Teacher training 2015

1. **Logging in**
   1. Username and password
      1. Active Directory ready
      2. New teachers PW:
2. **YCS Device Platform**
   1. K-2
      1. Teachers: Mac and iPad
      2. Students: Mix of 2:1 and 1:1 iPad
   2. 3rd and 4th
      1. Teachers: Mix of Mac and PC with iPad
      2. Students: Mix of 2:1 and 1:1 iPad
   3. 5th Grade
      1. Teachers: Mac and iPad
      2. Students: 1:1 iPads
   4. 6th – 8th
      1. Teachers: Mix of Mac and PC with iPad
      2. Students: 1:1 iPad
   5. 9th – 12
      1. Teachers: PC
      2. Students: PC
3. **YCS Website**
   1. <http://www.yorktown.k12.in.us/> (Please Open in Internet Explorer)
      1. Access to Staff Resources and YCS Technology Page
      2. Click YCS Technology – Printing Resources – Printing to Copiers
         1. PVE – <http://printserver/printers/ipp_0015.asp?eprinter=PVE~5fVirtual~5fBW&view=p>
         2. YES - <http://printserver/printers/ipp_0015.asp?eprinter=YES~5fVirtual~5fBW&view=q>
         3. YMS - <http://printserver/printers/ipp_0015.asp?eprinter=YMS~5fVirtual~5fBW&view=q>
         4. YHS - <http://printserver/printers/ipp_0015.asp?eprinter=YHS~5fVirtual~5fBW&view=q>
4. **HelpDesk**
   1. <http://helpdesk.yorktown.k12.in.us>
   2. Login with username and password for computer
   3. Click new
   4. Select queue – tech, maintenance, etc…
   5. Fill out ticket, please be detailed of the issue! (what computer and where)
   6. Select School
5. **Submitting Requests/Issues for Students:**
   1. PVE, YES
      1. Submit ticket for your own student devices when there is an issue.
      2. 5th Grade: For damage, billing, or loaner for lost items please sent to front office.
   2. YMS
      1. Send student down to front office for loaner, repair, and troubleshooting.
   3. YHS
      1. All student tech issues distributed to the library.
6. **H: Drive and the Cloud**
   1. H: Drive (Documents) is where your documents can be stored (and backed up) on our server.
      1. These cannot be accessed at home via the H: Drive.
      2. Anything on desktop cannot be guaranteed safe!
   2. The YCS cloud storage system – H: Drive access from home.
   3. H drive automatically syncs to My. No need to backup.
   4. Login using school username and password.
      1. Click my files – Allow Java application to run
      2. Click on H: drive. All files will load.
         1. You can drag and drop, edit files and save files directly to the My.
         2. Automatic login to Webmail, RP, Helpdesk, PowerSchool **soon.**
7. **Outlook**
   1. Open Outlook.
   2. Click next until it says finish. Emails will start to download.
   3. Offline Files (If Used) – File – Open Outlook Data File. Navigate to My Documents
8. **Creating iTunes Accounts**
   1. Create new id with your Yorktown email.
   2. Follow how to sheet.
9. **Using App Portal for Paid Apps**
   1. Occasionally apps will be put into the App Portal. This is our in house App Distribution area. We will put paid productivity apps in here for your use.
10. **Adding Email to iPad/Android Devices**
    1. Display screenshots to show server information. (mail.yorktown.k12.in.us)
11. **Creating a Mobile Profile for Macs**
    1. Follow the “Creating a Mobile Profile” sheet.