



***THE 'ALL THE TECHNOLOGY  
THINGS YOU NEED TO KNOW TO  
GET THROUGH THE FIRST WEEK'  
30 DAY CHALLENGE***

*'30 Days' may vary ...*

HELLO!

# From the Instructional Technology Department

Bradley Parker, Coordinator

Chris Tims

Casey Smith

Stacey Flinner

Adriane Hendee

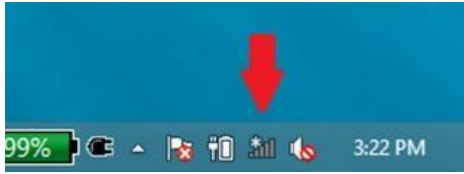
Michelle Bothel

Kyle Esco

## DAY 1

*Let's get started ....*

**Connect to the Wi-Fi**



**UN: first.last@crowley.k12.tx.us**

**PW: CISD laptop & email password**

DAY 1

*Day 1 Challenge*  
**COMPLETE!**

# Encore Single Sign-On (SSO)

*Part of the New Teacher 30 Day Challenge*

# LOGIN

Launch your Chrome web browser and go to Crowley ISD main website: <http://www.crowleyisdtx.org/>

Find **EMPLOYEES** tab at the bottom.

Select **Single Sign-On** on the right hand side. (*Bookmark, maybe?*)

**Username:** first.last **Password:** CISD laptop & email password

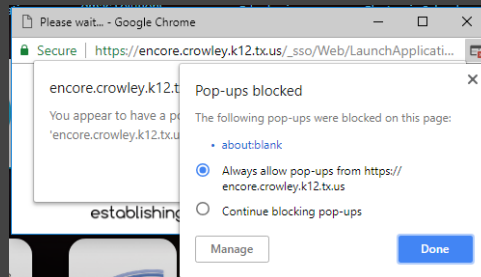
## 1.2

# POP UP BLOCKER

*Click on an app, like Skyward Gradebook.*

*Click the **tiny red X** in the pop-up blocker window.*

*Choose **Always Allow** and click Done.*



## 1.3

# SECURITY QUESTIONS

*Scroll to the bottom and select the **Update Security Questions** icon on the left. It will bring you to this:*

### Identity Verification System

Register for the Identity Verification System. During the registration process you will be presented with questions to select from. Select a question, answer the selected question, and then click next. You may also be asked to provide your own question. At the end of the process you will be able to verify all of your answers and edit accordingly.

Step 1 of 5

Select a question from the list, then answer the question.

Question:

Answer:

Next >

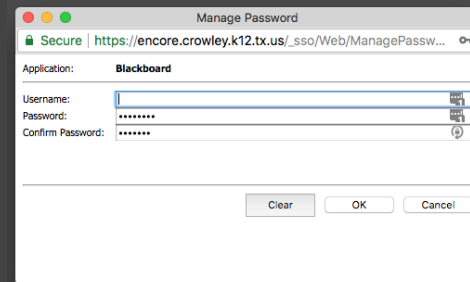
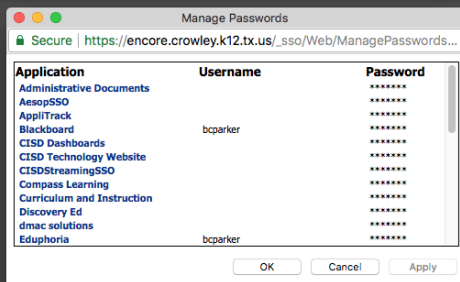
*Complete the 5 Questions and **Save**.*



## 1.4

# PASSWORD MANAGEMENT

Scroll to the bottom and select the *Manage SSO Passwords* icon on the left. It will bring you to this:

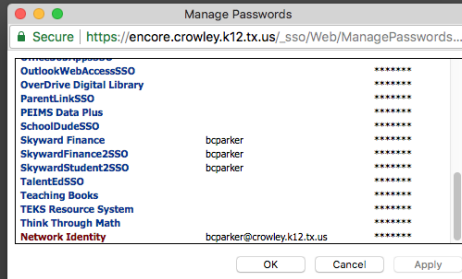


Select an *Application* and complete the fields.

# 1.5

# SYSTEM PASSWORD

Select *Manage SSO Passwords* again. Scroll in the window until you find *Network Identity*.



Complete the fields as before.



