



# New Teacher Technology Orientation

## 1. Password Requirements

- a. **NEVER** share your password with anyone. We use a single password to access email, documents, employee data, and student data. Sharing your password is strictly against the Acceptable Use Policy.
- b. Passwords are reset twice a year, and you will be notified via email when it is time to reset it.
- c. Passwords MUST contain:
  - i. At least 8 characters
  - ii. A mix of upper and lower case letters
  - iii. A mix of numbers and letters
- d. [Password Enrollment Instructions](#) - Please follow these links to set up your Moline account. If you cannot enroll or access these settings, please contact Sharon Cross or Tonnie Brown for assistance.
  - i. **PLEASE NOTE:** Your account is only created after all paperwork has been filed and processed through HR.
- e. You MUST enroll in this system AND change your password to gain access to any District systems
- f. If you cannot enroll in the system, please contact Sharon Cross or Tonni Brown in HR

## 2. [Sub Teacher Guidelines](#)

## 3. Employee Portal

- a. [Employee Portal Instructions](#)—The Employee Portal is an online portal where you can review your payroll, leaves of absence, reimbursements, and insurance information. Staff can also use a check simulator to calculate changes before making them official.

#### 4. Moline Schools Website

- a. [HR Intranet](#)
  - i. Use your Moline email account to sign into the HR Intranet site
- b. [Tech Policies](#)

#### 5. Google Training Links

- a. [Gmail](#)
- b. [Drive](#)
- c. [Docs](#)
- d. [Calendar](#)

#### 6. Public School Works - MUST go through password enrollment first

- a. [HR-Mandated Training Site](#)

#### 7. Submitting a Technology Service Request - Go to

<https://mcv40-edtech.zendesk.com/hc/en-us> and sign in using your district credentials. This is the EdTech Customer Support Portal, which contains useful self-help articles and New Announcements related to technology. Here, you can submit a service request or view your past tickets. A service request can also be made via email to [edtech@molineschools.org](mailto:edtech@molineschools.org). Please include the following information.

- Name
- Building - Room
- The best time to reach you
- Description of the problem

#### 7. [Skyward Student Information System](#) - 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.

#### 8. **GoGuardian Teacher** - GoGuardian Teacher provides a mechanism for teachers to define their student device activity for their particular class period or lesson. Through GoGuardian Teacher, teachers can determine what content the students can access,

push lessons to student devices, ensure students are on task, and communicate with students using the application. [Check out our help articles](#) for more information and help get started.

9. [Remind Communication](#) 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.
10. [NWEA MAP Assessment](#) - 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).
11. [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](#).
12. [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.
13. [Canva for Education](#) - 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](#).
14. [Technology Integration Resources and Specialist](#) - Shannon Harding is the District's Technology Integration Specialist. Her role is to help teachers integrate technology into the classroom and support our various instructional systems. Shannon also has a series of technology training recordings published [here](#). Feel free to contact Shannon via email ([sharding@molineschools.org](mailto:sharding@molineschools.org)) or [edtech@molineschools.org](mailto:edtech@molineschools.org).