

# Techie Times

Volume 2, Issue 2

Glenwood Community School District

September 2007

## Tech Benchmarks

The current technology mission statement, district standards, and benchmarks are available on the district technology webpage at <http://tech.glenwoodschoools.org>.

## PowerSchool Teacher Tips:

*Here are four tips which really help in PowerSchool Teacher:*

1. Always click on the student's last name.
2. Always print reports to a laser printer, not an inkjet.
3. Always set the Adobe Acrobat Reader margins to none so that the report will print correctly on the page.
4. Don't forget to check out the reports!

## Check It Out!

All tech newsletters are stored on the GCSD tech webpage. Check it out at: <http://tech.glenwoodschoools.org>. The site is full of resources.

## Save All Documents At Once

If you have many MS Word 2003 documents open, it may be a pain to have to go to each individual window to save and/or close the document. What if you could do all the above with one command?

Hold down the Shift key while selecting the "File" menu. This replaces the default "Save" and "Close" commands with "Save All" and "Close All", which should do exactly what you need.

## Summer Checklist

The technology team was busy this summer. Here's a list of some of the changes which happened:

- ✓ 116 new computers were assembled and setup
- ✓ Over 600 machines were cleaned on the inside
- ✓ 5 computer labs were moved
- ✓ Microsoft Vista and Microsoft Office 2007 were installed for the first time in computer labs
- ✓ A new keyboarding program was installed at the Middle School
- ✓ 15 of the new computers were for Project Lead the Way, an Introduction to Engineering CAD (computer aided design) class at the HS
- ✓ The keycard systems at the HS and West were expanded
- ✓ A new video security system installation at Northeast was started
- ✓ All West Elementary students were given usernames with passwords for the first time
- ✓ The wiring drops were configured for the new High School
- ✓ The Middle School received a newer server
- ✓ A new network firewall was installed
- ✓ Food Service received a newer server
- ✓ PowerSchool Scheduling was completed for all buildings.

