

New Staff Orientation

2016-2017

I. Welcome

II. Agenda

- Paper Review/Questions
- Hands On Training

III. Staff Reference Guide Review

IV. Hands On Training

Notebook (Heidi)

Weebly

PowerSchool/Grade (Gradebook W/Mentors)

Honeywell Instant Alert (Shari)

School Login

- Printing
- Save Documents
- Create Folders
- Shared Doc

Office365

- Component Review
- Email App or Website

Copy Machine

- Scanning
- 1 side / 2 sided
- MISC...

Phone System

Dial Tone in Room

Sample Fall Binder on Desktop (Preview)

How Does Milk Break Work