

Computer Organization Training Workshop 2009

Two major sections or components that need to be covered (file storage Windows use & e-mail)

(For additional Support Contact Your Building TSA – Technology Support Assistant)

Log-in to the computer

Log-in: (*Open Log-in Doc.*) **.JDoe.staff.ms.cusd220**

If you can't Log-in try: Hard Wire the laptop, talk to bldg. tech for "fix"

Part 1 – Computer use and storage

-Laptop Wireless Button

Open Trash (R.Click on Rec Bin for Options and L.Click to Select)

Shortcuts - Also See: <http://www.seoconsultants.com/windows/keyboard/shortcuts/>

Left Click = selection

Right Click = options

Windows key + L = lock workstation

Open My Documents

Windows key + D = show desktop

Windows key + E = explore

Shift + Click = select a range

Ctrl + Click = select individual / multiple

Ctrl + A = select all

Open a new Word Document

Ctrl + C = copy

Ctrl + V = paste

Ctrl + S = save

- Right mouse Drag and Copy / Drag and Move

-Tab Key – toggle from selection to selection (Space Bar will fill in Check Marks)

Folders and Organization:

-Windows explorer folder view (of tree/ file folder structure), thumbnail, detail, list and searching(*cover later*)

-Up button and Back Button

-Creating folders and organizing and moving files naming files(no symbols)

Create Folders:

- Classroom
 - DOL
 - Lesson_Plans
- Building
 - Social_Committee
- District
 - BEA_Union
 - Planning_Committee
- Personal

-Window Refresh (View/ Refresh) or F5

-Searching for Files

-Create shortcuts to files and folders

-Items that correspond to both locations (ex. Classroom and district)

-Desktop to folder/ file shortcut

Talking Points:

Where are my files actually being kept?

- Overview of the: P:\drive, C:\drive, O:\drive
- C-Drive (Local "Computer" Hard Drive Storage)
- Server (District Storage)
- P-Drive (Personal)
- O-Drive (Common)
- (C -to - P) – See How to C to P hand out
- External Devices (Thumb Drive, Hard Drive, CD, DVD)

Where should I store my files?

What kinds of files should I keep on my hard drive and what should I keep on my P: drive.???

What files are allowed / acceptable and if not... how and where to store them...??

How/where to do the end of the year **backups** for their C & P drives

- My Documents [C:\Documents and Settings*Your Name* \documents]
- Internet favorites[C:\Documents and Settings*Your Name* \favorites]
- Desktop [the stuff on your desktop]
- C:\files [Laptop users my documents are actually kept here...]

Our Website: <http://www.stationtechlab.com/index.html>

Accessing Your Network drive from home: <http://access.cusd220.org/NetStorage/>

Accessing Your E-mail at home: <http://mail.cusd220.lake.k12.il.us/gw/webacc>

Part 2 – GroupWise

Open GroupWise and learn different ways of viewing the screen

- Folder List view
- List view – Details - Sorting
- Quick Viewer
- Nav Bar + 3 Buttons (QuickView& Folder)

Address book:

- Contacts listed in your Nav bar and in the folder list refers to a particular address book. This can be changed in the properties of the contact.
- Understanding address book types (Novell GroupWise Addresses, frequent contacts, Personal, *Shared MS Contacts*)
- Creating groups in personal contacts

- Calendars

Personal calendar

- Recurring dates
- Color Coding – Edit Categories

E-mail:

-Using: Find and Filter

-Customize view with Adding Size field column and date field column

-Customize Toolbars – Add Save Button

-Sent Items – Purging Items inside (not the sent folder)

E-mail attachments (How-to and / or should I just post it in O:\drive) Application specific drag and drop

Creating folders to save email and/or saving them to P:\drive

Organizing e-mail folders

Cleaning out the trash bin

Email color categories

Tasks

Adding rules – E-Mails that come moved to a folder or deleted

Out of Office

Signature: Tools – Options – Environment

Station Specific:

- Proxy view

Accessing and using Shared e-mail groups for station

- Names into Shared contact Groups and Adding Calendars
- At this time we need to check contacts and create lists of names to be entered into the groups

Understanding address book types (Novell Groupwise Addresses, frequent contacts, Shared MS Contacts, personal)

Calendars

*Accessing the Station Master calendar

- Check the Station Master Calendar for availability
- Email the following person with your requests:
- Include date, time, Reason/Activity.
- **Ann Legel** - School related dates, field trips, and assemblies
- **Lynn Amato** – Athletics & Co-Curricular
- **Harold Lawrence** - Outside - Building Usage Requests

Getting to the proxy for the COW calendar.

- Reminder it is view only and that they need to email COW and Lab request to Linda Ryan
- We are no long keeping paper reservation for the COW and lab (only for the MC space)
- We are using the electronic calendar in an effort to "go green" and give everyone the ability to see availability.

Conference room Calendar

- Check the Station Conference Room Calendar for availability.
- Email Lynn Amato with the following information:
 - Teacher Name, Date,
 - Time (period/grade and time in 15 min. increments)
 - Reason (Special Services - include last name of student).
- Lynn will make the reservation and confirm by reply email.

Example: Bongiovanni 1/30/09 4th hour (8th Grade) 10:15-11:15 Smith IEP meeting
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