



Roseville Area Schools

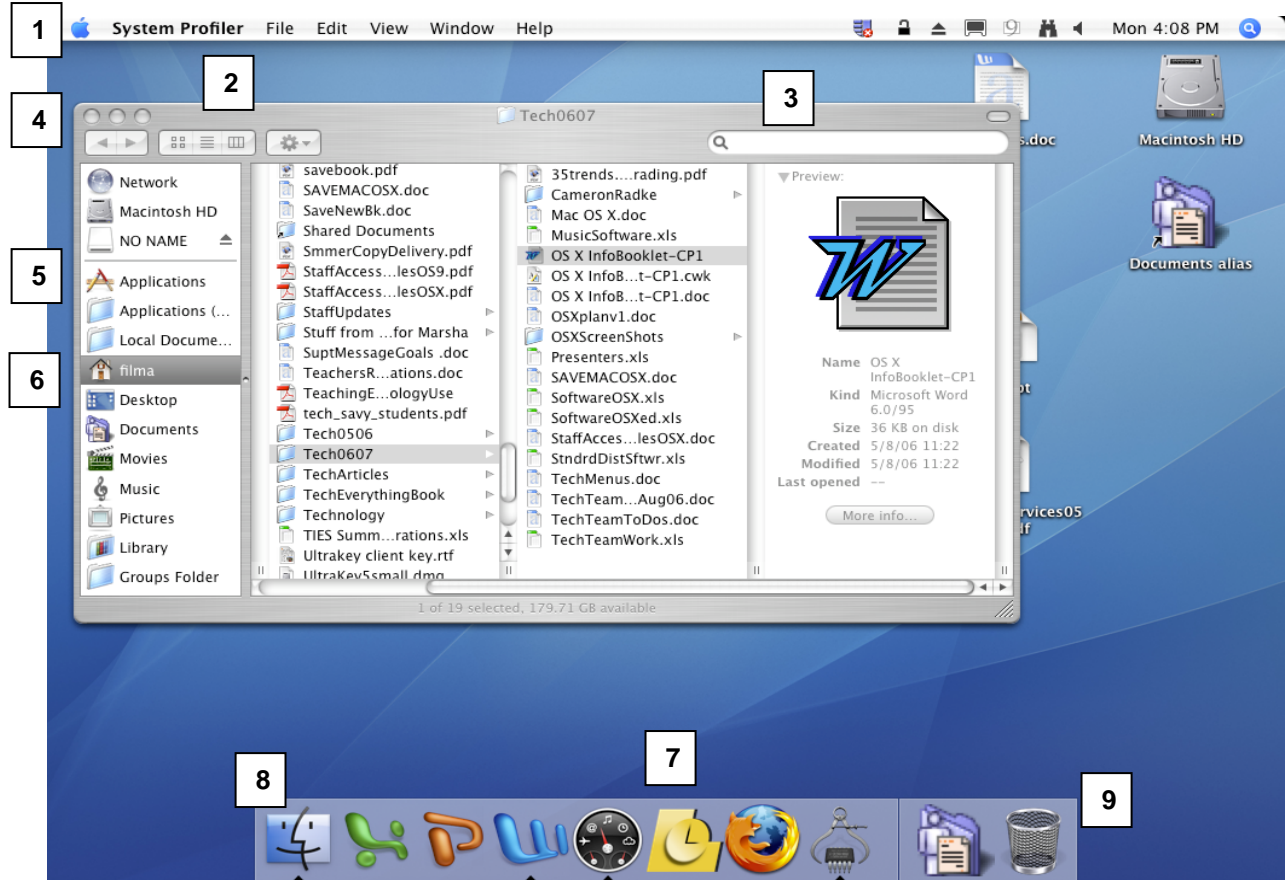
Technology Handbook

Mac OS X

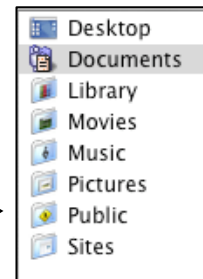
Version 10.4.6 Tiger

Mac OS X is an operating system. An operating system controls HOW your computer works.

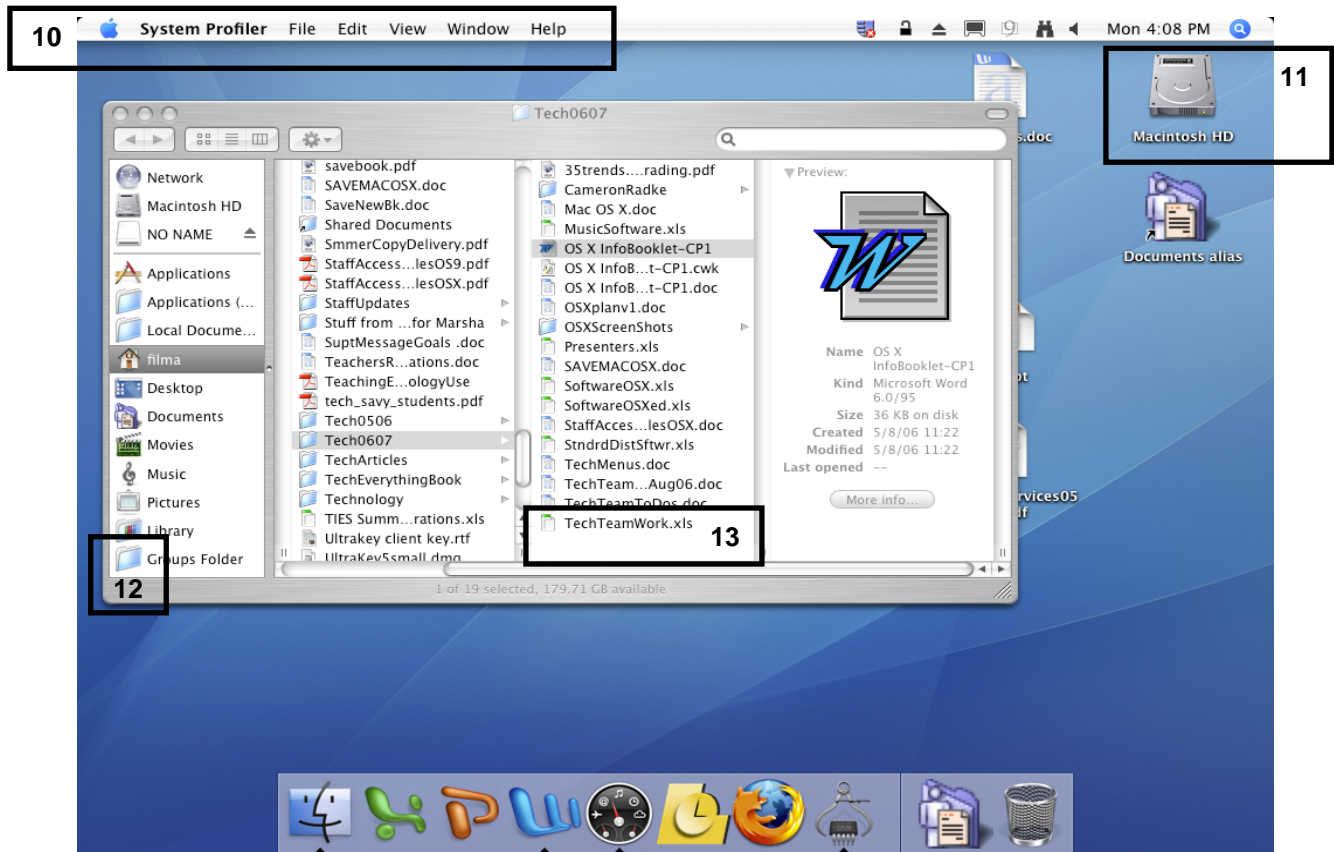
The OS X MAC Desktop:



1. **Apple Menu** – system settings, recent items, restart or shut down computer.
2. **View Buttons** – as icons, in lists or in columns. This handout assumes a Columns view.
3. **Search Field** – highlight folder you want searched, then type file name and press Return.
4. **Window Buttons** (Colored Circles) – red = close window; yellow = minimize window to the Dock; green = resize window.
5. **Sidebar** – Click icon to go to item.
6. **Home** – contains personal folders for your login. NEVER rename these folders. You CAN add or rename new folders within these, however. →
7. **Dock** (customizable) – Icons to open applications, documents, folders and minimized windows.
8. **Finder Icon** – Opens Finder window so you can see what is on your computer.
9. **Trash** - Drag items to trash to delete them.



Use the **Finder** features to navigate to different parts of your computer.



