
New Teacher Orientation

— Technology - August 19, 2020 —

Introductions



Chief Technology Officer

Matthew Flood

matthew.flood@gccisd.net



Administrative Assistant

Brandi Ray

brandi.ray@gccisd.net

Introductions



Director of Technology Services

Kevin Billings

kevin.billings@gccisd.net



Administrative Assistant

Kadi McHugh

kadi.mchugh@gccisd.net

Introductions



Director of Educational Technology

Steve Koester

steve.koester@gccisd.net



Administrative Assistant

Mary Chapa

mary.chapa@gccisd.net

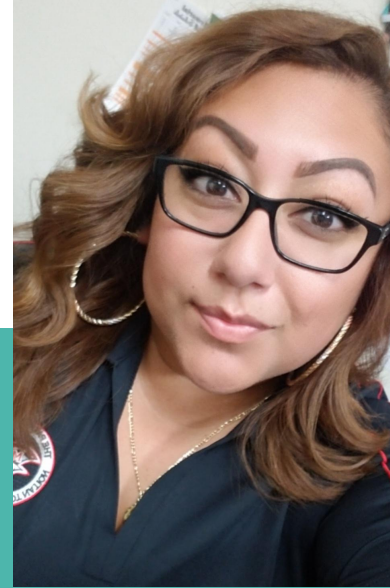
Introductions



Support Specialist & Helpdesk

DeeAnne Fagala

deeanne.fagala@gccisd.net



Administrative Technology Trainer

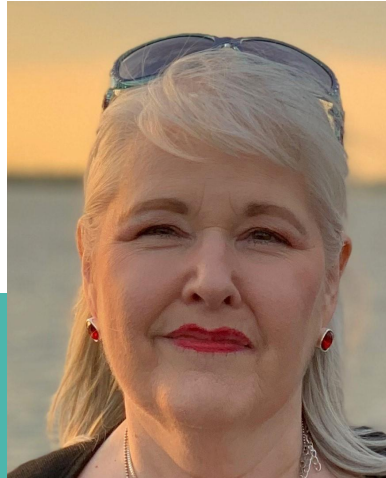
Vanessa Arredondo

vanessa.arredondo@gccisd.net

Introductions



Data Analyst
Michael Samuelson
michael.samuelson@gccisd.net



Data Analyst
Katherine Zeagler
katherine.zeagler@gccisd.net



Data Analyst
Daisy McClellan
daisy.mcclellan@gccisd.net

Introductions



Elementary Ed Tech Specialist

Laurinda Glenn

laurinda.glenn@gccisd.net



Jr. High Ed Tech Specialist

Regina Rogers

regina.rogers@gccisd.net



High School Ed Tech Specialist

Lori Roberts

lori.roberts@gccisd.net

2019 Bond Updates

- Teacher & Presentation Stations Replacement
- Interactive Whiteboards
- Replace Elementary and Junior High Mobile Devices
- Add Elementary and Junior High Mobile Devices
- Computer Lab and Library Technology Replacement
- Administrative Computer Replacement
- Network Cabling Replacement
- Network Infrastructure Replacement Phase 1

GCCISD Network/Security

- [Employee Handbook](#) (pgs. 39-46)
- Cyber Security
 - Windows Button
 - Ctrl+Alt+Del
 - Enter Password
 - Click OK



- Out of District Emails

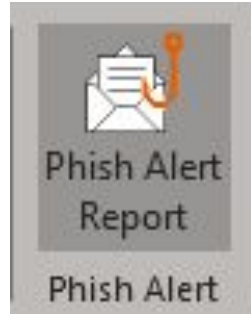
CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

KnowBe4

- KnowBe4 is a district simulated phishing email test.
- These tests will be an ongoing initiative to improve the way we look for and report phishing emails.
 - You may receive up to two simulated emails each month.
- If you report these emails using the Phishing Alert Report Button, you will get a message indicating that you have passed the test.
- If you click on the link or open the attachment in the simulated email, you will fail the test.
 - Those that fail the test will soon be assigned additional training, from KnowBe4, to help you recognize and report suspicious emails.



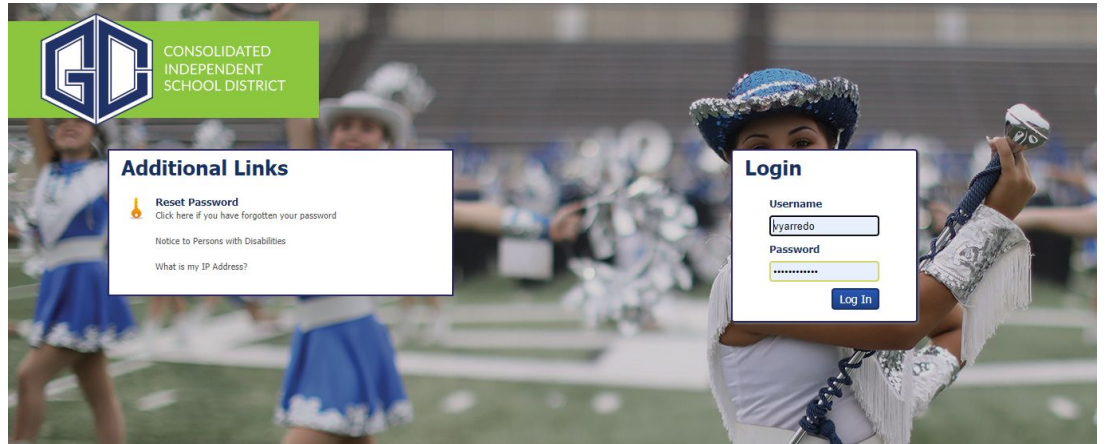
KnowBe4



- [How to Login to the KnowBe4 App](#)
- [How to use the Phish Alert Report Button](#)

My GC Portal

- [My GC Portal - my.gccisd.net](https://my.gccisd.net)
 - How to Reset District Password with Questions
 - Different workspaces
 - Accessing G: Drive from Home
 - Accessing S: Drive from Home



My GC Portal

The screenshot displays the My GC Portal interface. At the top right, the user is logged in as Vanessa Y. Arredondo on the MY.GCCISD.NET portal. The dashboard is organized into three sections: Default, Recent, and Favorites. The Default section contains tiles for E-mail SPAM Filter, C&I RESOURCE LIBRARY, eduphoria!, Google Classroom, KnowBe4, Outlook, safe SCHOOLS TRAINING, and GC TV. The Recent section contains tiles for safe SCHOOLS TRAINING, frontline education ERP & SIS (Formerly: Prologic TEAMS), PersonalRDP, KnowBe4, Outlook, eWork Orders Submit Technology Work Order, and E-mail SPAM Filter. At the bottom, a navigation bar includes links for Home, Home 2, My Tiles, Account, Applications, Applications 2, and Desktop. A red arrow points to the Desktop link.

