



Techno Talk

Volume 1	March 2008	No. 2
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Greetings from the SW/WC Service Cooperative Information Technology Department! This is the second of four newsletters that will be sent to Technology Contracted Members throughout the year. We hope you find it informational and useful. If you come across articles or information you think would be great to share—please forward them to us and we’ll be sure to include it in the next edition.

The Technology Department is one of the departments under the Administrative Services Division—our mission statement is as follows:

“The Division of Administrative Services is committed to delivering high quality, reliable services to our members and partners, which exceed expectations for responsiveness and expertise.”

We all know the challenges keeping up with technology can bring—this is where we come in—our goal is to assist you through providing support, assisting with computer purchases, wiring, training, etc—just give us a call.

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Office Schedule

Easter is right around the corner and we hope Spring is too—some days it sure feels like it and then some days we are reminded that we probably have a few weeks to go yet! The office will be closed Friday, March 21st and Monday, March 24th for Easter Break.



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Desktop Search Causing Unresponsive Servers

KB917013 was an "optional" update available on October 18, 2007 as an update to a previous version of Windows Desktop Search (WDS) and an installer for those computers that did not have WDS. "WDS 3.01 provides fast indexing, improved performance, and improved file type support." according to Microsoft.

What is so bad about this update, you may ask. Nothing, if you do not use Windows Server Update Services (WSUS). But if you do, when your WSUS server downloads this update, it is set to automatically install it on all client computers. You cannot set this update to remove automatically through WSUS. According to members of the WSUS team, this was a mistake on their part. So, the domain could be full of PCs that use WDS 3.01.

The real threat in this update is that it will attempt to index network drives as well, causing a large number of requests to your file server. The "System" process CPU usage will be higher than average and you will notice a slow down in all of the computers across the network, especially if those computers map more than one network drive to your file server. I noticed this only during certain portions of the day.

Process to disable: Go to a computer that has WDS installed. Install Group Policy Management Console on that computer. Make and link a new policy for your affected computers. Navigate to Computer Configuration --> Windows Settings --> Security Settings --> System Services. Right click WSearch and go to properties. Set this to disable. When group policy refreshes (~ every 90 minutes) it should disable WDS and alleviate your file server.

Process to remove: There are many startup scripts that can be found on the internet to remove WDS, just search google. The script can be added to the same policy you used to disable WDS.

E-RATE Timelines and Deadlines

The Form 471 Window for Funding Year 2008 is closed and the next time it will be opened is in November of 2008!

Now what do we do? There is always something to do or be looking for when it comes to Erate—since there are times when we can be working with as many as three years!

- **Funding Year 2006 (July 1, 2006—June 30, 2007)** - this funding year should be complete unless you have appeals in place.
- **Funding Year 2007 (July 1, 2007—June 30, 2008)** - we are over half-way thru this year and they are still releasing Waves—Wave 40 will be released on March 4th—remember to file your Form 486 once you have received your Funding Commitment Letter(s). If you have already received your funding commitment letter (s) and have filed your Form 486, did you set up your reimbursements to be discounted upfront? If not, you should be completing Bear Forms—we recommend submitting these quarterly or for sure bi-annually.
- **Funding Year 2008 (July 1, 2008—June 30, 2009)** - The window officially closed on February 7th. You should have received a Receipt Acknowledgement Letter for each of the Form 471's you filed. If you do not have any corrections to your Form 471, DO NOT submit a copy of your RAL to USAC. If you do have corrections, sign your RAL, provide contact information, and submit a copy of your RAL to USAC. Did you remember to submit your Item 21 Attachment(s)?

USAC issued approximately 2,000 letters to applicants that submitted an FY2008 Form 471 online before the close of the window but neglected to certify the form. This letter, titled "Notification of Form 471 With No Certification," gives applicants until March 12, 2008 to postmark a paper certification in order to allow the Form 471 to be considered in-window.

Remember: If you are filing a program form on paper, check to make sure you are using the current version of the form. Specifically, they will only accept the April 2007 versions of Forms 472 (BEAR), 473 (SPAC), 474 (SPI), 486, and 500.

Nearly 180 Gather at the Service Cooperative Office for the 2008 Technology Conference

Thursday, February 7 was the 2nd Annual Technology Conference at the SW/WC Service Cooperative in Marshall, and proved to be a day full of eye-opening and inspirational experience for everyone in attendance. There were 136 school district and other member agency employees who attended the event, along with 40 vendor, presenter and SW/WC Service Cooperative employees. The Information Technology Department staff at the SW/WC Service Cooperative was pleased with the phenomenal response to the conference, as well as the praise and response received about the conference from our members.

