



Berryville Public Schools Technology Assistance Handbook



It's more fun to compute...Kraftwerk 1981

This handbook is designed to help you with all your
Information Technology needs.

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Setting up your classroom computer

Each classroom is equipped with a teacher desktop computer, laptop, document camera, projector, and phone. Some rooms have student computers as well.

Where the network cable comes down from the ceiling is where you must locate your desk and computer. We have lines in these locations for a reason and cannot move them to another area of the room.

Do not set the Desktop PC on the floor. They must be placed on your desk, or a table or something sturdy.

You will receive one hour Technology in-service credit for setting up your computer. Please be sure to list this in your ESC account for proper credit. List the event as "Setting up your computer". (See page 5)

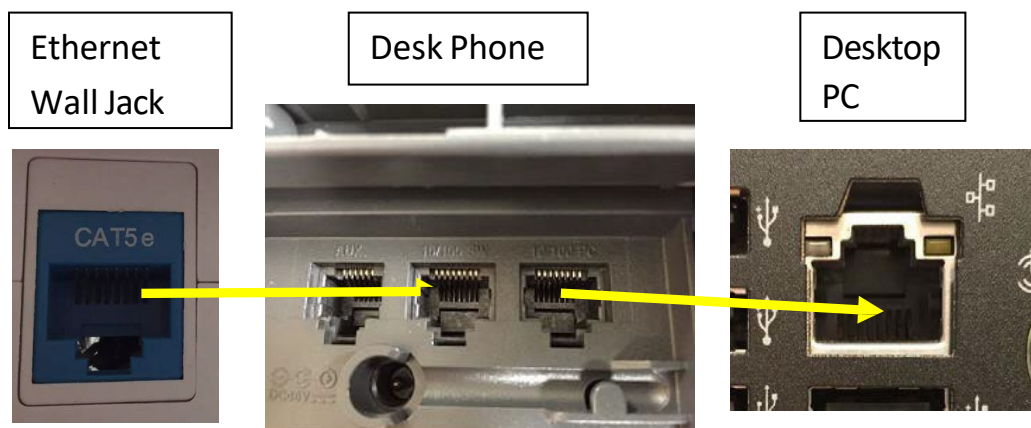
Standard way to connect your Desktop PC to the network:

Plug Ethernet cable into an Ethernet jack.

Plug other end of that cable into your phone to the jack labeled 10/100 SW

Plug another Ethernet cable into the phone jack labeled 10/100 PC

Plug the other end of that cable into your computer.



Important information about your classroom computer

The computers in your classroom are not your personal computers. They are assigned to the room, not the employee.

It is our District Technology Policy that employee's will not download any software, screen savers, photos or music onto your classroom computer. Do not change any settings or backgrounds. The tech department may change your computer back to the original settings at any time.

There is a program that's installed on your computer to automatically run; this is End Point Protection or Windows Security (Defender). It is a virus protection program for our network and your computer. Please do not cancel this program while it is running. It is very important to protect your computer, and our network.

It is your responsibility to keep your monitor, CPU, and keyboard clean and dust free during the year.... Not maintenance or custodial department.

No food or drinks are allowed around your computer, student computers and computer labs.

Since the computers can, and do crash, do not keep any personal or important documents on the computer. Save school/work documents to the BVSD server and personal files on a USB drive (memory stick)

Saving to your folder on the BVSD server

By default, certain folders on your desktop are automatically copied to our central file server. These folders include your Desktop, Documents, Downloads, Pictures, Music, and Videos folders. These folders are stored in your private share on the BVSD server. This share can be found at: <\\\\bvdfs01\\facultyhome\\%username%>.

This way, all your documents follow you if you log into a different computer or if you move to a different classroom. As long as you log into the server as yourself, you can access your folder on the network anywhere in the district.

Also, Files on the central server are backed up several times daily and can be restored for several days if accidentally deleted. Files stored elsewhere on your local computer have no such protection.

DO NOT SAVE PERSONAL PICTURES, MUSIC, VIDEOS, OR OTHER FILES TO THIS DRIVE!

Please save all personal files to a USB memory stick, external hard drive or other similar devices.

USB sticks or sometimes called flash drives, are by far the best way to save your documents if you need to access them from home. They may be purchased at Wal-Mart or any other electronic store.

They come in a variety of sizes of GB. Be sure when you purchase one it is at least 8 GB or larger.

Remember, when you save anything to the BVSD server, you will not be able to access the server from home unless you are using a school issued laptop.