MY.GCCISD.NET
Arredondo, Vanessa Y

Default

- E-mail SPAM Filter
- C&I RESOURCE LIBRARY
- eduphoria!
- Google Classroom
- KnowBe4 Human error. Conquered.
- Outlook
- safe SCHOOLS TRAINING
- GC TV

Recent

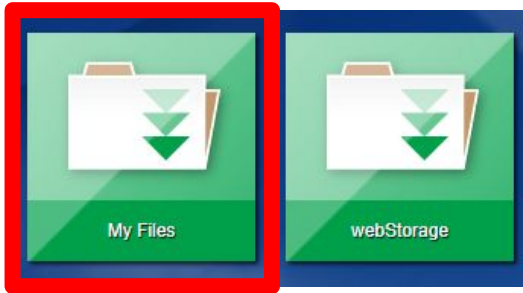
- safe SCHOOLS TRAINING
- frontline education ERP & SIS Formerly: Prologic TEAMS
- PersonalRDP
- KnowBe4 Human error. Conquered.
- Outlook
- eWork Orders Submit Technology Work Order
- E-mail SPAM Filter

Favorites

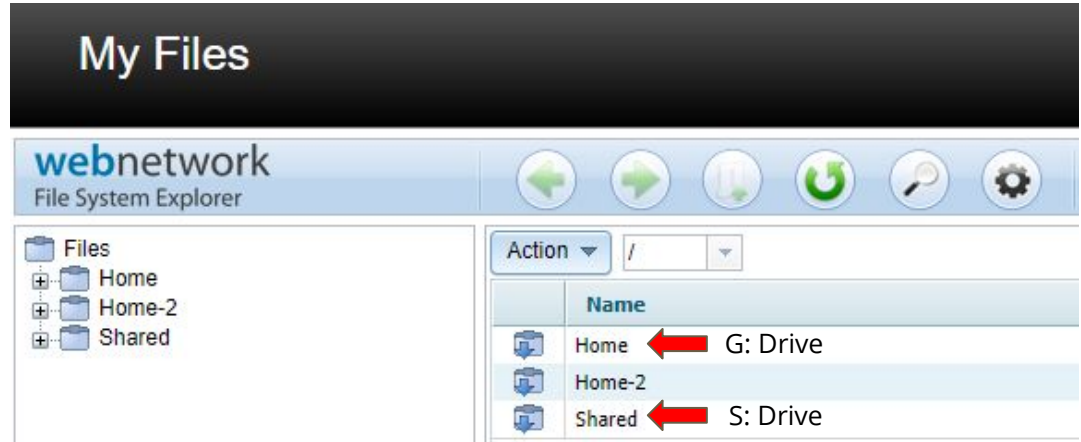
Home Home 2 My Tiles Account Applications Applications 2 Desktop

My GC Portal

Desktop Options



Drive Options



TEAMS - Employee Service Center

Employee Service Center

- How to Access Employee Service Center
- My Personal Information
- Leave Balances
- My Absence Reporting
- My Time Card
- My Employment Records
- How to Request an Employee Transfer
- My Payroll Information
- My Travel



Customer Service - Knowledge Base

[Knowledge Base](#)

Knowledge Base

Getting Started

Applications

Ed Tech

Eduphoria

iPads

Office 365

Phones

Security

TEAMS Business

TEAMS Student

TV Display

Windows 10

Welcome to GCCISD!

Every position within GCCISD depends in some way on technology. The following link will take you to a Smore with some helpful explanations and instructions on how to access district technology resources.

[Welcome to GCCISD Technology - Getting Started](#)

Customer Service - Requesting Service

Submitting a Technology Work Order

The screenshot shows the 'Technology Management Systems Statistics' page. On the left is a 'DEPARTMENT LINKS' menu with items like 'CAMPUS ASSIGNMENTS', 'EDUPHORIA', and 'REQUEST TECHNOLOGY SERVICE'. The main content area has tabs for 'Network & Devices', 'Electronic Communication', and 'Telecommunication'. Under 'Electronic Communication', there are statistics for 'Average Internet Usage' (2.32 Gb), 'Technology Equipment Managed' (61,052), 'Network Connections' (37,008), and 'Network Accounts' (30,483). Below this is a section for 'iPad Reset Instructions for 1:1 Devices'. At the bottom, there is a 'Customer Service' section with a 'Submit a Work Order' button and a 'Campus Assignments' button. Yellow arrows point to 'REQUEST TECHNOLOGY SERVICE' in the menu, 'Submit a Work Order' in the Customer Service section, and the 'Submit a Work Order' button in the main content area.

