

Welcome to the Moline-Coal Valley CUSD 40 Administrative Assistant 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.

Each resource has links for training 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.

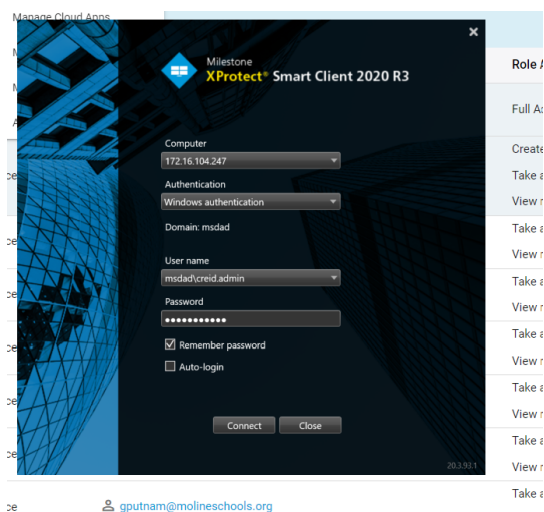
1. [Raptor Visitor Management](#) - Login with your Google Account from anywhere

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

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

2. 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.



3. [ESD HR and Financial System](#) - Login with your computer account on network only

ESD is our system to approve payroll and manage your financial accounts. If applicable, you will be set up as payroll preparers and given update access to school accounts. Requisitions and payroll timesheets entered by the administrative assistant will be sent to the building administrator for approval. 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.

4. [Skyward Student Information System](#) - Login with your computer account from anywhere

Skyward is our student information system and feeds data to all other systems that require student data. We subscribe to Skyward training modules, and as a new administrative assistant, you should receive an email from the system for useful modules. Email edtech@molineschools.org if you have not received an email for Skyward training.

5. [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](#).
6. [Skylert Communication System](#) - [Login with your Skylert account from anywhere](#)
Skylert is used primarily for voice and email communication with our parents/guardians. The Skylert database is updated nightly from Skyward family information. Visit the [SkyLert help section](#) for instructions on how to send a broadcast.
7. [1:1 Manager](#) - [Login with Google from anywhere](#)
1:1 Manager is our LEAD Moline tracking system. Administrative assistants can use this system to view the ticket history for students and determine if damaged devices should be charged in Skyward. This system can also be used to check out devices for students or sub-teachers.

Visit our [training article](#) for more information on getting started with student LEAD Moline tracking. Visit our [staff assignment article](#) for assigning loaner devices to sub-teachers or other staff.
8. [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.
9. [Edlio Website Administrator](#) - [Login with your Google Account from anywhere](#)
Edlio 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 Edlio Staff Directory updated.

[Click here](#) for a training video for new Edlio admins.

[Click here](#) for a training video for updating the school's online staff directory.

Other Useful EdTech Resources:

10. [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 GoGuardian Parent, Student online privacy, and other useful tools.

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 student pledge](#), which summarizes student responsibilities for their devices.