
Guide to the

School Security Program

Medford SD 549C

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Medford School Security

The **Medford School Security** program is used by Elementary Schools to control which employees have update access to the **Elementary Teacher's Desktop** and **Grade Book** program.

This program is **not** meant to set up read-only access to multiple teachers' Desktops. If an Office Manager or School Principal wants read-only access to several or all teachers in a school, contact the Information Technology Department.

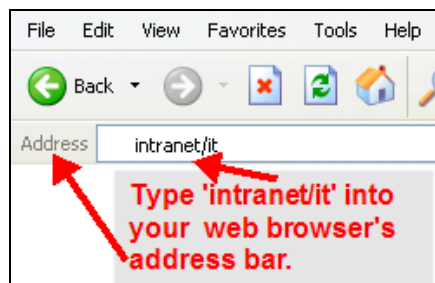
The most common situations where the **Medford School Security** program should be used are:

- A teacher starts new at your school.
- A long-term sub will be covering for a teacher, and needs access to that teacher's Desktop and Grade Book.

Installing the Program

An administrator must contact the I.T. Department, to request that you be given access to the **School Security** program. Although following the steps below will install the program on your computer, you will not be able to use the program until security access has been granted.

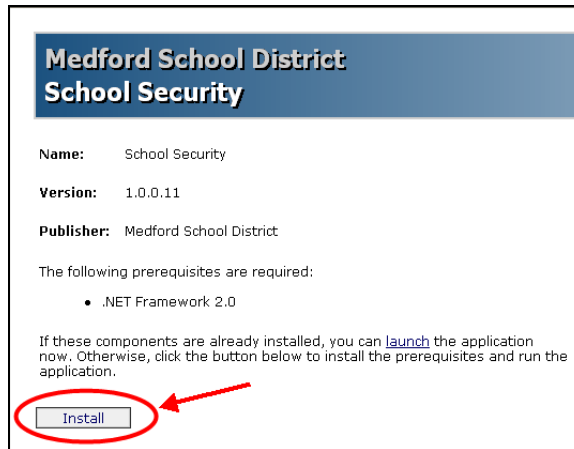
To install the **Medford School Security** program on your computer, go to the **IT Installs** intranet web page by typing **//intranet/it** into your web browser's address bar, and press Enter:



This will take you to the **IT Installs** web page.

Click on the icon or program name for **School Security**.

The School Security install window will open. Click **Install**:



At the first Security Warning, click **Run**.

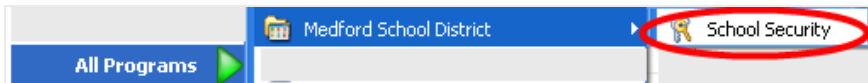
If you see a second Security Warning, click **Run** again.

If your computer does not have the required .NET Framework 2.0 installed, you will be required to accept the license agreement by clicking **Accept**.

If you receive a message that the Publisher cannot be verified, click **Install**.

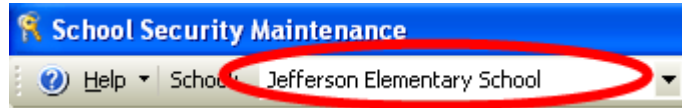
When the program is first installed, the School Security Maintenance window will open, to the schools to which you have been given security access.

To open the program at a later time, Click **Start... Programs... Medford School District... School Security**:

