



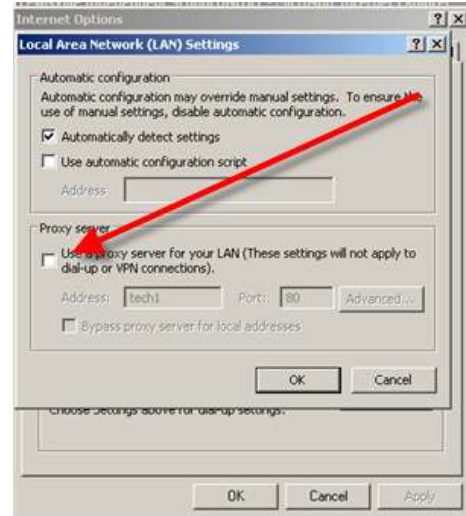
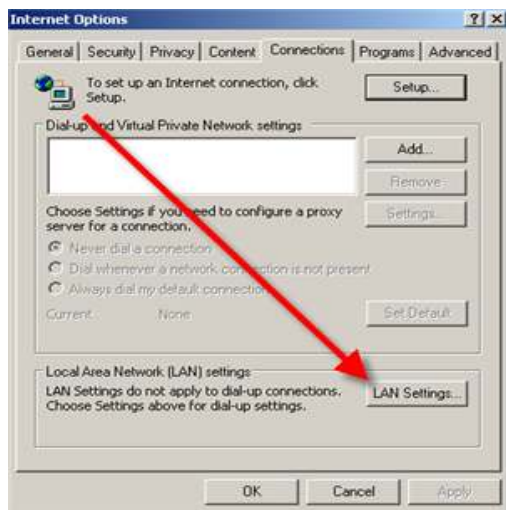
# HARVESTER TECH TIPS

LISD

December 2008

## Use Your Laptop From Home

Did you know that it is possible to use your laptop at home? You just have to do a minor switch in the settings. Select Internet Explorer. Go to Tools, Internet Options. Connections, LAN Settings. (See picture below)



After selecting LAN Settings, deselect the "Use a proxy setting" box, then click OK. You can now access your home internet service. Don't forget to replace the original settings when you return back to work!

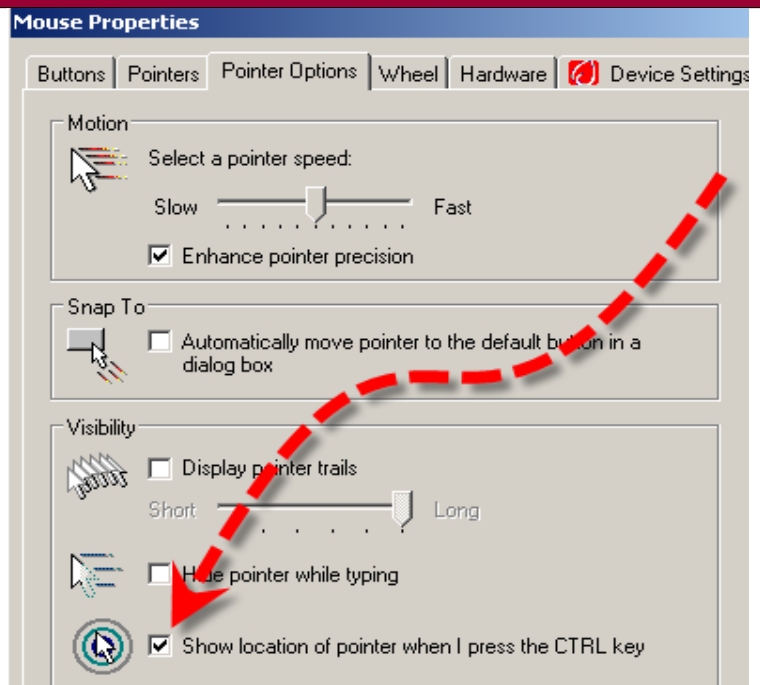
## Mouse Pointer Option

Do you want your students focused and engaged when teaching from your projector screen? With a quick setting change, you can have a blinking target cursor that looks like this:



To engage this setting, go to Start, Settings, Control Panel, double-click on Mouse, Pointer Options, and select the last option, select "OK".

