



## Back to School Technology Reminders

### IT Matters

Each month the Technology Services Department produces the IT Matters newsletter and shares it with all UCPS employees. This newsletter contains pertinent information and shares strategies to enhance digital learning in your classroom. Please check your email for this monthly publication.

### Technology Tab

Every school website has a Technology link on the left hand side of the page. When you click this link you will find shortcuts to resources used in your classroom.

### Chromebooks at the Secondary Level (6-12)

Please visit the [Chrome U Site](#) for tutorials, a list of approved Google apps for student accounts and more.

### Submitting a Helpdesk Ticket

For technology issues relating to your UCPS device, please submit a helpdesk ticket. Click the following link for the [UCPS Tech Takeoff Site](#) for directions to submit a helpdesk ticket as well as other useful getting started documents.

### No Stickers

Please be aware that per UCPS policy, decorative stickers should NOT be affixed to any UCPS issued device.

### Requesting a Course Shell in Moodle

Please contact your school-based ITF for the creation of these pages.

### UCPS Email Signatures

Email signatures are standardized throughout the district; please ensure that your email signature is in compliance.

YouTube Video - <http://goo.gl/bwsgJ4>

## IT TIP OF THE MONTH

*For security purposes it is important to change your password periodically. The process below will change your password in Active Directory which impacts, email, computer login credentials and Moodle. When a new account is created or a password is updated it must contain at least 8 characters.*

*To change your password please reference the following steps:*

1. Log into a UCPS computer
2. Press CTRL + ALT + DELETE
3. Select : "Change a password..."
4. Type in your old password and then type and then re-enter your new password.
5. Click the arrow to submit changes.

### Updating Employee Directory Profile with Class Webpage

For your teacher class page to be visible on your school's website you must link your class page to your profile in the employee directory. Please see your ITF and/or Media Coordinator for assistance.

## Microsoft Home Purchase

Union County Public Schools employees are eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get one (1) licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer for the cost of only \$9.95, plus shipping and handling.

Under the HUP, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under our employment and as long as the corresponding software you use at work has active Software Assurance coverage. You must have a valid UCPS email address to participate in this program.

For up-to-date information on the availability of Home Use Program software, please visit <http://microsoft.com/licensing>.

1. Go to <http://www.microsofthup.com>
2. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
3. Enter your corporate e-mail address and insert the following program code . 3CE960F090 .

Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization.

4. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.



## Digital Millennium Copyright Act at Union County Public Schools

### Statement

UCPS complies with the provisions of the Digital Millennium Copyright Act (DMCA). If you have a concern regarding the use of copyrighted material on any site on the UCPS network, please contact the agent designated to respond to reports alleging copyright infringement.

### Designated Agent

The designated agent for UCPS to receive notification of claimed infringement under Title II of the DMCA is:

Tony Burrus CTO: [tony.burrus@ucps.k12.nc.us](mailto:tony.burrus@ucps.k12.nc.us)

Telephone: 704-296-3143 Fax: 310.286-3147

c/o UCPS Technology Services 721 Brewer Dr. Monroe, NC 28112

### Claims

The DMCA specifies that all infringement claims must be in writing (either electronic mail or paper letter) and must include the following:

- A physical or electronic signature of the copyright holder or a person authorized to act on his or her behalf;
- A description of the copyrighted work claimed to have been infringed, or, if multiple copyrighted works at a single online site are covered by a single notification, a representative list of such works at that site;
- A description of the material that is claimed to be infringing or to be the subject of infringing activity, and information reasonably sufficient to permit the service provider to locate the material;
- Information reasonably sufficient to permit the service provider to contact you, such as an address, telephone number, and, if available, an electronic mail address;
- A statement that you have a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
- A statement that the information in the notification is accurate, and under penalty of perjury, that you are authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

## Spotlight Educational Strategy

Each month we will spotlight educational strategies that effectively integrate technology into instruction. This month we will focus on the flipped classroom.

The flipped classroom, or a flipped lesson, is a form of blended learning which has students learn content before class. The resources used for flipping lessons typically incorporate videos but can also utilize articles, books, simulations, etc. The tips below will help in designing a flipped lesson in your classroom.

Tips to effectively flip a lesson:

1. Keep it short. A flipped resource should be no longer than five minutes.
2. Incorporate meaningful and engaging content.
3. Establish a routine for students when incorporating this type of lesson into instruction.

## Moodle



When you log into Moodle this fall you will notice some changes in Moodle Pro, Moodle Mid and Moodle High. This is the result of upgrades that occurred throughout the summer. For the creation of course shells and/or help in using this newer version of Moodle please see your school's ITF for further assistance.

## HomeBase

HomeBase, our statewide system that provides resources to teachers, students and families has expanded this year. In addition to housing PowerTeacher and the NCEES tool, an additional resource, SchoolNet, has been added for use this fall. Training will be provided for SchoolNet through curriculum coordinators and ITFs.



### High Impact Learning Environment Classrooms

This summer 12 classrooms across the county have been transformed into High Impact Learning Environments. As a district we have successfully implemented a 1:1 access model at the secondary level and have integrated technology into all content areas K-12. Now we are piloting classroom environments that transform how learning occurs in classrooms at both the elementary and secondary levels. Administrators that served on the Technology Council for the 2013-2014 school year were chosen to pilot these classrooms in their buildings:

- East Elementary
- Marshville Elementary
- Monroe High School
- Porter Ridge High School
- Porter Ridge Middle School
- Piedmont Middle School

### IT Matters Archive

The IT Matters Monthly newsletters is archived online. Those newsletters can be accessed by scanning the QR code or by clicking the hyperlink.



IT Matters Archive

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