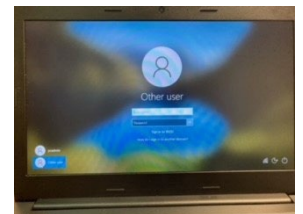
Use of Personal Devices

Aside from USB storage devices, the only personal device you are allowed to connect to and use on campus is your cell phone. You cannot bring and connect to the school servers any personal computers, programs, or other devices. This is policy to keep our network secure from unwanted virus, spam, bugs, and malicious programs that a personal home device could possibly carry into our systems.

What is the Windows Login Screen?

When you first turn on your computer you will see the Windows log-in screen.

Once you log-in to Windows through this screen, you have access to the BVSD network. The BVSD network (also called “the domain”) is a database that holds information about Berryville users, computers, and network resources everywhere on the domain. Users log in once to access the BVSD domain.



How to log into the BVSD Domain on campus

Every employee is given a username and password to log into the BVSD domain and Bobcat email.

You will use the same username and password for each.

Your username is the first part of your email address before the “@”.

Your default password will be 1stLogin.

The first time you login you must change it to a password of your choosing.

New passwords should be at least 7 characters long and must include lower-case letters, numbers, and upper-case letters or other shifted characters. It may not include any part of your name.

Bobcat e-mail

There are two prescribed ways to access school email. On or off campus Microsoft Outlook webmail can be used.

Access it through Chrome or Edge at the web address: <https://www.microsoft.com/en-us/microsoft-365/outlook/log-in>.

Log-in using your Bobcat email address (username@bobcat.k12.ar.us) and password.

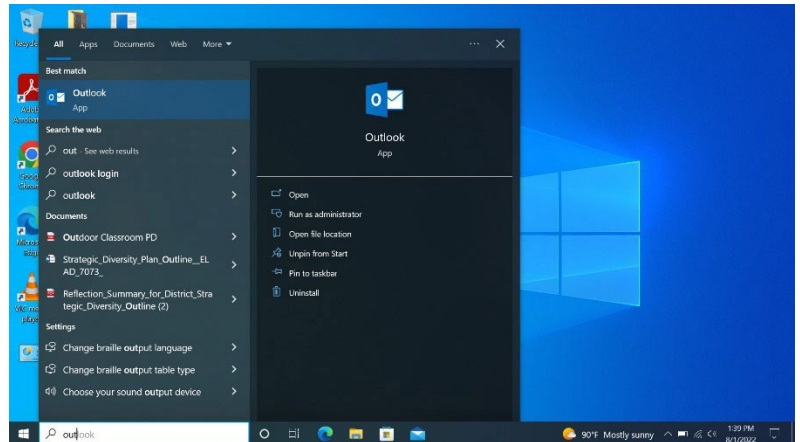
On campus only, the Outlook desktop application is the preferred way to access your email.

Click the “search” icon on the taskbar (next to the “Windows” icon)

Start typing “outlook” and you should see the Outlook app in the results pane.

Click on the Outlook icon.

Once the Outlook app is open on the taskbar, right-click on the icon, and click “pin to taskbar”. That way, it will still be there after you close it, so you don’t have to search for it again.



With the full Microsoft Outlook program, you can do more than the webmail option and you can organize your mail better. Plus, if (when) the internet is down you still have local access to your email.

Your @bobcat.k12.ar.us email address also serves as your Google account

Google accounts are given to faculty to allow access to the vast array of tools available in the Google Education suite.

Your Google account username will be the same as your Microsoft account, and the password will be the same.

Never, use personal gmail or other email accounts to share or use for instructional purposes with your students. This is prohibited by the Technology User’s Agreement you have signed.

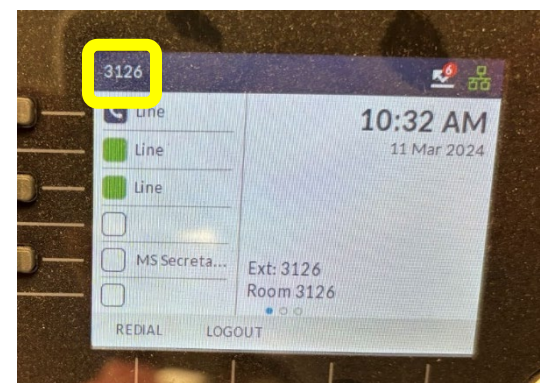
Basic info about Mitel phones from Windstream

If your phone becomes logged out by accident for any reason, logging back in is easy. All you need is the phone’s extension, and the PIN number, which for our phones, is 4032.

