

The Easy Button Simple Solutions



Changing TISD

As the school year ends, we know there may be times, when you might need to change your password or even yet, you may have forgotten your password when you return from the summer break.

Tomball ISD has created a self-service password reset system for employees to use when the time arises.

This new system will save you time from having to call the Technology HelpDesk and have them reset your password, because every employee will be able to reset the password themselves.

To reset your password, follow these steps:

- Go to <http://eac.tomballisd.net>.
- Click the link below "Need help with your password?"
- Enter all information that is required and follow each step.

Once this is done, your password will be changed. This can only be done while inside the District's network.

Staples Easy Button used with
Permission from Staples Corporation



In This Issue

- Cleaning Out Network and Computer Files P.1
- Technology District-Wide Upgrades P.1
- A Special Goodbye P.2
- End of Year IT Roundup P.2
- Online Student Enrollment P.3
- Employee Access Center P.3
- Website Notifications P.3
- Parent Notifications from Home Access Center P.3
- Stop. Think. Connect. Cyber Tips P.3
- Got Questions? Technology Contacts P.4
- Traveling w/ Personal Internet-Enabled Devices P.4

Cleaning Out Network and Computer Files

Please be reminded before you leave for the summer to make sure and NOT store any personal photos, music, or videos on your H:Drives or your computer's C:Drive. Also please remember that all United Streaming Videos should be stored on the V:Drive, not your H:Drives, so that teachers can share the United Streaming Videos and help prevent from having duplicates of the same videos stored on H:Drives. H:Drives should be used for current year files and if you keep old work related files from previous years, it is recommended to store them on CDs or Flash Drives, instead of your H:Drive. Also remember to occasionally clean out any shared drives that contain old files that are no longer used.

Flash drives can be found at most stores at extremely low prices, which can store thousands of files and also allow you to take those files home to work on if needed. Anything 16 GB or larger should give you plenty of space for storing those important files. Some flash drives can be found with 128 GB of storage.

Thank you for understanding that the District does not have unlimited network storage space and helping us keep it clean, will help everyone in doing their daily jobs, both employees and students.



Technology District-Wide Upgrades

Tomball ISD is working on a number of technology projects in the future that will hopefully improve the technology resources available to Tomball ISD. Below is a list of the projects TISD will be working on in the coming months:

- Upgrade all computer operating systems to Microsoft Windows 7
- Replace roughly 380 HP dx2000 instructional computers district-wide
- Replace roughly 440 HP instructional laptops from Laptop Carts district-wide
- Install additional wireless access points district-wide to increase wireless network bandwidth
- Install roughly 200 additional SmartBoards throughout the District
- Install roughly 400 Elmo Document Cameras throughout the District
- Deliver roughly 300 additional Smart Airliners to campuses
- Deliver roughly 50 additional Smart Response Systems to campuses

While we are hoping that all of the projects can be accomplished this summer; our goal is to have as many of them done by the Christmas Break.

A Special Goodbye...

A Note from Liz Grant:

Well, the time has come to say goodbye to everyone that has made me smile here over the past 19 years. I feel like we have been through all of life's ups and downs over the years together and everyone has been so supportive and kind. It is not often that you find a job that you love to come to work and can't wait until the sun rises to do it all over again.

I want to say thank you to the THS staff for all the years of working together with our blood, sweat and tears. Everyone there has been an inspiration to me and helped me get through each day; you are my family. I want to say a special thank you to Karen Lemker, for helping me get the job in Tomball, and all the wonderful memories on the basketball court. Pat Todd, thank you for being such a good mentor, listener and friend. Mark Vierkant for letting me do the senior slideshow for all these years and those SAT Saturdays.

When I left THS and moved to Instructional Technology, it has been such a wonderful experience meeting all the other teachers K- 8 and seeing what goes on at each campus. I remember the first day in this job; I went to DPES and was chased by the gingerbread man as I walked through the hallways. I thought, "wow...this is going to be a great job and I love elementary school." To the WWJH Jungle Staff, I am going to miss you all and will always remember the laughs and lessons we had on campus. LES Pink Flamingos, I will miss our early morning conversations, and the love that your team gives to your kids and campus. The technology department and room 106A, you guys have been the best and I will miss those relationships along with our crazy conversations. Thank you for putting up with me for all these years.