DEPARTMENT LINKS ▼

- CAMPUS ASSIGNMENTS
- CTS MEETINGS
- EDUPHORIA
- EMPLOYEE PORTAL
- EMPLOYEE WHEREABOUTS
- EWORORDERS STAFF LINK
- REQUEST TECHNOLOGY SERVICE
- SERVICE TEAM
- TEAMS IN-DISTRICT ACCESS
- TIPWEB INVENTORY

Technology Management Systems Statistics

Network & Devices | **Electronic Communication** | Telecommunication

Average Internet Usage 2.32 Gb	Network Connections 37,008
Technology Equipment Managed 61,052	Network Accounts 30,483

iPad Reset Instructions for 1:1 Devices

Customer Service

[Submit a Work Order](#)

[Campus Assignments](#)

The screenshot shows a service menu with two rows of tiles. The top row is labeled 'Default' and contains 'E-mail SPAM Filter', 'C&I RESOURCE LIBRARY', and 'eduphoria!'. The bottom row is labeled 'Recent' and contains 'safe SCHOOLS TRAINING', 'eWork Orders Submit Technology Work Order', and 'frontline education.. ERP & SIS Formerly: Prologic TEAMS'. The 'eWork Orders' tile is highlighted with a yellow border.

Default

- E-mail SPAM Filter
- C&I RESOURCE LIBRARY
- eduphoria!

Recent

- safe SCHOOLS TRAINING
- eWork Orders**
Submit Technology Work Order
- frontline education..
ERP & SIS
Formerly: Prologic TEAMS

Customer Service - Requesting Service



Catalogue of Services



Technology Management Systems

- 1- Service Request
- 2- Security Access
- 3- Technology Quote/Order
- 4- Training Request
- 7- iPad App Request

Click [here](#) to look up your service requests.



1- Service Request

Requester Information

Name	<input type="text" value="Vanessa Arredondo"/>
Phone	<input type="text" value="2814204499 ext. 73338"/>
Email Address	<input type="text" value="vanessa.arredondo@gccisd.net"/>

Work Order Information

School Campus	<input type="text" value="TMS"/>
Building/Room	<input type="text" value="Training Room 1"/>
Work Order Title	<input type="text" value="Promethean Panel Not Displaying"/>

Specific Work Order Instructions

Laptop is not displaying image on the Promethean.

Customer Service - Service Level Agreement

Service Level Agreement

Type	Priority	TMS Service Level Agreement Description of Priority and Examples	Target Resolution Time
1 - Service Request	1 - Emergency	Emergency Situation: Requires immediate attention, system or network down. Examples include: fiber connection damaged, campus administrative or instructional server down, network electronics unavailable, or a major Application System is down.	4 Hours
1 - Service Request	2 - High	Critical Impact: A major System component is down, and there is no available alternative. Examples include: an instructional lab is down, a high-level administrator is unable to work, or a Software Subsystem is down.	1 Day
1 - Service Request	3 - Instructional 4 - Administrative	Campus Technology Specialist OnSite Support Unable to Resolve Problem. CTS will assess all campus work orders within 1 day and assign to appropriate TMS staff, when TMS service is needed.	2 Days 3 Days
1 - Service Request	3 - Instructional	NORMAL INSTRUCTION: An alternative or bypass is available, or deferred maintenance is available. Examples include student, library, or teacher technology.	2 Days
1 - Service Request	4 - Administrative	NORMAL ADMINISTRATIVE: An alternative or bypass is available, or deferred maintenance is available. Examples include administrative technology.	3 Days
2 - Security Access	3 - Instructional	Access/Security: Process instructional access requests for ids/accounts, change rights, allow/disallow access to a user, block / unblock websites. Inappropriate websites will be blocked immediately.	2 Days
2 - Security Access	4 - Administrative	Access/Security: Process administrative access requests for ids/accounts, change rights, allow/disallow access to a user, block / unblock websites. Inappropriate websites will be blocked immediately.	3 Days
3 - Technology Procurement	3 - Instructional	Technology Procurement: Process technology orders and procure new technology for Instructional Users	2 Days
3 - Technology Procurement	4 - Administrative	Technology Procurement: Process technology orders and procure new technology for Administrative Users	3 Days
4 - Training Request	3 - Instructional	Educational Technology Training: Provide educational technology training to teachers and instructional users.	2 Days
4 - Training Request	4 - Administrative	Administrative Technology Training: Provide administrative technology training to administrative users.	3 Days
5 - Scheduled	3 - Instructional 4 - Administrative	Project Tasks: New installations or maintenance, Application Systems upgrades, conversions, or maintenance. 1. Customer contact for the work order is not available to provide needed information or equipment 2. TMS staff is dependent on a 3rd party vendor to complete the work order. 3. The work is planned as a project with a defined scheduled completion date. ** Overdue work orders must be worked ahead of scheduled work orders unless there is supervisor approval ** Regular follow-up is still required by the original TMS staff assignee, at least once a week, and notes be added to the work order detail	Varies due to Vendor or Agreed Need Date

Customer Service - Service Teams

Technology Services

Kevin Billings - Director of Technology
Kadi McHugh - Secretary

Technology Support Specialist

Amanda Pedersen
Brandon Bryan
Daniel Leija
Gary Lannou
Jacob Ford
Nathan Abshire
Rebecca Brueck
Alfred Ray
Carlos Ramirez
Chris Lowder

Phone Services

Nelson Benoit
David Smith

Network Services

Dane Morris
Eric Culpepper
Gilbert Lopez
Joe Tesar

Project Management / Wiring

Nick Mexas

Management Oversight

Matt Flood - Chief Technology Officer
Brandi Ray - Administrative Assistant

Business and Student Services

Bruce Sorrell
Daisy McCullen
Kathy Zeagler
Michael Samuelson
Vicky Alvarado

Technology Inventory/Training

Vanessa Arredondo

Customer Services/Inventory

DeeAnne Fagala

Campus Technology Specialist

Alamo	Nora Valencia
Ashbel	Brandi Enderli
Austin	Cynthia Knox
Banuelos	Carlos Medina
Bowie	Stefanie Bogle
Carver	Dru Orosco
Clark	Valerie Cortez
Crockett	Shelley Hutchison
DeZavala	Merrissa Newport
Harlem	TBD
Highlands	Jeremy Reyes
Hopper	Georgiana Bighorse
Lamar	Amanda Johnson

Educational Technology

Steve Koester - Director of Educational Technology
Mary Chapa - Secretary
TBD - Receptionist

