Nurse Training
Today's Agenda

- Intro to computers
  - Browsers
  - How to Scan Documents from a Copier
- Zimbra
  - Reply v. Reply All
  - BCC
  - attachments
  - Email signature
  - Calendars and scheduling
- G-Suite
  - Sign into drive with SDP (not personal)
  - Using SDP email NOT personal
  - Opening new doc or sheet
  - View, comment, edit shared settings
  - How to make a copy, but why not to always do this
- Health Services Website
  - How to access
A browser is software that is used to access the internet.
How to Scan Documents from a Copier

1. Select Scanner
Login to Scanner

Login to scanner using email username without the @Philasd.org
Scan Document to Yourself
Where does the file go after I download it?
Upload Documents to the SIS
Upload Documents to the SIS
Collaboration Center / Zimbra

- Linked at Resources for Educators
  - zimbra.philasd.org
  - cc.philasd.org

Password Reset - 215.400.5555
Zimbra Resources


This will give you information about:

- Creating a distribution/group email list
- Creating signatures
- Setting an out of office message
- Using the calendar
<table>
<thead>
<tr>
<th>Date</th>
<th>Subject</th>
<th>From</th>
<th>Inbox</th>
<th>Size</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5/2017</td>
<td>Fwd: Your receipt from Apple. - His excuse was that it wasn't worth the bureaucratic bother. Ugh!!! Ed.</td>
<td>Edston Detrich</td>
<td>48 KB</td>
<td>4/5/2017</td>
<td></td>
</tr>
<tr>
<td>4/5/2017</td>
<td>Re: [techtalk-list] <a href="mailto:appleimage@philasd.org">appleimage@philasd.org</a> - Your Apple ID information has been updated. Hi, this information needs to be updated.</td>
<td>Savage, Peggy</td>
<td>7 KB</td>
<td>4/5/2017</td>
<td></td>
</tr>
<tr>
<td>4/5/2017</td>
<td>Re: [techtalk-list] <a href="mailto:appleimage@philasd.org">appleimage@philasd.org</a> - Your Apple ID information has been updated. - All, The School District Apple ID - apple</td>
<td>Edston Detrich</td>
<td>28 KB</td>
<td>4/5/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Please review your iCloud settings - Dear Edwin M. Stanton School, We discovered a bug in the recent iOS 10.3 software update</td>
<td>iCloud</td>
<td>16 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Re: Reaching Out - Good Morning. Although some time has passed since the ISTE Convention is Denver in June 2016, I make it a...</td>
<td>Matthew Chouit</td>
<td>450 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Re: APRIL - No this is not for Ms David from Cornell School I didn't sorry.</td>
<td>Rhonda Guyton-Adis</td>
<td>2 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Adapter for Thunderbolt Displays - Your adapter has arrived. Please see me tomorrow. *</td>
<td>Ibiyer</td>
<td>6 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Re: Attendance &amp; Enrollment Support Staff - SIS Training - Hi Michelle, Wes Dave able to schedule a time with VisionQuest for...</td>
<td>McCormick, Evelyn</td>
<td>40 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Update on Counselor Training and Walk Through of Counselor Deck - Hi All. On April 19, 20, and 21, you will be supporting one...</td>
<td>Grace Cannon</td>
<td>27 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Re: [techtalk-list] Sphero Company - Sphero is not at this time an approved vendor. It is not a difficult process. I will look into it.</td>
<td>Paula R. Don</td>
<td>10 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>GRADES APRIL - Hi Christopher Reading C DRA level D Writing C Victor Reading C DRA level B Writing C</td>
<td>Rhonda Guyton-Adis</td>
<td>2 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Apple - Personalize your Apple Watch with colorful new bands. - Apple Watch Series 2 Live a better day. Shop Apple Watch...</td>
<td>Apple</td>
<td>6 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Re: Fuel Education: Lincoln - Hi Dave, I am available now if you want to call me. 7326003883 Bill Hour National Account Manager</td>
<td>Bill Hour</td>
<td>80 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>Message from &quot;Copy-402&quot; - This E-mail was sent from &quot;Copy-402&quot; (MP 2504). Scan Date: 04/04/2017 13:35:16 (-0400)</td>
<td>David Vengels</td>
<td>44 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
<tr>
<td>4/4/2017</td>
<td>do-not-reply: ReadWorks Password Assistance - Dear ReadWorks Friend, We received a request to reset the password associated with...</td>
<td>ReadWorks</td>
<td>3 KB</td>
<td>4/4/2017</td>
<td></td>
</tr>
</tbody>
</table>

