

# Technology Skills Report

This has been prepared for:

Timpanogos Intermediate

## Software

Software	Description	Review Dates		
		Date	Date2	Date3
Email				
GroupWise login options	Login to GroupWise using desktop client, web client, notifications and mobile.			
Address book	Setup a group of students or associates.			
Calendar/tasks	Add and send appointments. Setup shared calendar. Add a task.			
Junk mail/rules	Setup junk mail options. Add a rule to file or delete email.			
Contacts	Edit frequent contacts in address book.			
Options	Create signature. Configure Calendar options.			

Software	Description	Date	Date2	Date3
Wasatch Connect				
Home settings	Setup default menu. Add favorites. Wallpaper			
Account settings	Edit account information. System check.			
Applications	Use SIS, SAMS-Faculty, SchoolWires from Connect.			
My Files	Basic uploader. Action pull-down.			
Team Pages	Team members. Announcements and blogs. Documents and forums. Other team pages features.			

Software	Description	Date	Date2	Date3
LanSchool/TeacherAPP				
Student app	Starting up students.			
Teacher app	Starting and using the taskbar tools.			
Classes	Selecting course and adding students.			
Classroom management	Student control. Sharing screens. Other tools.			

Software	Description	Date	Date2	Date3
SchoolWires				
Homepage	Edit and update homepage.			
Page management	Add and delete additional pages to site.			
Creating links	Create links and link pages.			
Customizing	Customize homepage with photos and links.			
RSS feeds	Add RSS feed information to pages.			
Calendar	Setup and management of calendar.			

Software	Description	Date	Date2	Date3
SAMS				
Dashboard	Setup desktop dashboard page.			
Reports	Filtering options. Advanced reports.			
Document options	Create exportable files. PDF options.			

Software	Description	Date	Date2	Date3
Windows 8				
Login	Startup login and profile.			
Tiles and desktop	Understanding metro and classic interfaces. Application tiles and shortcuts. Corners, shortcuts, and keys.			
Window management	Window and display shortcuts. Opening and closing apps.			
Customizing tiles	Arranging and customizing metro interface.			
Desktop	Custom backgrounds, icons, and options for desktop interface.			

Software	Description	Date	Date2	Date3
MS Office				

Document management	Setup documents with default settings.
Annotating	Working with edited documents.
Document conversion	Working with documents that are in other formats. Saving documents for others. PDF file creation.

## Hardware

Laptop	Description	Review Dates		
		Date	Date2	Date3
Power management	Powerup, sleep, charging, and battery management.			
Screen saver	Manage screensaver and login security.			
USB	Flash drives and DVD players.			
Webcam	Record and edit video.			
Trackpad and mouse	Setup sensitivity. Turn on and off features.			

  

Netbook	Description	Review Dates		
		Date	Date2	Date3
Power management	Powerup, sleep, charging, and battery management.			
Audio and video	Setup audio and video resources.			
USB	Flash drives and DVD players			
Webcam	Record and edit video.			
Trackpad and mouse	Setup sensitivity. Turn on and off features.			

  

Projector	Description	Review Dates		
		Date	Date2	Date3
Settings	Change settings on projector with remote.			
Connections	Connect laptop to projector. Connect other devices.			
Lamp life	Check the lamp life on projector.			

  

Wireless Network	Description	Review Dates		
		Date	Date2	Date3
APWS	Connect to the secured wireless. Disconnect and re-acquire APWS.			
Student wireless	Check netbook for connectivity. Re-acquire APWM on a netbook.			
Guest networks	Login and user options.			

  

Wired Network	Description	Review Dates		
		Date	Date2	Date3
Laptop	Connect to the network with a cable. Check for network signal.			
Phone	Setup voicemail and features. Extra port on phone.			

## District Network Resources

Novell	Description	Review Dates		
		Date	Date2	Date3
Novell login	Login from desktop. Setup shortcuts.			
Network drives	Home directory. Walk network for shared drives. Map drive.			

  

iPrint	Description	Review Dates		
		Date	Date2	Date3
Client	Download client and install printers from website.			
Print resources	Add printer resources from website.			

  

File Management	Description	Review Dates		
		Date	Date2	Date3
Home directories	Manage files and folders with home directory(U drive).			
My Documents	Setup default file locations for software applications.			
File cabinet setup	Setup file cabinet structure for managing documents.			
Local storage	Clean-up and structure files on laptop.			
Network storage	Clean-up and structure files on network drive.			

  

iBoss Filter	Description	Review Dates		
		Date	Date2	Date3
Login	Authentication options.			
Classroom resources	Working with videos. Suggested sites. Web page problems.			
Blocked sites	Submitting sites for review. Finding working sites.			
Home network considerations	Working with the home filtering agent.			