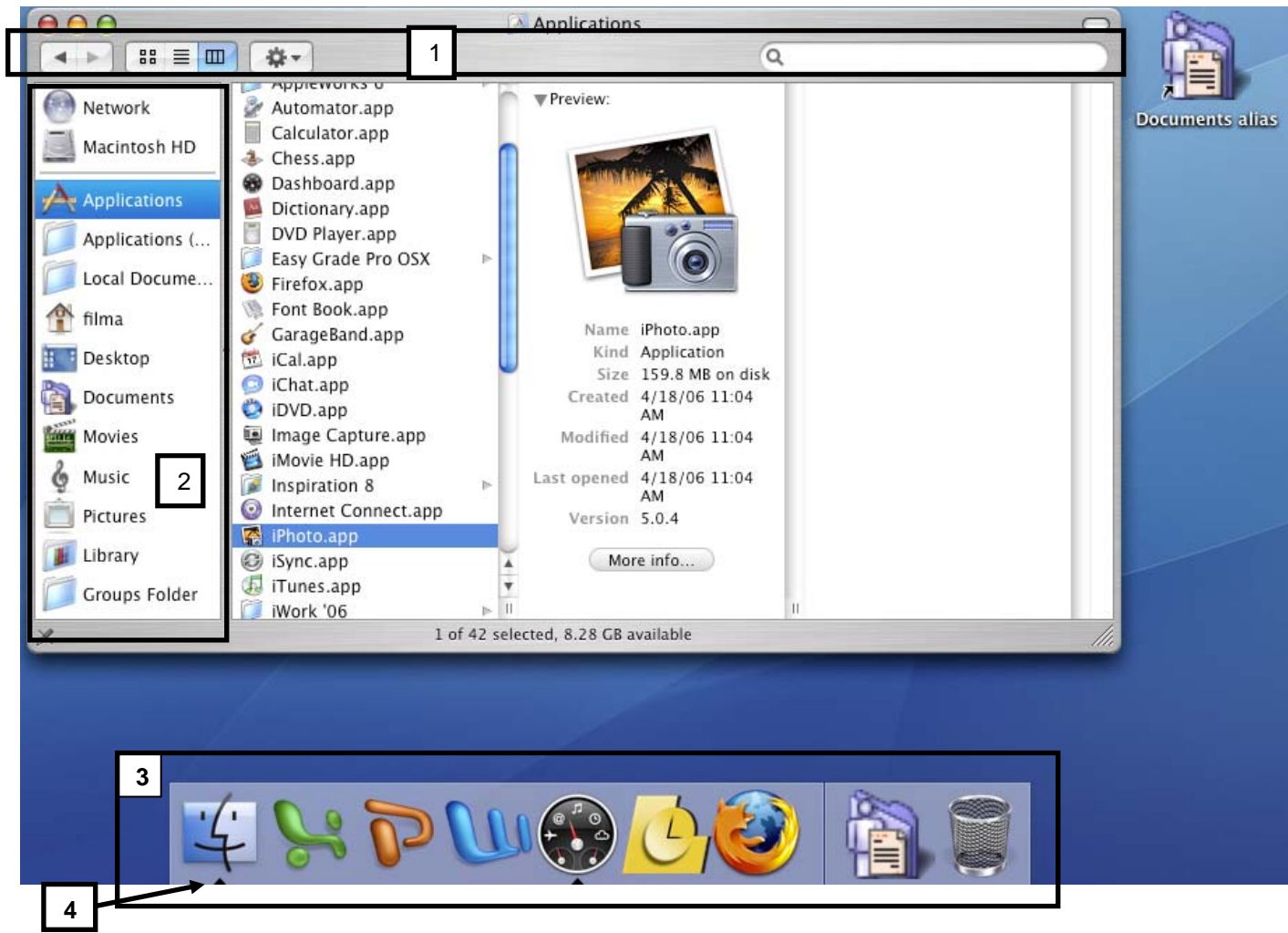
10. Application Menu – Shows name of program that is active. Use to set application's preferences or quit program.

11. Disk(s) – Macintosh HD always, and then any peripherals or CD-ROMS you insert.

12. Folder – Containers to organize your files and applications. Double-click a folder to see what is inside. Choose "New Folder" from File menu to create one.

13. Document – File you create using software applications. Can be opened by double clicking on name or by having the software application open it (File > Open).

Dock and Toolbar



1. **Toolbar** – Back/Forward arrows, View buttons, Action options, Search.
2. **Sidebar** – Click the icons to navigate around computer.
3. **Dock Applications** – Icons of frequently used programs and windows that have been minimized.
4. **Triangles** – small black triangles under an icon indicate that application is open.

The Dock does NOT contain icons for every program. You can find other programs by clicking on Applications in the Sidebar and then scrolling through the list of programs in the next column.

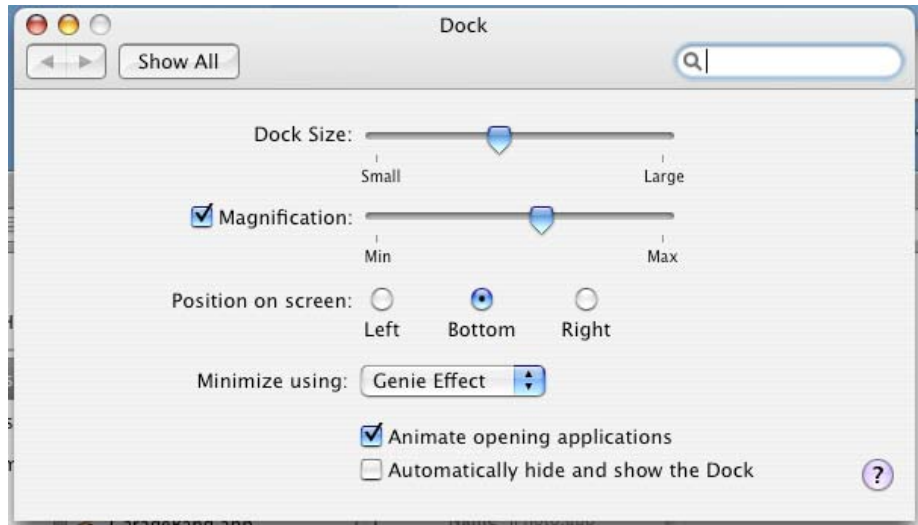
To add a program to your Dock, drag the application's icon from the Finder column down to the Dock. To remove a program from your Dock, drag the application's icon off of the Dock and let go.

To customize further, see the pictures on the next page.

Customize your Dock:

Under the Apple Menu

- Choose Dock / Dock Preferences

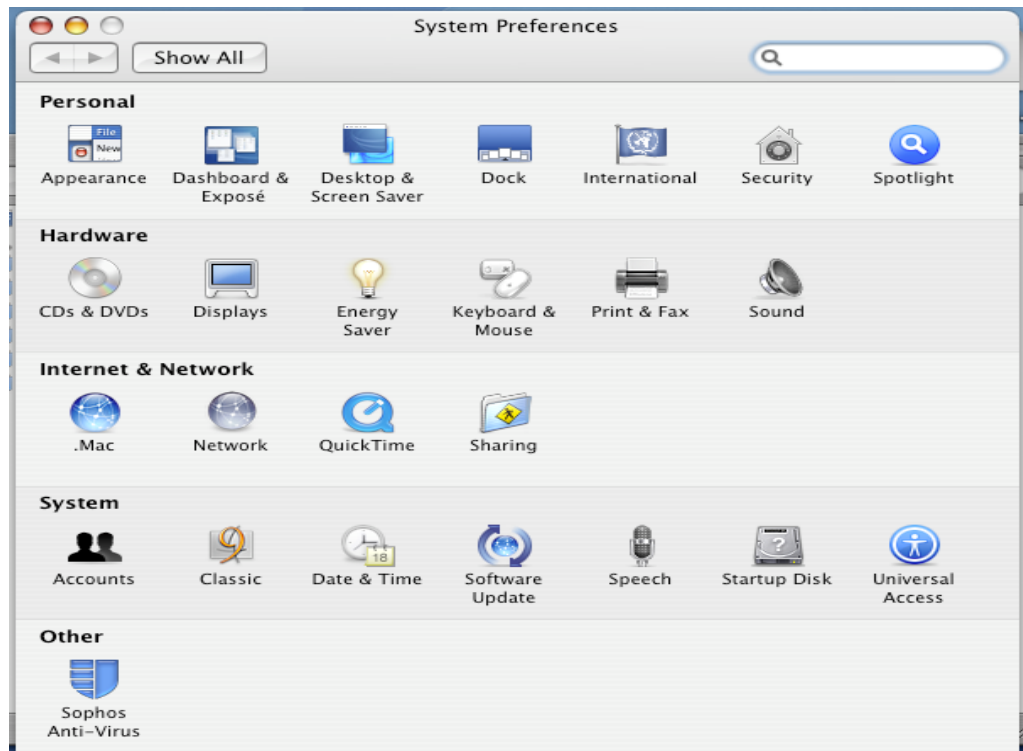


Customize your Toolbar:

- Under Finder's View Menu, choose "Customize Toolbar."
- Drag items to the Toolbar.








Choosing "System Preferences" under the Apple Menu accesses **System Preferences**











District Standard Software And Online Subscription Resources

Standard software is that which has been purposefully chosen for use throughout the district by curriculum, technology services, instructional media services, or by a particular team/department in the district such as Special Education or custodial staff. Support and training is provided for this software.

There is a district procedure for acquisition and use of software; see *Technology Purchase Process* in the Roseville Area Schools Media and Technology Services (online at <http://www.isd623.org/edc/ps/it/mediatechpolicies.cfm>). The following chart outlines current standards.

