

We're Happy to Introduce

This month, we're going to introduce you to our resident comedians, Tim and Marsha.

Tim Moriarty is the Coordinator for LTV, Comcast channel 54 and Verizon 24. He has been with FWCS since September of 2004. His job includes advising schools on their video programs, creating videos for the district, airing Board meetings and other various projects.

In his spare time, Tim likes to pretend he is a decent golfer and an average guitarist. OK... Tim likes to pretend he is a below-average guitarist. He loves to spend time with his family and friends, and is very grateful for both. He is the very proud father of 2 children; Evan and Taylor, 12-year old twins, and very much enjoys the

time he gets to spend with them. Tim is also an avid Cubs fan, so he deals with rejection well. In the fall, his interest generally turns to Notre Dame football... since the Cubs haven't played fall baseball for 100 years.

Tim says the best part of his job is the various people he gets to meet throughout the district. "If you have to do a well-produced video for somebody, you generally have to work closely with them. That's given me the chance to get to know some people very well in this district, and I sincerely enjoy that."



Tim Moriarty, Coordinator of LTV-54, and Marsha Southern, Help Desk Technician

Tim also likes discovering new things with his video editing program and Adobe After Effects, a text animation program. "It just makes videos look more professional, and any time you can do that, your viewers will be a little more focused on what you're presenting." His appeal for finding new effects has led him to a few interesting videos. You won't get to see them... he

likes his job too much.

Retirement is a long way off for Tim, but he says he would enjoy having a lake cottage and splitting summers between there and Wrigley Field while watching the Cubs win the World Series again!

Dream big, Tim!

Marsha Southern has this to share:

My employment with FWCS began on 8/30/04 in the HR Department working for Brenda Singleton and Dave Yarde. Although I enjoyed working in HR, I felt that I needed a change....I needed a "Window View". I then transferred on 2/25/06 to the 4th Floor, working for Melanie Hall in Public Affairs. What a great experience that was and although I knew I'd miss my view, friends, and work...I was afraid that I was getting too much sunlight and the cost of suntan

(Continued on page 5)

Inside this issue:

Recycling Electronic Equipment	2
New eMail Retention Policy	3
Open GradeBooks w/GrdQuick Web	4
Network Storage Consolidation	5
Excel AutoFit Function	6

Special points of interest:

- On page 2, read about recycling your electronic equipment.
- On page 3, you'll find important information on email archiving.
- We're moving....your files. Find out how and why on Page 5.
- On page 5, find another great Technology Tip.

Recycling/Disposing of Your Electronic Equipment

It is important to practice safe and legal methods of discarding electronic equipment, especially if toxic chemicals inside products could be released. This includes cell phones, computers, monitors, keyboards, and mice. Old CRT monitors can contain up to seven pounds of lead. Other harmful carcinogens and substances in your electronics may include mercury, flame retardants, and cadmium. Proper recycling and disposal are imperative to our planet.



Locally, APlus Computers (www.apluscomputers.com) will accept computers for free. Monitors will also be accepted but a \$5 fee will be charged for proper disposal. Individuals may drop off their items at APlus. Large volumes

(truckloads) can be picked up by APlus. Resalable units will be refurbished and resold. This includes erasing the hard drive data, reformatting the drives, and installing an operating system. Non-resalable units will be recycled to recover metals. Hard drive data will be destroyed in the process.

Another local recycling company is OmniSource, in conjunction with Allen County Solid Waste Management District, which is only open to residents of Allen County. (Businesses and non-profits need to call 260-449-7879.) Each vehicle will be assessed a \$5 fee to recycle up to five items per trip. A personal computer with all its components counts as one item. There is a limit of 3 drop-offs or 15 items per household per year. (<http://www.acwastewatcher.com/recycle/index.html?ID=recycle1128010021>)

When you sign up for the free recycling option when you purchase a new computer from Dell (www.dell.com), they will recycle your old computer and monitor for no charge. Toshiba (www.toshiba.com) will send you credit if you pass along your old working notebook to them. Customers can recycle old monitors and PCs when they buy a new Mac from Apple (www.apple.com). If you recycle your iPod when you purchase a new iPod model, Apple will give you 10% off.

Several businesses will recycle your cell phones. Prior to recycling, make certain to cancel your service, clear all contacts, and remove the SIM card. At participating AT&T stores (www.att.com), you can participate in their Reuse and Recycle Program by giving them your old phones, PDAs, batteries, and other accessories. Verizon (www.verizon.com) has a Wireless Hopeline Program which helps victims of domestic violence. They recycle and refurbish the used equipment and raise money from the sales to donate to shelters. Sprint (www.sprint.com), through their Project Connect, provides free postage at their stores for mailing in wireless phones and accessories. Their proceeds support the 4NetSafety Program advocating children's Internet safety.

