

Instructional Technology



Teacher Resource Guide

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The Instructional Technology Team

Jim Roberts - *Director of Instructional Technology & Student Reporting*

Contact Jim (email <mailto:james.roberts@wdbqschools.org>) when you have questions about:



- Infinite Campus
- FASTBridge
- ISASP
- Your web pages
- Support with instructional technology integration into your curriculum
- Adding online programs or software to your curriculum
- Office 365 (Certified MIE trainer)
- Adobe Photoshop/Premiere (anything graphics, video, audio)
- Copyright and COPPA laws
- HTML and Android programming
- Music, Art, Special Needs, Language Arts, Vocational, Business technology support
- Keyboarding
- Computer Applications Course
- Student Data
- Enhanced Classroom (Flipped concept)
- Digital Citizenship

Wes Palm - *Technology Teacher Leader*

Contact Wes (email <mailto:wes.palm@wdbqschools.org>) when you have questions about:



- Everyday Math 4
- Office 365 (Certified MIE trainer)
- Support with instructional technology integration into your curriculum
- Work with students in classroom on technology projects
- Virtual Reality
- Beginning coding
- Science, Math, PE technology support
- AEA resources
- Enhanced Classroom (Flipped concept)
- Digital Citizenship
- Adding online programs or software to your curriculum
- Your web page construction

The Technology Team

The Helpdesk

Nathan Corbin - *Director of Technology*

Contact Nathan (email <mailto:nathan.corbin@wdbqschools.org>) when you have questions about:



- All Technology purchases
- Technology repairs
- Hardware support
- E-Rate funding
- Purchasing apps and programs
- Internet issues
- Phone issues
- Office 365 issues
- Password or computer login issues
- Copier issues
- Printer issues
- Projector issues
- Set up for special events that involve technologies
- Stage/Auditorium technologies
- Stage/Auditorium audio technologies
- Board Room and Conference Room projector and audio setup

Steven Koos and Brock Putz – *Helpdesk and technician*

Contact Steven Koos (email <mailto:steven.koos@wdbqschools.org>):



Contact Brock Putz (email <mailto:brock.putz@wdbqschools.org>):



when you have questions about:

- Computer issues
- Projector issues
- Projector speaker issues
- Troubleshooting technology issues
- iPad and Surface screen replacement
- Computer repairs
- Wiring issues in classroom
- Installing programs on devices
- Cell phone support
- Technology hardware troubles or issues

How to Use Your Surface Pro

Teachers in the district have been or will be assigned a Surface Pro to use at school and at home. The Surface as well as Office 365 will provide the teacher with a powerful device and a powerful and efficient work environment.

Teachers should become familiar with their Surface. A resource has been created to assist teachers with the basics of a Surface. With different models of Surfaces being used in the district, not all options shown in the resource will be accurate. However, the options being shown are ones that teachers should be familiar with. Teachers are reminded that their Surface needs to be treated better than any computer they personally purchase.

To view Jim's and Wes's Surface tutorial resource, go to

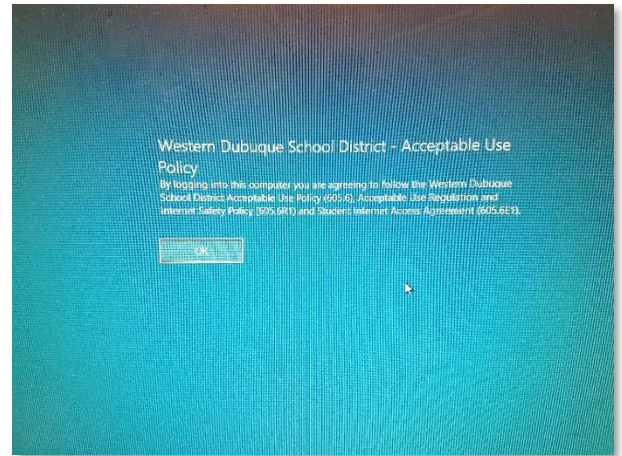
<http://www.wdbqschools.org/SurfaceInformation.aspx>. The tutorial is quite large so be patient when downloading it! (By clicking on the below graphic, you will, also, be taken to the tutorial.)



