

Technology Resources for New Staff 2016-17

Welcome to the ADM Community School District! In order to help smooth the transition into your new position, the technology department has prepared this informational handout that can serve as a cheat sheet for accessing, using, and requesting support for the district's technology resources.

Getting Started – Computer Login

In order to log in to a district computer, log in with your first initial and last name (i.e., akurth) and the temporary password that you were given (usually admcsd76). The first time you log in, you will be prompted to choose a new password; this password must be at least 8 characters long.

Getting Started – Email Access

ADM uses Google Apps for Education as an email service. In order to log in, simply go to <http://gmail.com> in any web browser and enter your ADM email address (i.e., akurth@adm.k12.ia.us) as the username. Use the same password that you set as your computer login password for the previous step.

To set up ADM email access on your phone or tablet, follow your device's instructions for creating an account, and choose "Gmail" or "Google" as the account type. Enter your full email address as the username, and the password that you chose above. *The technology department recommends use of the Gmail app, available for Android and iOS.*

Classroom Technology Suite

If you are a teaching staff member, you'll need to be aware of the technology that exists in your classroom. Every classroom in the district is equipped with a mounted projector, speakers, document camera (MimioView), and interactive whiteboard device. The interactive whiteboard functionality is provided either through a MimioTeach bar (which attaches magnetically to your whiteboard) or through an interactive projector (a wall-mounted projector that includes built-in interactive technology). Preschool – 5th grade classrooms are also assigned a small classroom set of iPads. Please ask another teacher, technology department staff, or search for online resources to learn how to use these technologies.

Other Available Instructional Technologies – Device Carts & Response Clickers

Each building in the district has full-class device carts available for checkout. These carts may include sets of iPads, Chromebooks, MacBooks, or Windows laptops. Please check with your building principal or with another teacher for instructions regarding cart checkouts in your building. Further, a number of departments have MimioVote classroom response clicker sets; again, check with another teacher or your principal about MimioVote availability.

Online Resources – All Staff

The district website (<http://www.admschools.org>) includes an "Employees" section with detailed information regarding employment paperwork, benefits, transportation and technology requests, etc.

Online Resources – Instructional Staff

The district uses Infinite Campus as its Student Information System (SIS), which can be accessed at <http://campus.admschools.org>. For ADM Middle School and ADM High School teachers, the district supports Moodle (<http://moodle.admschools.org>) and the LMS features of Infinite Campus. At Adel Elementary and DeSoto Intermediate, the district will offer Discovery Streaming Plus (access URL not yet available) beginning with the 2015-16 school year.

Technology Support

You can obtain technology support by going to <http://admsupport.admschools.org>, where you must log in with the same username/password you use to log in to your computer. You can lodge support requests to report problems, or simply to ask for help with using or planning to use available technology resources.

About the Technology Department

You can find more technology information at our technology blog (<http://admtechnology.wordpress.com>). Our department has three staff members:

Jason Deal

Director of Technology and Communications

I have worked in the educational technology field for over 10 years, having served as director of technology or in other educational and information technology roles at Carlisle and Drake University. In 2010, I earned a Master's in Public Administration with a focus on Executive Leadership, the curriculum focused on utilization of human resources, change management and finance and accounting in the public sector and non-profit organizations. In my free time, I volunteer as a coach and board member with the Carlisle Little League. I enjoy spending time with my family watching sports, doing home improvement projects and I also umpire high school baseball. I enjoy following our local sports team especially the Iowa Hawkeyes, the Chicago Cubs and the Chicago Bears. I live in Carlisle with my wife, Carrie, and our two sons Blake and Tyler.

Kendra Wolf

Student Information Systems Coordinator

I have been the student information systems coordinator since the start of the 2014-15 school year, and prior to that had been the 3rd-5th grade technology teacher at ADM since 2005. I came to ADM to teach and promote the use of technology in the classroom shortly after receiving my master's degree in technology education from Teacher's College at Columbia University. I was also a 5th grade classroom teacher and the building technology specialist at Adams Elementary in Des Moines for seven years prior to coming ADM. Now, I'm responsible for state reporting data and managing the technical aspects of the district student information system. I served for three years on the Board of Directors for ITEC, a state-wide technology and education organization. I live in Grimes with my husband and two children, ages 5 and 3.

David Morris

Information Systems Technician

I am originally from Leicester, England (famous as the last resting place of King Richard III), but lived in Perth, Australia for the last twenty years (famous for having lots of shark attacks), and am now living on a farm near Dallas Center (famous for having lots of corn), having married an Iowan farmers' daughter. I have spent most of the last fifteen years in IT support and electronics repair roles, including a stint as a contractor for the Western Australian Government. Outside of work, I enjoy model trains, watching bad movies, and pretending I know a thing or two about house renovations.