Then, when you press your "ctrl" key, you get a blinking circle. It's effective to help you show kids where you are on the screen. Press the "ctrl" key several times in a row, and you're sure to get your students' attention.



# Getting Started in SchoolWeb

## Navigating to Your Site:

- If you have a SchoolWeb site, at school you can click on the LISD SchoolWeb link in the Novell Launcher. If you are at home, go to [www.lisd.net](http://www.lisd.net) > Staff > SchoolWeb—High.
- In the left sidebar, click on the name of your campus.

- The new screen will show a list of names for teachers on your campus.
- If your name does not appear on the first page that appears, click on another page number that is noted at the top of the list by clicking on the number.
- Once you completed navigating, double click on the name of your course.

- In the upper right corner, click on "Login". Your username and password are the same as your regular computer login.

## Getting Started:

- Once logged in, click on the "Turn Editing On" button.



# Add a Calendar to Your SchoolWeb Page

One of the most useful features to add to your SchoolWeb page is the calendar. The calendar allows you to post upcoming events, assignments, quizzes, and tests on the calendar date so that parents and students can view at a glance what is happening in your classroom. Parents and students will appreciate having the information available to them so that they can be better prepared for class. Follow these steps to create a calendar and insert entries:

1. Login to SchoolWeb.
2. Click on "Turn Editing On".
3. If the calendar feature skip to step 4.
4. If the calendar feature is missing, look along the sidebars of your SchoolWeb site for a box called

"Blocks".

5. Click on the down arrow in the "Blocks" box and select "Calendar".
6. The calendar should now be on the sidebar of your website.
7. Click on the name of the month at the top of the calendar to get to the webpage that allows you to create entries.
8. On the top right of the new screen click on "New Event".
9. Select "Course Event" and click "OK".
10. Type in a Name for the Event, such as "Quiz", "Unit 4 Test", or "Reading Homework Due". Something that will give the students a quick glance at the upcoming event.
11. In the text box, type specific information about the event, such as "Quiz

over Chapter 4. Be ready to write a short answer about ...."

12. Set the date. Select the date of the event and the month.
13. Leave the default "Without Duration". This will allow the event to remain on the calendar throughout the year. This will be a great reference for parent/student conferences.
14. If it is a recurring event, you can set it up so that the event information will appear every week on that day.
15. Click "Save Changes".
16. This takes you back to the event page. Click on the "hand" icon to edit. Click on the "x" icon to delete the event.
17. To add another event on the same day OR on another day, click on the "New Event".

# Student SchoolWeb Grade Access

When setting up grades for students in SchoolWeb, students are able to view their grades on SchoolWeb assignments, as well as the teacher comments. Students will have a block on the sidebar of their SchoolWeb page called "Grades". Once the student has logged in, the student will simply click

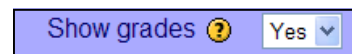
on the "Grades" button.

As the instructor of the course:





- Login.
- Turn editing on.
- In the "Administrative Block", click on


"Settings".

- Make sure the "Show Grades" is set to "Yes".
- Scroll to the bottom of the page and "Save".






# Create a Cell Box in SchoolWeb for your Headings


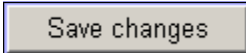
- Login > Turn Editing On
- Click on the hand icon in the box of your choice.
- Click on the upper arrow icon on the toolbar. 
- Click on the table icon on the toolbar. 
- Change Rows and Cols to 1 and Cellpadding to 9. Click OK. 
- Click on the edge of the box to get handles (white squares). 

- Click on the hand/table icon on the toolbar. 
- Click in the box and select colors for background, font, and edge.

Rows: 1	Cellpadding: 9
Cols: 1	

- Next to the border color, select the style of border and type "9" in the pixel box. Click OK.

Background: 
FG Color: 
Border: 

- Click on the down arrow on the toolbar. 
- Click "Save Changes". 
- **Tip #1:** To edit, click on the hand icon > up arrow > edge of table > hand/table icon > change colors.
- **Tip #2:** Copy and paste the finished box into the numbered boxes. Change the text to your units of study.