Program	Description
 <p>iPhoto</p>	<p>iPhoto</p> <p>Import, organize, edit, print, and share your digital photos.</p> <div style="text-align: right;">  </div>
 <p>(Microsoft Office*) Word</p>	<p>Word (word processing) equipped with templates and wizards to help create useful documents. Some uses for Word include:</p> <ul style="list-style-type: none"> • Creating reports, newsletters, business cards, labels and letters with illustrations • Tables and clip art in Word can be used for professional looking documents such as brochures and newsletters • Language tools: Spell and Grammar checking and Readability Statistics • Can create documents with the following extensions: .doc, .rtf, .html, .pdf <p>Additional material can be found at http://office.microsoft.com/en-us/default.aspx and http://office.microsoft.com/en-us/FX011000841033.aspx.</p>
 <p>(Microsoft Office*) Power Point</p>	<p>PowerPoint (presentations)</p> <p>Microsoft PowerPoint can be used to design effective presentations that can be delivered electronically, with overheads, or in paper form. Some uses of PowerPoint include:</p> <ul style="list-style-type: none"> • Multimedia presentations and handouts • Web-delivered presentations (great for distance learning) • Slide shows and informational kiosks (a presentation that continually runs without human intervention) • <i>Jeopardy</i> and game-show type boards <p>Additional material can be found at http://office.microsoft.com/en-us/default.aspx and http://office.microsoft.com/en-us/FX011000841033.aspx.</p>
 <p>(Microsoft Office*) Excel</p>	<p>Excel (spreadsheets)</p> <p>Microsoft Excel is used largely for organizing, manipulating, and charting numerical and information data (spreadsheets and ledgers). You can use Excel to sort and chart both simple and complex data. Some uses for Excel include:</p> <ul style="list-style-type: none"> • Organizing classroom and student information • Creating and tracking budgets • Sorting and charting data <p>Additional material can be found at http://office.microsoft.com/en-us/default.aspx and http://office.microsoft.com/en-us/FX011000841033.aspx.</p>

 <p>Inspiration*</p>	<p>Inspiration v. 8 (Grades 6-12)</p> <ul style="list-style-type: none"> • Pre-writing Outlines • Graphic Organizers • Drawing and Presentation • Creates .isf files; Using <i>Export</i>, documents can be many other types. <p>View Inspiration Quick Tour on publisher's website: http://www.inspiration.com/productinfo/Inspiration/interactive_demo/index.cfm</p>
 <p>World Book</p>	<p>World Book Online Reference Center</p> <p>Web version of popular encyclopedia. Don't miss the <i>Educator's Tools</i> that correlate content with Minnesota Academic Standards. http://www.worldbookonline.com/ Login ID: isd623 Password: worldbook</p>
 <p>Making the Grade X</p>	<p>Making the Grade X</p> <p>An electronic grade book that helps teachers manage class lessons. This program is compatible with our Teacher Web Publishing service, <i>School Center</i>. Visit the publisher's web site at http://www.gradebusters.com</p>
 <p>Atomic Learning</p>	<p>Atomic Learning for Software Training and Lesson Plans</p> <p>3 sections:</p> <ul style="list-style-type: none"> • Computer software training films for PCs • Computer software training films for Macs • Curriculum Tools (Fantastic stuff!) <p>www.atomiclearning.com Username: rosevilleisd Password: isd623 (Subscription for <u>all students and staff</u> of ISD 623.)</p>
 <p>SchoolCenter</p>	<p>School Center</p> <p>A host for teacher web sites that can be managed from any computer with an Internet connection. Visit their web site at http://www.worldbookonline.com/. Contact your media specialist to have an account activated for you or your grade level.</p>
 <p>iMovie</p>	<p>iMovie</p> <p>Video editing/production software for digital movies and slide shows. Mac and OS X only.</p>
 <p>Garage Band</p>	<p>Garage Band</p> <p>Audio editing/production software for music, podcasts, and more. Mac and OS X only.</p>
	<p>SasiXP</p> <p>Student record-keeping attendance and grade reporting software.</p>





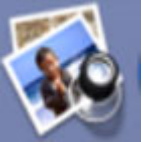
* License allows teachers to have copy on home computer as long as employed by ISD 623. Check out installation CDs from your Library Media Center.

Non-standard Software

Software is considered “non-standard” if it no longer being updated, has been chosen by an individual or is needed by only a small group of people to meet their work, teaching, or learning needs. Individual users of “non-standard” software will generally need to be responsible for their own support and training.

To insure system stability, the acquisition and use of non-standard software also follows the district *Technology Purchase Process* (mentioned previously). District technology support staff need to determine any possible system conflicts. In addition, the software owner needs to furnish tech support with packaging and license information. Copyright guidelines respected.

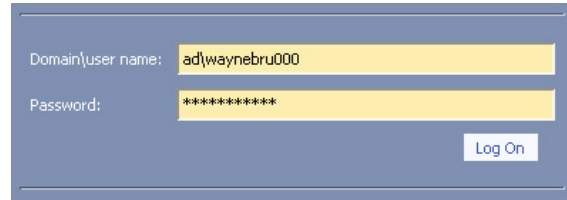
Some of our non-standard software still commonly installed is as follows:

 <p>Appleworks Word Processor, Drawing, Paint, Database, Spreadsheet, & Presentation.</p>	 <p>Keynote New Apple presentation software. Mac and OS X only.</p>	 <p>Pages New Apple word processing software. Mac and OS X only.</p>	 <p>Safari Apple Internet browser software. Mac and OS X only.</p>	 <p>Preview Apple .pdf reader software. Mac and OS X only.</p>
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Web Mail Basics

Your email can now be accessed through Outlook Web Mail Access.

- To access your Outlook Email Account via the Web, Go to <http://webmail.isd623.org>
- At the login page, enter your username after AD\ . AD\ tells the server where to look for your account information and must be provided along with your username. Enter your password in the box below that, then click on the Log On button.
- Public computers will log out automatically, and will not retain your login information. Private computers will cache your user information, allowing any one who uses your computer account access to your e-mail.



Once you log in you should see a screen with your email messages on the right and the Outlook Web Access menu on the left.



	From	Subject	Received	Size
<input type="checkbox"/>	RUTT, LORA	RE: reply to me please.	8/4/2008 1:59 PM	2 KB
<input type="checkbox"/>	FOSTER, CLINT	Re: reply to me please.	8/4/2008 1:40 PM	1 KB
<input type="checkbox"/>	PETERSON, BRANDO...	RE: reply to me please.	8/4/2008 1:39 PM	2 KB
<input type="checkbox"/>	MEYER, JASON	RE: reply to me please.	8/4/2008 1:38 PM	4 KB
<input type="checkbox"/>	MEYER, JASON	RE: test	8/4/2008 1:34 PM	4 KB
<input type="checkbox"/>	MEYER, JASON	RE: test	8/4/2008 1:33 PM	4 KB
<input type="checkbox"/>	joeytmann@comcas...	Re: test	8/4/2008 1:33 PM	3 KB
<input type="checkbox"/>	MEYER, JASON	RE: test	8/4/2008 1:33 PM	4 KB
<input type="checkbox"/>	erna@isd623.org	Web Access for: RICHARD DEAN AND...	8/20/2007 12:44 PM	2 KB

Web Mail Tool Bar

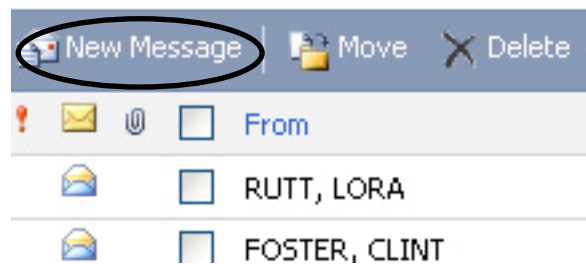
Hover the mouse arrow over each icon (but do not click) to see what each icon is for. “Hovering” is a good way to get more icon information.



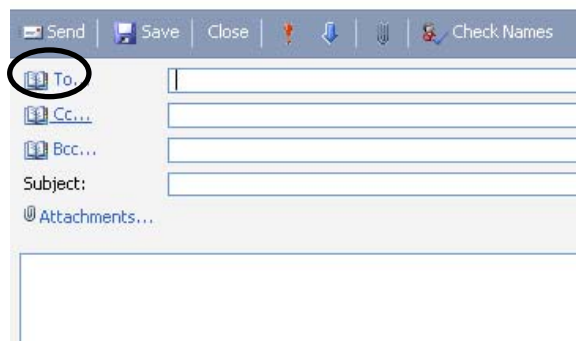
The tool bar will change to match the context it appears on. If you are viewing your calendar, the tool bar will display functions related to your calendar, and e-mail tools when viewing your inbox.

Sending a New Message

Open a new message to send by clicking on “new message” in the upper left corner of the screen, while in a mail folder.



The easiest way to address an e-mail is to type your recipient’s name in the To... Field. You only need to include enough of the person’s name to identify them uniquely. For example: typing *B P* will search for all people in your address book with the initials BP or PB. For multiple recipients, separate the names by a semi-colon. Click on the Check Names button. Any ambiguities will be presented to you in a dialog on the left.



You may also use the address book to select a recipient for a new message by clicking on “To”. This will open the Address Book. The address book contains a list of all district employees, sorted by last name.

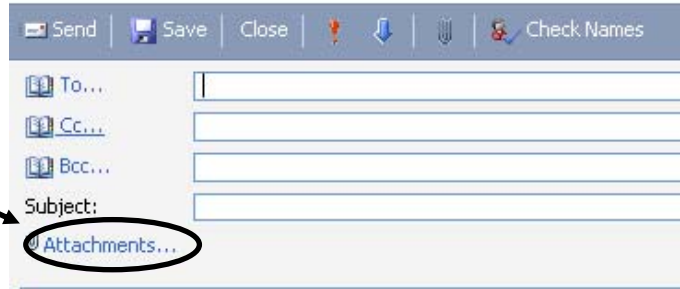
**Note: The process is the same for including a copy (cc) of the email for another person(s) or for a Blind Carbon Copy (bcc). BCC is a useful feature for emailing a group of people (parents for example) where the email address of the recipients should remain private.*

Click on “Close” to go back to the message.

