



Welcome to MCS Technology 101!



Jodie Moorhead
IT Facilitator

Karari Hanks
Teacher, Neville High School

Technology can be wonderful, but it can also be a little glitchy...



There is no way to show you everything about technology in MCS, but we are going to cover...

- Equipment Provided to each teacher
- New MCS Website
- Email
- OnCourse Lesson Planner and Teacher Web Page
- JCampus
- Checkout Equipment
- Technology Professional Development
- How do I get Help?

Equipment Provided to Each Teacher

- Computers (Desktops, Chrome Boxes, Chromebooks, Thinkpads, etc.)
- Smart Board – Interactive White Boards
- Document Cameras
- Class Phones – get anywhere in the district by dialing MCS extension
- Clickers
 - A. some are getting older and wearing out
 - B. Company not making them anymore
 - C. Most use iPods are cell phones for activities, such as Kahoot

New MCS Website



SEARCH

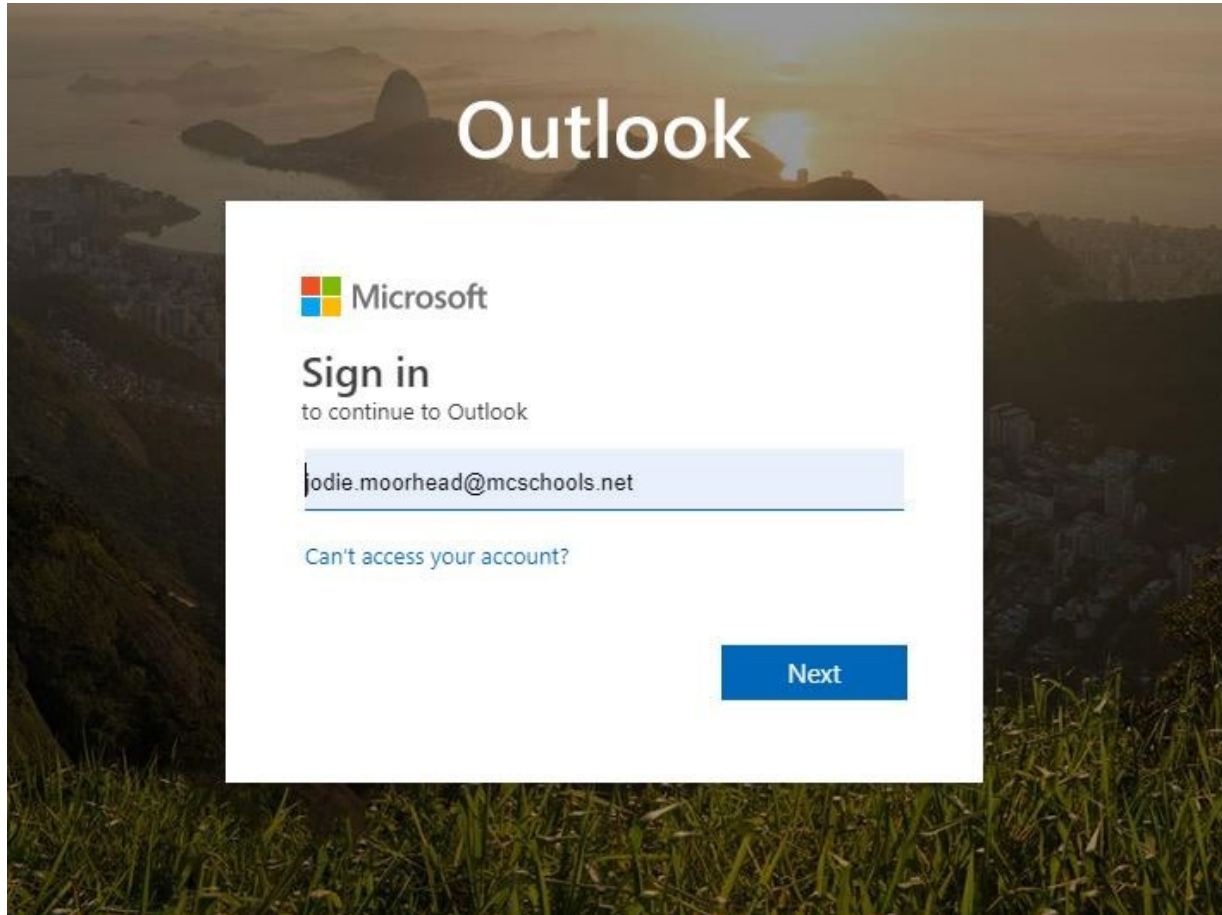


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A photograph of students in a classroom setting, with a boy in the foreground wearing glasses and a black jacket with yellow accents, looking down at something. Another student is partially visible to the right.

FOUNDATION FOR THE FUTURE

Email



- Your email address is firstname.lastname@mcschools.net unless your name is common
- Your password will be provided for you
- If you have any issues with your email, contact Martha Johnson at ext. 3330
- Check your email frequently, but not during instructional time
- A lot of the time, email will be the best way to receive alerts – even before local media

OnCourse Lesson Planner and Teacher Web Page

JCampus

Checkout Equipment

Although every school has a base set of equipment, it may not be sufficient to meet demands. Every school should have at least:

- Computer(s) in all classrooms
- at least one 30 station instructional lab with projector/SMART Board
- Digital cameras
- Scanner
- CPS Chalkboards
- Digital Video Camera

Since this base set of equipment may not be sufficient to meet teacher demands, Instructional Technology checks-out the equipment listed below to teachers.

- Digital still and video camera packs
- CPS (Classroom Performance System) class sets
- GPS (Global Positioning System) class sets
- ProScopes
- Ipods
- Laptops (for professional use only while attending conferences, etc.)

Professional Development Sessions

- There are technology professional developments offered throughout the year!
- There is a webpage that discusses all of the professional development sessions that are available, but you will need to check the News section on the homepage to see the list of upcoming sessions.
- As we are a Google district, we encourage you to take advantage of the Google Boot Camps that will be offered numerous times during the year.
- If you need help, please contact Jodie Moorhead via email and I will come to your classroom to help you!

Technology Survival Tips

- You can save materials on your desktop, but **ALWAYS** save a copy in OneDrive or Google Drive.
- If there were to be an issue, all of your materials can be recovered should technician have to re-image your computer.
- Ask your fellow teachers for help or if you have questions. Do not live on an island!
- In terms of the equipment in your classroom/school, do not be a seagull!



“Mine! Mine! Mine!”

How do I get help?

- Your first line of defense is Martha Johnson – Help Desk Coordinator – at extension 3330. She can help you with many problems, and will point you to the person that can help you, if she can't help!
- There is an “MCS Help Desk” link on the new MCS website. Click this link and sign in as if you were signing into your email. You can enter the problem with your computer, etc., and a technician will get to you ASAP.
- Please fill out all of the information in the work order. Don't just say “My computer is not working!” By including details, the technician might be able to fix it remotely or they will at least know what to bring to resolve the issue ahead of time.
- Please be patient right now as we are undergoing some technical issues that are in the process of being resolved!

Important Phone Numbers

- Darren Ducote, MIS Director
- Jodie Moorhead, IT Facilitator (ext. 5402)
- Martha Johnson, Help Desk Coordinator (ext. 3330)
- Aletha Alston, Administrative Assistant to MIS (ext. ####)