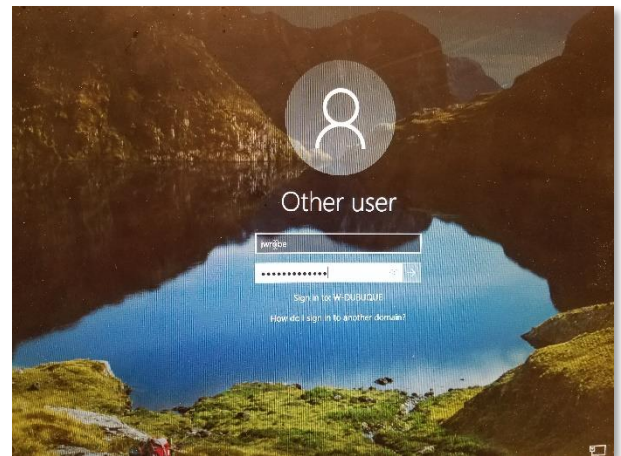
How to Log On to Your District Computer

Every teacher in the district has an account to log on to a district computer. The login information is assigned by Nathan, Steven, or Brock so contact them (the Helpdesk) if you have any issues logging into your device.

1) Once you have started your computer, click **OK** verifying that you understand and will abide by the Acceptable Use Policy of Western Dubuque School District. (Images vary by device and account settings.)



2) Enter your assigned **Username** and **Password** and then click the **Enter** key on your keyboard or click the **Sign in** link.

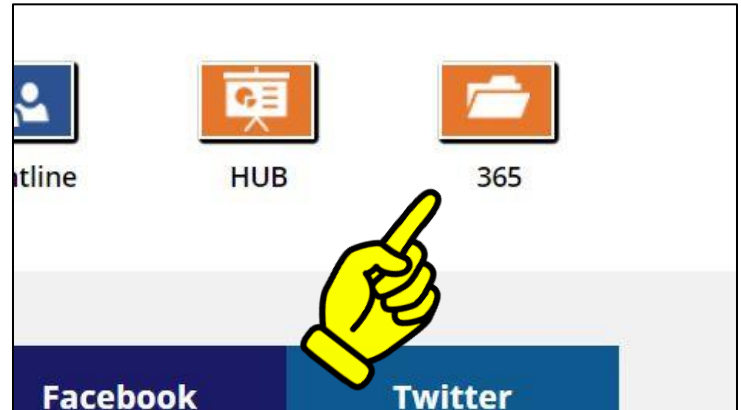


How to Access Your Microsoft 365 Account

Every teacher in the district has a Microsoft 365 account. With 365, you have access to OneDrive, SharePoint, Microsoft Word, PowerPoint, Excel, Teams, Outlook, Forms, Sway, Class Notebook, OneNote, and other apps that are added and made available. You can access your 365 account from any computer that has an internet connection.

There are several ways you can access your 365 account. Below is a quick and easy way to access your account.

