New Administrator Technology Onboarding

Welcome to the Moline-Coal Valley CUSD 40 Administration Team! Whether you are transferring internally or brand new to the District, this document will walk you through the various security and administrative systems we utilize. We also include some other tech resources that administrators will find useful at the bottom.

Each resource has links for first-time users.. If you have any issues with these systems, such as accessing login pages, logging in, or general use, please email edtech@molineschools.org to create a trouble ticket, and we will schedule a time to visit.

GoGuardian Admin - Login with your Google Account from anywhere

GoGuardian is our student internet filter for LEAD Moline. More information regarding LEAD Moline and what GoGuardian has to offer can be found on the EdTech Website.

Administrators can use GoGuardian to report on student internet activity, blocked categories, time spent online, and various flagged activities. Administrators may also receive emails regarding flagged activity with links for the specific activity that will launch GoGuardian.

Visit the GoGuardian Support site for more resources and training on this useful tool.

GoGuardian also includes a **parent** piece for families to monitor and create student device policies during non-school hours and days. Visit our knowledgebase article for more information.

Managed Methods Student Compliance - Login with your Google Account

Managed Methods is a compliance monitor that flags student accounts for objectionable content, cyberbullying, and life threats, all viewable by administrators.

Managed Methods will email flagged alerts to specific administrators if the event is labeled "high." Administrators will also receive weekly email summaries of all flagged events. The specific events can be accessed via the links in the email. Click here to view an instructional video on how to use the Managed Methods Dashboard.

***The emails from Managed Methods can be a lot depending on the size of your school. If you would like help setting up a filter so that Manged Methods (or any application) notifications are labeled separately from your Inbox, just submit a ticket by emailing edtech@molineschools.org for help!

Milestone xProtect Client - Login with Windows Credentials on Network only

Milestone is our video surveillance application. Camera footage can be viewed using an installed client called xProtect. Once you launch xProtect, you will connect to the video server and use your Windows credentials. Below is a screenshot of the login screen. If you are new to xProtect, please email edtech@molineschools.org to schedule a brief introduction to the client.

Educlimber (Illuminate) - District ID: 1045; Login with Your Google Account
Educlimber is tied to Skyward (our Student Information System) and pulls various student information together into a summarized student dashboard. Reports, including student assessment, grade history, demographic information, interventions, and discipline, can be viewed. Your mentors will be the best resource for how to best use Educlimber in your new role.

ESD HR and Financial System - Login with your computer account on network only

ESD is our system for approving payroll and managing your financial accounts. If applicable, you will be set up as approvers for any requisitions and payroll timesheets entered by the administrative assistant. Please note that you can only access ESD while on the district network. Please email edtech@molineschools.org if you want further training on ESD functions

Skyward Student Information System - Login with your Google Account

Skyward is our student information system and feeds all other systems requiring student data. We subscribe to Skyward training modules, and as a new administrator, you should receive an email from the system for useful modules.

Remind Communication - Login with Google from anywhere (app available)

Remind is one of two communication applications that we can use to reach our parents and community. Skylert is the other application tied to families with active students. For more information on Remind and how to get started, visit our EdTech Knowledgebase.

[NWEA MAP Assessment](#) - Login with Email address and password you create

NWEA is an adaptive achievement and growth test. It creates a personalized assessment experience by adapting to each student's learning level—precisely measuring progress and growth for each individual student. K-8 students are tested three times per year (Fall, Winter, Spring). Grade 9-10 students are tested twice per year (Fall & Spring)

[Raptor Visitor Management](#) - Login with your Google Account from anywhere

Raptor is our visitor management solution, providing a way for schools to ensure visitors are allowed on school grounds. Visitors show a form of ID, which can be run against local and national databases. Schools can print guest badges for each visit.

 [Click here](#) to visit the Raptor training module for office personnel. Once registered, you will receive an email with instructions on how to view the recorded webinar.

[Finalsite Website Administrator](#) - Login with your Google Account from anywhere

Finalsite is our content management system for the website. Building administrators, administrative assistants, and anyone else delegated by the building administrator will have edit rights to his/her school. This is useful for adding or updating content and keeping the Staff Directory updated.

[Click here](#) for instructions to access Finalsite training (must be signed into Finalsite to access these modules).

Other Useful EdTech Resources:

Educational Technology Knowledgebase

This is a searchable database of support articles that the EdTech team continues to update. This is also a good resource for parents to learn about GoGoardian Parent, Student online privacy, and other useful tools.

SOPPA (Student Online Privacy Protection Act)

SOPPA is now IL school law requiring schools to have a signed agreement on file with ANY educational technology provider. Essentially, SOPPA protects against third-party partners selling student data. For more information, including how to request new applications, see our EdTech webpage.

LEAD Moline

LEAD (Limitless Engagement Amazing Discoveries) Moline is our student 1:1 initiative. Each year, students in 2nd, 6th, and 9th grades are issued a device as long as they have agreed to the LEAD Moline student handbook. Please visit our website for more information, including the LEAD Moline Guardian FAQ, which summarizes student responsibilities for their devices.

Canva for Education - Login with Google from anywhere

Canva for Education is free and available for all Moline-Coal Valley staff. Canva provides a great way to create booklets, posters, announcements, and flyers for your school and community. Click here to get started.