

**All District #27 Schools**

Currently, computers at all schools use a Windows XP operating system. Teachers use Microsoft products—Word, PowerPoint and Publisher. The current license is Microsoft 2000 or 2003. It is the district's intention to upgrade to Microsoft Office 2007 in the future. If you do not have Microsoft Office at home, you can download a free office compatible program called Open Office at [openoffice.org](http://openoffice.org).

**Elementary Schools**

Students at elementary schools are taught basic hand position necessary for later keyboarding instruction and at this time are given computer instruction in the WTR lab and through various projects determined by the classroom teacher.

**Lincoln Jr. High School**

Formal keyboarding instruction begins in 6th grade and is continued through 8th grade. 6th graders are first taught keyboarding using the All the Right Type program. An emphasis is placed on teaching students to learn how to use all Office products all three years at LJHS.

<http://lincolnjhs.com/pages/keyboard.html>

Link to a listing of sites that students can use to reinforce keyboarding skills. Documentation is also available at this link to help students review the required computer skills and document formatting taught at LJHS.

**Other software/programs purchased by the District**

- Brainpop.com
- Educationcity.com
- Houghton-Mifflin—Ways to Success: Math
- Adobe Photoshop Elements 3.0 (LJHS lab)
- Homestead.com web builder
- Edperformance.com

**Tech Support**

**QNS**

The district has an off-site business that provides technology support for most hardware issues. This company has linked all district computers to their office and can remotely fix most computer issues. Please ask about your school's protocol for requesting assistance or submit a request to QNS for computer issues involving software installation or errors, hardware problems. If you are unsure of how to handle the request, please consult your building technology coordinator.

To submit a request to QNS, follow these steps:

1. Send a request from the computer with the problem whenever possible.
2. Locate the red QNS icon in the menu to the right bottom of your screen.
3. Double-click on the icon
4. Enter the required information
5. Describe the problem in detail and provide the QNS # that is taped on a white label on the side of the CPU

**Building Technology Coordinators**

**Adams**

*Nikki Renken—nrenken@lincoln27.net*

**Central**

*Ginger Yeazle—gyeazle@Lincoln27.net*

**Jefferson**

*Connie Hofer—chofer@lincoln27.net*

**Lincoln Junior High School**

*Barb Coffey—bcoffey@Lincoln27.net*

**Northwest**

*Tammy Dietrich—tdietrich@lincoln27.net*

**Washington-Monroe**

*Cathy Wiser—cwiser@Lincoln27.net*

**District #27 Schools**



**Technology Information For Teachers**

**LESD #27 Unit Office**

**Superintendent—Mary Ahillen**

100 South Maple St.

Lincoln, IL 62656

(217)732-3535

[www.lincoln27.com](http://www.lincoln27.com)

**Online Library Catalog**

Go to each school's homepage and click on the link to the school's library catalog. Teachers and students can use this link to find out if their school has a book they are interested in checking out. If a book is not available at their school, ask the school's library assistant to order the book. Teachers may request a pin number to make their own RPLS requests. Instructions for how to use the Rolling Prairie Library Catalog are available just below the link on the school site.

<http://lincoln27.com/Pages/Resources.html>

A resource page that provides links to sites that are commonly used by District #27 staff members and parents.

<http://lincolnjhs.com/pages/TechTraining.html>

A page of links to helpful instruction sheets for software and programs that have been purchased and are commonly used by district staff.

**District #27 Web Addresses****Adams**

[Adams27.homestead.com](http://Adams27.homestead.com)

**Central**

[Centralschool27.com](http://Centralschool27.com)

**Jefferson**

[Jefferson27.homestead.com](http://Jefferson27.homestead.com)

**Lincoln Junior High School**

[Lincolnjhs.com](http://Lincolnjhs.com)

**Northwest**

<http://logan.k12.il.us/les27/NWPages/NWHome.htm>

**Washington-Monroe**

[washington-Monroe.com](http://washington-Monroe.com)

**District Email****All District #27 Schools**

**Teacher Email**—Each teacher is provided with a district email that allows communication between staff and with parents. To locate staff emails, please click on a staff member's name at the school's web-site. Each staff member has the same email format—First name initial, last name, @lincoln27.net

**EI: Jane Doe = [jdoe@lincoln27.net](mailto:jdoe@lincoln27.net)**

**To access your email, follow these instructions:**

1. Log onto the internet.
2. In the address bar, type: [mail.lincoln27.net](mailto:mail.lincoln27.net)
3. Type your first initial and last name as the username, no spaces.  
EI: John Doe would be "jdoe"
4. Your first logon, use the password - "lincoln 27"
5. You will be prompted to follow steps to change your password and activate your account.

Should you forget your password or have problems accessing your account,  
you can contact Barb Coffey at  
(217)732-3535, ext. 206  
or  
[bcoffey@lincoln27.net](mailto:bcoffey@lincoln27.net)

**Lincoln Jr. High School**

**Teacher Portal**—Provides teachers with an electronic grade book that provides online access to student grades, attendance and demographic information. This program is aligned with the product that is used in the office.

To gain access to Information NOW's Teacher Portal, follow these instructions to set up your account:

1. Go to [lincolnjhs.com](http://lincolnjhs.com)
2. Click on the link for **Information NOW**—on the right in a black box
3. Type your username—first initial, last name (*John Smith = jsmith*) and the temporary password (*lincoln27*).
4. Contact Barb Coffey at [bcoffey@lincoln27.net](mailto:bcoffey@lincoln27.net) for instructions on access, setup and use.
5. For instructions, go to [lincolnjhs.com](http://lincolnjhs.com) and click on **Technology**, then click on **Workshops and Training**. Or, go to this link, <http://lincolnjhs.com/pages/TechTraining.html> and click on **Information NOW—Teacher Portal**