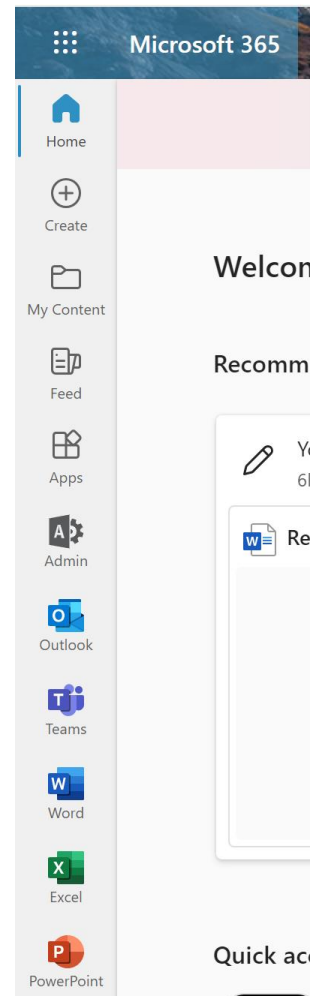
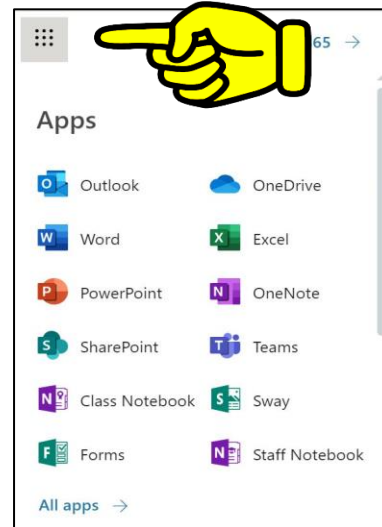
1) Once you have logged on to your district provided computer, go to the district home page (<http://www.wdbqschools.org/>) and click on the **365** icon located below the slide show. This will take you to the 365 Dashboard.



2) Click on the app that you are planning on using from the Dashboard that opens. **The HUB** provides tutorials about how to use the different apps that are available.



3) You can also access the 365 Dashboard by clicking on the 9 dots that appear many times when you are using a 365 app. These 9 dots are commonly called the **365 Apps Icon** or the **Apps Waffle**.



Some of Your 365 Apps



Outlook - **Outlook** is our district's email and calendar app.



Word - **Word** is used for creating papers, reports, flyers, posters, etc. It is ideal for creating PDFs.



PowerPoint - **PowerPoint** is used for creating presentations by both students and teacher.



SharePoint - **SharePoint** allows you to share documents to your 365 groups. It is integrated in Teams, OneNote, and Class Notebook.



Class Notebook - **Class Notebook** is a notebook for teachers to share course materials with students. Teachers can add and edit its materials, but for students, the notebook is read-only



Forms - **Forms** gives you the power to create surveys, scored quizzes, feedback forms, and more.



OneDrive - **OneDrive** is the backbone of the 365 environment. It provides you with cloud storage, a place to share documents, and a way to access your files from any location with internet access.



Excel - **Excel** gives you the power of creating spreadsheets where you can manipulate data to assist you in reaching classroom goals.



OneNote - **OneNote** is a note-taking and personal information management application for collecting, organizing and sharing digital notes.



Teams - **Teams** is the perfect app for organizing and communicating with your class. It integrates Skype, OneDrive, and SharePoint.



Sway - **Sway** is a PowerPoint alternative. It is very easy to use and helps focus presentations on images and videos and not text.