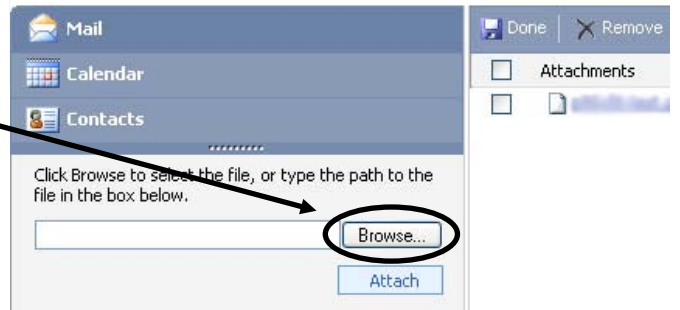
Add an Attachment to an Email Message

Open a new email message.

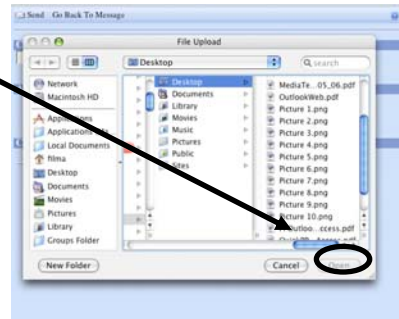
Click on "attachments"



Click on "Browse"



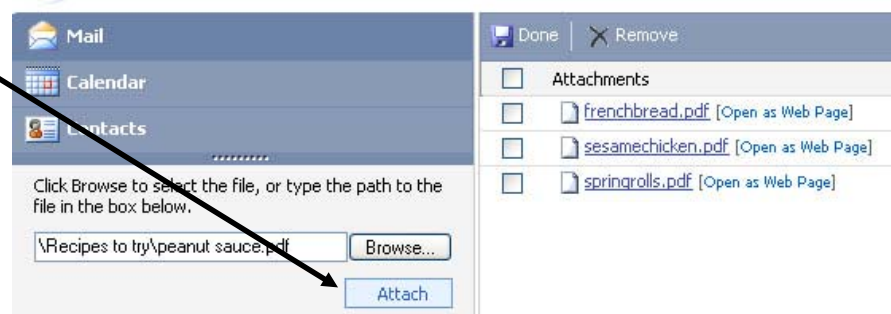
Navigate to the file to be attached and click "Open"



Click on "Attach" button.

The file to be attached should then show on the list under "Attachments."

Repeat process to send multiple attachments.



Click on "Done" to return to your message.

Receiving an attachment:

Open the email with attachment

In "Attachments" area of the email, click on the name of the attachment.

There are two ways to open the attachment:

1. ▶ Click on the attachment. This may open a blank Internet window along with this pop up window.

Sent: Thursday, August 07, 2008 1:19 PM
To: Marsh, Stan
Attachments:  mailaddress.jpg (47 KB);  webmtoolbar.jpg (30 KB)

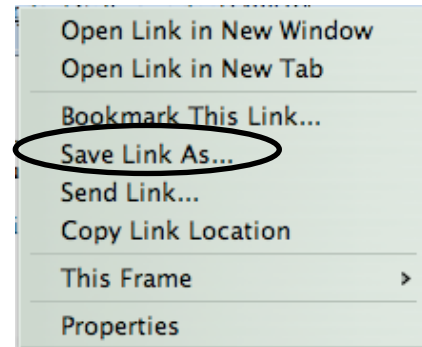
▶ Choose "open with" to see the file, or "Save to Disc"

▶ Click "ok"

OR

2. ▶ CONTROL CLICK on the attachment (hold down the "ctrl" button on the keyboard and click the mouse on the attachment) you will get a menu with choices.

▶ Choose "Save link as...." and navigate to the folder where you would like to save the attachment.



Add a new contact

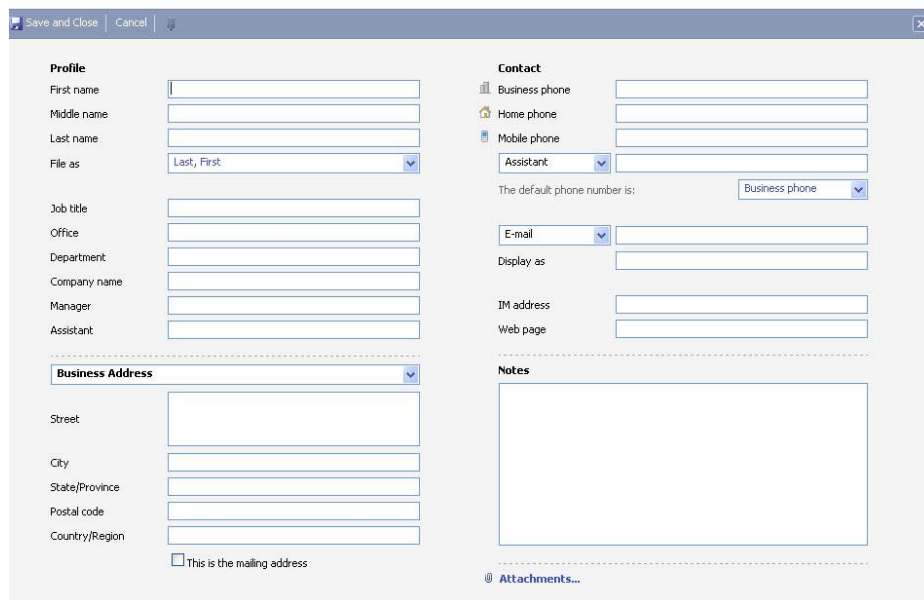
Select Contacts from the Outlook Web Access Menu on the left hand side of the screen.

Click “New Contact”



Enter First and Last Name, “Display” name and email. This information is required. The other fields are optional.

Click “Save and Close” in the upper left hand corner.

A screenshot of the Outlook Web Access 'New Contact' form. The form is titled 'Save and Close' and 'Cancel'. It is divided into several sections: 'Profile', 'Business Address', 'Contact', 'Notes', and 'Attachments...'. The 'Profile' section includes fields for First name, Middle name, Last name, File as (dropdown), Job title, Office, Department, Company name, Manager, and Assistant. The 'Business Address' section includes fields for Street, City, State/Province, Postal code, and Country/Region, with a checkbox for 'This is the mailing address'. The 'Contact' section includes fields for Business phone, Home phone, Mobile phone, Assistant (dropdown), E-mail (dropdown), Display as, IM address, and Web page. The 'Notes' section is a large text area. The 'Attachments...' section is at the bottom right.

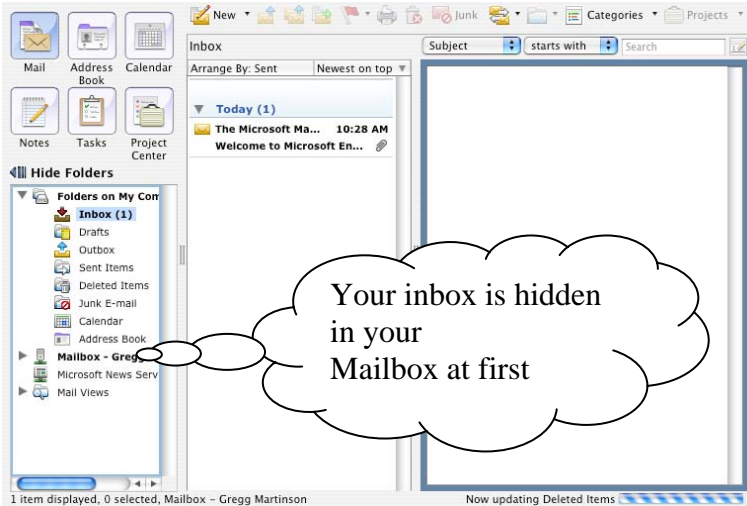
Entourage Basics



Entourage Setup.app

The district has adopted Microsoft Entourage as the default application for accessing your email from an OS X computer. In order to make this work for you, you will need to setup entourage by following a step by script. Please launch “Entourage Setup.app” the first time you want to check your mail.

Once you log in you will be greeted with a screen that is very similar to Microsoft Outlook.



TO View your mailbox, click on the triangle by your mailbox.



The Toolbar



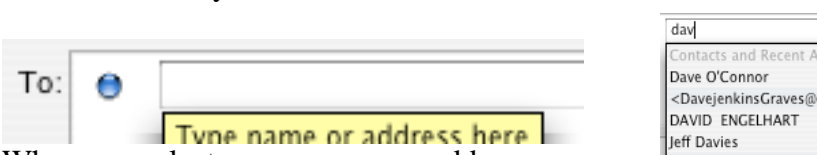
The toolbar is active when you highlight a message. Hover your mouse over any icon (but don't click) to find out what the icon is for.

New Message

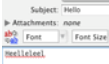
Open a new message by clicking on the new Message button.



Then type the name or a part of the name of the recipient. A pop-up box will list all of the addresses in your address book that matches this name.

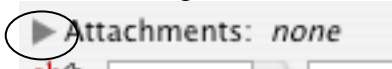


When you select a name you can add more names or click on the subject field to continue writing the message. In the message body you will notice that misspelled words are underlined with a red-wavy line.

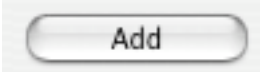


Add an Attachment

To add an attachment, first click on the message's attachment triangle to reveal this part of the message.



Within the attachments section of the message there is an add button.

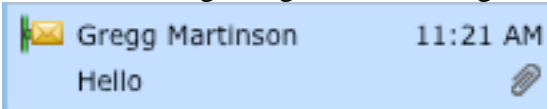


When you click this button a dialog box opens that asks you to locate the file. When you find the file that you would like to attach click on this and then click the choose button.