Educational Technology Specialist

Laurinda Glenn
Lori Roberts
Regina Rogers

Technology Integration Teachers

Denice Massengale
Heidi Morgan
Lauren Mercer
Lisa Gauthreaux

San Jacinto	Manisha Pipalia
Travis	Octavia Cullum
Victoria Walker	Hsinghen "Jackson" Chiang
Baytown Jr.	Jorge Gomez
Cedar Bayou Jr.	TBD
Gentry Jr.	Evan Reisner
Highlands Jr.	Richard Alexander
Horace Mann Jr.	Jacob Leberman
IMPACT / PEH	Monica Garcia
Lee High	Cynthia Moreno/Eli Taylor
POINT	Georgiana Bighorse
Sterling High	Rose Lueders/Colt Ambrose
Memorial	Laura Garcia/Nahim Fadul

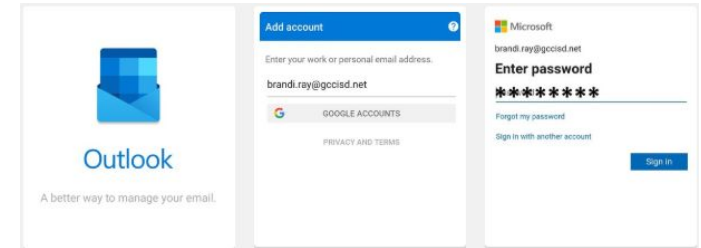
Phone Services - District Email

Adding your district email to your cell phone

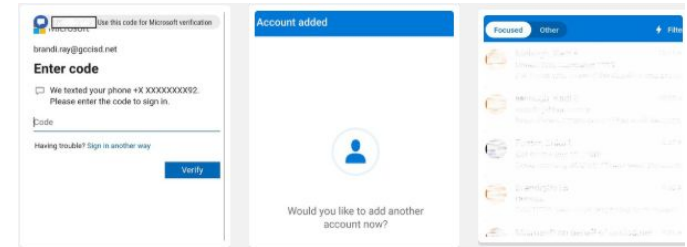
Step 1: Download Microsoft Outlook from your app store



Step 2: Enter your district email and district password for your Office 365 account



Step 3: Enter verification code sent to your text messages to finish setup and view email



Phone Services - Cisco Jabber

Cisco Jabber

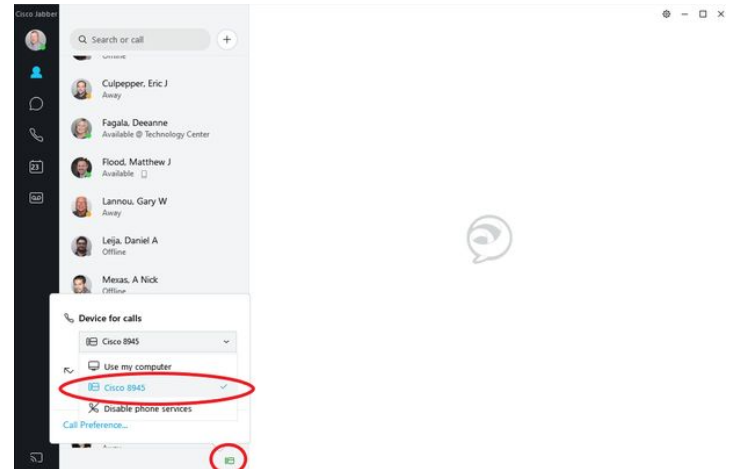
Step 1: Login with your short
username@gccisd.net
and district password



Step 2: Accept
Certificate



Step 3: Default your phone for phone
calls





FRONTLINE GRADEBOOK

2020-2021 NEW TEACHER ORIENTATION

OVERVIEW



Categories: Weights of Assignments

Setting up your Gradebook
Uniform Grading Guidelines



Assignments

Must be unique
How to copy assignments



Conduct: how and where



Post vs. finalize



Linking Course Sections

CATEGORIES



• Major

- Unit
- Projects
- Presentations
- Lab Reports
- CBAs
- Book Reports

• Non-Major

- Classwork
- Short Quizzes
- Lab Reports
- Projects
- Vocabulary Test

• Homework

- Elementary: Can only be 10%
- Jr High and High School: cannot be more than 20%

- Minimum of 3 major grades for 3rd-12th per grading period.
- Minimum of 2 major grades for 1st-2nd per grading period

- Minimum of 6 non major grades for 3rd-12th per grading period

ELEMENTARY (K-5) GRADING GUIDELINES

PRE-K & K	GRADES 1 & 2	GRADES 3 & 4	Grade 5
<p>The reporting system will reflect a student's performance in the classroom compared to grade level expectations. These expectations should be based on developmentally appropriate objectives that are specified within the reporting systems and conform to state guidelines.</p> <p>Pre-Kindergarten and Kindergarten will use checklists that are revised as needed.</p>	<p>Grades 1 and 2 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 30%. A minimum of 2 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) may count up to 70%. A minimum of 6 non-major grades is required each grading period. Homework may not count more than 10% of the student's grade in a grading period.</p> <p>Example 1: Major Grades: 30% Non-major Grades 60% Homework 10%</p> <p>Example 2: Major Grades: 30% Non-major Grades 70% Homework 0%</p>	<p>Grades 3 and 4 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 40%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, book reports, etc.) will count 60%. A minimum of 6 non-major grades is required each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 40% Non-major Grades 50% Homework 10%</p> <p>Example 2: Major Grades 40% Non-major Grades 60% Homework 0%</p>	<p>Grade 5 will use numeric grades for reading, language arts, math, science and social studies. E (excellent), G (good), S (satisfactory), N (needs improvement), and U (unsatisfactory) will be used for handwriting, health, physical education, music and art.</p> <p>Major grades (unit tests, projects, presentations, lab reports, CBAs, etc.) will count 50%. A minimum of 3 major grades is required each grading period, with spelling being no more than 50% of the language arts grade. No major grade may be counted more than once.</p> <p>Non-major grades (class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, books reports, etc.) will count 50%. A minimum of 6 non-major grades is required for each grading period. Homework may not count more than 10% of a student's grade in a grading period.</p> <p>Example 1: Major Grades 50% Non-major Grades 40% Homework 10%</p> <p>Example 2: Major Grades 50% Non-major Grades 50% Homework 0%</p>

- Teachers must update students' grades in TEAMS grading system at minimum once each week. This process will allow parents/guardians to have an accurate indication of their child's progress.
- The academic grade is not tied to discipline.
- Special education students' grading may be modified by ARD Committee decision.

