



We have so many new teachers and programs that I thought it best to type all of these things up as a reference sheet for you.

1. **Heartbeeps:** This is a program that will work your students through each of the TEKS. You can print a sheet showing their level of mastery for each objective. To get to the login screen, launch any browser (Internet Explorer, Firefox, or Safari). Type the following address in the location bar or URL:
<http://10.123.186.167:1234> I am updating the server, so this address will probably change.

The PASSWORD AND LOGIN TO ACCESS THE MANAGER IS **YOUR FIRST NAME, YOUR LAST NAME AND THE PASSWORD IS teacher**. Here you can add the names of your students and manage the classes. We have grade levels 2 through 6 in math, language and science.
3. **Install Updates:** Please remember to install all updates as they appear in your task bar in the lower right corner. Do not install Internet Explorer 7.
4. **Teach with Vitta:** This website has short little math bell ringers from every TAKS objective. A great way to start the day. They have work through explanations you can do and then practice problems in all math objectives for all grade levels: <http://www.teachwithvita.com/>
 Login: DISD Password: mathsuccess
5. The Macintosh machines have a lot of drill type software. For those that use them the Password for Number Munchers is **digit**, and for Oregon Trail it is **boom**.
6. Turning off computers: Apple: Please go to Special in the menu or the Apple in the top left hand corner and drag to Shutdown After the machine shuts down it is safe to turn off if needed. The newest ones are Apple to Shutdown. PC: Start to Shutdown, select Shutdown, click OK.
Windows 98: Go to Start and Shutdown and follow directions to shut down.
Windows XP: Go to Start and Turn computer off and follow directions to shut down.
7. **Helpful hints and problems you may be able to fix:**
 - ◇ **Computer freezes: Apple:** First try force quit, option, apple, & esc keys (If it works restart your machine) If that doesn't work try control, apple, restart keys, If that doesn't work switch off and on. Let me know with the steps in #8. If the machine is running the Operating System X then you press option and apple and the esc keys. **PC:** Control, Alt, Delete will bring up a list of programs running, click on the program and click on force quit. Then restart machine, by going to Start, Shutdown and selecting Restart.
 - ◇ **Mouse doesn't move the arrow:** Clean the mouse periodically by taking out the ball and cleaning the stuff off the 3 rollers. See me if you have never done that or need help the first time. Check to make sure it did not come unplugged from the back or the keyboard. Also, check and make sure non of the pins in the plug in part are bent. The mouse loads on startup unless it is a USB mouse. Check that it is plugged in all the way and restart your computer.
 - ◇ **Floppy disk stuck in the drive:** Straighten out a large paper clip, there is a hole next to the drive, gently push the paper clip into the hole and push just a little, there is a lever there that when you push against it the disk comes out. If it doesn't work easily or you don't feel comfortable with this go to step #8.

- ◇ **Computer does not come on:** Check to make sure it is plugged in (wall and back of the cpu, monitor turned on (if monitor is separate).
 - ◇ **Never cover your computer if it is on or plugged in.** If the computer is covered, it should be unplugged.
 - ◇ **Keep your computer as dust free and clean as possible.** Clean plastic with a 409 type cleaner, but never spray it onto the computer, but rather a all cotton cloth. I use old tshirts. The screen cleans up best with a glass cleaner, but again spray onto a cloth and not onto the computer. This will prevent a lot of problems in the long run. Flat panels should be cleaned with a lint free cloth only. Never use a solution with ammonia or any type of glass cleaner on a flat panel. If you need something distilled water is best or regular water. Moisten a lint free cloth and wipe and dry.
 - ◇ There are worksheets and lesson plans for almost all the computer programs we have. You can check these out from the library and duplicate all you want. These programs run on both Mac and PC.
 - ◇ There is also a lot of CD software in the library that runs on both Macs and PCs. They can be checked out from the library
 - ◇ PC (windows users) These machines are much more fragile, please make sure you go Start to Shutdown each day. Additionally, when you use a Mac, please remember that clicking in a close box does NOT quit the program, it only closes the window. On a Mac you must go File to Quit or Exit.
8. If you have a problem with your computer and or printer, please fill out the form on this page and put it in my box or email it to me. Note, the form includes:
- ◇ **the name of the computer (include make and model number)**
 - ◇ **your name**
 - ◇ **decal or serial number (don't need both, just one or the other)**
 - ◇ **room number**
 - ◇ **the type of problem (try to be as specific as possible here as it will help me know what to bring to your room when I come.)**

If it is a software concern or something you just want me to demo for you also write me a note or an email. I will try to get to you within 24 hours, but the new schedule and the additional computers (our total is over 300) and has me hopping. I will do my very best to get you up and running as quickly as possible. If I can't fix it, I will turn it in to our Technical Assistance Center and they will send someone out.

10. Teachers we have a poster machine that can make a poster of any paper that you print. The poster is just 2 colors (white and one other) and it can be laminated. See me if you want a poster of your rules or anything like that, especially the reading posters you are making. You will need a clear copy (no bigger than 8.5 X 11) and come into my room to make your poster. **IT IS VERY IMPORTANT THAT THE COPY YOU USE BE BLACK AND WHITE AND ON NEAT PAPER.**
11. I am always looking for items to include on the schools web site. Those items include: Written stories or poems, (can be illustrated also), any art work (preferably on paper the same size as notebook paper or 14" long), and Powerpoints. If you want to see examples that have been included, please go to our web site:
http://www.dallasisd.org/schools/es/a_b/bayles/welcomebayles.htm
13. **Remember on a Mac you eject a floppy disk by dragging it into the trash can.**
14. Sites: These websites make printable math worksheets, vocabulary builders and puzzles.
<http://www.superkids.com>
<http://themathworksheetsite.com>
<http://www.lizardpoint.com/math/>
15. If there is a project you want to work on in the lab please let Susan or I know and we will schedule a time when you can bring your class in and work on what ever you would like. This is open to all grade levels. I may not be in there the entire time, but you are more than welcome to complete any project

you want in the lab. We have 2 word processors (AppleWorks and Word) and PowerPoint. There is internet access at all computers. I would suggest that you come in ahead of time and create the websites you want your students to go to. Susan or I can help you with this.

16. Forms to fill out and copies of this are on the blue shelf in my room and I am putting a copy of this in your box and emailing you.

17. Email: I have attached the email info sheet to this. **Please check your email, Mrs. Tafur is emailing us on a regular basis.**

18. **Do you want a copy of Microsoft Office for \$20?**

Contact Jan Edwards at 1-800-681-2980, En Pointe Technologies.

Send an email to JEdwards@enpointe.com and include the following information:

19. When Star Chart time rolls around:

Go to: <http://starchart.esc12.net/>

Go to Returning User Teacher

Assuming you don't remember your password, you put your username in the blank and click on retrieve password. They will email it to your disd address. Then go back and login with your login and your password. REMEMBER: Each choice has a pop up window with a list of things that apply to that. Please use those pop-ups to determine your answers as they apply to you. Most should be developing or beginning.

Steps to print to the copy machine, steps for the Gradebook are on our staff page:

http://www.dallasisd.org/schools/es/a_b/bayles/staff.html

I tried to include all the things you ask for in this document or on the above webpage. Hope it is helpful.

As Always, thank you so much for your continued support.

Barbara