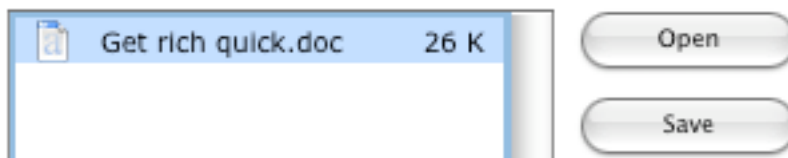


Receiving an Attachment:

When you are reading your email, messages that have attachments will have a paperclip in the bottom right edge of the message. Click on the message.



On the right-hand pane of entourage you will see an attachment section. Highlight the attachment and choose save.

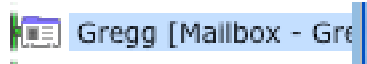


BEWARE! Attachments can, and often do, contain viruses. Open attachments only when you expect to receive them.

Add a New Contact



To organize your contacts you will need to click on the address book. To add a new contact, first select your mailbox on the list of mailboxes in the left-hand pane.



Then click on the new contact button in the toolbar.

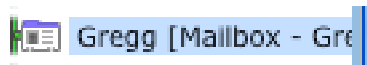


Then you will need to fill out the name and email address of the new contact in your book and choose save:

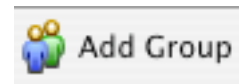
A screenshot of the 'Name & E-mail' form in an address book. The form has several input fields: 'First:', 'Last:', 'Title:', 'Suffix:', 'Company:', 'Department:', 'Job title:', and 'Work E-mail:'. The 'First:' field is currently selected with a blue border.

Make a Distribution List

To add a new distribution list, first select your mailbox on the list of mailboxes in the left-hand pane.



In the address book click on add group.



Name the group. And then enter the names of each member just as you would an email message.

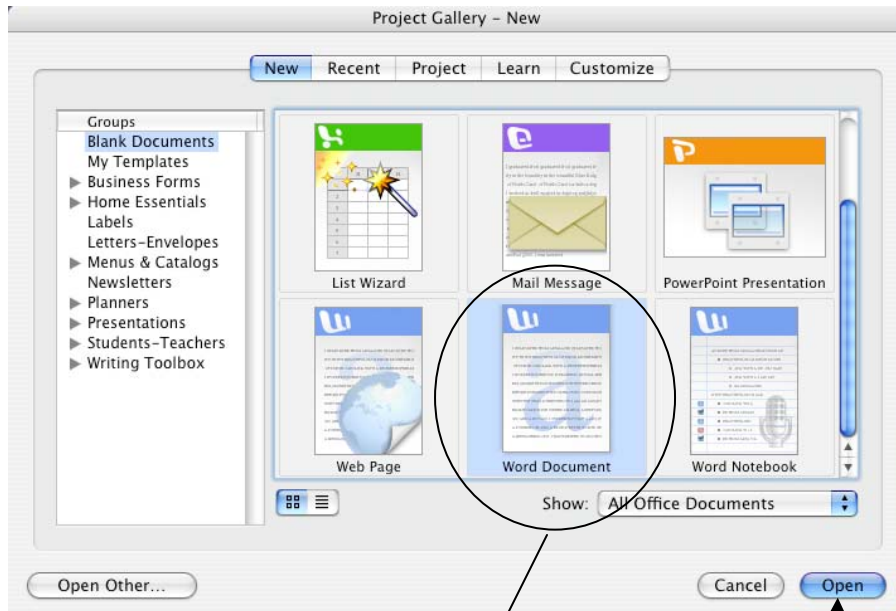
A screenshot of the 'Add Group' dialog box in an address book. The title bar reads 'media • Address Book [On My Computer]'. The toolbar includes buttons for '+', 'X', a document icon, a link icon, 'Link', a trash icon, 'Delete Group', and 'Categories'. The 'Group name:' field contains the text 'media'. There is a checkbox labeled 'Don't show addresses when sending to group' which is currently unchecked. Below the checkbox is a large text input field with a yellow highlight and the placeholder text 'Type name or address here'.

Using Microsoft Word for Word Processing

Opening Word for new document



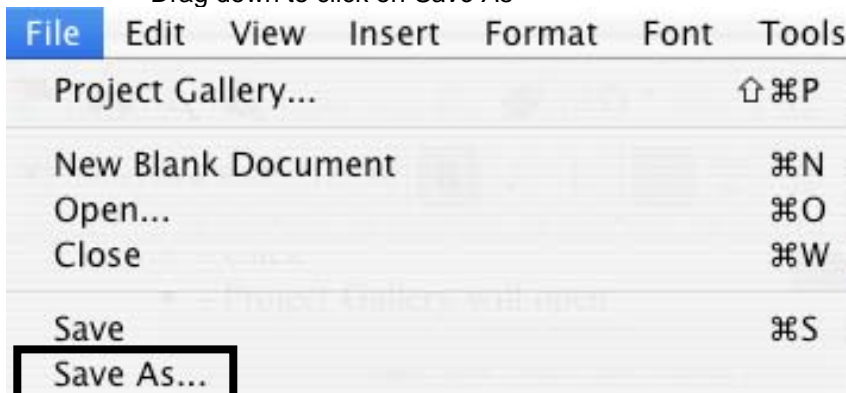
- Click W icon on dock located at edge of desktop
- Project Gallery will open



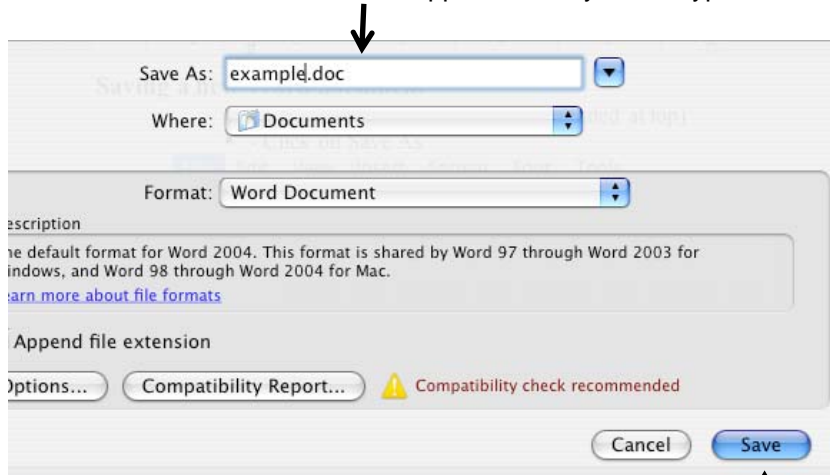
- Word Document is highlighted
- Click on open button at lower right

Saving a new Word document

- Click on File drop down menu (located at top)
- Drag down to click on Save As



- A Save As window will appear where you can type in the title of your document.



- Click on highlighted Save button

Retrieving Saved Files

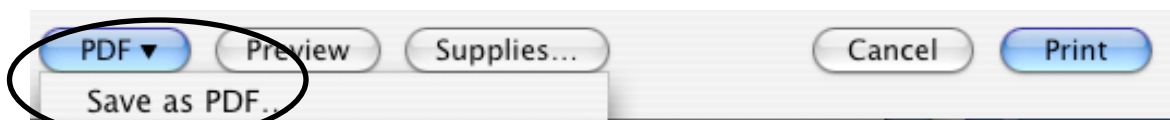
- Find Documents icon on dock or sidebar
- Click to open
- Scroll to find file name
- Double click on file title



Making a PDF

A PDF is a portable document format that is viewable by anyone with a computer using .pdf reader programs such as “Adobe Acrobat Reader” or “Preview.” Mac OS X allows most word processing documents to be turned into .pdf documents. You would do this if you wanted to post a document on your web site. Computers with Internet connectivity most all have .pdf readers, so the viewer does not have to have the type of software in which the document was created.

- With your document open, go under the *File* menu and select *Print* . (Trust us, this works! You are not really going to Print, you’re going to Save As PDF.)
- When the *Print* window opens, select “Save as PDF” from the PDF drop-down menu in the lower left corner of the window.



- Name your the document and save it to your documents folder.

Transitioning Away from AppleWorks

As long as AppleWorks continues to function with Mac OS X, it will remain available for staff and student use. However, AppleWorks is a program that will not be updated anymore, so eventually it will probably stop working. This is why the district no longer supports it as part of District Standard Software, and we recommend that you begin to use Microsoft Office (Word, PowerPoint or Excel).

