

Keeping You in the Know...



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

Math Computer Labs:

Lab 621
Lab 823

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.

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>



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?

ITC: Shannon Plank

Uses Technology
Co-Teaches
Observes
Plans
Conducts Trainings

TSS: John Edwards

Fixes Computers
Repairs Equipment
Makes sure equipment is in good working order
Makes sure equipment can access the network



NNPS Help Desk

What can I do at 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.



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](#) to go to the NNPS Internet Safety site

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