I loved working with the TISD kids, and they will always be first in my heart. I can't tell you how many students that I have taught, but I hope that I have left a positive message with them about friendship, technology and education.

Tomball is more than just a workplace; it is a place that I often refer to as my home and family. I would like to say thank you to the many great people here, both past and present that have made my job truly enjoyable. For those of you, who took a chance on me, believed in me and helped me grow....Thank You! Thank You! Thank You!

I have taken a new position in Katy ISD as a Coordinator for Instructional Technology. I am not sure what the future holds for me but I will always remember where my roots are planted! Always remember, "It is a Great Day to be a Cougar!!"



Instructional Technology

End of Year IT Roundup

As we begin to wind down for the summer and begin packing up the classrooms, the Instructional Technology Staff would like to do the following with your SMART Products.

SMARTBOARDS:

- Remove the SMART Board Bluetooth adapter with cable from the back of the computer
- Please make sure that you place the four pens, erasure and SMARTBoard Bluetooth into a zip lock bag that is clearly labeled with your campus name, room number and your name on it. We would like for you all to secure this bag in your room in a locked cabinet or door so that it doesn't get lost over the summer. If you are planning no to return next year, please let your neighbor know where you will be placing it for the summer so that they can let the teacher who will be in the for the school year 2012 – 2013 where to find it.



AIRLINER:

- Remove the Bluetooth from the computer and place into the plastic packaging or a zip lock bag. High school teacher: remove the Bluetooth from the computer and place it in the compartment on the back of your airliner.
- Remove the battery from the back of the airliner and place into a zip lock bag.
- Place the following items into the black bag or airliner box and return to your librarian.
 - * Airliner with pen attached
 - * Bluetooth adapter
 - * Charger (2 parts)
 - * Charger cable (high school only)



RESPONSE:

- Place all clickers into the bag
- Remove all batteries from the clicker and place them into a Ziploc bag.
- Remove the receiver from the computer and place into the SMART Response blue bag. Some bags have multiple receivers so be sure to include all receivers.



If you have any questions, please check with your librarian.

If your campus has any iPod Touches, iPads, NOOKs, these devices should be stored in a locked cart and/or in a secure area over the summer break. And to help keep this mobile equipment in working order, please complete the following procedures before you leave:

iPad/iPod Touch Carts:

- Charge all the iPads/iPod Touches and the MacBook on the cart
- When all the devices are fully charged, power them down completely (Press and hold the Sleep/Wake button for a few seconds until the red "slide to power off" slider appears, and then slide the slider).
- Disconnect the syncing/charging cable from each iPad, iPod Touch, and MacBook and leave each in its appropriate slot/or bin on the cart.
- Place the MacBook on the tray inside the cart and turn off the power on the cart.
- Unplug the carts and secure them with the provided locks. (Make sure you put the combination for the lock in a secure place)



Move the iPad/iPod Touch carts to a secure location on the campus

NOOK COLOR:

- Charge each NOOK Color
- When all devices are fully charged, power them down completely
- Place the NOOK Color(s) and the charging cables in secure location in the library

Note: Please plan to charge the NOOKs at least 1 week prior to the start of school. While the NOOKs are charging, any updates that occurred during the summer will be installed.

If you have any questions about iPads/iPods or NOOKs, please contact Dianne Tidwell at 281-357-3052 Ext. 4040 or diannetidwell@tomballisd.net.



Online Student Enrollment

The Tomball ISD Information Services Department is pleased to announce a student enrollment system for the 2012-13 school year. The new system developed by Sungard K-12, provides parents an online communications tool that can be used to enroll new students to TISD. Additionally, students currently in TISD may use the online system to update their enrollment information annually. This new system is scheduled to be online August 1, 2012. The addition of this online service promises to save the District hundreds of hours of data-entry as well as return non-instructional dollars to the classroom. For more information about this exciting online system, visit the Information Services website at <http://www.tomballisd.net/MIS>.