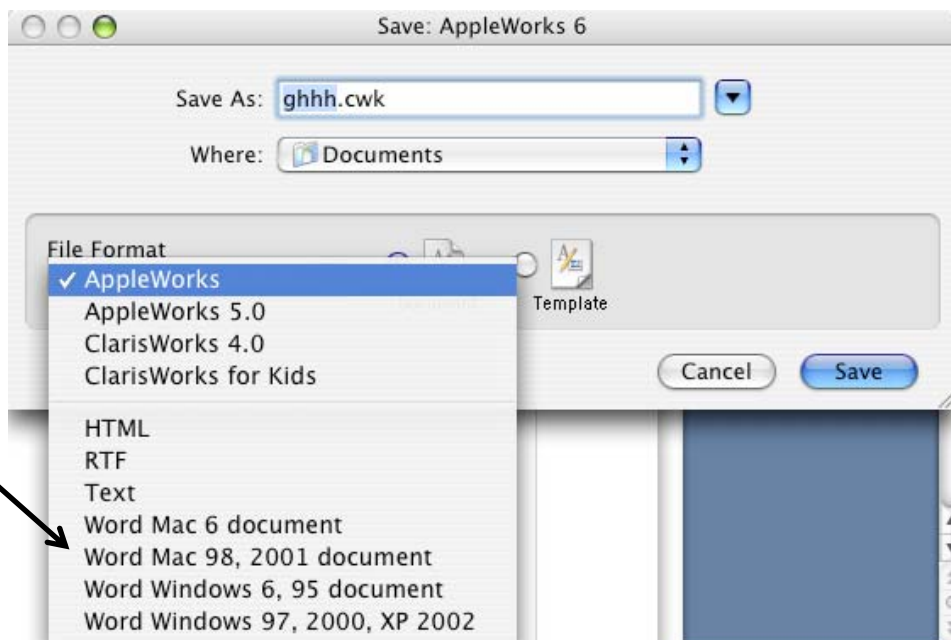
Word processed

documents transfer easily to MS Word. AppleWorks may let you choose a Word format when you use “Save As”. In the lower left corner of the Save As window, go to *File Format* and look through your choices. If you can, select *Word Mac 98, 2001, document*. Then click *Save*.

If that fails, try to copy the content of your AppleWorks document and pasting it into a blank Word document.

As a 3rd option, the district

has purchased the new Apple suite that has *Pages*, a word processing program that can open and read .cwk files and *Keynote* a new Apple presentation software. You can try these programs, but you will find that MS Office programs are much more universally found on computers than the Apple programs. Your students are more likely to be familiar with Office if they have a home computer. Office documents do go between platforms easily (Mac to PC and vice versa).



Spreadsheets also transfer quite easily into MS Excel documents. Again, you can first try to get AppleWorks to “Save As” Excel. If that is unsuccessful, copy and paste your content from the AppleWorks spreadsheet to a blank Excel document.

Drawing and Painting do not have an Office equivalent, though Word and PowerPoint do have drawing ability. If you want to ensure always being able to open these document types, you can save them as .jpeg images. (Again, this is an option from AppleWorks “Save As” “File Format” dialog. But keep in mind that .jpegs are not editable images.

And don't forget to try out the drawing and painting features of *Kid Pix*, *Kidspiration* or *Inspiration* to see if they will meet your needs.

Firefox Basics

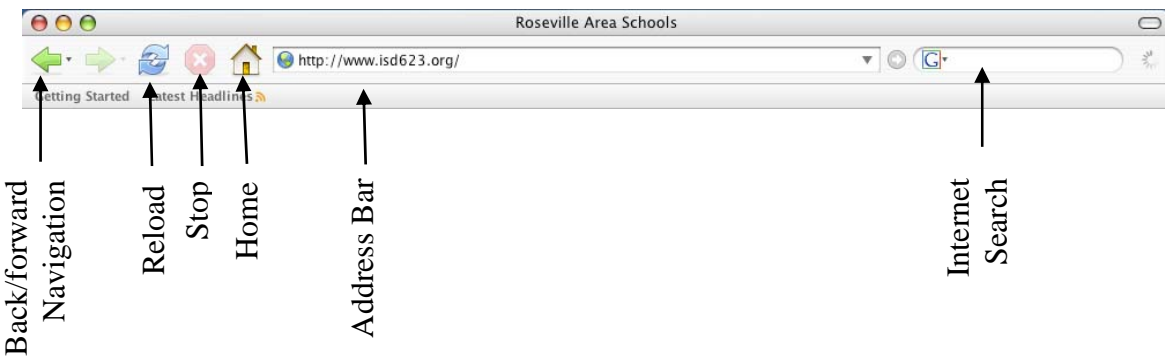
What is a browser?

- A browser is a software program that allows you to look at sites on the Internet.
- Internet Explorer and Netscape are browsers we have used in the past.
- **Firefox** is the browser currently recommended and supported by the district. Either Macs or Windows computers can use it.

This is the **ICON** for Firefox that is in your dock.



The **Toolbar** is at the top of your Firefox browser window.



Setting Your Homepage:

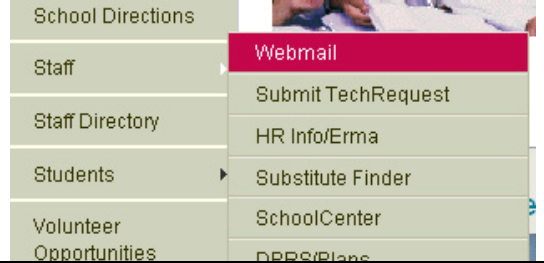
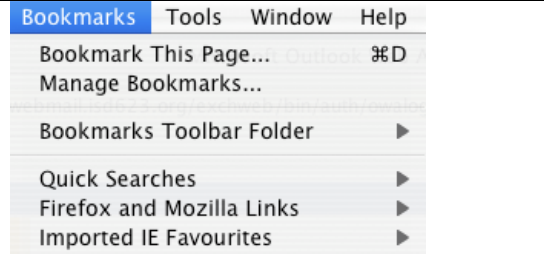
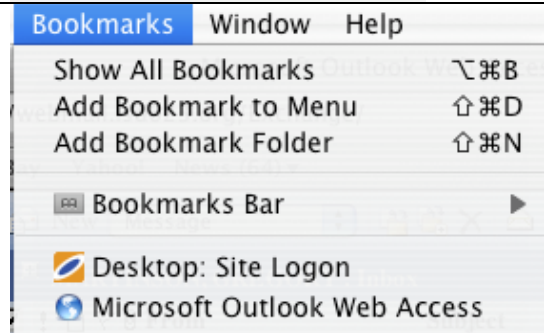
1. Start Firefox by clicking on the icon in the dock.
2. Once the program loads, type the URL (address) of the webpage you would like to have as your homepage, such as www.isd623.org.
3. Under the Firefox menu, pull down to select Preferences.
4. In the top of the Preferences window, select Use Current Page



5. At the bottom of the Preferences window, click on OK

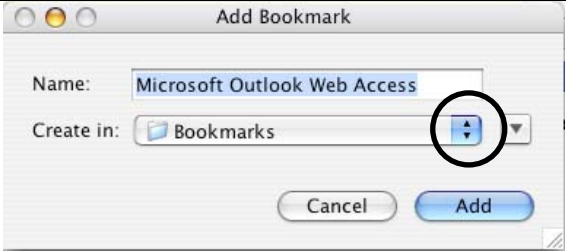

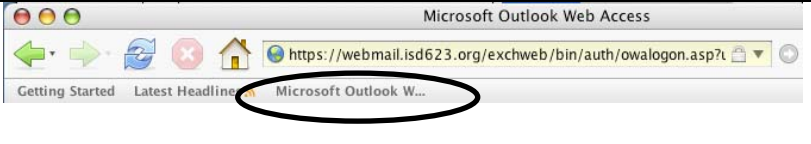


Adding Bookmarks

1	Find Webmail in the staff collection on the Navigation bar on most District Websites	 <p>School Directions</p> <p>Staff Webmail</p> <p>Staff Directory Submit TechRequest</p> <p>Students HR Info/Erma</p> <p>Volunteer Substitute Finder</p> <p>Opportunities SchoolCenter</p> <p>DESS/Plans</p>
2	Choose the menu Bookmarks →Bookmark this page	 <p>Bookmarks Tools Window Help</p> <p>Bookmark This Page... Outlook ⌘D</p> <p>Manage Bookmarks...</p> <p>Bookmarks Toolbar Folder ▶</p> <p>Quick Searches ▶</p> <p>Firefox and Mozilla Links ▶</p> <p>Imported IE Favourites ▶</p>
3	To return to the bookmark, select bookmarks and select your new email bookmark from the menu	 <p>Bookmarks Window Help</p> <p>Show All Bookmarks Outlook W ⌘B</p> <p>Add Bookmark to Menu ⌘D</p> <p>Add Bookmark Folder ⌘N</p> <p>Bookmarks Bar ▶</p> <p>Desktop: Site Logon</p> <p>Microsoft Outlook Web Access</p>

Add a Bookmark to the Bookmark Toolbar

(Another way to make a bookmark!)

1	Repeat steps 1 through 3 for adding a bookmark listed on the previous page
2	<p>After you select “bookmark this page”, click on the drop down menu arrows</p> 
3	<p>Select “Bookmarks Toolbar Folder” and click “Add”</p> 
4	<p>The link should appear in the Firefox Bookmarks Toolbar</p> 

Logging on to CLASSXP

To use the Classxp attendance system there are two levels of security. The first step is to login to your computer. Only staff have access to use Classxp.

For security reasons please logout before allowing students to use .your computer

To Logon:

Step 1

Login in to your computer by entering your login name and password

Step 2

Find the ClassXP Icon on your dock, and click it to open ClassXP

Step 3

The next screen is the login to Classxp This is the second level of security. Use your standard login name. Your password is the same as your user ID . **Be sure to change your password from the default!** You can change your password by clicking the Change Password box.

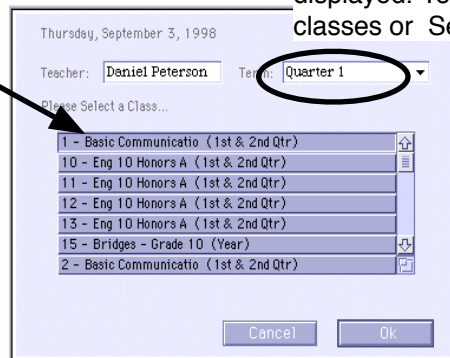


- Click the mouse in the user ID box and enter user ID.
- Hit tab to move to the password box.
- Enter your password which is the same as your User ID.
- Press return or Click Login box.

