

## MPI Technology Services Quick Overview

Goal: The purpose of this document is to define and explain the different computer based services on and off campus. Due to the ever evolving nature of communication tools, there are many services that have been added sequentially on campus. There are two main support groups: Information Technology Department (Mike Krafft, Gini Pinto, Lloyd Chong, Scott Yoshinaga). Educational Technology (Mark Hines & Bob McIntosh)

### E-Mail:

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)).

**Purpose:** Electronic mail is used for dissemination of information, documents and professional on and off campus communication

**Account information:** For most people their account name is first initial, last name@midpac.edu (ie – Mark Hines would be [mhines@midpac.edu](mailto:mhines@midpac.edu)). The password is set by IT, then changed by the teacher. E-Mail can be read online at <http://mail2.midpac.edu:8383>, or a client software (like Outlook) can be used on a computer. *This service will be changing sometime fall '07 to a campus based Microsoft Exchange server.*

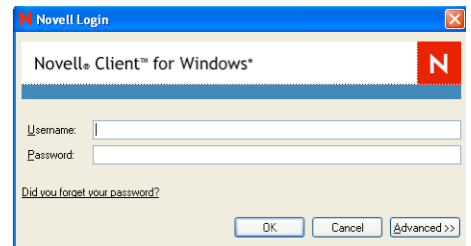


### Novell Netware:

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)).

**Purpose:** Novell is network software that allows the computer network to be managed remotely. It also provides a storage space for all account holders.

**Account information:** Each staff member has an account (often, your last name) and a file location. For example a user named Okino would have a secure folder at H:\teachers\okino. Logging in on this account gives you access to your network resources. Passwords are set by IT. Contact them for this information.



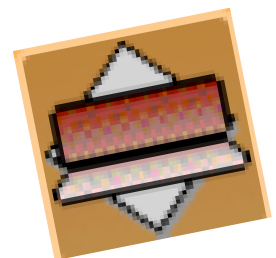
### Schoolmaster Attendance:

**Who maintains and supports:** Holly Madinger 973-5043 ([hmadinger@midpac.edu](mailto:hmadinger@midpac.edu)).

Training is conducted by Mark Hines 441-3784 [mhines@midpac.edu](mailto:mhines@midpac.edu) and Bob McIntosh 441-3793 [bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu)

**Purpose:** Schoolmaster Attendance allows teachers to both input and check attendance for their classes. It also allows access to limited student information such as Schedules, parent names and phone numbers, pictures, attendance data, etc.

**Account information:** Each teacher has a username that is their last name, and a password (“pass” for first time users – please make sure you change this for security). This can be accessed anywhere on campus where Schoolmaster Attendance is installed. There is a web-based version that allows access from outside school at <http://schoolmaster.midpac.edu/schoolmasterweb>



## Schoolmaster Gradebook:

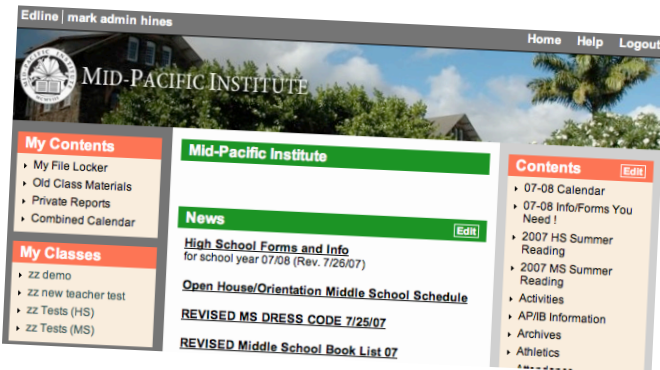
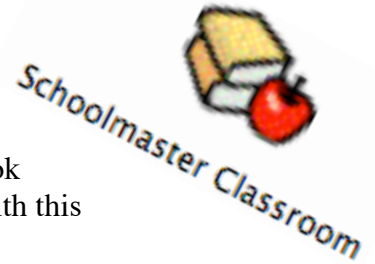
**Who maintains and supports:** Software is installed by IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)). Training is conducted by Mark Hines 441-3784 ([mhines@midpac.edu](mailto:mhines@midpac.edu)) and Bob McIntosh 441-3793 ([bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu)).