2

# OFFICE 365

*Part of the New Teacher 30 Day Challenge*

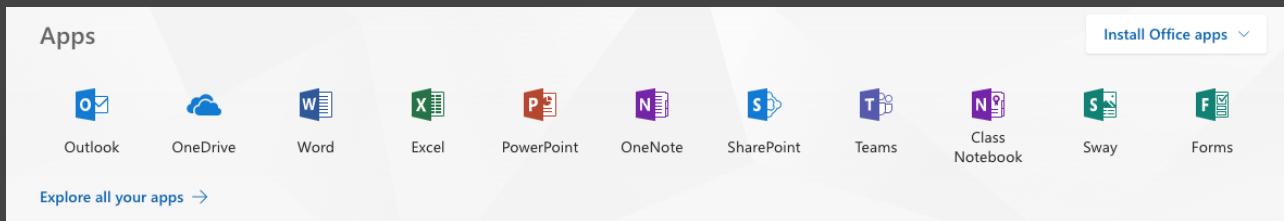
## 2.1

# LOGIN

Open Chrome and navigate to *Encore Single Sign-On*. Log in.

Find *Office 365 Apps* icon. Launch the application.

(Remember to set up the password in *Manage Passwords*.)



## 2.2

# ONE DRIVE

Select **OneDrive** from the options in your Office365 menu.

This folder will allow you to **save and access** any file you create from any place you might be.

Tools in this folder allow you to **share** files and folders across the network.


## 2.3

# ONEDRIVE SYNC

Inside of OneDrive, find the *Sync* option:



Follow the prompts to install a **OneDrive for Business** (ODfB) folder on your laptop.

>  OneDrive - Crowley ISD

Files saved to **ODfB** folder on computer will sync to OneDrive online, and vice-versa.



Always **DOUBLE CHECK** to be sure files have synced.

## 2.4

# OUTLOOK

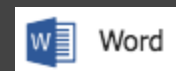
**Outlook 2016** – Desktop version of email. All bells and whistles with this version. Can create rules for emails here.

**Outlook 365** – Online version of email. Use this to check email at home. Lite version so not all features available.

## 2.5

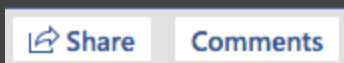
# WORD ONLINE

Click on the waffle icon  and select Word.



Select a **new** document or a previous one.

Benefits – **Autosave** and collaboration.





3

# Skyward

*Part of the New Teacher 30 Day Challenge*

## 3.1

# LOGIN

*Open Chrome and navigate to **Encore Single Sign-On**.  
Log in.*

*Two Options: Skyward **Gradebook** & Skyward **HR (Finance)***

***Gradebook**: all student and classroom information*

***HR (Finance)**: all personnel information, like check histories*

## 3.2

# GRADEBOOK

Bring the attention of your audience over a key concept using icons or illustrations

4

# Eduphoria

*Part of the New Teacher 30 Day Challenge*

## 4.1

# LOGIN

*Open Chrome and navigate to **Encore Single Sign-On**. Log in.*

*Find **Eduphoria** icon. Launch the application. There will be a series of data fields you will need to complete on your first log in.*

*(Remember to set up your password in **Manage SSO Passwords**.)*

## 4.2

# SUBMIT A HELP TICKET

Select *Helpdesk*

Select a department (*Example: Technology*)

Select the type of help you need (*Example: Teacher Laptop*)

Fill out the required information (Be as *thorough* as possible.)

*Submit.*

## 4.3

# SIGN UP FOR A TRAINING

Select *Workshop*

Select *Upcoming Courses*

Browse to find the course you need

Select *Register* to sign up for the course

5

# Google & Chrome

*Part of the New Teacher 30 Day Challenge*



## 5.1

# CURRICULUM SITE

Head over to **Encore SSO** and find **Curriculum and Instruction** icon.

Requires Google Apps for Education, or **G Suite**, login.

Use your Active Directory (AD), or CISD System login information.



*If login attempts to Google fail, you will be required to **CHANGE YOUR CISD PASSWORD** using **Manage SSO Passwords**.*

## 5.2

# GOOGLE LOGIN

Bring the attention of your audience over a key concept using icons or illustrations

## 5.3

# CHROME LOGIN

Bring the attention of your audience over a key concept using icons or illustrations

6

## **DMAC Basics**

*Part of the New Teacher 30 Day Challenge*

## 6.1

# LOGIN

Open a web browser and navigate to *Encore Single Sign-On*.  
Log in.

Find *DMAC Solutions* icon. Launch the application.