Employee Access Center

Employee Access Center is the place to go for numerous Personnel related tasks. Did you know that you could download tax information, pay check vouchers, and get leave balances all from this one convenient spot? This school year, TISD added custom enhancements to the Employee Access Center that enabled contract distribution to occur electronically. Over 600 contracts were distributed and signed electronically within a 3 day time period. These efficiencies generated a large time savings for the district as well as provided for immediate feedback from staff. Beginning with the 2013 school year, TISD will make EAC available to district employees from home! Make sure you check it out, you'll be glad you did!

Website Notifications

If you frequent any of the TISD websites, you may have noticed a new feature that was pushed out in early May. Visitors to our websites now have the ability to sign-up for electronic notification of updates to documents of their choice. This new feature helps to eliminate the concern that parents and community members may not be aware of important changes made to documents that we post for their use.

Parent Notifications from Home Access Center

What is Home Access Center (HAC)? Well, HAC as it is known in MIS, is the place parents go to see grades and attendance for their students. HAC replaced the Parent Internet Viewer (PIV) back in 2005 and has been used ever since. One thing that PIV had that HAC did not, was the ability for parents to sign-up to receive electronic notification when their child's grades dropped below a certain point. We are happy to announce that by June 2012 parents will once again have the ability to sign up for their choice of notifications. The addition of this functionality is part of a greater collaboration within TISD that seeks to provide inter-connected, real-time communications to parents, staff, and students. Stay tuned for more exciting advancements in HAC!

Stop. Think. Connect. Cyber Tips

Information from Homeland Security

The Stop. Think. Connect. team at Homeland Security recommends a few simple things you can do to stay safe online:

Stop.

- Stop hackers from accessing your accounts - set secure passwords.
- Stop sharing too much information - keep your personal information personal.
- Stop - trust your gut, if something doesn't feel right, stop what you are doing.
- Stop and think about who can see the information you post online. Are you giving total strangers access to your information?
- Stop any questionable online behavior. Only do and say things online that you would do in real life.

Think.

- Think about the information you want to share before you share it.
- Think how your online actions can affect your offline life.
- Think before you act - don't automatically click on links.
- Think about why you are sharing information online. Is it going to be safe?
- Think about why you're going to the site. Did you get it from someone you trust?
- Think about who you're talking to online. Do you really know who they are?

Connect.

- Connect over secure networks.
- Connect with people you know.
- Connect with care and be on the lookout for potential threats.
- Connect safely and show your friends and family how to behave online.
- Connect with people and sites you trust when you're online.



TISD Network Storage Fun Facts...

As many of you know, each employee and student has a Network H:Drive and access to other shared drives to house files necessary for employment or class responsibilities. However, many might not know that files stored on all Network Drives add to the total amount of storage needed in TISD. The statistics below do not include all shared drives, that employees and students may have access to.

For those whom enjoy numbers...

Employee Network Home Drives:

- 1,258 Employee Network Drives
- 185,911 Folders
- 1,984,389 Files (1.984 Million)
- Average 1,577 Files / Employee
- 53,836 Audio Files
- 25,908 Video Files
- 312,802 Picture Files
- 987,262 MS Office Files
- 80,303 SMART Notebook Files
- 177,885 PDF Files
- 1.59 TB of Storage Space
- Equivalent to 2,325 CDs

Campus Network Video Drive:

- 3,763 Folders
- 35,051 Files
- 1,422 Audio Files
- 5,545 Video Files
- 7,495 Picture Files
- 3,972 MS Office Files
- 838 PDF Files

Campus Shared Drives:

- 12,870 Folders
- 150,159 Files
- 950 Audio Files
- 3,306 Video Files
- 40,800 Picture Files
- 34,514 MS Office Files
- 8,938 PDF Files

Student Network Home Drives:

- 14,322 Student Network Drives
- 765,830 Files
- 29,100 Audio Files
- 944 Video Files
- 41,260 Picture Files
- 47,096 MS Office Files
- 514 PDF Files

Please understand that these numbers do not include all network storage drives and files.