The focus of this year's conference was on our keynote speaker, Mike Detloff, a detective on the Moorhead Police Department. Detective Detloff presented information around the topics of online dangers for today's youth and adults alike, and one of the hot topics in today's schools—cyber bullying. The audiences in each session experienced firsthand how cyber predators prey on youth on the Internet as Detective Detloff simulated a child in some common online meeting places. Also discussed was the danger of sharing information on popular social spaces like MySpace and Facebook. "Detloff's message was emotional and awakening," noted a conference participant.

Other topics covered at the conference included new software from Microsoft, Apple, Adobe, and Symantec. Security practices and awareness were covered in a number of sessions supplementing the need to ensure the stability and dependability of a business class network. The student information system offerings through SW/WC Service Cooperative were also demoed and discussed throughout the day by SW/WC Service Cooperative and TIES staff members. SMART Boards continued to be the hottest topic of the conference with nearly 30 participants attending each of the two SMART Board Sessions and the Senteo Classroom Response system session. New movements in Technology Integration from the incorporation of Moodle and Podcasting into a school environment, to covering the latest in Distance Education at the High School and College levels available in the K-12 environment, were presented throughout the day for all educators.

It can be anticipated that the SW/WC Service Cooperative will continue to see further implementation of technologies such as SMART Boards, SMART Senteo Systems and Moodle into our classrooms. Building upon those technologies, we will also see the interest in and the offerings through Internet2 become more and more prevalent in the area. With the overwhelming response to the keynote address we also hope to see a new level of awareness in our school districts. This is of the utmost of importance as we look at protecting the ones that we will be entrusting with the future: our K-12 Students. Regardless of who you are, it is a combined responsibility among all of us to ensure that the students in our schools and our homes are safe from the dangers on the Internet and from the abuse that can occur through the many social hotspots that it hosts.

The conference proved to be a very energetic and exciting day for the SW/WC Service Cooperative IT Staff and we look forward to working towards building and expanding our success this year and providing this region an even better conference next year.



Laser Works Scam

Recently we received some information from a school district that received a call from Laser Works asking them for their printer model numbers. Apparently, this is some type of scam—if you give them the information they request, you will receive some very expensive toner for your printers in the mail along with a bill—just something to be aware of and to let your office staff know about.

TSIS Enrollment and Schedule Enhancements

Please be sure to use screen ST209 when withdrawing or re-entering a student during the school year or between school years, including summer withdrawals, transfers, graduates, and dropouts. You need to do this to ensure that the records at the “old” school are removed and that other types of records are not “orphaned”. The only time ST208 or ST210 should be used is to create a new enrollment record or to correct a mistake on an existing record. If your schools use Scheduling, review your preferred procedures for checking the “drop” and “delete” schedule options when you withdraw students.

- **Drop All Current Schedules** – TSIS will enter a drop date for all classes that the student is currently participating in.
- **Delete Future Term Schedules** – TSIS will drop classes for future terms for this student. Choose this option if you are sure the student will not be returning this year. Deleted schedules cannot be restored.

Inappropriate Website Alert!

Juicy Campus (juicycampus.com) is a new website with one mission: Spreading the dirt about your school. In the midst of schools having issues with students placing and seeing inappropriate information on Facebook and MySpace, Juicy Campus brings more issues to the table.

Juicy Campus allows students to freely post information to the web about anyone in their school, originally intended for colleges it has now been rolling into the K-12 environment. What makes Juicy Campus different from Facebook and MySpace is the fact that rather than managing your own profile, others build it for you. The other huge issue is that all comments are anonymous and people do not need to login to post them. As the Juicy Campus motto states “Always Anonymous... Always Juicy...” Once content is in place on Juicy Campus it appears to be difficult to have it removed, much like how it is nearly impossible to have a profile removed from Facebook once established.

Schools who are on the SW/WC Service Cooperative WAN will be happy to know that this site has been blocked at all of our schools. We strongly advise you to do the same if you are not on this service.

Regional Technology Coordinator Workshops

Tuesday, March 18

Technology Integration

Tuesday, April 15

Technology Conference Hot Topics. We will vote on the topics at the March 18 Conference.

To register visit www.swsc.org and click on “Workshos/Seminars”

TSIS Enrollment and Schedule Enhancements (Cont'd)

To make student schedule changes during the school year please use screen **SC253 (Drop/Add Student Schedule)** instead of screen **SC250**. Also make sure to choose the appropriate radio button (**Drop prior/Add on** or **Drop on/Add After**) in the effective date box.