*Username: firstlast Password: crowley18*

*(Remember to set up your password in [Manage SSO Passwords](#).)*

## 6.2

# BENCHMARK DATA

*Select **TEKScore** under Local Assessment*

*View **Teacher Dashboard** - set up **One-Click** reports*

*Browse to find the test you need*

*Select **Reports** to view student data*

## 6.3

# STAAR DATA

Select **STAAR** under State Assessment

Select the type of **Report** to view student data

**Instructional**

**Demographic**

**Trend**

**Comparison**

**Student**

## 6.4

# DMAC TUTORIALS

*Access C&I website from **Encore SSO***

*Select **District Resources > DMAC***

*View PowerPoints and handouts*



7

# Blackboard Learn

*Part of the New Teacher 30 Day Challenge*

## 7.1

# LOGIN

Access via **Encore SSO** or **Employees tab** on CISD Website.

### TEACHER LOGIN:

UN: First.Last

PW: ID#

### STUDENT LOGIN:

UN: ID#

PW: ID#



*Passwords **may change** to AD (CISD System) shortly.*

## 7.2

# CLASS ACCESS

1. After logging into **Blackboard**, navigate to the "My Classes" Module.
2. Here you will find all of your **currently assigned** classes.
3. Multiple classes of the same prep will be **combined** into one class. You should see **one** class for **each prep**.

## 7.3

# CONTENT

1. From the **My Classes** module, select a class.
2. Once inside the class, locate and select the current marking period.
3. Inside the **Marking Period** folder, **hover** over build content, and select item.
4. **Name** the file, **attach** the file from your computer, **complete** the display dates and **submit**.

# 8

## **Other Odds & Ends**

*Part of the New Teacher 30 Day Challenge*

## 8.1

# AESOP

Go to *Encore SSO*. (that you bookmarked, right?)

Find *AESOP* app icon. Launch it.

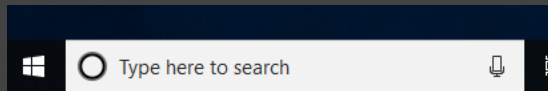
*Username:* phone #      *Password:* last 5 digits of phone #

To change your password, go to Account then *Change Pin*.

## 8.2

# SOFTWARE CENTER

Type **Software Center** into the desktop search bar.



Click **Software Center** to open.

Select an application, and then click **Install**.

## 8.3

# NETWORK PRINTERS

[Click here for full directions with pictures.](#)

Type **Printers** into the desktop search bar.

Click to open **Printers & Scanners**.

Click **Add** a printer or scanner.

Choose *The printer that I want isn't listed*.

Choose **Find a printer in the directory based on location**.

Find your printer, click OK, and follow the on-screen directions to install and set up.



## 8.4

# IOS WIFI

*Settings*

*Wi-Fi*

*CrowleyISD*

*Username: first.last@crowley.k12.tx.us*

*Password: active directory (CISD System) password*

*Trust*

## 8.5

# ANDROID WIFI

*Settings > Network & Internet > Wi-Fi*

*CrowleyISD*

*EAP method: PEAP*

*Phase 2 authentication: none*

*CA certificate: do not validate*

*Identity: full email address      Password: active directory PW*

*Anonymous Identity: leave blank*

## 8.6

# EMPLOYEES PAGE

*Open Chrome and go to Crowley ISD main website:*

<http://www.crowleyisdtx.org>

Click on the **EMPLOYEES** tab at the bottom.

Access all items using the **EMPLOYEES LINK DIRECTORY**.

# THE CHALLENGE

*You can find the NPO 30 Day Challenge here:*

<https://goo.gl/HoacC5>

<http://crowleytechbasics.weebly.com>

Crowley ISD Tech Basics

WHEN YOU NEED US ...

**Chris Tims**

North Crowley HS  
Crowley Learning  
Center  
Blackboard

**Casey Smith**

Crowley HS  
BRJ CTEC  
Global Prep  
CCA

**Michelle Bothel**

Bess Race	Jackie Carden
Sycamore	Oakmont
Parkway	Dallas Park
Meadowcreek	JA Hargrave
Deer Creek	Poynter

**Stacey Flinner**

Crowley MS  
Sue Crouch Intermediate  
Mary Harris  
Intermediate

**Adriane Hendee**

HF Stevens MS  
Crowley 9<sup>th</sup> Grade  
David L Walker  
Intermediate

**Kyle Esco**

Summer Creek MS  
North Crowley 9th  
Grade  
SH Crowley  
Intermediate