To view a message, click on it.
Composing Email
When you start to type an employee’s name, our system will try to find them.
David Vengels

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(f) 215.400.4421
Follow us on Twitter: @EdTechSDP
Reply or Reply All?

OH NO... NO, NO!
I HIT "REPLY ALL" INSTEAD OF "REPLY!"

OH GOD, NOW EVERYONE KNOWS MY TERRIBLE, HORRIBLE SECRET!

Hi Bill, I don’t really know how to use computers.
'Reply' sends your response only to the person that sent you the mail. Therefore, anyone to whom the mail was also sent or CC'd will not receive your reply. 'Reply All' sends your response to everyone the mail was sent to or were CC’d.
For security and privacy reasons, sometimes it is best to use the Blind Carbon Copy (BCC) feature when sending an email message to a large number of people. When you place email addresses in the BCC field of a message, those addresses are invisible to the recipients of the email.
David Vengels
An attachment is an additional piece of information, such as a document or photo, that you add to your email. Attachments are useful for sharing extra materials that will help the email recipient understand your message or make it more fun.
David Vengels

The new Student Information System (SIS) is now live!

Any questions? Please call the I.T. Help Desk at 215-400-5555 or email at helpdesk@philasd.org.
Visit http://sishelp.philasd.org for training resources.
Email Signatures

Having an email signature is like handing a person a business card every time you send an email. It also allows for faster response when you need assistance.
Create an Email Signature

Preferences

Signatures

Default Client:
- Advanced (Ajax)
- Standard (HTML)

Appearance

Font: Standard
Display Font Size: Normal
Print Font Size: 12pt
Create an Email Signature

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</table>

**Display:** Busy

**Mark as:** Public

**Calendar:**

**Start Time:** 10/29/2018 @ 8:00 AM

**End Time:** 10/29/2018 @ 8:30 AM

**Reminder:** Never

The time you have selected for this appointment is in the past.

**Repeat:** None

More Details...
Google Drive Overview

For more information visit http://www.google.com/a/edu
G-Suite Accounts

District Account
- @philasd.org
- Administered by the school district (some features may be altered or disabled)
- Unlimited cloud storage

Personal Account
- @gmail.com
- Administered by Google
- 15GB free cloud storage
- Data mining
- Advertising
Google Drive Online

- In the “Cloud” - free storage
- All documents accessible with any internet connection
- Searchable
- Automatically saves documents
- Ability to share files
Accessing Drive

⇒ Access your drive at drive.google.com
⇒ Sign in to Drive with your district email address and password
Google Drive Layout

Create, Upload, & Organize

Files, Folders & Search

Details, Activity and Settings
Create a Doc

New > Google Docs >
Blank Document
Naming a Google Doc
Sharing in Google Drive

Enter the email address of the person you want to share it with and select permissions.
Make A Copy
Health

The Health module allows school health professionals to maintain, manage, and report student health data in Infinite Campus. The resources below are organized by where they are found in the index.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Type of Resource</th>
<th>Potential Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Module Stepper</td>
<td>Stepper</td>
<td>Nurse</td>
</tr>
<tr>
<td>Entering Immunization Data</td>
<td>Stepper</td>
<td>Nurse</td>
</tr>
<tr>
<td>Uploading Health Documents Stepper</td>
<td>Stepper</td>
<td>Nurse</td>
</tr>
<tr>
<td>Health Report Steppers</td>
<td>Report Stepper</td>
<td>Principal, Nurse</td>
</tr>
</tbody>
</table>
Thank You!!!

Help Desk & Password Reset

215-400-5555

Good Luck!!!