Below is an image of a normal user phone, logged in and working normally.

Highlighted is the phone’s extension. If your phone becomes logged out, you’ll need this to log back in. We’ve done our best to make sure most phones match the room number they are in.

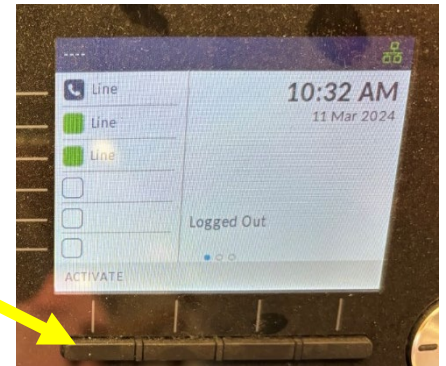
If your phone’s image instead looks like the one on the next page, that means the phone has been logged out. (Note the lack of extension in the upper left and the ACTIVATE Button in the lower left.)



To Log Back In:

- First click the activate button.
- You'll be prompted for the phone's 4 digit extension. Input the extension and click the button beneath the Enter Key.
- You'll then be prompted for the PIN. This PIN is 4032, and is used solely for logging into the phones. Hit the Enter Key again.

That's it! Note that this applies to the larger touch screen phones as well.

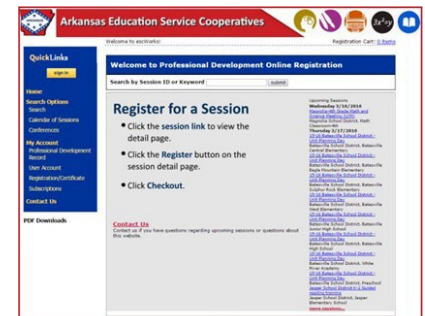


Signing up and keeping track of your Professional Development (ESC Workshops)

ESC Home Page: https://www.escweb.net/ar_esc/.

Go to this link to create a new account – Signup for a FREE account to manage all your Professional Development.

1. In the Quick Links menu to the left-hand side of page – “Click” on User Account
2. Below the Account Sign-in, skip to the blue link “Click here to create a new account” – click on this Fill out the form
 - a) Primary Email: Your newly issued school email address
 - b) Secondary Email: Your home/personal email address
 - c) Organization: Choose - Ozarks Unlimited Resources Educational Cooperative
 - d) Site: Choose - Berryville School District
 - e) School: Choose - Building you are assigned to
 - f) Position: Select closest to your description
 - g) Password: Type one you will remember and please record this in a safe place

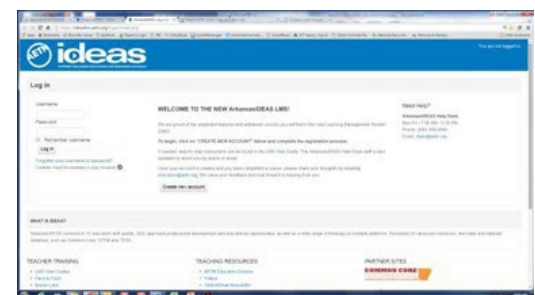


Signing up for Arkansas IDEAS – AETN

What is IDEAS?

ArkansasIDEAS connects K-12 educators with quality, ADE-approved professional development and educational opportunities, as well as a wide range of trainings on multiple platforms, thousands of classroom resources, and state and national initiatives, such as Common core, STEM and TESS.

1. Go to this link: <https://ideaslms.aetn.org/login/index.php>
2. Look for button “Create new account” – click
3. Fill out form
4. Choose organization:
 - a) Click “Arkansas Department of Education”



- b) Click "Ozarks Unlimited Resource Education Service Coop"
- c) Click "Berryville School District"
- d) Click "Your assigned Building"
- e) Click "OK"

Help, I need more help!

During the course of the school year, you may experience technical issues or require additional help from the technology department.

We are happy to assist you!

However, so that we can best schedule our time and yours, we ask that you put all official requests into what we call a "OperationsHero" request.

To open a technology or maintenance request, access the following website:

<https://auth.operationshero.com/login>.

How to Log in

Click Sign in with Microsoft.

Enter your Bobcat email address and authenticate using two factor authentication.

Click on New Request. Select the dropdown under Workflow to choose IT: Technology, WO: Maintenance, or TRIP: Field Trips.

Enter as much detail as you can and click Save Request.