Meet Tom Maxwell!



We would like to introduce Tom Maxwell, the newest addition to the SW/WC Service Cooperative IT Department. Tom is providing Technology Coordination to the Lakeview School District and general technology support to our members.

Tom comes to the Service Cooperative with 7 years of experience in LAN and System Administration. In his free time Tom spends time with his wife and three children watching videos and traveling. Tom resides in Minnesota.

DOCUFIDE

On February 11th, Pipestone Area Schools made a change in the way they handle student transcripts for all future and past graduates. The district signed on with Docufide (www.docufide.com) last fall and went live with the service on Monday, February 11th. Docufide is an electronic transcript delivery service based out of Los Angeles, California. The company partners with TIES to integrate directly with TIES Student Information System (TSIS).

Any past and Future graduates can now go online and request a transcript at anytime. Future and Past graduates can request transcripts for any reason, whether it is for a job, a scholarship, the military, or going to college. Students and graduates simply create an account with Docufide by going to www.docufide.com and registering. During the registration process students and graduates identify themselves as a PAS graduate and enter their graduation year. Any past graduates can register too, even if they graduated before electronic grades and transcripts were available.

Once the person is registered they can then begin requesting transcripts. If they need to have the transcript sent to a college or university they simply select that college or university, make the payment, and the transcript process for that person is complete. If the college or university is a registered school with Docufide, the transcript will arrive electronically in the college or university's Docufide account within 24 hours. If the school is not registered with Docufide the transcript physically prints off at the Docufide company in Los Angeles and the company mails out the transcript priority mail.

DOCUFIDE (Cont'd)

Once a student or graduate requests a transcript through Docufide PAS is notified of this request. If the records for that student are in electronic format, the transcript is uploaded from TSIS to Docufide and process is complete. If the person graduated before electronic documents were available, PAS is still notified, but is unable to upload the transcript to Docufide. PAS has to copy off the transcripts and physically mail it out.

If the student or graduate requests a transcript for other reasons, they can simply have the transcripts sent directly to themselves. If they choose to do this, Docufide will email the student or graduate a release form that needs to be signed and faxed to Docufide. Once Docufide receives the form they will then email the student or graduate a link to print off the transcript.

Most transcripts that are requested are in the electronic format and can be completed in a matter of seconds now instead of minutes. Batches of transcripts can now be completed and not consume large amounts of time like they did in the past.

The decision to move to Docufide for transcript delivery was an easy one. It will save the district time and money in the long run, not to mention putting the transcript process on the student or graduated instead of the school counselor. Transcripts can now be requested 24 hours a day, 7 days a week and from any computer that has internet access. There is a small cost that the student or graduate now has to pay to have a transcript delivered, but they do not seem to mind because of the convenience of the process.

If you have questions about the Docufide process, please feel free to email me at josh.stukel@pas.k12.mn.us. Docufide will integrate with most student system. If you have questions about Docufide integrating with your student system, you may contact them by going to their web site at www.docufide.com.

SMARTBoard - How To Doc

You can configure Notebook software to access a Essentials for Educators Gallery on a shared Network Drive.

To configure Notebook software to access a Gallery on a shared network drive, you must first open Notebook software in administrative mode.

To open Notebook software in administrative mode on a Windows computer

1. Select **Start > Run**.
 2. In the **Open** box, type **Notebook /admin**.
 3. Press **OK**.
- Notebook software opens in administrative mode.

To open Notebook software in administrative mode on a Mac computer

1. Open a terminal window.
2. Type **/Applications/Notebook\ Software/Notebook.app/Contents/MacOS/Notebook –admin**.
3. Press **Enter**.

Notebook software opens in administrative mode.

After Notebook software opens in administrative mode, use the following procedure for all operating systems to configure Notebook software to access a Gallery on a shared network drive.

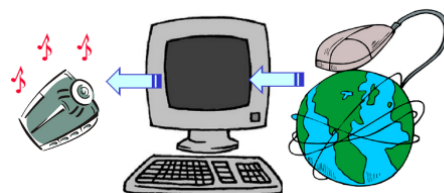
Configuring Notebook™ Software to Access a Gallery on a Shared Network Drive

To configure Notebook software to access a Gallery on a shared network drive

1. Press the **Gallery** tab at the right edge of the screen.
2. Press the **Show additional Gallery actions** button, and then select **Administration: Content Locations**. The current Gallery location appears in the **My Content** group box.
3. Press **Browse**, and then navigate to the shared network drive where the Gallery is stored.
4. Press **OK**.