Click this box to change the classes displayed. You can view entire year classes or Semester classes

Step 4

Choose the hour you wish to work with by doubleclicking.

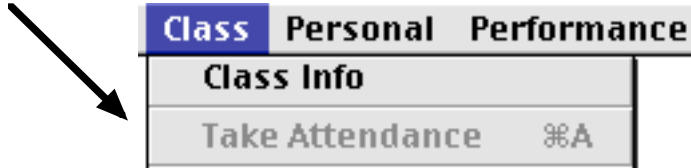


Taking Attendance

To take attendance:

Step 1

Go to the **Class Menu** and Choose **Take attendance**



Use the mouse to select the student you wish to work with.

Click once on the student's name to mark absent or UNV for unverified.

Click twice to mark the student tardy

Click three times to return the student's status to present.



Step 2

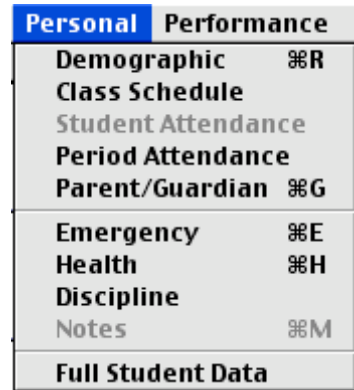
When you are finished taking attendance go to the top of the screen and click on the **stop** button. Your class attendance is immediately recorded.



Student Information in CLASSxp

CLASSxp gives teachers access to information on the students in their class(es).

To view information on a student, click once on the student picture so they are highlighted in red. Then click the Personal menu to look up student information.



You have access to the following areas of student information:

Demographic

This area gives basic student information, such as primary phone number, address, and parent/guardian name.

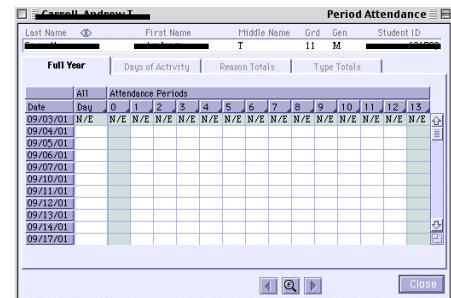
Class Schedule

Contains the class schedule of the student for the school year.

Period Attendance

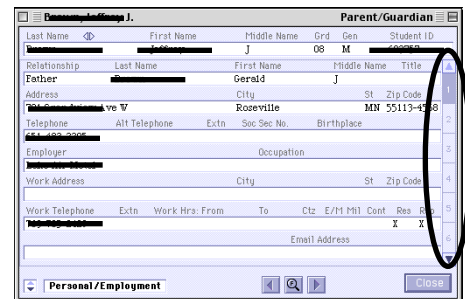
You can view a student's attendance across all class periods for the year in this window.

Click the Days of Activity, Reason Totals, and Type Totals tabs at the top of the screen to see summaries of the student's absences.



Parent/Guardian

This window contains information on a student's parents, emergency contacts, and other relevant persons. Click the numbered sidebar to scroll between records for each student.



The Emergency, Health, and Discipline selections on the Personal menu are not used.

Several reports can also be run from the Personal menu that you may find useful. Please note that the information presented in these reports is only for the current class selected.

Reports from Period Attendance, Period-Attendance menu:

ATP13, Report by Student -- Gives an attendance summary, per student.

Reports from Student Demographics, Student menu:

STU02, Student Directory -- A list of students with parent/guardian and contact information.

STU25, Birthday Listing -- Students and birthdates, sorted by month.

STU41, Class Roster w/ Schedule -- Prints students and their schedules.

Editing Attendance Information

Important note:

Please do not change an absence reason other than UNV (Unverified) and TDY (Tardy). Even if you know a student was absent for another reason, it is the responsibility of the attendance office to record this.

To change today's attendance:

CLASSxp will allow you to take attendance more than once on the same day. Go to the Class menu and choose Take Attendance as usual.



To change yesterday's attendance:

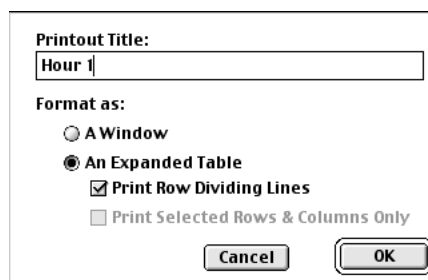
Go to the Class menu, and select Class Attendance. You may change only the previous school day's attendance!

Additional Tips and Tricks

To quickly print a class roster:

1. Go to the Class menu and choose Show Student List.
2. Go to the File menu, and choose Print.
3. Change the Printout Title to something descriptive, like, "1st Hour Math." Select "An expanded table" and check off "Print Row Dividing Lines." Click OK.

Note: This will print a blank sheet after your class roster. This is normal.



To print your current seating chart:

As you know, the Seating Chart Report in CLASSxp has never worked. Here is another way to print the layout of your seating chart.

1. Open the class.
2. Hold down ⌘ - SHIFT - 4 at the same time. Your mouse pointer will turn into a cross.
3. Drag a box around your seating chart. When you let go of the mouse button, your computer will make the sound of a camera shutter.
4. Open your staff documents folder on the server. A file called, "Picture 1" will be there. Double-click it, and a picture of the seating chart will open. Go to the File menu, and Print. Then go to the File Menu, and Quit.
5. Delete "Picture 1" from your document folder. Repeat steps 1-5 for each class.

To export a class list:

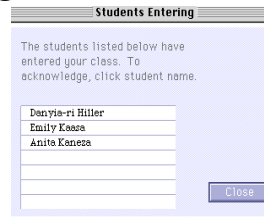
1. Go to the Class menu, and choose Show Class Attendance.
2. Go to the Data menu, and choose Export List. Choose your save location, and give the file a name. Hit Save.
3. Another Save box will appear. Click CANCEL.

Your student list can be opened in ClarisWorks, or imported into Making the Grade.

ClassXP Seating Chart Information

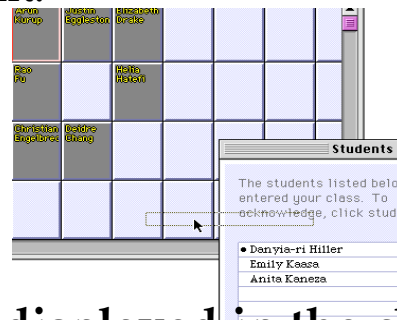
How to Use the Show Students Entering Function

SASIXp Classroom automatically displays the names of students entering a class when you first bring up the class.



To add new students to your seating chart.

Click and hold the mouse button on each students' name and drag the name from STUDENTS ENTERING list to the seating chart.



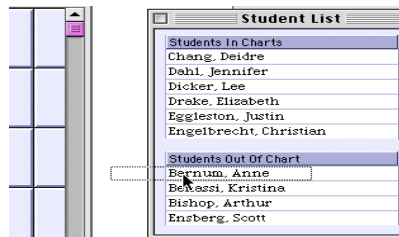
To remove and change students displayed in the chart

Go the CLASS menu and Choose Show student list



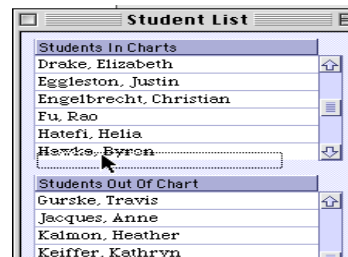
TO ADD A STUDENT

Select a student from the STUDENTS OUT OF CHART by clicking on the name and drag it to the seating chart



TO REMOVE A STUDENT

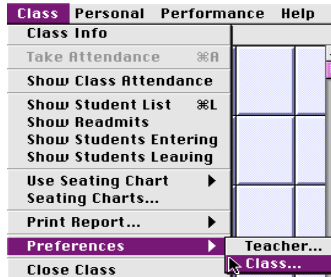
Select the student you want to remove from the IN CHART LIST and drag the name to the OUT OF CHART list



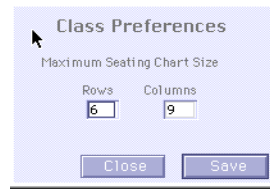
Creating and Modifying Seating Charts

To change the size of the seating chart grid

1. Go to Class Menu and choose Preferences. and select CLASS...



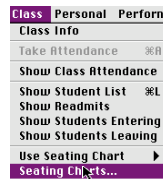
2. The default size is 6 x7. You can increase the rows and columns to display larger class sizes. To have the changes take effect you must leave close and reopen the class.



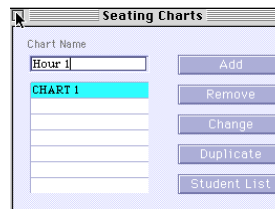
3. After you reopen the class you will have to resize the seating chart window to see the large chart grid

To Create a New Seating chart

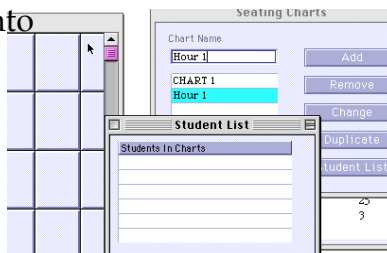
1. Select Seating Chart... from the Class menu.



2. Enter a new name for the chart and select ADD
3. After the blank chart is created. Click Student List to display all students names.