**Purpose:** Schoolmaster Gradebook allows teachers to keep an electronic Gradebook on their computer. All teachers at MPI are required to keep a current Gradebook with this program. This allows grades to be posted to Edline weekly.

**Account information:** The Gradebook program is installed on a computer hard drive and the gradebook files are kept on a server. The gradebook files can be accessed off campus through a web-based version at <http://schoolmaster.midpac.edu/schoolmasterweb>

Tutorials at:

[http://schoolmaster.com/support/documentation/Flash/Integrated\\_Gradebook/index.php](http://schoolmaster.com/support/documentation/Flash/Integrated_Gradebook/index.php) (school id: 870113 state: hawaii)



## EdLine:

**Who maintains and supports:** Mark Hines 973-5127 ([mhines@midpac.edu](mailto:mhines@midpac.edu)) and Bob McIntosh 441-3793 ([bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu))

**Purpose:** EdLine is MPI's web portal that allows teachers to post documents, calendar items, current grades and links for their courses. All teachers at MPI are required to put their syllabus in the

course documents area, homework assignments in the calendar section and current grades.

**Account information:** Teachers are given an initial access code, then set their own username and password. Mark Hines assigns the access codes and can reset passwords or course settings if there are problems. It can be reached via <http://www.edline.net>

## Sametime Connect

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu))

**Purpose:** Sametime is an instant messaging system (like AOL or MSN Messenger). It allows all staff on campus to communicate real-time on their computer desktop.

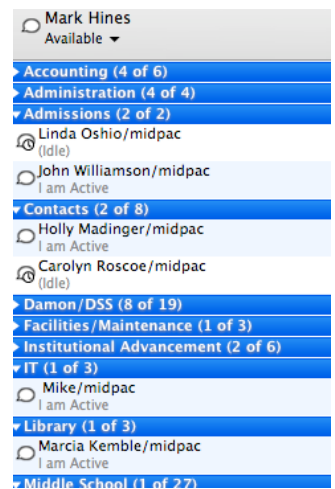
**Account information:** Each teacher has a username, and a password. Please contact IT for your specific information.

## Atomic Learning

**Who maintains and supports:** Mark Hines 973-5127 ([mhines@midpac.edu](mailto:mhines@midpac.edu)) and Bob McIntosh 441-3793 ([bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu))

**Purpose:** AL provides web-based training for hundreds of applications. Perfect for teachers and students for just in time training.

**Account information:** MPI has a School license: username: midpac, password: aloha web address: <http://www.atomiclearning.com>



## FSDirect

**Who maintains and supports:** Paula Kingsbury 973-5010 ([pkingsbury@midpac.edu](mailto:pkingsbury@midpac.edu)), Computer lab reservations managed by Mark Hines 973-5127 ([mhines@midpac.edu](mailto:mhines@midpac.edu)) and Bob McIntosh 441-3793 ([bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu))

**Purpose:** FSDirect is web-based request and calendar system that has three main functions:

1. Submission of work requests
2. Calendar to view availability of campus facilities
3. Computer Lab and Campus Facilities booking system

**Account information:** Guide sheets and access at <http://midpac.edu/mpifm/> Each teacher has an email address, and a password. Information on how to do this is available at the above address. All campus facilities must be scheduled through this portal.

Schedule Shortcuts				
<input type="radio"/> New	<input type="radio"/> Update Schedule	<input type="radio"/> Event Dates	<input type="radio"/> Organization Info	<input type="radio"/> Print Form
<input type="checkbox"/> Facility Usage Agreement	<input type="checkbox"/> Facility Use Fees	<input type="checkbox"/> Required Setup Services	<input type="checkbox"/> Rental Requests	<input type="checkbox"/> Approval Process
<input type="checkbox"/> Events	<input type="checkbox"/> Invoicing	<input type="checkbox"/> Payments	<input type="checkbox"/> Work Order Costs	<input type="checkbox"/> Sent Messages

Legend:  Indicates required information.  
 Insurance has expired

New Schedule

Schedule ID NEW

Status Submitted 13

Notify Booked By

Notify Contact Person

Schedule State? Inactive

Event Title

Event Description

## Destiny and Asset Manager

**Who maintains and supports:** Library: Marcia Kemble 973-5063 ([mkemble@midpac.edu](mailto:mkemble@midpac.edu)) Equipment: Bob McIntosh and Lance Iwamoto 441-3793/3792

**Purpose:** Destiny allows teachers and students to locate Library and Campus Equipment (such as cameras, microscopes, LCD projectors, etc).