Please help us keep the network clean, organized, and updated, by moving unnecessary or outdated files off of the network and onto Flash Drives or CD/DVDs.

Got Questions? TISD Technology Contacts...

Have you ever wondered who to contact when you have a problem with some form of technology in Tomball ISD?

Computers, Laptops, & Monitors	Place a Work Order in Eduphoria HelpDesk System
Classroom Projectors	Place a Work Order in Eduphoria HelpDesk System
Printers & Scanners	Place a Work Order in Eduphoria HelpDesk System
Wireless Network	Place a Work Order in Eduphoria HelpDesk System
Login Issues (Network, TDAS, etc.)	Technology HelpDesk at 281-357-3052 ext. 4001
Outlook, TDAS, & Quarantine E-mail	Technology HelpDesk at 281-357-3052 ext. 4001
Technology Purchases	Lisa Sterle or Tom Brawley
Eduphoria	Tom Brawley
Texas Star Chart	Tom Brawley
Project Share	David Hendricks
Discovery Streaming, & TeacherWeb	Campus Trainer and/or Michelle Barber
Airliners / Bluetooth	Campus Trainer & Eduphoria HelpDesk System
SMART Notebook Software & Airliner	Dianne Tidwell or Michelle Barber
Google Docs	Dianne Tidwell or Michelle Barber
CurricuPLAN / Aware / Forethought Issues	James (Chris) Scott & Dr. Joan Slater
e-SPED Issues	Kendra Wiggins
Child Nutrition Point of Sale Account	Campus Café Mgr. or Matt Antignolo
PEIMS, Website Updates, TDAS,	David Hendricks
Home Access Center, Teacher Access Center	David Hendricks
e-SchoolPLUS, FinancePLUS	David Hendricks

Traveling w/ Personal Internet-Enabled Devices

Information from US-CERT—United States Computer Emergency Readiness Team

Your smart phone, tablet, or other personal device is a full-fledged computer. It is susceptible to risks inherent in online transactions. When shopping, banking, or sharing personal information online, take the same precautions with your smart phone or other device that you do with your personal computer — and then some.

- Do not use public Wi-Fi networks**
 Avoid using open Wi-Fi networks to conduct personal business, bank, or shop online. Open Wi-Fi networks at places such as airports, coffee shops, and other public locations present an opportunity for attackers to intercept sensitive information that you would provide to complete an online transaction.
- Turn off Bluetooth when not in use**
 Bluetooth-enabled accessories can be helpful, such as earpieces for hands-free talking and external keyboards for ease of typing. When these devices are not in use, turn off the Bluetooth setting on your phone. Cyber criminals have the capability to pair with your phone's open Bluetooth connection when you are not using it and steal personal information.
- Be cautious when charging**
 Avoid connecting your mobile device to any computer or charging station that you do not control, such as a charging station at an airport terminal or a shared computer at a library. Connecting a mobile device to a computer using a USB cable can allow software running on that computer to interact with the phone in ways that a user may not anticipate. As a result, a malicious computer could gain access to your sensitive data or install new software.
- What to do if your accounts are compromised**
 If you notice that one of your online accounts has been hacked, call the bank, store, or credit card company that owns your account. Reporting fraud in a timely manner helps minimize the impact and lessens your personal liability. You should also change your account passwords for any online services associated with your mobile device using a different computer that you control.



Technology Contacts

Technology Services Director
Tom Brawley

Administrative Assistant
Lisa Sterle

Mgr. Desktop/Network Services
Thomas Cranshaw

Network Administrator
Chris Montgomery

Network Administrator
Twila Rank

Computer Technicians
Cindy Fowler
David Eikenberry
Lee Dang
Lance Cooper
Regan Frazier
Robert Aldridge

Technology HelpDesk
Larry Bain

Information Services Director
Cam Hendricks

Administrative Assistant
Arlene Knobloch

PEIMS Administrator
Joan Deleon

Web Application Developer
Jason Curry

Data Specialist
Tina Deleon

Gradebook Specialist
Savilla McEntire

Instr. Technology Director
Dianne Tidwell

Instr. Technology Specialist
Liz Grant

Instr. Technology Specialist
Michelle Barber