SECONDARY (6-12) GRADING GUIDELINES

JUNIOR SCHOOL	HIGH SCHOOL																						
<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade. A minimum of 3 major grades are required each grading period. No major grades may be counted more than once.</p> <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 6 non-major grades are required each grading period. Homework may not count more than 20% of a student's grade in a grading period.</p>	<p>Major grades (unit tests, projects, presentations, CBAs, lab reports, book reports, etc.) will count 60% of the grading period grade.</p> <ul style="list-style-type: none"> • Regular & PreAP Classes: A minimum of 3 major grades are required each grading period. No major grades may be counted more than once. • AP Classes: A minimum of 2 major grades are required, with 3 recommended, each grading period. No major grades may be counted more than once. <p>Non-major grades (homework, class work, short quizzes, lab reports, projects, journal writings, vocabulary tests, etc.) will count 40% of the grading period grade. A minimum of 6 non-major grades are required each grading period. Homework may not count more than 20% of a student grade in a grading period.</p> <p>Dual credit courses in all subjects will adhere to the grading procedures and policies as defined in each Lee College course syllabus.</p>																						
<p style="text-align: center;">Example 1:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Major Grades</td> <td style="width: 50%;">60%</td> </tr> <tr> <td>Non-major Grades</td> <td>25%</td> </tr> <tr> <td>Homework</td> <td>15%</td> </tr> </table>	Major Grades	60%	Non-major Grades	25%	Homework	15%	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Example 2:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;">Major Grades</td> <td style="width: 50%;">60%</td> </tr> <tr> <td>Non-major Grades</td> <td>20%</td> </tr> <tr> <td>Homework</td> <td>20%</td> </tr> </table> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 50%; text-align: center;">Example 3:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="width: 50%;">Major Grades</td> <td style="width: 50%;">60%</td> </tr> <tr> <td>Non-major Grades</td> <td>40%</td> </tr> <tr> <td>Homework</td> <td>0%</td> </tr> </table>	Example 2:		Major Grades	60%	Non-major Grades	20%	Homework	20%	Example 3:		Major Grades	60%	Non-major Grades	40%	Homework	0%
Major Grades	60%																						
Non-major Grades	25%																						
Homework	15%																						
Example 2:																							
Major Grades	60%																						
Non-major Grades	20%																						
Homework	20%																						
Example 3:																							
Major Grades	60%																						
Non-major Grades	40%																						
Homework	0%																						
<ul style="list-style-type: none"> • Teachers must update students' grades in TEAM grading system, at minimum, once each week. This process will allow parents/guardians to have an accurate indication of their child's progress. • The academic grade is not tied to discipline. • Special education students' grading may be modified by ARD Committee decision. 																							

HIGH SCHOOL GRADE CATEGORIES



- Default:
 - Major: 70%
 - Non-Major: 30%
 - Homework: 0%
- Percentages MUST total 100.
- Homework cannot be more than 20%

How to set up categories:

<https://www.smore.com/ew7u3-category-setup-by-course-section>



ASSIGNMENTS

- Must be unique
- How to copy assignments:
 - <https://www.smore.com/70ndh-two-ways-for-copying-assignments>
- Alpha Grades:
 - Penmanship
 - Music
 - PE
 - Art

Alpha Grades:

<https://www.smore.com/d9kyj-how-do-i-set-up-alpha-grades>





CONDUCT

- COMMENTS AND CONDUCT VALUES
 - <https://www.smore.com/78knm-comment-conduct-values>
- COMMENTS VALUES DEFINED
 - <https://www.smore.com/v54aj>

POST VS FINALIZE

- Posting Grades:
 - During Progress Report or Report Card grading window.
- Finalizing Grades:
 - An electronic signature stating that the teacher has checked their grades and approves the grade submission.
 - Think of it like a signature that, yes, you have read the document, and everything is correct.

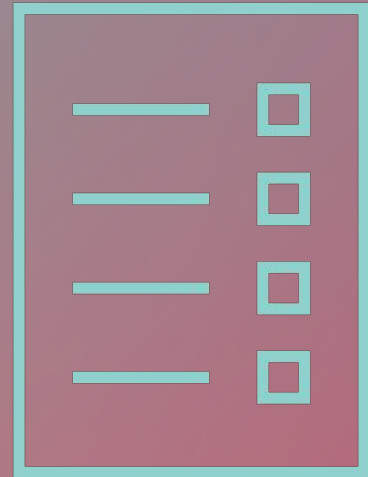
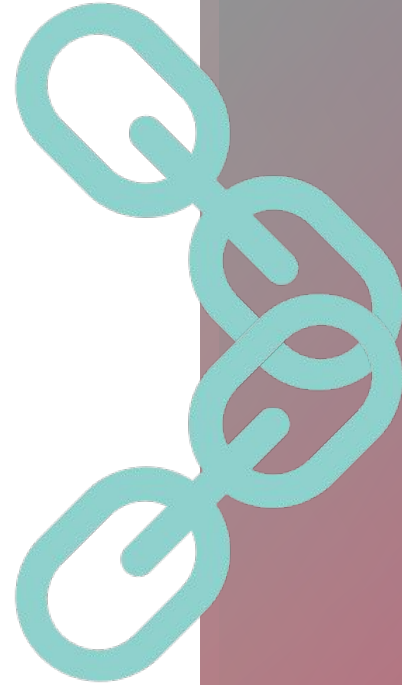


Post vs Finalize smore:

<https://www.smore.com/p8r2m-finalize-vs-posting>

LINKING COURSE SECTIONS/ROSTERS

- Combine multiple rosters in the same period for grades, attendance or both.
- <https://www.smore.com/na6jx-linking-rosters>



LEARNING CENTER

- Frontline has rolled out a new, 24/7 online resource filled with helpful documentation, step-by-step articles, video walkthroughs, and recorded webinars to answer questions about your Frontline applications.