General info on recycling your electronic equipment can also be found at the following locations:

EPA: <http://www.epa.gov/epawaste/conserva/materials/ecycling/index.htm>

TreeHugger: http://www.treehugger.com/files/2006/04/how_to_recycle_1.php



New eMail Retention Policy

In order to comply with Federal and State document retention requirements and to reduce the Exchange storage requirements, an email retention system is being installed this summer. This system will automatically archive emails, tasks, and calendar events.

Archive – A separate area from the Exchange Mailbox where Exchange items are kept for a specified amount of time. All end-users will have access to their Archive through Outlook. However, the end-user cannot change, move, or delete items in the Archive.

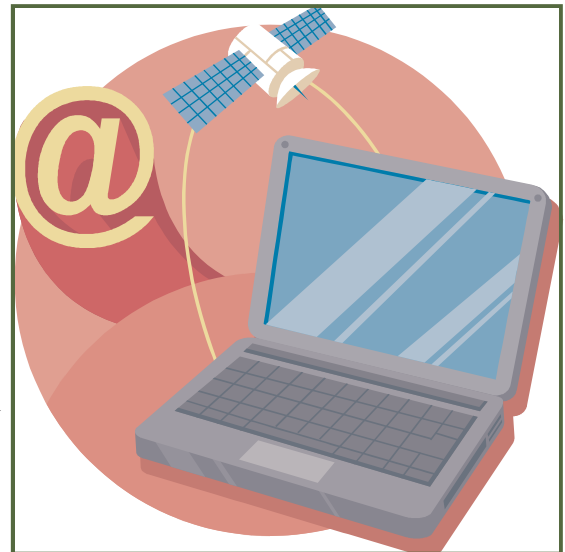
Exchange Mailbox - The area on the Exchange server where an individual receives/sends email items, schedules calendar events, maintains tasks, and stores contacts.

Item – Exchange items include mail messages, tasks, and calendar events.

Outlook – The software application used by the end-user to access their Exchange Mailbox and Archive. Outlook is both a client and web (i.e., WebMail) application.

Email Retention Policies

- *Exchange Mailboxes* will be limited to a size of 500mb.
- *Items* in the *Exchange Mailbox* will be retained for 1 year or until the end-user deletes the item. Items include mail messages, tasks, and calendar events.
- All *items* will be saved in the *Archive* for 3 years. Even if the end-user deletes the message upon entry in their *Exchange Mailbox*, the message will be saved in the *Archive* for 3 years.
- All *items* in the *Exchange Mailbox*, regardless of the folder, will be retained for a maximum of 1 year. If a message older than 1 year needs to be accessed, the end-user will access it by using the *Archive*.



Migration Schedule

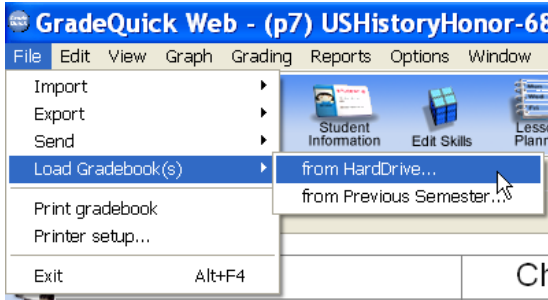
1. Obtain Cabinet approval of the Email Policies and eDiscovery Access (Completed).
2. Present the Email Policies to the joint FWEA/FWCS Discussion (Completed).
3. Install and configure the Mimosa NearPoint Archive (May-July).
4. Notify all employees of the Email Policies at the start of school.
 - a. The *Exchange Mailbox* size and time limits will not be invoked until the end of the 1st quarter of the 2009-2010 school year.
 - b. Documentation will be disseminated through email, Unit Heads, and the Area Technology Coordinators.
5. Invoke the *Exchange Mailbox* size and time limits. All emails that are older than 1 year will be removed from the *Exchange Mailbox*. All *items* will be stored in the *Archive* for 3 years. The expiration time limit is based on the send/receive date of the email or the event date of the calendar item.

