@EHHSLibrary

## East Hall High School Technology & Media Services Quick Reference Guide

### Technology & Media Center Staff

* Becca Hamby, Media Specialist: [rebecca.hamby@hallco.org](mailto:rebecca.hamby@hallco.org)
* Gwenn Gunter, Media Clerk: [gwenn.gunter@hallco.org](mailto:gwenn.gunter@hallco.org)
* Kathy Gilstrap, Computer Lab Manager: [kathy.gilstrap@hallco.org](mailto:kathy.gilstrap@hallco.org)

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| Resource | Web Address | Why it’s Useful & Other Info |
| Reservation Calendar | <http://tinyurl.com/ehhsreserve> --or--  <http://10.45.21.216/cgi-bin/ehhs/> | Reserve computer labs, media center, and other physical spaces, as well as technology equipment, such as laptop carts, ipads, projectors, cameras, etc.  Please be courteous of others and don’t reserve resources for more than 3 days in a row.  \*\*NOTE: Only available on Hallco Network – will not work at home! |
| HallConnect | <http://connect.hallco.org> | Your landing page for all things hallco.org, as well as the launch site for our learning management system, **Canvas**.  Login info is same as Hallco Email |
| Canvas | <https://hallco.instructure.com> | Hall County’s virtual learning platform (or learning management system-LMS). Begin building a blended learning course, or just put a few assignments on the platform. You can also use Canvas to post announcements and your class calendar. Use if for all your online classroom needs. See <http://guides.instructure.com/> for more help getting started. |
| EHHSLibrary.com | [www.ehhslibrary.com](http://www.ehhslibrary.com) | Find helpful resources for your classroom and keep up with library related items. |
| Destiny Catalog | <http://tinyurl.com/ehhsdestiny> --or—  <http://destiny.hallco.org/common/welcome.jsp?site=105> | Find out what books and other media resources we have to offer in the library, create resources lists, and access our ebook collection.  Login info is same as Hallco Email |
| Webmail | <http://webmail.hallco.org> | Access your Hallco email on the go. |
| Teacher Pages | <http://teacherpages.hallco.org/staff/> | Create and manage your teacher webpage. Contact Becca Hamby or Kathy Gilstrap for help. |
| Galileo | [www.galileo.usg.edu](http://www.galileo.usg.edu) | Research database  Current password: step  Valid thru 1/5/15 |
| Questia School | [www.questiaschool.com](http://www.questiaschool.com) | Easy to use research database  Username: [firstnamelastname@easthallhigh.com](mailto:firstnamelastname@easthallhigh.com)  Password: ID number (faculty begins with 9, student begins with 1 or 0)  \*\*Note: new users will need to be added by Becca Hamby prior to use |
| SIRS Knowledge Source | [www.proquestk12.com](http://www.proquestk12.com) | Pro/Con Issue Researcher, great for any persuasive topic research.  Username: ehhssirs  Password: viking |
| Britannica School | <http://school.eb.com> | Access Encyclopedia Britannica online. Includes high/med/low leveled articles, as well as other accomodations.  Login from a school computer or access through Galileo (see above) using the database search. |
| eBook Database | <http://readingrocks.hallco.org/web/ebooks/> | Information about our eBook collection and how to read them on the personal devices  Login info is same as Hallco Email |
| Audiobook Database | <http://readingrocks.hallco.org/web/audio-books/> | Information about our audiobook collection and how to listen to them on the personal devices  Username: hallhigh –or—hallhigh2  Password: audio |
| Atomic Learning | Login through connect.hallco.org landing page icon | Learn how to use thousands of websites and technology tools with easy to understand video tutorials. |
| United Streaming | <http://gpb.unitedstreaming.com> | Access high quality videos  Code: B583-3ED5 |
| Safari Montage | Login through connect.hallco.org landing page icon –or—  Safari.hallco.org | Access high quality videos  Login info is same as Hallco Email |
| USA Test Prep | [www.usatestprep.com](http://www.usatestprep.com) | Prepare your students for standardized tests using standards aligned practice.  Student code: newton9  TEACHER code: TEA7422 |
| Turn It In | [www.turnitin.com](http://www.turnitin.com) | Automatically check for plagiarism in student submissions; see Becca Hamby to have your account set up. |
| Equipment Cart combinations | Call or email library staff for code to carts prior to your scheduled reservation | PLEASE DO NOT SHARE COMBINATIONS WITH STUDENTS |
| Other websites you might want to try out: | [www.animoto.com](http://www.animoto.com)  [www.goanimate.com](http://www.goanimate.com)  [www.polleverywhere.com](http://www.polleverywhere.com)  [www.prezi.com](http://www.prezi.com)  [www.quizlet.com](http://www.quizlet.com)  t.socrative.com  [www.voicethread.com](http://www.voicethread.com)  [www.voki.com](http://www.voki.com)  [www.weebly.com](http://www.weebly.com)  [www.wikispaces.com](http://www.wikispaces.com)  [www.edmodo.com](http://www.edmodo.com)  <http://www.infuselearning.com> | Short video creations  Create animated videos  Poll your students  Jazz up your slideshows  Flashcard practice  Assess students  Gather student feedback  Create a talking head  Easy website creation  Create a class wiki  Manage your class online  Assess students with many options |