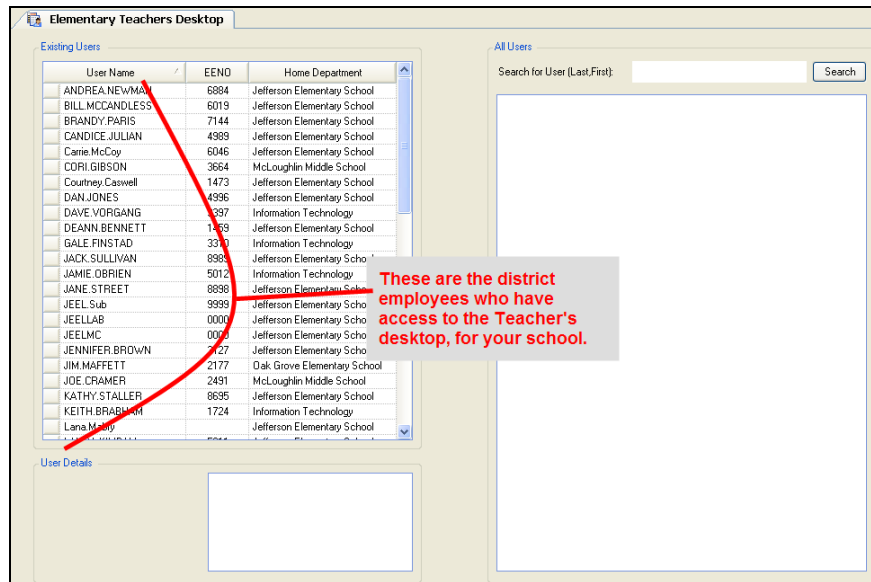


Opening Screen Description

The School Security program opens with your school listed at the top:



On the left side of the screen, all district employees who currently have access to the Elementary Teacher's Desktop, for your school, are listed under **Existing Users**:



Keep in mind that this is **not** a list of teachers! It is people who have access to someone's Desktop at your school; maybe their own; maybe someone else's.

View Which Teacher(s) a User Has Desktop Access To

Click on a name in the **Existing Users** list, so that it is highlighted, and details about that user's access will be displayed below, under **User Details**.

The highlighted user has update access to the Desktop and Grade Book of any teacher name and ID number (from the .80 Teacher Master) that is listed under **Teacher**:

Existing Users

User Name	EENO	Home Department
ANDREA.NEWMAN	6884	Jefferson Elementary School
BILL.MCCANDLESS	6019	Jefferson Elementary School
BRANDY.PARIS	7144	Jefferson Elementary School
CANDICE.JULIAN	4989	Jefferson Elementary School
Carie.McCoy	6046	Jefferson Elementary School
CORI.GIBSON	3664	McLoughlin Middle School
Courtney.Caswell	1473	Jefferson Elementary School
▶ DAN.JONES	4996	Jefferson Elementary School
DAVE.VORGAN	9397	Information Technology
DEANN.BENNETT	1459	Jefferson Elementary School
JACK.SULLIVAN	8989	Jefferson Elementary School
JAMIE.OBRIEN	5012	Information Technology
JANE		
JEEL		
JEELI		
JEELI		
JENNIFER.BROWN	3127	Jefferson Elementary School
JIM.MAFFETT	2177	Oak Grove Elementary School
JOE.CRAMER	2491	McLoughlin Middle School
KATHY.STALLER	8695	Jefferson Elementary School
KEITH.BRABHAM	1724	Information Technology
Lana.Mabry		Jefferson Elementary School
LAURA.KIMBALL	5211	Jefferson Elementary School

User Details for DAN.JONES

Give DAN.JONES access to the following teachers →

Use the Delete key to remove a teacher.

Teacher
JONES, DAN R. (32005)
*

The highlighted employee (Dan Jones) has access to the Teacher's Desktop and Grade Book of teacher Dan Jones.

Existing Users

User Name	EENO	Home Department
JANF.STREFF	8898	Jefferson Elementary School
JEE		
JEE		
JEE		
JEN		
JIM.MAFFETT	2177	Oak Grove Elementary School
JOE.CRAMER	2491	McLoughlin Middle School
KATHY.STALLER	8695	Jefferson Elementary School
▶ KEITH.BRABHAM	1724	Information Technology
Lana.Mabry		Jefferson Elementary School
LAURA.KIMBALL	5211	Jefferson Elementary School

User Details for KEITH.BRABHAM

Give KEITH.BRABHAM access to the following teachers →

Use the Delete key to remove a teacher.

Teacher
KENDIG, MARINA E. (32065)
STALLER, TEENA (32504)
*

Keith Brabham has update access to the Desktop and Grade Books of both teachers Marina Kendig and Teena Staller.