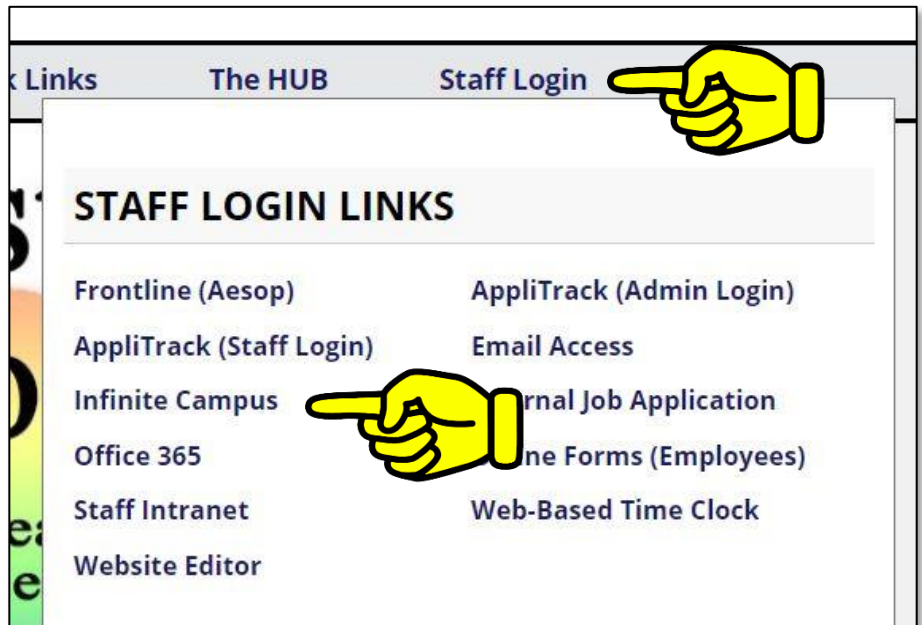


Staff Notebook - **Staff Notebook** is a content Library for staff leaders to share resources, a Collaboration Space where all staff can work together, and a section group for each staff member that only co-owners can see.

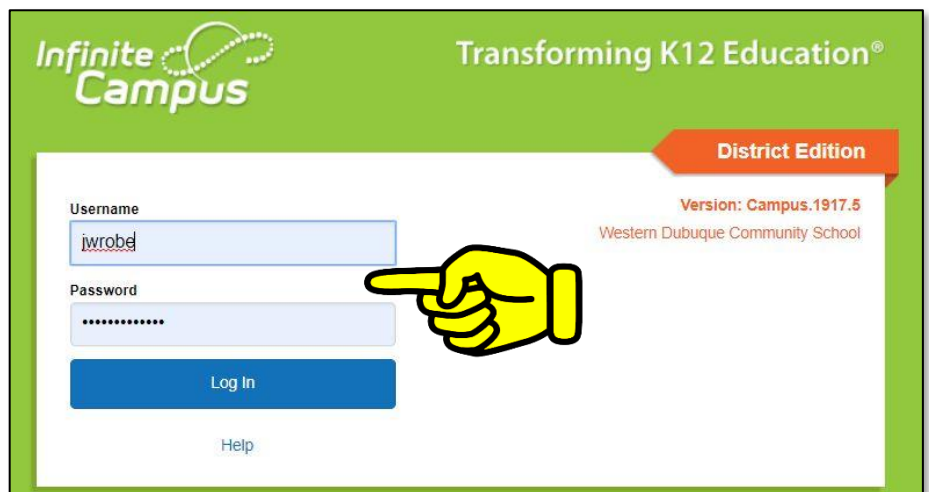
Accessing Infinite Campus

Infinite Campus (Campus) is the district's Student Information System (SIS). It is used to enter student scores, grades, and attendance. It is a critical system for the district, so accuracy is required. Each building uses different criteria for information entered into Campus so consult with your principal or building secretary if you have questions about what is required.

1) To access your Campus account, go to the district's home page (<http://www.wdbqschools.org/>) > hover over **Staff Login** > click on **Infinite Campus**.



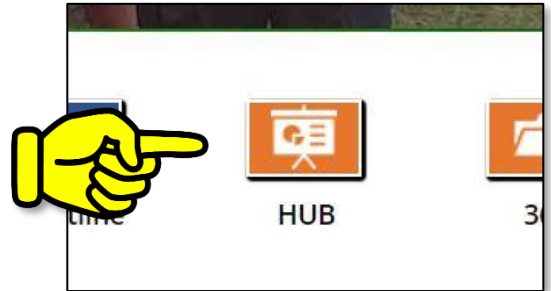
2) Enter the same login information that you use to login to your district computer. Contact Nathan Corbin or the Helpdesk if you forget your Password or if it has expired. Contact Jim Roberts with all other Campus questions.



