TEAM MEMBER SPOTLIGHT

Jay Brignac

Jay Brignac is the Intranet Administrator for Ascension Public Schools. As such, he is responsible for the day-to-day operation and management of the company intranet. The in**tra**net, as opposed to the in**ter**net, is a local or restricted communications network, especially a private network. Jay holds a degree in ISDS/MIS from Louisiana State University and has been employed by Ascension Public Schools since 2002. He is married to Allison Brignac, and they have one child, Chloe.


As an employee of Ascension Public Schools, you have access to Google's entire suite of products, including Google Docs, Google Sheets, Google Presentations, and Google Classroom. Even if you are using a Windows-based device, we encourage you to use the Google Suite of products.

SPAM
How Does Gmail Handle It?

Where are the messages Gmail considers Spam?

Anything that Gmail classifies as Spam will get moved into Gmail's Spam folder. You can see your Spam folder on the left side of your Gmail screen, with a number listing how many messages are in the Spam folder.
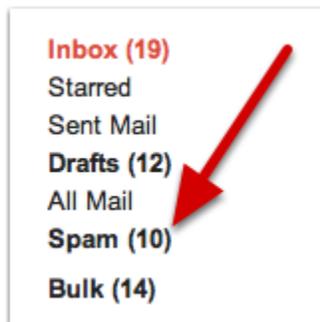
What if Gmail misses a Spam email?

If you get an email in your Inbox that is actually Spam, you need to click the "Report Spam" button (looks like an exclamation mark inside a stop sign) in the top toolbar to move that message into your Spam folder and to help teach Gmail to treat such messages as Spam in the future.

Checking your Spam folder:

Every few days, you should check your Spam folder to make sure no important email messages have accidentally been identified as Spam. Simply click on the folder titled "Spam" on the left side of your Gmail screen to open your Spam folder. If you are missing an email that someone insists was sent to you, check your Spam folder.

If everything in the Spam folder is actually Spam, you can leave it alone, and Gmail will delete the messages automatically in 30 days. However, if you want to delete them yourself, simply select the message(s) and click the "Delete Forever" button in the top menu bar.

You can save a little time by first selecting all of the spam messages with the "Select" button in the top menu bar. Then you can delete all the selected messages at once.

Marking an email as not Spam:

If an email message is accidentally marked as Spam by Gmail, you can remove it from the Spam folder by opening the message and clicking the "Not spam" button in the top menu bar. This will move the email message to your inbox where it will be safe from automatic deletion.

NOTE:

If you use an email client such as Outlook or Apple Mail, your Spam folder may be called "Junk E-mail" or something similar, and the steps to mark as "Junk" or "Spam" may be a little different.

ASCENSION PUBLIC SCHOOLS
Every Child Successful In An Ever-Changing World
TECHNOLOGY

Clever

What Is Clever?

The Clever student and teacher portals support Single Sign On (SSO) or "Instant Login" for all learning resources and gives each user a customized experience.

What Does That Mean?

SSO or "Instant Login" is the easiest way to log into applications. No longer do students, teachers, or administrators need to waste time juggling multiple usernames and passwords! Instant Login allows users to log into all their applications with just one set of credentials. Only the software titles assigned to a particular student or staff member will show up on his or her dashboard.

Which Titles Are Included?

The software titles currently available to access through Clever include:

Springboard

MobyMax

Amplify Science

To access one of these titles, navigate to http://clever.com/in/apsb and simply log in using the same credentials you use to log into a school device or Blackboard. After successfully logging in, you should see the titles available to you. Simply click on the icon. You will be logged into that site automatically without having to log in again.

LACUE

LACUE 33rd Annual Conference
November 28 – 30, 2017

Pre-Conference Sessions
Tuesday, November 28

Conference Begins
Wednesday, November 29

Register HERE!

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My laptop won't turn on. What can I do?

Follow these troubleshooting tips if your laptop won't turn on.

1. Remove the battery and unplug the laptop from any power source.
2. Hold down the power button for AT LEAST 30 seconds.
3. Release the power button and plug the device into a power source. Do NOT install the battery yet.
4. If the device powers on, re-install the battery.
5. If the device does not power on, repeat steps 1 and 2.
6. Release the power button and replace the battery. Do NOT plug the device into a power source yet.
7. If the device powers on, plug in the power source.
8. If these steps do not work for you, you will need to enter a work order from any other device at http://kbox.apsbschools.org. Log in with your normal computer login credentials.

NOTE: If the device does not have a removable battery, simply enter a work order.