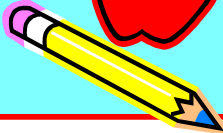




TECHNOTES



Keeping you Informed about
Happenings in Technology



Technology Department
Estacada School District

Newsletter May 2007
Volume 1, Issue 3

End of Year Cleanup

Before you leave for the summer, please look through your "P" drive and clean out what you don't need, don't want, or don't use. As of today, May 22, there are 217,415 files stored on the Staff P drives. 88% of these files have not been accessed for over a year. Please make a CD or if necessary, a DVD of your files. If you do not have a CD or DVD burner in your computer, please see your Building Technology Coordinator (listed below) or call me at ext 2890.

The high school and junior high student folders need cleaning up. They have 79,465 files in their drives. Nearly half of their files haven't been accessed in a year or more. Please ask your students to clean out what they don't need. If they have projects they would like to make a copy of, they can contact Kevin, Dante or myself and we can make them a copy of what they need.

We will make a final backup of the senior's P drives on June 20th. We will delete the senior class folders from the server on June 29th. A DVD of their folders will be available should a file need to be retrieved.

Online Software Tutorials

Go to www.atomiclearning.com

Username is: esd108

Password is: learn

This resource is available to you anytime you need it. Please consider using it this summer to keep your skills fresh.

Other Items

This summer, please leave your computer connected and in place. There is no need to cover anything with plastic bags, towels or blankets.

Make sure all important files are stored in your P drive and not on your computer. If the computer's hard drive crashes, data retrieval is unlikely. If it is on your P drive, a computer crash won't affect your data.

Technology Support Requests

As always, please make sure that your Building Technology Coordinator is aware of any problems you have been experiencing with your computer. They will look at the problem first and if necessary, will put a ticket in the request system. As soon as a new request is submitted, it is assigned to be completed as soon as possible.

Technology Contacts

Building Technology Coordinators:

Clackamas River - Sam Fisher
Eagle Creek - Herb Burchstead
River Mill - Kari Hulsey
EJHS - Dante Torgerson
EHS - Kevin Kirchhofer

Technology Department:

Technology Director and Network Manager - Gene Smith (2890)
Server Applications and Workstation Repair - Tyler Tubbergen (2891)
PowerSchool and Workstation Repair - Dan Ferrall (2892)
Web Editing Consultant - Jason Deardorff deardorffj@estacada.k12.or.us

Submitting a Tech Request:

When you have a problem with your workstation, monitor, printer, keyboard, mouse, etc, you should first contact your Building Technology Coordinator. They will assess the problem and if possible, fix it. If necessary, they will submit a Tech Request to the Technology Department.