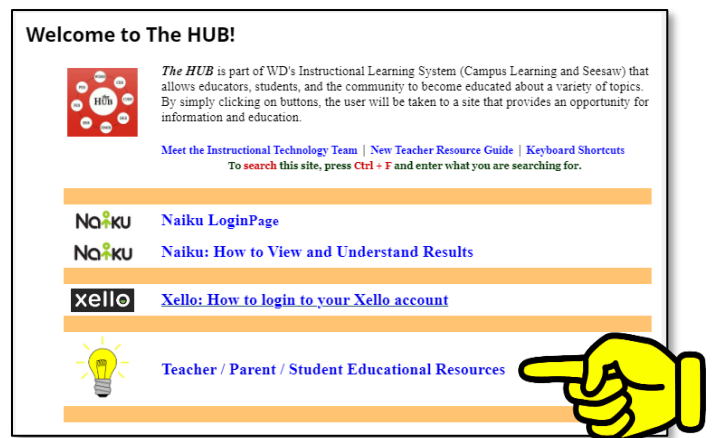
Using The HUB

The HUB contains quick links and resources for staff, students, and community to use. Many of the most used sites in our district can be quickly accessed through **The HUB**. If you have a commonly used site that you would like included in **The HUB**, contact Jim and he will add it for you and your students to use.

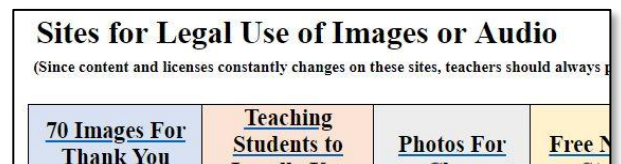
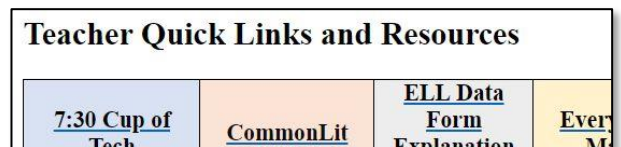
1) To access The HUB, go to the district website (<http://www.wdbqschools.org/>) and click on the **HUB** button that is located under the slide show.



2) Once inside The HUB, you and your students can view resources (by the light bulb) or scroll down the page and click quick links to the many commonly used sites and resources used across the district.



3) There are **Teacher Quick Links and Resources** that are valuable for teachers as well as sites that provide legal use images and audio files (no copyrights which means, that in most cases, no attribution is required).



4) When in **The HUB**, scroll down the page and you will be able to interact with a plethora of resources that will assist you with instructional technologies and help enhance your classroom curriculum. Typically, when teachers ask questions that are similar, tutorials are created to assist all teachers. Don't ever hesitate to ask a question since the odds are that you are not the only one with the question!

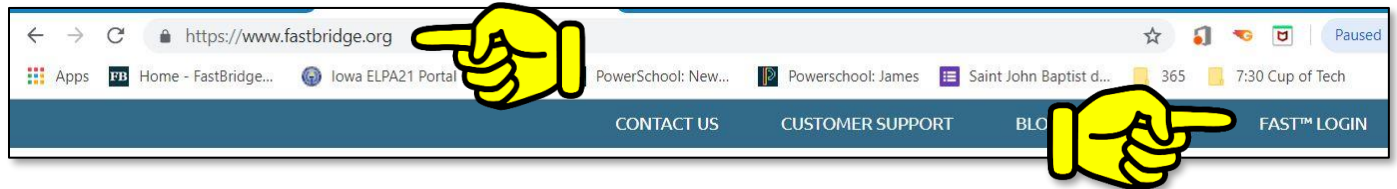


Accessing FASTBridge

FASTBridge is a Department of Education (DE) required assessment program. For now, the Reading component is required for all K-6 students. It is possible that within the next year or two, Mathematics will be required. Progress Monitoring (PM) is utilized through the FASTBridge system. All teachers who administer FASTBridge assessments are to be certified in the assessments they administer. Jim will discuss FASTBridge at the new teacher sessions and provide information for all teachers prior to the beginning of the school year.

FASTBridge syncs with our Campus accounts. **Never contact the company through your account or delete any student assessment information.** Contact Jim with your questions or to request the deletion of a student score (in the event a teacher error or technology glitch occurred during testing).