# **Technology & Media Center Policies**

* Substitute teachers may not bring students to the library or to computer labs unless administrator approval given and accommodations made by Hamby or Gilstrap PRIOR to teacher absence - only exception is if a co-teacher is present in the classroom at all times.
* Substitute teachers may not supervise students using laptop carts or other school technology devices – only exception is if a co-teacher is present in the classroom at all times.
* Substitute teachers may not show PG-13 or R rated movies to students - only exception is if a co-teacher is present in the classroom at all times.
* Teachers should not share their Hallco login information with students or substitute teachers for any reason.
* Teachers may not send more than 3 unattended students to the library *at one time* during class.
* Please refrain from sending students to the library for badges or Infinite Campus help during 4th period. Whole classes needing IC help should reserve library space on the online scheduler.
* Students must have a signed Acceptable Use (Internet) Form before they will be allowed to use school technology equipment. Teachers should check this before bringing students for initial computer use.
* Teachers wishing to show classes a movie that is not owned by East Hall High School should see Becca Hamby prior to viewing for the appropriate paperwork.
* Teachers wishing to show classes a movie that is rated R should obtain parent written permission prior to viewing in class.
* Teachers wishing to show PG-13 or R rated movies should preview ahead of time and skip any inappropriate parts in class.
* If students are sent to pick up teacher reserved library equipment, they should have the teacher’s ID badge with them for checkout.
* Students are not allowed to checkout library equipment for use in class or at home. A teacher must reserve and checkout the equipment, assuming responsibility for the items.

## When to call Kathy:

* Your teacher computer or another school computer is acting funny
* You can’t print
* Your TV/projector is having issues
* You need assistance in a computer lab
* You notice misuse/damage to school computer labs

# What can the Media Specialist do for you?

* Plan collaborative lessons
* Co-teach lessons
* Assist with rubric development and implementation
* Assist with CCGPS implementation
* Introduce new technology/websites to your students
* Support your SSR experience with book talks, modeling, and whole-class book checkout
* Help you and your students find reading material
* Suggest digital and print resources for an upcoming lesson or project
* Spice up an existing project or lesson
* Provide accommodation resources: audiobooks, ebooks, large print materials, etc.
* Purchase and load apps onto school apple devices
* Support you in the use of Canvas or other Hall County technology resources
* Support you in the use of any technology resources new to you
* Purchase media and technology resources for use in your classroom – keep the suggestions coming!

## Other Library Services:

* Laminating
* Dye Cutter
* Cricut
* Conference Room with 6 person Media:scape interactive table
* Color and B&W printing (students receive 10 free B&W prints per year with card)
* Scanner
* Infinite Campus login info (please do not send students 4th period)
* Student ID badges (please do not send students 4th period)

# What is SSR?

Sustained Silent Reading

* **Monday – Language Arts & Health**
* **Tuesday – Social Studies & Foreign Language**
* **Thursday – Science & CTAE**
* **Friday – Math & Fine Arts**

On your department’s assigned day, all of your classes should participate in SSR for the FIRST 20 minutes of class. Students are allowed to choose what they read during this time (as long as it is school appropriate) – please do not assign reading except in the case of a behavior problem. VERY IMPORTANT: The adults in the room should also read something they enjoy during this time. If possible, please discuss what you are reading with students for a few minutes. Day and time of SSR may be adjusted OCCASIONALY at teacher’s discretion (testing, performances, etc.) but should maintain regular schedule whenever possible for administrator evaluation purposes. Please set a timer if possible and begin SSR promptly at the beginning of class for time management purposes. Students should NOT come to the library during SSR. SSR should be an enjoyable time for the teacher and students. If you are experiencing problems with your classes, please contact Becca Hamby ASAP for assistance.

## School Announcements:

**All scrolling and video school announcements are now handled by Mrs. Brevard –** [**ann.brevard@hallco.org**](mailto:ann.brevard@hallco.org)