**Account information:** Currently, login is generic at <http://library.midpac.edu>.

Find

Subject Author Title Series

Future updates will allow unique login and reservation capability.

## Principal's Calendar

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu))

**Purpose:** Principal's Calendar has Middle, High School and All School information on staff and school events for the year.

**Account information:** (<http://midpac.edu/cal2/month.php>)

username: mpi  
password: principal



## Atlas Curriculum Mapping Software

**Who maintains and supports:** Mark Hines 973-5127 ([mhines@midpac.edu](mailto:mhines@midpac.edu)) and Bob McIntosh 441-3793 ([bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu))

**Purpose:** MPI uses Atlas for all staff to map and update their curriculum. Specific expectations are set by the Principals and Dept Chairs.

**Account information:** Each teacher has a username, and a password. Please contact Mark Hines for your specific account details.

## Moodle

**Who maintains and supports:** eLearning Coordinator: Cherie Hayes-Gigante 441-3731 ([chgigante@midpac.edu](mailto:chgigante@midpac.edu))

**Purpose:** MPI uses Moodle to support teachers who want to move their classes into online tools: chat, discussions, testing, activities, wikis, blogs, audio feedback and more. There are many Moodle Tutorials on our Atomic Learning site, as well as at <http://moodle.org>

**Account information:** Please contact Cherie if you are interested in trying these tools in your classes.



## Pueo Webserver

**Who maintains and supports:** Mark Hines 973-5127 [mhines@midpac.edu](mailto:mhines@midpac.edu) and Bob McIntosh 441-3793 [bmcintosh@midpac.edu](mailto:bmcintosh@midpac.edu)

**Purpose:** Pueo is a web server that holds tutorials and information disseminated (including many of the services covered by this sheet) by the Educational Technology Department.

**Account information:** accessible at <http://pueo.midpac.edu/technology>



**Pueo Teacher Web Server**

## Deep Freeze

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)).

**Purpose:** All computer labs have this (*not* teacher machines). It keeps students from making any changes to machines on restart.



## WebSense

**Who maintains and supports:** IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)).

**Purpose:** Internet filtering for inappropriate content. If you have a specific blocked site you need opened for classes, please contact IT.



## Campus Software Licensing

**Who maintains and supports:** Campus software is maintained and installed by IT 973-5062 ([helpdesk@midpac.edu](mailto:helpdesk@midpac.edu)). Training and assistance on use can be arranged with Mark and Bob.

**Purpose:** There are a variety of software titles the are distributed throughout campus to support your educational and professional goals. Site license means it can be installed on every computer on campus. Limited license means we own a discrete number. Locations of limited license are usually decided by proximity of the intended users.

### Site License:

Adobe CS3 Design Premium Suite (Mac/Win)  
SmartDraw 8.0 (Win - at home too)  
Microsoft Office (2003 Win, 2004 Mac)  
Appleworks (Win/Mac)  
Fathom (Win/Mac)  
Touch Typing (TBD)  
Google Sketch Up (Mac/Win)  
Scratch (Mac/Win)  
Sophos AntiVirus (Mac/Win at home too)

Geometers Sketchpad (Win/Mac)  
Logger Pro (Win/Mac at home too)  
ESRI ArcView GIS (Mac/Win)  
iLife 06 (Mac)  
PTC Wildfire (Win - at home too)  
Adventures in Japanese 2 (Mac/Win)  
Stella (Mac/Win)  
TI Virtual Calc (Win)

### Limited License:

Inspiration (Win/Mac)  
Final Cut Studio (Mac)  
Keynote (Mac)

Chief Architect (Win)  
Rosetta Stone (Win)  
Interactive Physics (Win/Mac)

Starry Night Pro (Win/Mac)