If there is no teacher name listed under the **Teacher** column, and the message **Principal Access** is displayed, the user has read-only access to the Desktop and Grade Book of all teachers in that school. This type of access can only be set up by the Information Technology Department; the School Security program can not be used for this purpose:

Liza Finstad has read-only access to all teachers' Desktops and Grade Books at this school.

KATHY.STA		
KEITH.BRA		
Lana.Mo		
LAURA.KIMI		
▶ LIZA.FINSTAD	3307	Information Technology
Lois.McKenzie	2204	Jefferson Elementary School
Marcia.Katzmar	5071	Jefferson Elementary School
MARILYN.FISHWICK	3312	Jefferson Elementary School
MARINA.KENDIG	5126	North Medford High School

User Details for LIZA.FINSTAD

Give LIZA.FINSTAD access to the following teachers →

Use the Delete key to remove a teacher.

Teacher	
*	

Principal Access

Rich Miles has read-only access to all teachers' Desktops and Grade Books at this school, as well as update access to Teena Staller's.

PHIL.LONG	5873	Superintendent's Office
▶ RICH.MILES	6517	Elementary Education
ROXANNE.HAUSER	4241	Jefferson Elementary School
SARAH.APPLIN	2505	Jefferson Elementary School
SCOTT.MACLEDD	5986	Jefferson Elementary School
SHELBY.MOFFITT	7786	Jefferson Elementary School
SHELLIE, Stephen.F		
SUSAN.F		
SUSAN.H		
SUSAN.L		
TEENA.STALLER	8698	Jefferson Elementary School
TINA.BASTIAN	4306	Jefferson Elementary School
TODD.BLOOMQUIST	1603	Information Technology
TRACY.BOYKIN	1713	Jefferson Elementary School

User Details for RICH.MILES

Give RICH.MILES access to the following teachers →

Use the Delete key to remove a teacher.

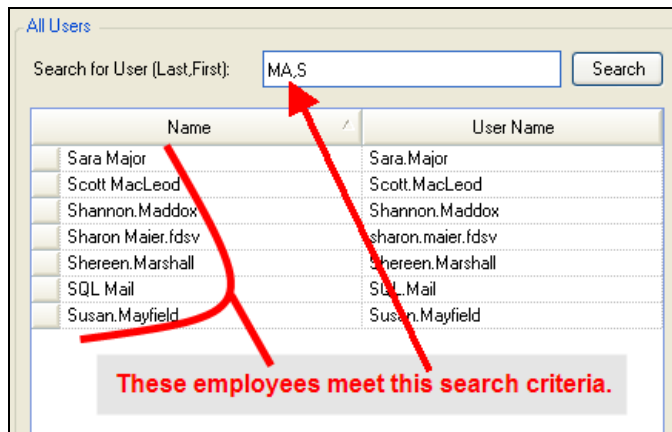
Teacher	
STALLER, TEENA (32504)	
*	

Principal Access

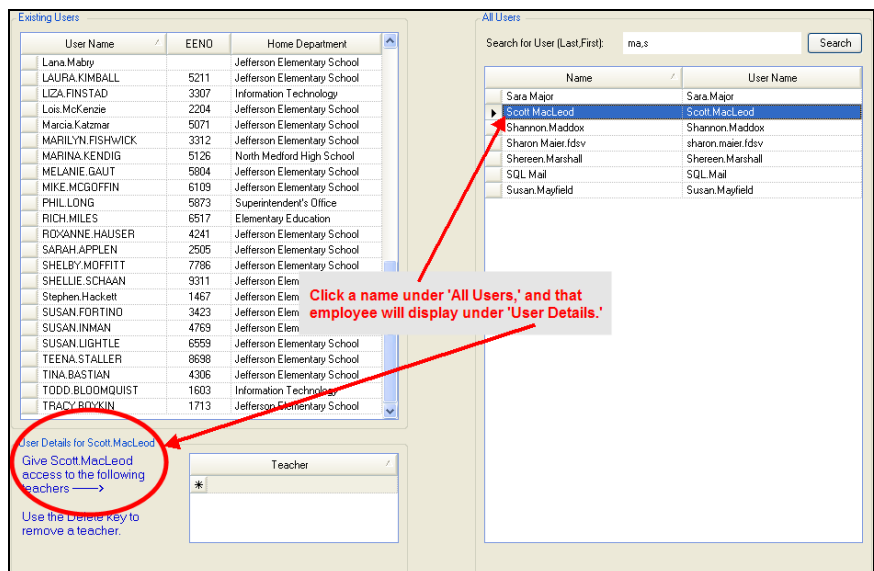
Give an Employee Access to Their Own Teacher's Desktop