- WITH SIMPLE NAVIGATION AND A POWERFUL SEARCH ENGINE, FINDING THE INFORMATION YOU NEED TO NAVIGATE AND TROUBLESHOOT YOUR SOLUTIONS WILL BE EASIER THAN EVER.

Welcome, Daisy! How can we help?

Find answers

Hiring season upended this year?
EASIER RECRUITING & HIRING -->

Basics and Tips

Reporting, Shared Functionality, PEIMS

Position Management

Talent Management

Teachers, Counselors, Administrators

Financial Planning & Analysis

Show More

EXTRA HELP

Gradebook Setup

- <https://www.smore.com/8dr4z-setup-and-use-your-gradebook?ref=my>

Accidental Category Deletion

- <https://www.smore.com/v5n8d-did-you-delete-a-category>

Class Notes

- <https://www.smore.com/tkpba-class-notes>

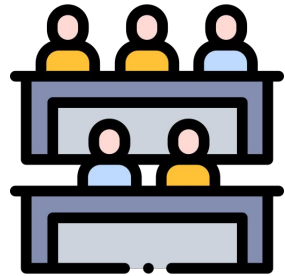
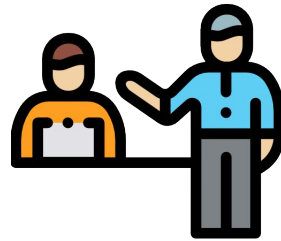
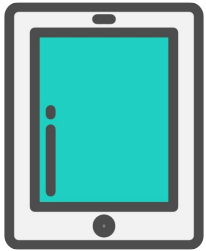
Grading Process

- <https://www.smore.com/vm8b9-teacher-grading-process-in-teams>

Knowledge Base

- <https://schools.gccisd.net/page/tms.tutorials>

Educational Technology



Every single
teacher...

Is about to have
their first year
teaching again.

-Monica Genta

ED TECH TEAM



Steve Koester
Director of Ed Tech



Laurinda Glenn
Ed Tech Specialist
Elementary



Lisa Gauthreaux
Tech Integration Specialist
Elementary



Heidi Morgan
Tech Integration Specialist
Elementary



Regina Rogers
Ed Tech Specialist
Junior School



Denice Massengale
Tech Integration Specialist
Junior School



Lori Roberts
Ed Tech Specialist
High School



Lauren Mercer
Tech Integration Specialist
High School

gccisd.net/edtech

District Website | Contact Goose Creek Educational Technology | Translate

Goose Creek **EdTech** Educational Technology

Search Educational Technology...

Ed Tech Home TMS Home

CAMPUS LINKS

- Contact Us
- Digital Badges
- Digital Safety
- Teacher Links
- Technology Plan
- techXpedition

ED TECH STAR OF THE MONTH

TECH tips

POWERED BY WALLS.IO

CHECK OUT OUR TECH RESOURCES

student LINKS

INTERNET ESSENTIALS

Staff **Students/Guardians**

Applications

- [Cisco WebEx](#)
- [Eduphoria](#)
- [Google](#)
- [Microsoft](#)
- [Promethean](#)
- [Seesaw](#)
- [TEAMS](#)

iPad

- [Apple TV](#)
- [App Request Process](#)
- [Staff iPad Setup Instructions](#)



Eduphoria Strive



GCCISD Portal Login

1. Navigate to my.gccisd.net and log in with your GCCISD username and password

2. Click the Eduphoria tile

If the tile does not appear on your Home screen, click the Applications options or search for it.



PROFILE

1

Please verify that the information below is correct.

FIRST NAME Lori

LAST NAME Roberts

EMAIL Lori.Roberts@gccisd.net

CAMPUS Goose Creek Memorial High School
 Grounds Department
 Harlem Elementary
 Head Librarian Department

IMAGE No file chosen



2

Please verify that the information below is correct.

What is your primary role in the district?

ROLE

- Teacher
- Paraprofessional
- Principal/Vice Principal
- Superintendent/Assistant Superintendent
- Other

3

Please verify that the information below is correct.

What subject areas do you teach?

SUBJECTS

- English Language Arts
- Mathematics
- Reading
- Science
- History
- Writing
- Special Education

App Passwords

Next

4

Please verify that the information below is correct.

What grades do you teach?

GRADES

- Early Elementary
- Pre-Kindergarten
- Kindergarten
- First
- Second
- Third
- Fourth

App Passwords

Next

5

Please verify that the information below is correct.

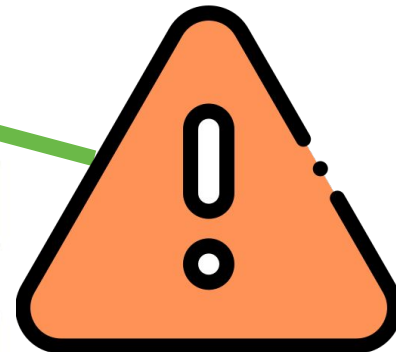
Select a security question and response for electronic signing of documents. The answer is case sensitive.

QUESTION What was your childhood nickname? ▾

ANSWER

App Passwords

Next



6

Please verify that the information below is correct.

Enter your Employee ID number.

ID

App Passwords

Save Changes

STRIVE

Lori Roberts

STRIVE

My Evaluation Process

My Professional Learning

Course Catalog

Conferences

Credits for Approval

Reports

Settings

EVALUATION PROCESS ARCHIVED EVALUATIONS ARCHIVED GOALS

Evaluation
1 Tasks

Uploaded Evidence
0 Documents

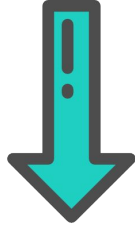
Additional documents and goals are not attached to the Evaluation Process. [VIEW DOCUMENTS AND GOALS](#)



Have PD hours in Eduphoria from previous district?

