e. e012345)
- In the *Password textbox*, enter your password
- Click **OK**

## Securing Your Workstation

Leaving a computer unsecured exposes sensitive information such as e-mail, grades, student, financial, and employee data to theft and/or alteration. Therefore, all employees should manually lock their workstation whenever leaving it unattended.

Press **Ctrl + Alt + Delete** and select **Lock Workstation**

## Unlocking Your Workstation

- In the *Password textbox*, enter your password
- Click **OK**

***NOTE: Never share your password(s) with any other user.***

## Setting Up Your Phone

- Contact the Helpdesk and request that the telephone password be reset to the default and the mailbox be set for self enrollment
- Pick up the receiver of your phone and press the **messages** button
- The default password is **12345**
- You will be welcomed to the system and asked to add your recorded name, personal greeting, and to change your password

***NOTE: The new password should be 3 - 5 digits.***

## Your Network Drives

There is space on the network that is reserved for your work-related documents. Once logged on to the network, you have access to the drive(s) allocated for your position. It is a "Best Practice" to save documents to your network drives and not the (C:) drive on your computer. The benefit of saving your files to the network is that if your computer crashes or a fatal error occurs, you will not lose documents saved to the network because they are "backed up" nightly.

### Home Drive (H:)

This is a personal drive that is only accessible to the individual. This drive is to house your personal work-related documents. Your (H:) drive is identified with your eNumber. You can create folders within this drive to help organize your documents. All employees have (H:) drives.

### Shared Network Drives

Campuses and departments within NISD have shared network drives that are accessible to employees who work within that campus or department. The documents saved to these drives should not be confidential in nature. Additionally, the documents on the shared drive(s) can be viewed, modified or deleted by anyone who has access to the drive.

## Northside ISD Quick Reference Logins

Application	Description	Location	User	Password
CMS	Curriculum Mgmt. System: locate student TAKS/Test data & other personal information	From the NISD homepage, under Employee Links, select Curriculum Management System	6-digit e#	user created
ERO	Electronic Registrar Online: register for staff development	From the Intranet, select the ERO link	6-digit e# w/o the "e"	same as SEMS
GradeSpeed	Electronic Grade Book	From the NISD homepage, under Employee Links, select Gradebook	6-digit e#	network
GroupWise	NISD e-mail application	desktop short cut	6-digit e#	network
Network	NISD Network application	upon start-up	6-digit e#	user created
SEMS	Report absences/ Request substitutes	From the NISD homepage, under Employee Links, select SEMS	6-digit e# w/o the "e"	6-digit # assigned by calling 522-8987
Yearly Training	Required Online Training AUP and/or Sexual Harassment	From the Intranet, select the Training link	6-digit e#	network

# RESOURCES TO HELP YOU

## Online Databases

Library Services subscribes to many online databases that can be used at school and home. Campus librarians can provide you with login information for databases that have campus specific logins. For Non-campus staff, contact Library Services at 397-8190.

**Britannica** — *encyclopedia, images, web links, etc.*  
<http://school.eb.com/>

**EBSCO** — *periodicals, books, newspapers, medical, professional, images, lexiles*  
<http://search.ebscohost.com>

**Enciclopedia Universal en Espanol** (de Britannica)  
<http://spanish.eb.com/>

**Facts on File** — *diagrams, reference materials, maps, etc*  
<http://www.fofweb.com>

**Gale** — *newspapers, periodicals, reference books*  
<http://infotrac.galegroup.com>

**iBistro**—**Northside ISD's Library Catalog**  
<http://webcat.nisd.net/>

**netTrekker** — *educational search engine for online resources*  
<http://school.nettrekker.com/frontdoor/>

**TeachingBooks.net** — *authors and books*  
<http://www.TeachingBooks.net/home>

**Discovery's United Streaming** — *videos and images*  
<http://klnr.unitedstreaming.com>  
Username: e000000 (employee #)  
Password: last1985 (*first 4 letters of last name followed by 4-digit year of birth*)

**Visual Thesaurus** — *interactive dictionary and thesaurus*  
<http://www.visualthesaurus.com>

**World Book Online and Enciclopedia Estudiantil Hallazgos**  
<http://www.worldbookonline.com>

A complete and current list of all databases can be found on the *Instruction* page of the NISD website. If a URL changes, the website will be updated.

## New Employee Technology Checklist

- |  |  |
|--|--|
| <input type="checkbox"/> AUP Training    | <input type="checkbox"/> SEMS/ERO pin*       |
| <input type="checkbox"/> GroupWise login | <input type="checkbox"/> Technology Training |
| <input type="checkbox"/> Network login   | <input type="checkbox"/> Voicemail setup     |

\*Sign up for SEMS first, then use your assigned SEMS pin for your ERO password.

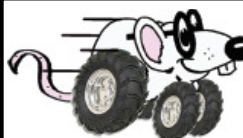
\*\*Not every option above may be available to you.

## eFiles

Connecting from home



eFiles allows district employees to access network directories when away from NISD. Employees who are assigned to locations that have been migrated to Active Directory are able to log in at a secured website and access the network directories that are available to them when they are at work. Your CIT (Campus Instructional Technologist), CAT (Campus Applications Technologist), or Training & Development Technologists (central office) will provide instructions for gaining access to this resource.



## Training on Wheels

Technology Training & Development offers technology classes at various campuses throughout the district. The classes are held after school and CPE and Teacher Choice

credit is available. Each class is two hours. There are separate schedules for the Fall and Spring. A flyer listing the location, dates, and times of the classes can be found on the Technology Training & Development website: [www.nisd.net/technology/training](http://www.nisd.net/technology/training). ALL NISD staff are encouraged to attend.

## Need Additional Help?

### Campus Instructional Technologists

Provide campus technology staff development and support technology integration.

### Campus Applications Technologists

Provide operational and administrative application training at the high school campus.

### Help Desk Personnel

Initiate Work Orders and assist with the set-up of user accounts and password resets for various NISD systems. Ext. 7700

### Training & Development Technologists

Train and support staff on NISD programs and systems.

Business Dept. Ext. 8941 • Central Office Ext. 8553  
Grissom Complex Ext. 8624 • NLC Ext. 8126



This resource provided by:

# Technology Training & Development

6632 Bandera Road, Bldg. D • San Antonio, Texas 78238 • 210.397.8126 • <http://www.nisd.net/technology/training>