Scheduling Computers/iPads
To schedule a lab, cart, or equipment, go to the Lab Calendar and enter your reservation. Click on the calendar link below to get instructions on how to reserve labs or carts.

**Computer Labs:**
- Lab 620
- Lab 721
- Lab 821
- Lab 217

**Laptop carts:**
We have 2 laptop carts that are located in the 7th and 8th grade level teacher workrooms. You may check out the keys from the Library.

**iPad Cart:**
We have an iPad cart that can be checked out on the Lab calendar also. It is housed in the ITC’s office.

**Math Computer Labs:**
- Lab 621
- Lab 823

Visit my Calendly Calendar to:
- Set up a co-teaching lesson
- Make a planning appointment
- Observe a lesson
- Set up a training session
The link is: [https://calendly.com/shannon-plank](https://calendly.com/shannon-plank)

**Observations**
From time to time, I will pop in to observe how you are using technology. I may also ask you if I can schedule an observation with you.

**What is the Difference Between an ITC and a TSS?**

<table>
<thead>
<tr>
<th>ITC: Shannon Plank</th>
<th>TSS: John Edwards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uses Technology</td>
<td>Fixes Computers</td>
</tr>
<tr>
<td>Co-Teaches</td>
<td>Repairs Equipment</td>
</tr>
<tr>
<td>Observes</td>
<td>Makes sure equipment is in good working order</td>
</tr>
<tr>
<td>Plans</td>
<td>Makes sure equipment can access the network</td>
</tr>
<tr>
<td>Conducts Trainings</td>
<td></td>
</tr>
</tbody>
</table>

**NNPS Help Desk**
What can I do at [helpdesk.nn.k12.va.us](http://helpdesk.nn.k12.va.us)?
- Submit an online work order
- Install/upgrade certain software
- Find an email link to the SIS helpdesk

**How do I access the S: drive or the HIHO drive?**
- Use the **S:Drive** to temporarily share files with your colleagues.
- Use the **HIHO** drive to Hand Out files to students. Students Hand In files to the teachers. Both network drives can be accessed by clicking on the Start button > then Computer.

**Synergy**

**I need Synergy Help—what do I do?**
Contact your ITC who can figure out most simple things. If the problem is more complex, she will help you contact the SIS Help Desk.

**How do I cover Internet Safety?**
Internet safety should be reviewed with students before they start using the computers.

Students should . . .
- Stay on approved websites
- Never give out personal information
- Tell someone if something on the computer makes them feel uncomfortable.

Click [here](http://www.nnps.org/InternetSafety) to go to the NNPS Internet Safety site

Mrs. Shannon Plank
ITC, Passage Middle School
Phone: (757) 886-7600 x49413