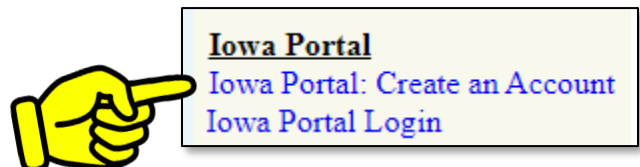
1) **STUDENTS** access their FASTBridge account by going to <https://www.fastbridge.org/>. Click the FAST LOGIN link in the upper right corner.



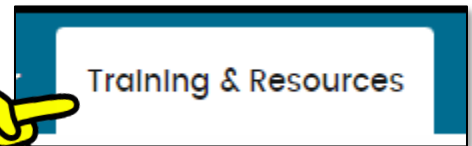
2) Enter the FASTBridge username and password provided to you by Jim before each window of screenings. This login information is unique to each student and not created by the district.



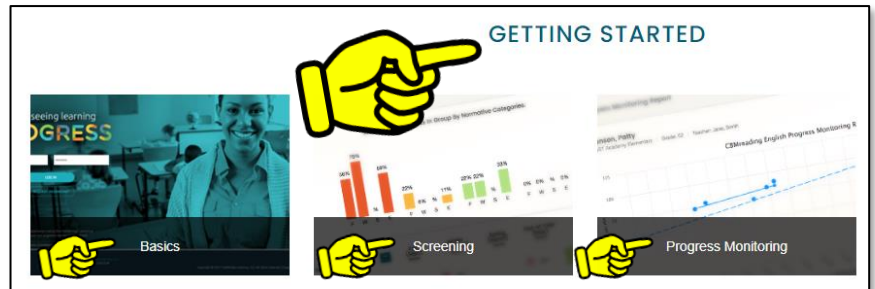
3) **TEACHERS** access their FastBridge account through the Iowa Education Portal. Information about how to do this is in **The HUB** under the **Iowa Portal** section.



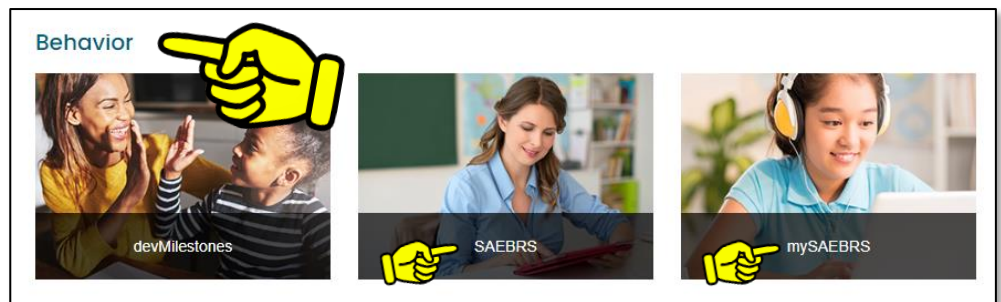
4) Before administering any FASTBridge assessment, teachers must be certified. To become certified, login to your FastBridge account and click the **Training & Resources** tab.



5) Scroll down the page to the **Getting Started** section. You will need to complete the **Basics**, **Screening**, and **Progress Monitoring** certifications.



6) If you are in a building that administers the SAEBRS and mySAEBRS assessments, scroll to the **Behavior** section and click **SAEBRS** and **mySAEBRS** to become certified.



Accessing the Keyboarding Program

Students in grades 1-6 are to be instructed in the skill of keyboarding (typing). Not only is this a valuable skill for composing papers and projects, but keying is a part of the online ISASP (Iowa Statewide Assessment of Student Progress) requirement. The more relaxed students are with their keyboarding skills, the more relaxed they will be when keying answers on the ISASP. Each Homeroom teacher in grades 1-6 supervise students while they are using the keyboarding program. Contact Jim to begin students on the keyboarding lessons if you would like.

