

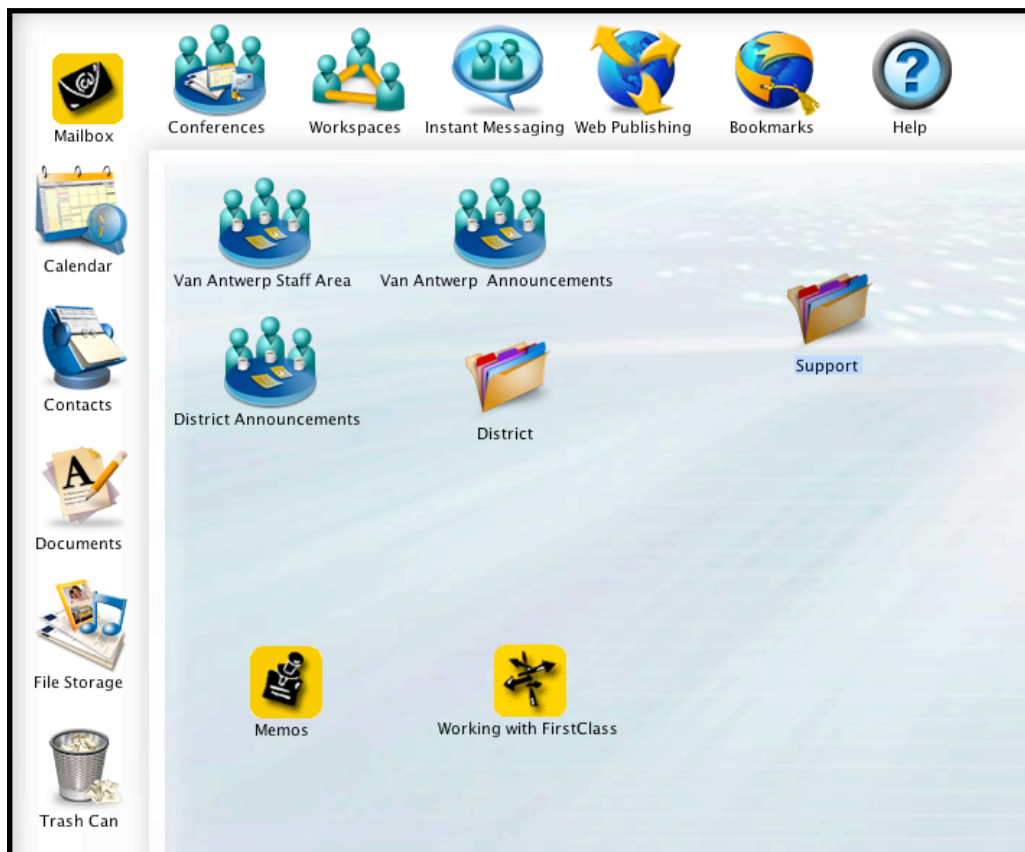
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Technology News Update

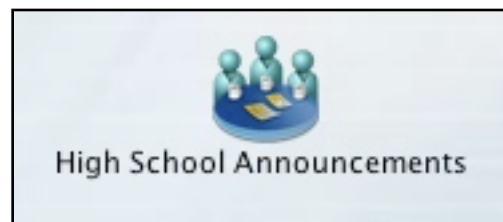
Niskayuna Central Schools
Technology CORE Committee

Volume 7 Number 5

First Class Reorganization Issue!



After the recent First Class reorganization, three important message areas appeared on your First Class Desktop. They are **District Announcements**, **Building Announcements**, & **Building Staff Area**. So, what kinds of messages should be posted in each of these areas? Read on!



Message Areas In The "New & Improved" First Class

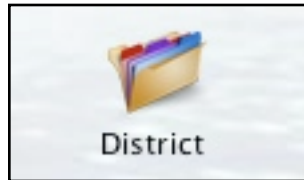
District Announcements: For important, time-sensitive announcements meant for the entire district. Check immediately if you see a red flag!

Building Announcements: For professionally-related, time-sensitive announcements meant for the entire school (e.g. Glencliff, Iroquois, etc.). Check immediately if you see a red flag!

Building Staff Area: For professionally-related announcements meant for the entire school (e.g. Craig, High School, etc.). Check at least once a day if you see a red flag (as you would check your school mailbox).