4. Select each students name and drag onto the chart in the order you wish



Initial Making the Grade Setup - Importing Student name from Classxp

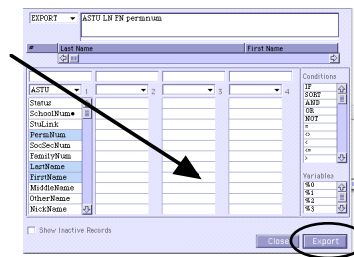
To use Schoolcenter you **MUST** have student ID # configured in Making the Grade. Below are instructions for exporting student ID# from Classxp.

These steps must be done for every class

1. Open **Classxp** and choose a class
2. Double click on the In Folder in the lower right corner
3. Double - click on the MakingtheGrade export icon



4. Choose *Export* from the Query Window



5. Choose Ok from the Export window



6. Choose where you would like to save the file and type the name of the class and hour you are exporting then Choose Save.

You have now saved a text file with student names and ID #. The next step is to import this file into Making the Grade.

7. Open **Making the Grade** and create a new gradebook file for your class
8. Follow the setup screens

- A. Make sure you enter a course number

The Class Title:
 Edline Class ID: (must match up wit
 Course Number: (if applicable)
 Course Section: (if applicable)

- B. Choose *Your Own Numbers* from Step 2 Student setup window

- C. On the student ID setup screen Choose *Import*

1.	Last Name	First Name	Number	Sex	Code	Sys
2.						1
3.						1
4.						1
5.						1
6.						1

Alpha/sort: DON'T alpha betize/sort

- D. Choose ASCII/Text from the selection window

9. Locate the file you exported from Classxp and choose import
10. You should now see your student names and IDs displayed.
Choose Done.

You have now setup Making the Grade so it will properly interface with Schoolcenter! For specific directions on how to upload grades to Schoolcenter refer to the *Uploading Grades Handout*.

Uploading Grades to SchoolCenter Web Site

Note :You must be using version 9.4 or higher of Making the Grade to upload.

Before you upload grades to SchoolCenter you must complete a one time setup step in the Making the Grade file of each class.

Setting up Making the Grade

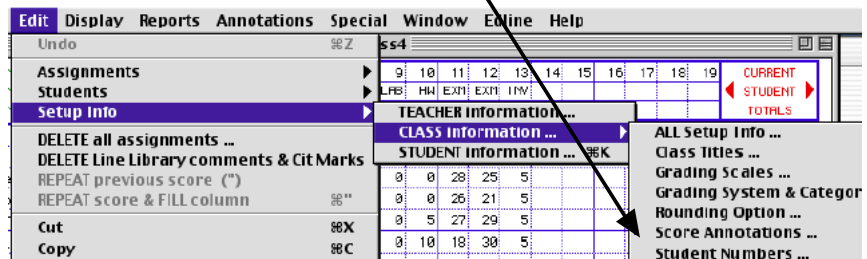
Before you can upload grades to Schoolcenter your Making the Grade files must have Sasixp student IDs entered for each student and a course ID entered for each class..

Entering Student IDs

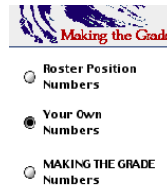
If you have not already entered student IDs or imported student IDs from Sasixp follow the directions below:

Open Making the Grade file and Go to the Edit Menu

Choose Setup Info- Class Information - Student Numbers



Choose your own numbers at the next screen

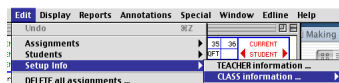


Enter Sasixp student IDs from your class roster sheet for each students.

Setting up Course IDs

Open your existing Making the Grading file

1. Go to *Edit Menu - Setup- Class Information- Class Title*



2. Enter the Sasixp course # of the class in the Course Number.
You can find the course # at the top left hand corner of your absences lists

The Class Title:

Edline Class ID:

Course Number: (of applicable)

Course Section: (of applicable)

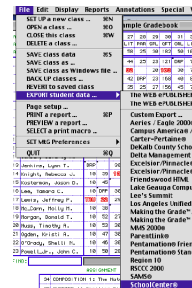
3. Save your changes and open your next grading file

You must enter a course # for each class you wish to upload to SchoolCenter.

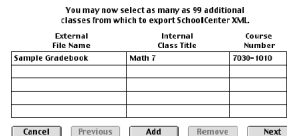
Uploading Grades to SchoolCenter

PART ONE :Export Grades to an XML file from Making the Grade

Step 1 Open a Making the Grade Class
Go to *File-Export Student Data*
Choose SchoolCenter



Step 2 Select the Making the Grade Classes you wish to upload

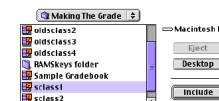


If you only want to upload only the class displayed Select *Next*

If you wish to add additional Making the Grade Classes

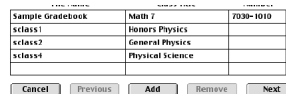
Select *Add*

Navigate to the other Making the Grade files you wish to upload



Select *Include*

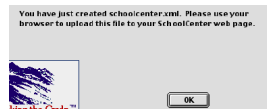
Select *Done* when you have added all classes



When you have added all of the classes you wish to upload Select *Next*

After you select *Next* from the upload screen you will be prompted Save the Making the Grade Class - Choose *Yes*

You should now get the Message that the export was successful



The SchoolCenter.xml file will be saved in the **SAME FOLDER AS YOUR MAKING THE GRADE FILES.**

Do NOT rename this file it must be named SchoolCenter.xml.

PART TWO: Uploading to SchoolCenter web site

Open Internet Explorer and Login to Schoolcenter.
<http://roseville.mn.schoolwebpages.com/admin>

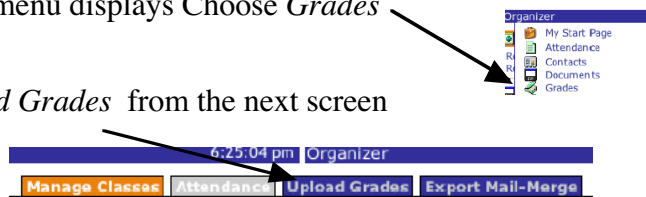
After you have logged in you should see a blue bar on the right side

Click on the small + on the blue bar

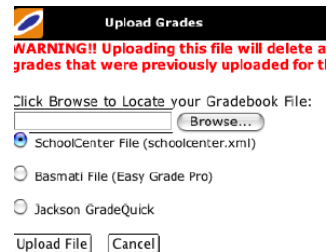


When the menu displays Choose *Grades*

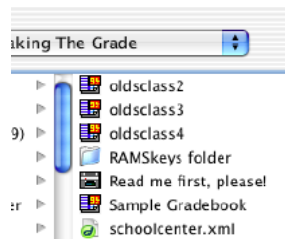
Choose *Upload Grades* from the next screen



Choose *Browse* from the Upload Grades window



Locate the SchoolCenter.xml file and choose *Open*. The file should be saved in the same folder as your Making the Grade class files.



The screen should now display a preview of your class grades

FINAL STEP Scroll to the bottom of the preview window and select the Blue *FINISH* link to complete the upload.

Note: There is a software bug in some web browser where you do not see the preview window. However, the upload functions correctly.

Verifying your Upload

To verify your upload select *Manage Classes*.



All of your classes should be listed. To view and check grades within a class click on the class title.

Where can I find technology training?



1. Atomic Learning

Atomic Learning is a web site with a self-directed **training videos** and curriculum resources. Tutorials are available for both Windows and Mac computers.

To access Atomic Learning on a district computer:

Open a web browser. Go to www.atomiclearning.com.

Near the top of the window, click on Windows Tutorials, Macintosh Tutorials or Curriculum Tools.



Scroll or use the search box to find a tutorial.

Video clips are arranged in an outline format. Clips are short, from 45 seconds to 3 minutes.

To access Atomic Learning from outside the district:

Open a web browser . Go to www.atomiclearning.com

Login with the following:

Username: rosevilleisd

Password: isd623

2. Media/Tech Professional Development Web Page

<http://www.isd623.org/edc/ps/it/mtprofdev.cfm>

3. Contact your Library Media Specialist!

Getting Help

Reporting Issues:

District Technology Support Request System

Most issues should be reported online using the Technical Support Request system located at www.isd623.org/technology/help.cfm. This system is intended to allow District Technology Support to efficiently assist as many staff as possible.

Technology Support Hotline

Urgent issues may be reported by calling the helpdesk at 651-604-1476.

District Technology Services Staff

<u>Contact</u>	<u>Position</u>	<u>Phone #</u>	<u>Description</u>
Tina Clasen	District Technology Services Supervisor	604-1476	<ul style="list-style-type: none">• Technology Services Project Coordination
Brandon Peterson	District Helpdesk Manager	604-1476	<ul style="list-style-type: none">• Helpdesk Manager
John Bailey	District Helpdesk Specialist	604-1476	<ul style="list-style-type: none">• Macintosh Support & Repair
Clint Foster	District Helpdesk Specialist	604-1476	<ul style="list-style-type: none">• Computer Support & Hardware Repair
Mike Koopman	District Helpdesk Specialist	604-1476	<ul style="list-style-type: none">• Windows Support & Hardware Repair
Jon McCullough	District Helpdesk Specialist	604-1476	<ul style="list-style-type: none">• Macintosh Support & Repair
Jason Meyer	District Network Manager	604-1476	<ul style="list-style-type: none">• Network Management
Sean Thao	District Audio-Video Specialist	604-1476	<ul style="list-style-type: none">• AV Equipment Check Out & Repair• Video Production Support• Telephone/Voicemail Support