

CMS 2015-2016 Staff Technology Checklist

Technology	Description	Resource Person
Harmony	Staff Program for Attendance, midterms, report cards, and student data	Team or school secretary
Class AV equipment	DVD players, remotes, overhead projectors, other items for checkout	Media Specialist, Mrs. Newton
Computer/TV connection/ Reflector	Connection of teacher computer or iPad to be displayed	Go-to People (See above.)
Email account	Set up accounts for new staff	Go-to people
Logging in to school network	Passwords for staff and students, database passwords, how to sign up for computer lab usage or AV equipment...	Team or Media Specialist (bookmark given at 1st staff meeting)
Phone System	Voice mail, room-to-room, intercom, building, outside calls	School secretary or team
My Big Campus	Learning Management System and file storage	Media Specialist- Mrs.Newton
Homework Posting	Daily homework assignments posted to the Internet for students, staff, and parents	Team
Team Web Page	Information about the team and team teachers	Team designee
SmartBoard	Issues with SmartBoards	Vicki Long
Mounted Projectors	Replacement lamps or other issues	John Harris
Computers	Computer issues	Doug Stevens
Morning Announcements	Channel 98 daily announcements	Mrs. Newton or email to cms2day@fayette.k12.in.us
Internet Sites	blocked sites	Media Specialist- Mrs.Newton
iPads	issues with iPads working	Doug Stevens, John Harris
New Technology	Need or want new technology items?	Tony Elleman, Media Specialist, or Tech Committee
Acuity	Math/LA diagnostic tests	Tony Elleman or dept. chair

Go-to People: John Harris and Doug Stevens

Tech Committee: Sandy Peck (facilitator), Derek Hornsby (recorder), Henry Kennedy (Presenter), Megan Durstine, John Harris (Go-to), Cindy Newton (media specialist), Rusty Page, Donna Litton