Contact your previous district & request the **.wxe** file from Eduphoria.
Email the **.wxe** file to your Ed Tech Specialist.

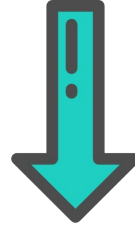
Synchronous



Live

- Watch/do **at a set time**
- Pause, Rewind, or Fast Forward **NO**
- **Platform**
 - Cisco WebEx

Asynchronous



On Demand

- Watch/do **when you choose**
- Pause, Rewind, or Fast Forward **YES**
- **Platform**
 - Seesaw (Pre-K to 2)
 - Google Classroom (3 to 12)

**Cisco
WebEx
Meeting**



GCCISD Portal Login

1. Navigate to my.gccisd.net and log in with your GCCISD username and password

2. Click the Cisco WebEx tile.
If the tile does not appear on your Home screen, click the Applications options or search for it.



[Click for more information](#)



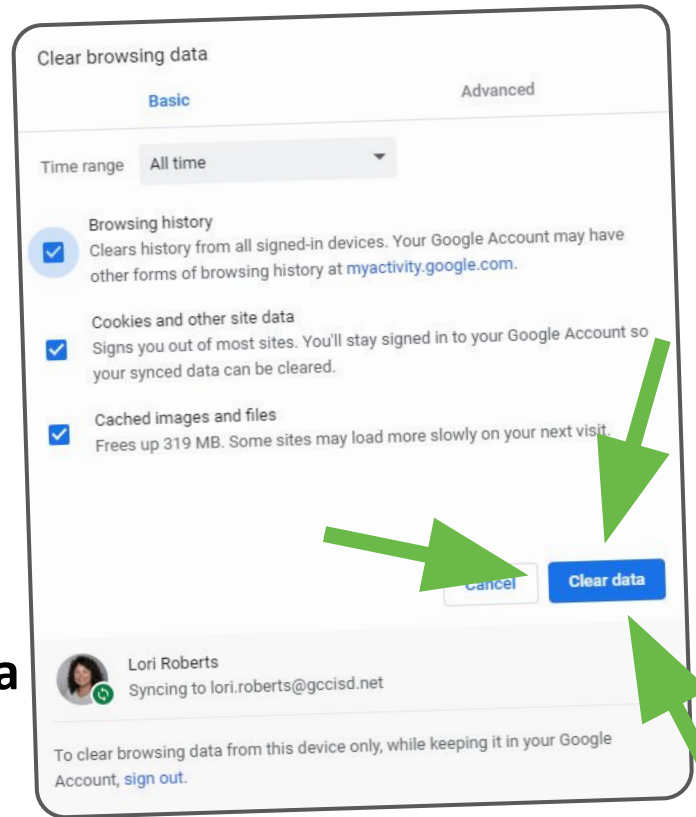
Clearing Browser Cache

In Google Chrome:

1. Click the **3 dots**
2. Click **Settings**
3. Click **Clear browsing Data**
(under Privacy and security)

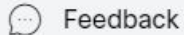
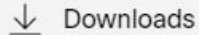
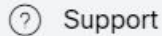
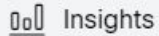
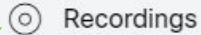
OR

In Google Chrome, type
chrome://settings/clearBrowserData
into the URL bar



Main Browser Options

Click to return to this view



Join a meeting or search for a meeting, recording, or transcript



Lori Roberts's Personal Room

<https://gccisd.webex.com/meet/lori.roberts>

Personal Room Link

More ways to join

Start a Meeting

Schedule

Create a **Scheduled meeting** with custom meeting link

Upcoming Meetings






Upcoming **Scheduled meetings** you are a HOST or INVITED TO will appear here

Start a Meeting immediately using your **Personal Room link**

[Click for more information](#)



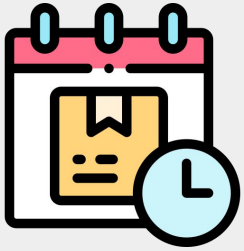
Meeting Types

	Personal Room	Scheduled Meeting
Good for planned meetings		
Good for spontaneous meetings		
Lobby available BEFORE people join (only when meeting is Locked)		Coming Soon
Lobby available AFTER people join		
Link to join meeting	Permanent URL	Unique URL

[Click for more information](#)

Scheduling





Schedule a Meeting

Schedule a Meeting

Meeting templates

GCCISD Webex Template

Meeting type

Webex Meetings Pro Meeting

Meeting Title

* Meeting topic

GCCISD

* Meeting password

ShrtJP3ub62

Set Date, Time,
and Duration

Date and time

Friday, May 8, 2020 10:40 am Duration: 1 hour

(UTC-05:00) Central Time (US & Canada)

Sets up a repeating
pattern for when
the meeting occurs

Recurrence

Attendees

Separate email addresses with a comma or semicolon

Set
advanced
scheduling
options

Show advanced options

Send Meeting Invites
to Attendees via Email

Cancel

Start

Save as template

[Click for more information](#)



Meeting Topic (Title)

Elementary teachers:

- Teacher Name
- Homeroom

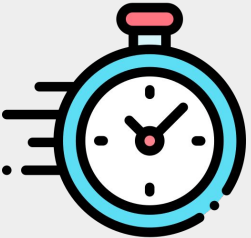
Meeting type	Webex Meetings Pro Meeting
* Meeting topic	L Roberts - Homeroom

Secondary teachers:

- Teacher Name
- Class period
- Course name

Meeting type	Webex Meetings Pro Meeting
* Meeting topic	L Roberts - 1st - Biology

**Use same naming convention for Google Classroom*



Date and Time

Classroom Meetings Scheduling:

- Pick today (don't wait until September 8)

Duration:

- Meeting will not end if it extends past duration

Sunday, Aug 16, 2020 5:55 pm Duration: 1 hour ▾

Aug 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Time

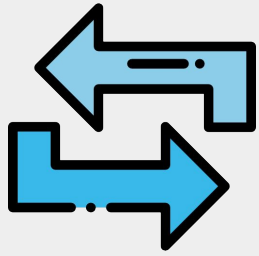
5 ▾ : 55 ▾

am pm

Duration

1 hour ▾ 0 minutes ▾

Done



Recurrence

Sets up a repeating pattern for when the meeting occurs

Make your class meeting(s) repeat **DAILY** for **EVERY WEEKDAY**

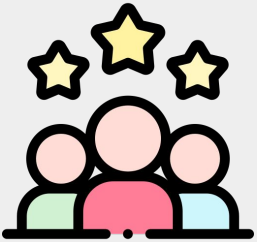
Recurrence

Recurrence pattern: Daily

Recurrence on: Every 1 day(s) Every weekday

Ending: No end date Ending 08/06/2023 After 10 meetings

The screenshot shows a 'Recurrence' settings panel. A green arrow points from the text 'Make your class meeting(s) repeat DAILY' to the 'Daily' dropdown menu. Another green arrow points from 'for EVERY WEEKDAY' to the 'Every weekday' radio button. A third green arrow points from the text to the 'No end date' radio button.



Attendees

Add individual attendees to send **EMAIL** invitation with **CALENDAR** invite.

***NOTE:** If attendee is a GCCISD employee, meeting will show up in their WebEx via browser or app.*

Attendees

Separate email addresses with a comma or semicolon

Lori Roberts | X Lauren Mercer | X

Remove all attendees

Click icon to set an **ALTERNATE HOST** who can **START** the meeting for you

Scheduling Options



Show advanced options ^

Audio connection options ^

Audio connection type ^

Display global call-in number to attendees

Entry and exit tone ^

Agenda ^

Scheduling Options ^

Require account Require attendees to have an account on this site in order to join this meeting

Automatic recording Automatically start recording when the meeting starts

Exclude password Exclude password from email invitation

Registration None
 Require attendee registration

Email reminder minutes before meeting starts

Meeting options [Edit meeting options](#)

Attendee privileges [Edit attendee privileges](#)

Sound that plays when attendees enter and exit the meeting

Video will have to render and then will be available in Recordings.

Attendee privileges

Select privileges that you want attendees to have when meeting begins:

- Save
- Print
- Annotate
- View participant list
- View thumbnails
- Control application, web browser or desktop remotely
- View any document
- View any page
- Contact operator privately

Participate in private chat with:

- Host
- Presenter
- Other participants

Make sure to leave OFF

Cancel

OK



Sharing Link with Students

Roberts - 1st - Biology 📄 ✎ 🗑️

Hosted by Lori Roberts

● 6:05 PM - 7:05 PM | Thursday, Aug 6 2020 | (UTC-05:00) Central Time (US & Canada)

Start Meeting ▾

Meeting Information

Meeting link:	https://gccisd.webex.com/gccisd/j.php?MTID=m1f0475096def7404bd31e106711122df
Meeting number:	120 119 0248

COPY the meeting link

Seesaw (grades PK-2):

Send as an **ANNOUNCEMENT** to all students

Google Classroom (grades 3-12):

Create a **MATERIAL** in **CLASSWORK** with **NO TOPIC** and **ATTACH** the link.
NOTE: This will “pin” the material to the top of Classroom.

PRACTICE
with a buddy

BEFORE
the first day
of instruction

HOST - test out audio, host tools, and the device.

PARTICIPANT - see what students will see when in a meeting (iPad and/or PC).



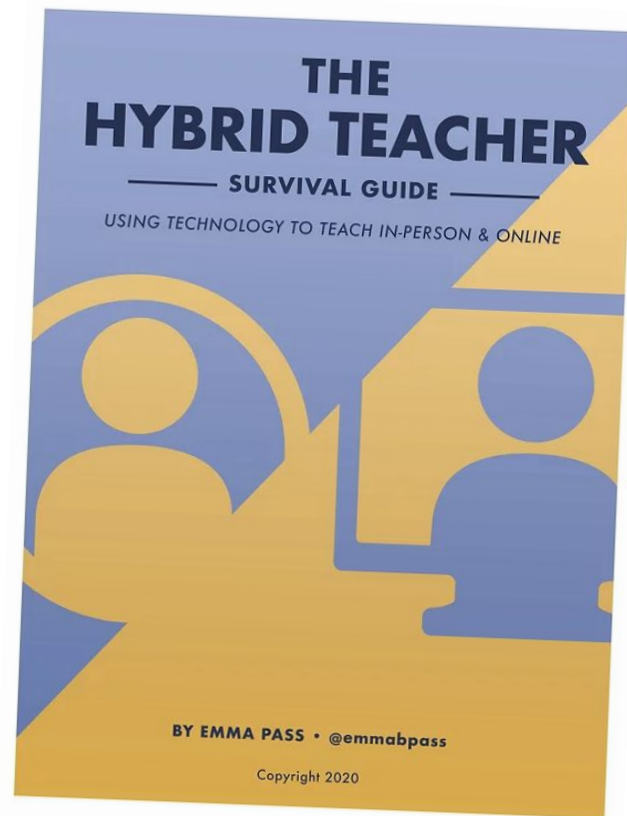


The Hybrid Teacher

FULL of examples, ideas, and templates for virtual & hybrid teaching.

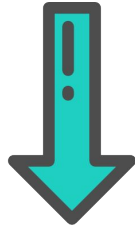
Download PDF for FREE at
bit.ly/hybridteacher

By [Emma Pass @emmabpass](https://www.instagram.com/emmabpass)



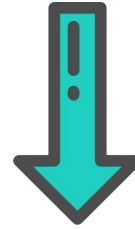
NEXT

**Pre-K to
2nd**



Seesaw

**3rd to
12th**



**Google
Classroom**

**Meeting links in chat box AND in New Teacher Program*