1) To access the **teachers' keyboarding account**, go to **The HUB** > scroll down to the **Teacher Quick Links and Resources** section > click on **Keyboarding**. Enter the **Email or Username** that Jim sends to you. Enter the Password that Jim sends to you. **NEVER change the keyboarding password that you receive.**



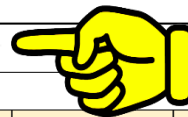
Teacher Quick Links and Resources		
7:30 Cup of Tech	CommonLit	ELL Data Form Explanation Sheet
Keyboarding	Keyboarding How-to Video 2016-2017	Keyboarding Video & Guide 2017-2018
PowerPoint		



2) For **students** to access their keyboarding account, go to **The HUB** > click **Keyboarding** found in the **Student Links and Resources** section.



Student Links and Resources		
Reading	50 Books All Kids Should Read (PK-6)	ABC's Ya (1-6)
Bookflix (UN: kaea106 PW: kaea01)	Click Schooling (K-12)	CommonLit (3-12)
Educational Shows on Netflix (K-12)	Epic (K-6)	Family Read-Alouds (K-8)
Keyboarding (1-6)	Khan Academy Kids (PK-2)	Literacy Footprints
McGraw-Hill	McGraw-Hill	Mr. Nussbaum



3) There are several keyboarding videos that may assist you when you start students in the keyboarding program. They are found in the **Teacher Quick Links and Resources** section of **The HUB**.

Teacher Quick Links and Resources			
7:30 Cup of Tech	Instructional Resource Library	ELL Data Form Explanation Sheet	Every Day Math
How-to Add a Countdown Timer to Flipchart	Keyboarding How-to Video 2016-2017	Keyboarding Video & Guide 2020-2021	
PowerPoint How-to Video Tutorial	Student Portal Instructions	Surface Info	TCI
Turnitins	WD Tech News	Web Page Tutorials	YouTube Guide



4) We have created a keyboarding guide that will assist you with teaching students how to key. Please view this document so you are aware of keyboarding technique, expectations, and timelines. It is available at <http://www.wdbqschools.org/Keyboarding.aspx>.

Copyright and COPPA Laws

Our district takes copyright and COPPA laws seriously and expects all educators to comply with them. In order to assist you in understanding what they mean and to assist you creating a classroom environment that follows them, below are two video links that will guide you through the basics of these two laws. If you have any questions about them, do not hesitate to contact Jim, Wes, or Nathan.

Copyright Video



COPPA Video



Accessing AEA Resources

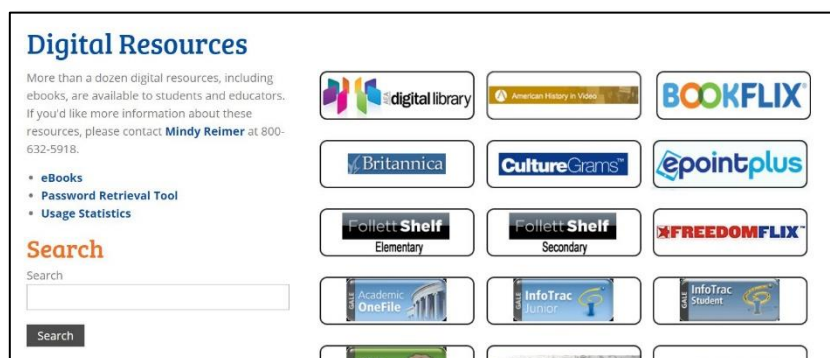
Our local AEA provider (Keystone AEA) offers a wealth of resources and information that you may find advantageous not only for your classroom but for your personal educational growth. Please take the time to check out what they offer. If you have not received your personal login information from the AEA, contact the AEA.

1) Go to <https://www.keystoneaea.org/>.

2) A great place to start is to hover over **EDUCATORS** and select the link you would like to be directed. **Digital Resources** is one of the most popular and useful links.