Opening Grade Books With Grade Quick Web

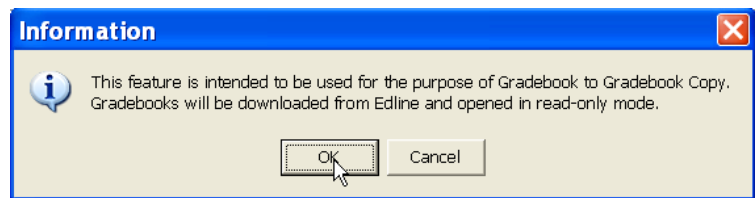
These instructions show how to open a grade book that has been saved on a local or network drive with the previous version of Grade Quick, or was archived in Edline using Grade Quick Web. This process does not permanently add the grade book to Grade Quick Web. As soon as you log out of Grade Quick Web, the grade book will not be available in Grade Quick Web unless you reload the grade book again per these instructions.

To open a grade book stored on the network or archived:

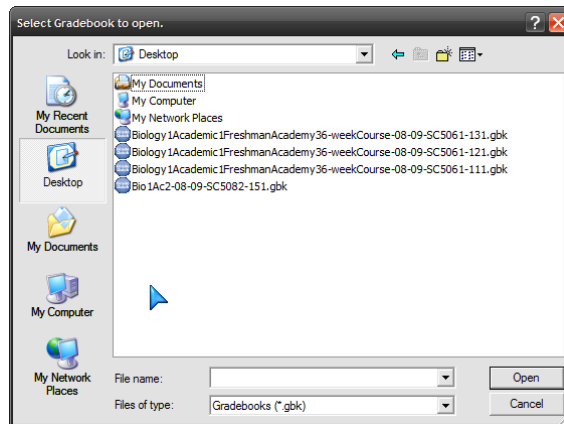
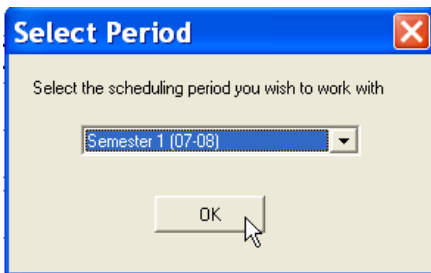
Step 1: Select File – Load Grade Book(s). For grade books that have been archived in Edline, choose “*from Previous Semester*”. For grade books that are stored on the network, choose “*from HardDrive*”.



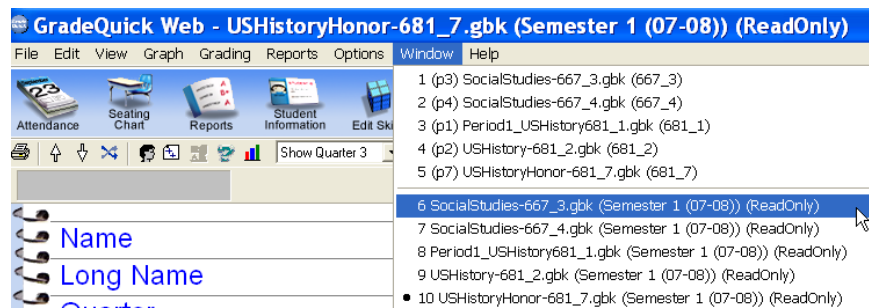
Step 2: An informational message will appear. Remember this is a temporary viewing of the grade book in read only mode. Click “OK”.



Step 3: For grade books archived in Edline, select the previous semester. For grade books stored on the network, browse to location of the older grade books (i.e., N:\My Documents\Old Grade Books).



Step 4: The grade book(s) will open in Grade Quick Web. Use the Window menu to select the grade book you need to use. Changes made to the read-only grade books will not be saved; however, you will be able to print the changes made before you close Grade Quick Web.



Network Storage Consolidation

As a part of the effort to consolidate network storage space and migrate to Microsoft File and Print services from Novell Netware, this summer we will be moving school shared areas from school-based servers to a central server. Schools will retain network areas dedicated and available to people only at their school; however, with the elimination of school-based file servers, maintenance and support costs will be reduced.

Currently, schools have a dedicated physical server at their building. Generally speaking, these servers have an area for office staff, teachers, grade books, and application files. Individuals also have private storage (i.e., N: drive) for their files on these servers. A detailed list of all these areas was compiled and analyzed for the frequency and type of use.

As a result, each school will retain an area secured to only people in their building (i.e., P: drive), and each individual will retain an area only they have access to (i.e., N: drive).