Before using the School Security program to give a teacher access to his/her own Desktop (typically this would be for a new teacher to your school), a Teacher Master (.80 screen) must be set up for that teacher, in SIS. Once that has been done, follow these steps:

1. Under **All Users** (on the right-hand side of the screen), do a 'last name, first name' search for the employee. All employees with a network logon, who match your search criteria, will be displayed:

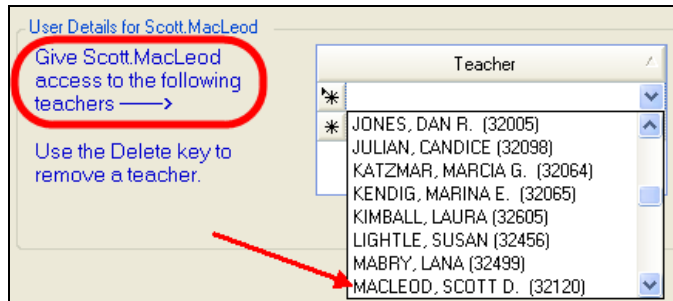


2. Click anywhere in the row with the name of the employee you wish to add, and his/her network User Name will be displayed under **User Details**:

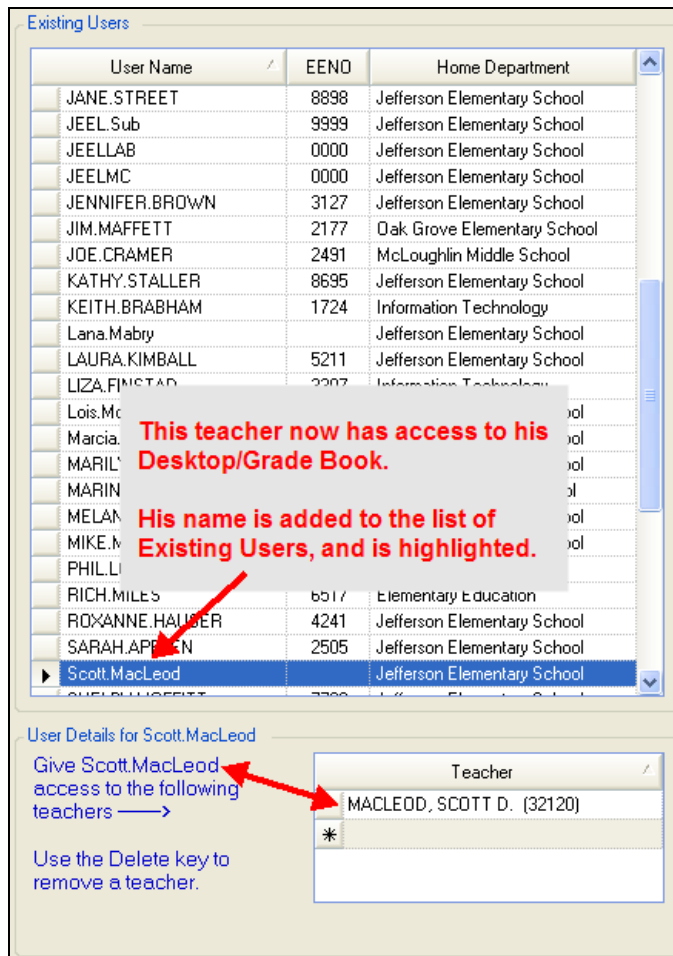


3. Once the employee's name is displayed under **User Details**, click on the row containing an asterisk *.

- Click the drop-down arrow, to view a list of teachers with active Teacher Masters at your school, then click on the name of the teacher to whom you wish to give Desktop/Grade Book access:



- The teacher now has access to his Desktop/Grade Book. His name now displays in the list of Existing Users, and is highlighted:

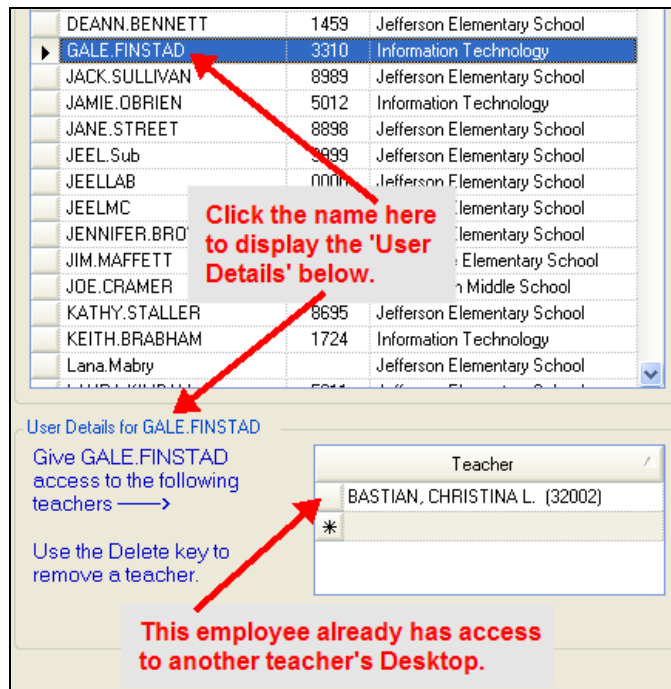


Give an Employee Access to Someone Else's Desktop

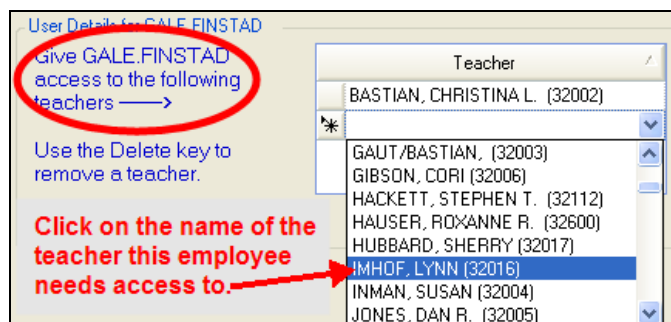
Following are the instructions to give an employee update access to someone else's Desktop/Grade Book (such as for a long-term substitute).

If the employee is already on your school's list of Existing Users:

1. Click on the employee's name in the **Existing Users** list, so that his/her name is displayed below, under **User Details**:

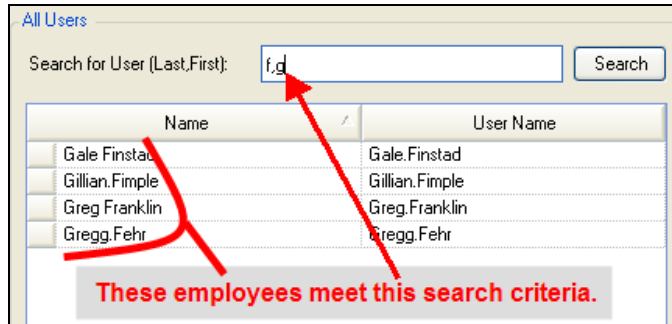


2. Once the employee's name is displayed under **User Details**, click on the row containing an asterisk *.
3. Click the drop-down arrow, to view a list of teachers with active Teacher Masters at your school, then click on the name of the teacher whose Desktop/Grade Book you wish to give the employee access to:

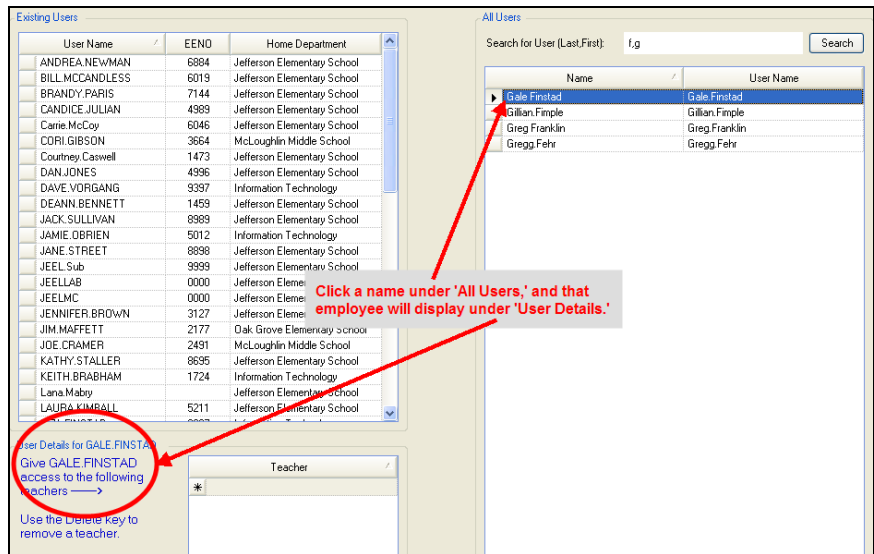


If the employee is not on your school's list of Existing Users:

1. Under **All Users** (on the right-hand side of the screen), do a 'last name, first name' search for the employee. All employees with a network logon, who match your search criteria, will be displayed:

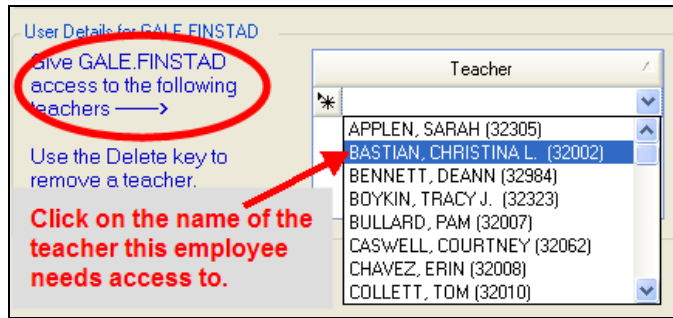


2. Click anywhere in the row with the name of the employee you wish to add, and his/her network User Name will be displayed under **User Details**:



3. Once the employee's name is displayed under **User Details**, click on the row containing an asterisk *.

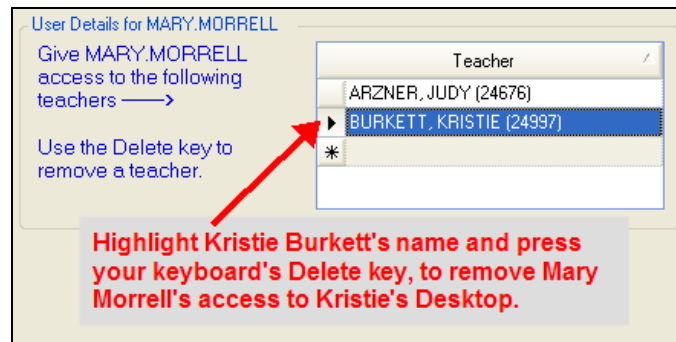
4. Click the drop-down arrow, to view a list of teachers with active Teacher Masters at your school, then click on the name of the teacher whose Desktop/Grade Book you wish to give the employee access to:



5. The employee now has access to the selected Desktop/Grade Book. His name now displays in the list of Existing Users, and is highlighted.

Delete an Employee's Access to a Teacher's Desktop

To delete an employee's access to the Desktop of one of your teachers, click on that employee's name under **Existing Users**. The names of any teachers whose Desktop the employee has access to will be listed. Highlight the teacher name from which you wish to remove the employee's access, and press your keyboard's **Delete** key:



You will be required to confirm the deletion.

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