3) In this example, we are using Digital Resources. Select the resource you would like to use.



4) When prompted to provide a USERNAME and PASSWORD, use your AEA building specific credentials. This is not your district computer login personal account information. It will be something like:

USERNAME: kaea106
PASSWORD: kaea01

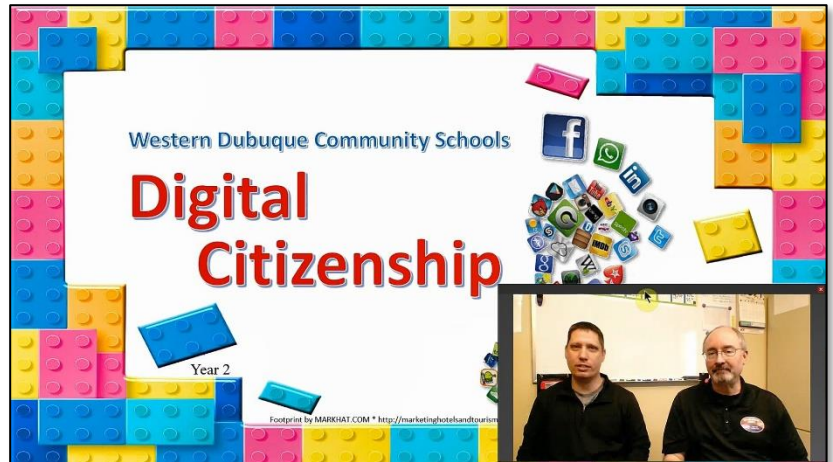
A screenshot of the login form on the Keystone AEA website. The form has a light gray background. It contains two input fields: 'USERNAME' and 'PASSWORD'. Below the 'PASSWORD' field, there is a red button with the text 'LOG IN' in white capital letters.

This is Drexler Middle/Intermediate School's login information. Almost all the educational resources in the AEA's resources are provided without cost to educators so if you are being requested to make a payment for the resources, you probably forgot to sign-in in order to use and download them or we do not subscribe to the resource.

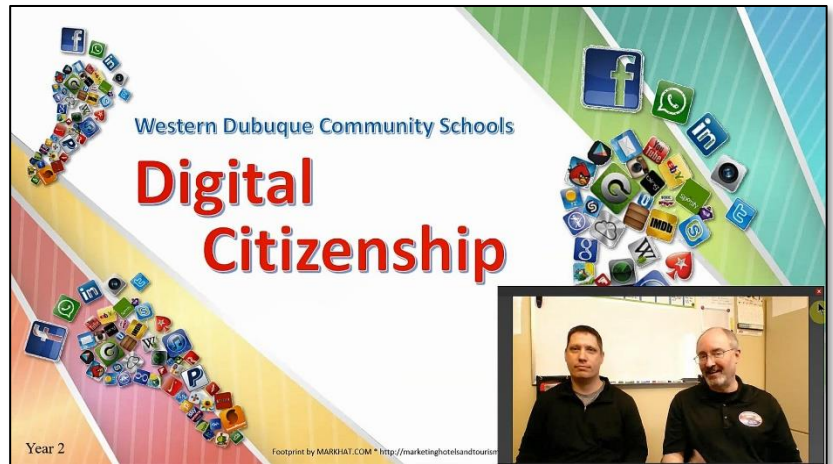
Digital Citizenship

Digital Citizenship is a priority for WDCSD. Jim and Wes visit the elementary classrooms and present Digital Citizenship lessons. Also, the middle school presents a presentation created by Jim and Wes to the students. During the 2018-2019 school year, a high school Digital Citizenship video was created that premiered during the 2019-2020 school year. Watch for information about these lessons during the school year and never hesitate to contact Jim or Wes if you would like them to visit your classroom.

Kindergarten – Grade 2 Video Screenshot



Grade 3 – Grade 4 Video Screenshot



Grade 5 – Grade 8 Video Screenshot

