Please use your administrative computer for this. In the bottom right hand corner of the task bar is a red "N" for Novell. Right click on it and go to Novell Login (top option) and left click.



(If you have the Novell login window that comes up on startup, you can enter your information there instead of this way.

When the login window comes up enter your Oracle user name (should be the first part of your email) and your password. Everyone's password has been reset to yesterday's date, 012711.

| [ | Novell Log        | gin  | ×                  | If I ever have to reset your p<br>will always reset it to the da                          | bassword I<br>ate that you            |
|---|-------------------|--|--------------------|---|---------------------------------------|
|   | 0                 | Novell <sub>®</sub> Client <sup>™</sup> for Windows 7* | Novell             | sent me the email. There w<br>be two digits for the month<br>digits for the day and two d | II always<br>and two<br>igits for the |
|   | <u>U</u> sername: | BMairs   |                    | year.   |                                       |
|   | Password:         | •••••  |                    | Example: 010211 is January  | 2, 2011                               |
|   | Did you forget y  | your password?   | Cancel Advanced >> | You will have to change y password every 90 days.   | <u>/our</u>                           |
| L |                   |  |                    |   |                                       |

You will see the window to your right. Just click on continue.

Several windows may flash by but eventually you should see the window to change your password only this first time and when your password is going to expire in about 90 days. Answer Yes and proceed to the next step on page 2. You must change your password or you will be locked out after a few more times.



| Change Password                        |                        |
|--|------------------------|
| Password expired for:<br>DPS\MJenkins1 | OK<br>Cancel<br>Policy |
| Enter new password:                    |                        |
| Retype new password:                   |                        |
| Synchronize this password with:        |                        |
|  |                        |
|  |                        |
|  |                        |

Enter your new password two times. Pick something easy for you to remember. You will have to change it every 90 days, so I suggest putting a number after your favorite password. (Example: favorite1) Then the next time you have to change it make it favorite2, and so on. However, please do whatever is easiest for you. I will not be able to look up or see your password; I can only reset it to the date you email me. After so many failed attempts to login you will be locked out.

Once you get in, everything will look the same. However, if you open My Computer you will see the difference. You now have extra network hard drives to save to. Double click on the Staff icon in the window.

| File Edit View Tools Help   |   |   |
|---|---|---|
| Organize   Properties System properties Uninstall of  | r change a program Map network drive Open Control Panel   | u≓ <b>-</b> □ (   |
| Favorites     Desktop     Desktop     Downloads     Secret Places     Libraries     Documents     Music   | Hard Disk Drives (1)     OS (C:)     Z7 GB free of 206 GB     Devices with Removable Storage (1)     DVD RW Drive (0:)  |   |
| Pictures Videos Homegroup   | Network Location (6)     Metwork Location (6)     Metwork (10,000 - 10,0000 - 10,000 - 1 | Students<br>(\LBAYLESNWWS01\DATA\Home<br>NcFsd<br>PUBLIC (\LBAYLESNWWS01\SYS) |
| Computer     Computer     Soft (C)     MENKINS1 (\BAYLESNWWS01\DATA\HOME\STAFF) (H)     Software (\BAYLESNWWS01\DATA\HOME)(STAFF) (H)     Software (\BAYLESNWWS01\DATA\Home) (N)     Sudents (\BAYLESNWWS01\DATA\Home) (N)     Software (\B | (NBAYLESNWWSQLUDATAIShare<br>NcFsd  | Versid  |



You should now see Grade Level Folders:

|  |   |            |  |  | 23 |  |  |  |  |  |
|--|---|------------|--|--|----|--|--|--|--|--|
| Staff (  | \\ ► Data Spread Sheets ►   | • <b>*</b> | Search Data Spread Shee  | ts   | Q  |  |  |  |  |  |
| File Edit View Tools Help  |   |            |  |  |    |  |  |  |  |  |
| Organize 🔻 🛛 Burn  | •   | 0          |  |  |    |  |  |  |  |  |
| <b>^</b>   | Name  |            | Date modified  | Туре   |    |  |  |  |  |  |
| Computer<br>Computer<br>Software (\\E<br>Students (\\E<br>StuShare (\\E<br>Computer<br>StuShare (\\E | <ul> <li>Kinder</li> <li>1st Grade</li> <li>2nd Grade</li> <li>3rd Grade</li> <li>4th Grade</li> <li>5th Grade</li> </ul> |            | 1/27/2011 2:35 PM<br>1/27/2011 2:41 PM<br>1/27/2011 2:41 PM<br>1/27/2011 2:41 PM<br>1/27/2011 2:42 PM<br>1/27/2011 2:42 PM | File folder<br>File folder<br>File folder<br>File folder<br>File folder<br>File folder |    |  |  |  |  |  |
| PUBLIC (\\BAYL   | Offline status: Online     fline availability: Not available  | III        |  |  | Þ  |  |  |  |  |  |

Open the folder for your grade level and save it there. Please name your Tier Spreadsheet your name and then what it is (Example Bowlin1D or BowlinMath). That is is it you can drag it there or open save it by navagating to the server from the dialogue window (Computer/Staff/Data Spreadsheets/Your Grade Level).

The other question I got was how to freeze the first column of names in the spreadsheet so when you scroll left to right you can always see the names. Select Column A by clicking on A, then select Freeze Panes, there are 3 options go to the first one.

| Copy of Grades2_5 [Compatibility Mode] - Microsoft Excel |   |  |   |                     |  |                         |                   |                 |                 |   |        |                   |                     |        |
|--|---|--|---|---------------------|--|-------------------------|-------------------|-----------------|-----------------|---|--------|-------------------|---------------------|--------|
|  |   | Home Insert Page Layout Formulas B. Revi |   |                     | Review                                     | View                    |                   |                 |                 |   |        |                   |                     |        |
|  | Normal Page Break Preview   |  |   |                     | Ruler<br>Gridlines<br>Message Bar<br>Show/ | ✓ Formula Ba ✓ Headings | zoom              | 100% Zoo<br>Sel | om to<br>ection | New Window<br>cange All<br>Freeze Panes |        | Save<br>Workspace | Switch<br>Windows * | Macros |
| H  | AS - fr Toachar Nama  |  |   | ne                  |  |                         |                   |                 |                 | wiacros 🛛                               |        |                   |                     |        |
| lŀ   |   | Δ  | B |                     |  | F                       | F                 | G               | н               | I                                       | 1      | K                 |                     | M      |
|  | 1   | 1<br>2 Teacher Name                      |   | 2009<br>2010<br>Tes | - 2009-2010<br>) Test<br>t Results         | Pre-As                  | Math<br>ssessment | : /Date         | Mid             | 1st Six W                               | eeks   | End o             | f 1st Six V         | Veeks  |
|  | 3   | Section                                  | ĺ |                     |  | Questions               | 22                |                 | Questions       | 90                                      |        | Questions         | 60                  |        |
| 1  | 4   | Student Name                             |   | Sco                 | e Score                                    | Correct                 | % Correct         | t Tier          | Correct         | % Correct                               | Tier   | Correct           | % Correct           | Tier   |
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|  | 0   |  |   |                     |  |                         | 0%                | Tier 3          |                 | 0%                                      | Tier 3 |                   | 0%                  | Tier   |
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I also resized the B column on mine to make it smaller. Please remember to log off of the server. Go to the start bubble in the bottom left, the triangle by shutdown, then to Log Off. You are also logged off after you restart your computer.