- All shared areas that have no current assigned user access will be archived and deleted.
- All N: drives will simply be moved from the school-based server to the central server. If an end-user has a shortcut to their N: drive, they may need to delete the shortcut and re-create it.
- Teacher grade books will be moved to the teacher's N: drive. As Grade Quick Web is now the current version in use, Grade Quick will be removed from the local workstations. Teachers will be able to access their older grade books created in the prior version of Grade Quick by performing an import procedure in Grade Quick Web and accessing their grade books on their N: drive.
- All shared network areas will be accessible by using the P: drive as opposed to the O:, P:, Q:, etc., now in place. Each school will have two shared areas: Private and Public.
 - ◊ Private will contain those shared areas that only specific people have access to. For example, if a school currently has an Office folder that only administrative and office staff have access to, that folder will be moved to the school's Private folder.
 - ◊ Public will contain all items that everyone in the building has access to. This includes items in the current Teachers and Building folder.



(Continued from page 1)

lotion was on the rise, so, I knew it was time for yet another change. I heard that they were hiring in the Lower Level for the Help Desk and I felt that was my calling. I knew this job was for me when I noticed in the top requirements listed, "Must be CRAZY, have a sense of humor, and love talking on the phone." Yep, you guessed it. Fit me perfectly! I started in the Technology Department on 9/3/07 working on the Help Desk. What a great job....talking to someone new each day and helping them solve their computer problems; but the best part of my job is the GREAT appreciation we get from all the happy callers! :) For those working on the 2nd and 3rd floor, no need to worry. I'm done "shopping around" and have decided that I have finally found a home in the Lower Level, and I don't plan on relocating! For those on the Lower Level....sorry...you're STUCK with ME!

Both of my parents were born in Greece. Yep, you can probably relate if you have seen "My Big Fat Greek Wedding". I have an older sister and a younger brother. My husband passed away about 7 months after Caitline, our daughter, was born (on Halloween). She is currently in the 4th grade at Lincoln Elementary and is majoring in anything and everything. As far as pets, well... we had a few fish when my daughter was younger and we found the poor things floating, belly up, at the top of the tank. Had to explain the whole death thing to my daughter and then we flushed them down the porcelain bowl. Next time she asked for a pet she wanted a dog. When I told her NO, she said "Why, because if it dies it won't fit down the toilet?" Basically we just don't have time for pets. As far as my hobbies, I played the harp, piano, violin, and organ before I had my daughter (that's when I actually had time on my

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WE ARE YOUR SCHOOLS

FORT WAYNE COMMUNITY SCHOOLS

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Fort Wayne, Indiana 46802

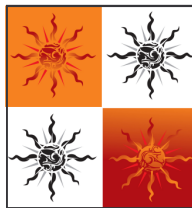
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(Continued from page 5)

hands). I also love taking pictures and I am an organizing freak! Since Caitline is my only child she is just a little bit spoiled...but she is a great kid who is extremely motivated. If I'm not at work answering the phone at the Help Desk, I'm driving my daughter around to all her functions. She is a straight A student who loves school. Her activities are: ballet, tap dancing, twirling baton, pompoms, Greek Dance, Greek School (just like in the movie), show choir, and figure skating. So if you ever see me passing you on the road...yep..stay out of my way...I'm on a mission. And if you see me pass you with my hand in the air, I was really just waving at you! :)



**Have a fun and safe
summer break!**

Technology Tips

Excel AutoFit Function

As many experienced MS Excel users know, you can highlight a column heading, click on **Format, Column, Width** or **AutoFit Selection** to change the width of your spreadsheet columns. The AutoFit Selection option automatically adjusts a column width (or row height) to accommodate the longest piece of data.

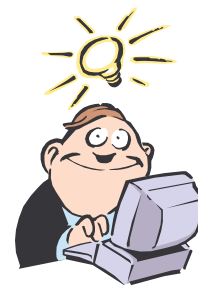
But, were you aware with just a double click of the mouse you can auto fit a column (or row) quickly and easily?

Simply move your mouse pointer over the column heading to the right side border (the little vertical line between the letters). Your mouse will become a double-sided arrow.

C	↔	D
2009		2010

Now, double click and the column to the left of your cursor will be resized (Column C in this example). You can also use this trick with multiple columns (or rows). Just highlight the columns you wish to change and double click on the right side of the last selected column header.

Need help in a hurry? Phone the FWCS Help Desk at **x74357** or **x7HELP**.



Do You Have An Idea to Share?

We would love to hear from you. If you have questions you would like to see answered in this publication, please contact me via email at: Mary.Roberts@fwcs.k12.in.us. We will address as many of your questions as space allows in each issue.