


Tech Tips by Mr. Kohls

Here are a few things to remember and know as we begin a new school year:

1. To submit a computer repair request, follow these steps:
Open Outlook, go to the downward triangle next to the New button
Select Task Request, in the “To” box, put Kohls, Kurt
In the “Subject” line, describe your problem with as much detail as possible
Send! Thanks!
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- A screenshot of the Microsoft Outlook 'New' button dropdown menu. The window title is 'Inbox - Microsoft Office Outlook'. The menu includes 'File' and 'Edit' at the top. Below them is a 'New' button with a downward-pointing arrow. A black arrow points from the right side of the page to the 'New' button.
2. FCPS will be checking the network more tightly for MP3's that are downloaded onto county computers.
 3. The county must approve all software for use in the classroom. This includes software bought from Scholastic, as well as programs downloaded from the internet (Brainpop, Weatherbug, etc.). Software can be asked to be approved, but many times it is denied because the county has an approved software title that performs many of the same functions.
 4. Outlook e-mail is to be used for official school business only (i.e. – not to advertise an upcoming yard sale, etc.).
 5. Blackboard.com
 - a. We have moved from Bb 5.5 to 6.1, many of the features are the same, several are better
 - b. I highly recommend taking the FCPS 24/7 Learning Academy Course, as it will count toward recertification or a higher pay scale
 - c. All of your information from last year's Bb site has been moved over to your new site (unless you haven't used it since last October)
 - d. You will be asked to change your password upon entering
 - e. I will offer some training in Bb over the next few weeks
 - f. Elementary “Gateways” are available through Bb (this is like a “one stop shopping” for all of your ES materials!) – to get to it, open Bb, login, and in the upper right hand corner, select “Contents”, check the sixth box “Elementary Instructional Gateways;” SCROLL down to where it says “submit,” click that, and then the one that says “ok,” go back to “My FCPS” and it will be in the middle section if you scroll down – Enjoy! (I will explain Gateways a little more at our grade level meeting – see #10)
 6. One of the new features in Bb is customizable buttons. It would be wise to create a “core” list of buttons and their features that would be the same for all classes/grades so that parents would have some similar features for all of their children. This is also helpful when they move up to the next grade. Some examples are: Upcoming Events, Homework, Tests/Quizzes, etc. Please talk with your team and come up with some common areas of your Bb site, and we'll discuss what Chesterbrook's common buttons will be (of course, you will have your own personal ones in addition to these to make your Bb site unique!).

7. In the library, we use Automated Computer Inventory System (ACIS) to check materials out to students and teachers. We will be doing the same for software, books from the reading specialist, and soon, grade level trade books. I will offer training on using this system in the next few weeks.
8. I have compiled a booklet (Technology Activities Grades K-6) from teachers at many schools. This is a resource for you to help figure out ways to implement technology into your daily life.
9. Please don't send students to work in the lab by themselves, a teacher must accompany them.
10. I will be happy to teach your first computer lesson of the year to help introduce myself to your students, and set the tone for the lab for the year. For the rest of your lab sessions, I will be able to assist as needed throughout the year. I would like to meet with each team prior to the beginning of school (or early in the school year) to plan what you would like to accomplish during the first quarter. Additionally, I would like to go over the "Gateways" with you at that time.
11. The main thing I tell everyone, is to try new things, and save often!