Notebook software is configured to access the Gallery you specify on the shared network drive.

SW/WC Service Cooperative Technology Training Opportunities



For pricing information and to register visit

"www.swsc.org"

and click on **"Workshops/Seminars"**

Podcasting (March 7)

This is a half day PC based session on podcasting centering around the Tool Factory Podcasting software. In this session you will learn how to create a podcast and publish it for others to view. Key concepts include RSS feeds, finding and subscribing to podcasts, using digital audio recorders and using your cell phone to create podcasts. In this session you will also receive a digital audio recorder to take home with you and be entered in a drawing to win a free copy of the Tool Factory podcasting software used in this session.

Social Networking (March 14)

In this half day training session you will learn about the social networking tools available and how to use them in your classroom. We take a closer look at blogs, wikis, Del.icio.us, Flickr, Google tools and SchoolMail and their implications for the classroom.

Technology Integration (April 4)

Today's digital learners are requiring that teachers reevaluate their past teaching methods and look at ways to use the tools students are already using outside of school in their classrooms. We take a look at how to use SMART-Boards, podcasts, vodcasts, wikis, blogs, TeacherTube, iPods, digital cameras, webquests and many other free websites and software tools to increase learning with the use of technology in the classroom. We also re-evaluate the current use of many applications such as Power Point, Word and publisher to make them a seamless part of teaching and learning instead of having the technology tool be the lesson itself.

Moodle 101 (April 2,3 and May 2)

Moodle 101 is an introductory course in using the online course management system Moodle. This three day training is a hands-on learning environment where teachers learn online learning best practices and how to create course content in Moodle. During this training you will have a course set-up for you on our Moodle server and begin creating course content.

MICROSOFT Certified Training

(Classes will be held in the Training Lab at the Marshall SW/WC Service Coop)

For pricing information and to register please contact New Horizons of South Dakota at 605-339-3221 or email info@newhorizonssd.com

- **2-Day Microsoft Server 2003 Cram Sessions—July 15-16 or July 17-18**
- **Managing and Maintaining Windows Server 2008 Servers—July 28-August 1**
- **Microsoft Word—Level 1—August 4**
- **Microsoft Excel—Level 1—August 5**
- **Microsoft PowerPoint—Level 1—August 6**
- **Microsoft Word—Level 2—August 7**
- **Microsoft Excel—Level 2—August 8**

SMARTBoard Bundles

Option One - SMARTboard, False Ceiling Mount, and Projector

Qty 1 SMART SB 680 (Reg. \$1339)
 Qty 1 Premier PBC-FCTA (Reg \$146)
 Qty 1 Epson 83c (Reg. \$640)

Bundle price = \$1999.00 (\$126 savings!)

Option Three - SMARTboard and Projector

Qty 1 SMART SB 680 (Reg. \$1339)
 Qty 1 Epson 83c (Reg. \$640)

Bundle price = \$1880.00 (\$99 savings!)

Option Two - SMARTboard, Airliner, and Projector

Qty 1 SMART SB 680 (Reg. \$1339)
 Qty 1 SMART Airliner (Reg. \$375)
 Qty 1 Epson 83c (Reg. \$640)

Bundle price = \$2199.00 (\$155 savings!)

Option Four - SMARTboard, Fixed Ceiling Mount, and Projector

Qty 1 SMART SB 680 (Reg. \$1339)
 Qty 1 Premier PBC-UMP (Reg. \$101)
 Qty 1 Epson 83c (Reg. \$640)

Bundle price = \$1980.00 (\$100 savings)

SMARTBoard Promotions

SMART Promotion 1—Purchase 10 SMART Board interactive whiteboards

Receive one 32-remote Senteo interactive response system at no cost—\$1999.00 Value

SMART Promotion 2—Purchase 25 SMART Board interactive whiteboards

Receive three-32-remote Senteo interactive response systems and training at no cost—\$5997.00 Value

SMART Promotion 3—Purchase 50 SMART Board interactive whiteboards

Receive eight 32-remote Senteo interactive response systems and training at not cost—\$15,922.00 Value

*If you are interested in any of the Bundles or Promotions, the PO would need to go to
 Scott Taylor at CompView.*

10035 SW Arctic Drive
 Beaverton, OR 97005
 503-601-5553
 503-626-8439 fax
 staylor@compview.com
 www.compview.com

Installation and Cabling...

If you are in need of cabling or installation, please contact Denise Hoek at denise.hoek@swsc.org with the number of boards you want installed. She will work with our tech staff to set up a time for a walkthrough so they know the cables that are needed to complete the install.

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