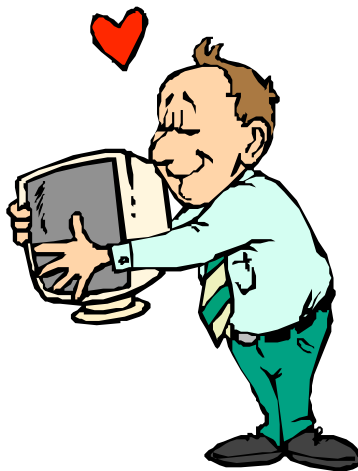
A couple of other district-wide and building-wide message areas that might interest you are the **District Bulletin Board** and **Building Bulletin Board**. (Both can be found in the District folder.) These are for informal (not professionally-related) postings, similar to the type that would be posted on a faculty room bulletin board (e.g. items for sale, birth announcements, etc.). These areas are similar to the former district "Employee Lounge". Each can be moved to your First Class desktop, if desired.

The "District" Folder



The "District" folder contains virtually all other message and information areas that might be important to you. For example:

- The "**Academics**" folder (within the District folder) contains grade level and subject area conferences. Again, you can move the appropriate conference to your First Class Desktop, if desired.
- The "**Buildings**" folder contains the message areas and calendars for each school building. (Note that the icons found on your Desktop are actually shortcuts/aliases for some of these areas.)
- The "**Important Info**" folder contains district forms, professional development and other helpful information.



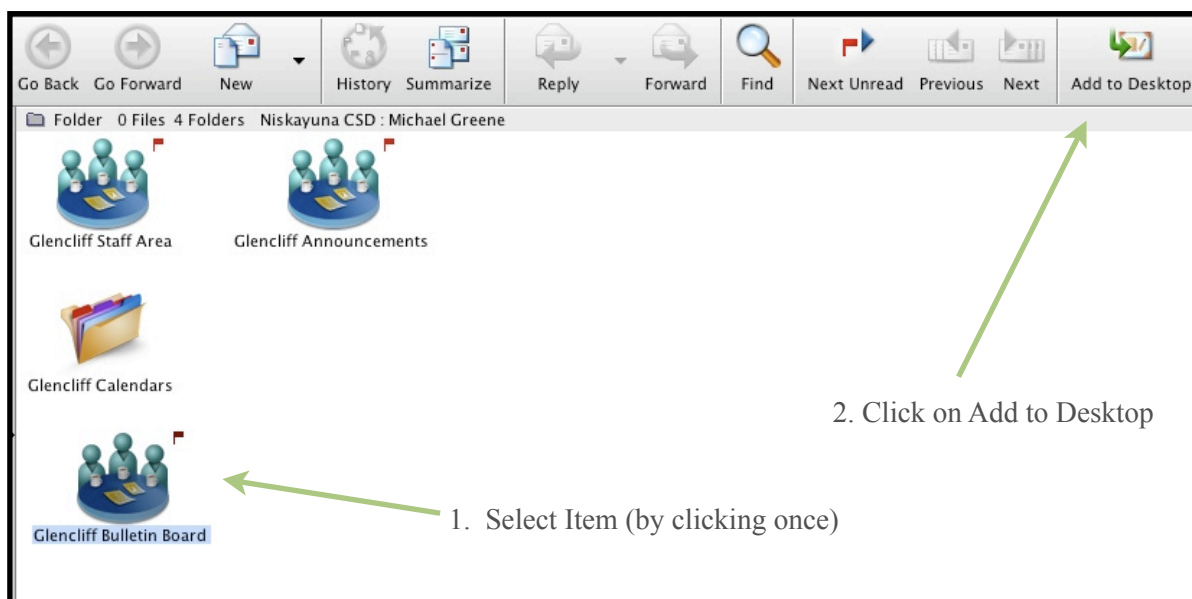
How to Move Important Items to your First Class Desktop...

There are some First Class areas that may be personally important to you, and that you would like to have right on your Desktop. This is easy to accomplish. First, you need to find where the item is located in First Class.

For example, if you would like to have your building's "Bulletin Board" (informal posting area) on your Desktop you will need to go to:

District folder > Buildings folder > Your school building folder (e.g. Hillside)

Once there, you should click once on the building Bulletin Board icon to select it. Then click on the "Add to Desktop" item in the tool bar on top of the window. You may have to drag the window open further to see this tool. (As an alternative, you can go under "Collaborate" in the menu items and choose "Add to Desktop".) When you go back to your Desktop, you might have to look around for the new icon. Once you find it, simply drag it to where you would like it to be located.



PLEASE, PLEASE, PLEASE >>> DELETE, DELETE, DELETE!

You may not realize it, but when you post a message in a conference area you, as the author, are one of the few people allowed to delete it! Please be sure to delete your old postings on a regular basis. Just go into the conference area, click once on the message to select it, and hit the Delete key! Now that was easy, wasn't it.... :-)

