



TEAM MEMBER SPOTLIGHT



Kelli Baham

Kelli is an Office Systems Applications Specialist, focusing on state reporting, data administration for CVR, various audits, and other data verification projects. She graduated in 1984 with a degree in Computer Science because she loves math and problem solving. She went on to earn an MBA from LSU and worked as a computer analyst for 13 years. After the birth of her son, she was a stay at home mom for 5 years. Then in 2006, she switched careers and became a teacher, teaching 5th grade in Ascension Parish for 8 years. Kelli joined the APSB technology department in the summer of 2014. She loves to read and bake. Her next career change may involve owning a pie shop. Kelli has two children - Emily, 20, works at Baton Rouge General, and Zachary, 17, graduates this month from Louisiana School for Math, Science, and the Arts in Natchitoches.



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



The technology department will be offering short, 3-hour trainings on the following topics throughout the summer. The trainings are offered to all staff members but may not be relevant to some positions. 9- and 10-month employees will receive tech points for attending. Check RegisterMe for locations and times. Registration is required.

June 18

AM – Google Foundations – Register [HERE](#)
PM – Google Classroom – Register [HERE](#)

June 19

AM – Promethean Refresher – Register [HERE](#)
PM – Google Classroom – Register [HERE](#)

June 20

AM – Digitizing Documentation with Kami, Google Classroom, and Google Docs – Register [HERE](#)
PM – Digitizing Documentation with Kami, Google Classroom, and Google Docs – Register [HERE](#)

June 21

AM – Google+ Feedback – Register [HERE](#)
PM – Google Beyond Foundations – Register [HERE](#)

July 9

AM – Google Foundations – Register [HERE](#)
PM – Google Classroom – Register [HERE](#)

July 10

AM – Google Beyond Foundations – Register [HERE](#)
PM – Google+ Feedback – Register [HERE](#)

July 11

AM – Google Foundations – Register [HERE](#)
PM – SMART Notebook Refresher – Register [HERE](#)

August 1

AM – Promethean Refresher – Register [HERE](#)
PM – Digitizing Documentation with Kami, Google Classroom, and Google Docs – Register [HERE](#)

Google Foundations:

Get a hands-on experience with the G Suite for Education. Attendees will be able to confidently work with Google Drive, Docs, and Slides learn the basics of the Chrome Browser and Apps & Extensions.

Google Classroom Essentials:

Participants will incorporate their understanding of Drive, Docs, and Chrome and apply that knowledge to creating and teaching workflow with Google Classroom. Attendees will be able to confidently manage Google Classroom Assignments, Announcements, and Questions and learn a variety of teaching strategies that can be applied to the Google Classroom tools.

Promethean Refresher:

Promethean ActivInspire is back and better than ever with its new touch options and the ability to connect to student computers with the Classflow integration. In this session, participants will work through a variety of easy-to-apply ActivInspire strategies that are designed to heighten student engagement. Attendees will also learn how to gather student feedback by using Classflow as an instant, informal assessment tool.

Digitizing Documentation with Kami, Google Classroom, and Google Docs:

In this session, participants will learn how to truly go paperless with their teaching and learning workflows. By the end of this session, attendees will know how to markup and modify documents with Kami, manage the back and forth of the documents with Google Classroom, and create and collaborate documents with Google Docs.

Google+ Feedback:

Learn how to use the G Suite for Education to “work smarter, not harder” when it comes to providing feedback to students and engaging students to provide feedback to their peers. Attendees will learn how to use several of the google apps for education to increase cognitive engagement and feedback in the classroom daily.

Google Beyond Foundations:

Participants will learn how to integrate G Suite tools beyond just Drive and Docs. Attendees will learn more about Google Forms and Sheets and how they can be used to gather and organize data. Attendees will also learn how to utilize Google Hangouts to connect with other classrooms and teachers to expand ideas and discussions beyond the four walls of the classroom. Google Docs Add-ons that can help make teacher life more efficient will also be shared.

SMART Notebook Refresher:

Participants will gain a basic overview of the SMART Notebook software. Attendees will also learn various tips and tricks for working with Notebook and the SMART board during instruction.

Backup Before Summer!!!

Almost every schoolboard-issued device will be re-imaged this summer. If you want to save your files from deletion, you must back them up before you leave for the summer. There are many ways to back up your files. Here are some suggestions.

1. You will most likely want to backup folders such as "Desktop", "Documents", "Pictures", and "Music" if you have important files there.
2. Backup to a flash drive or any portable storage device. Simply drag and drop these four folders to the device.
OR
3. Backup to your Google Drive. As an APSB employee, you have unlimited storage space in your Google Drive. Simply create a folder called "BackupSummer2018" or something similar and drag the folders you want to backup from your computer to this folder in your Google Drive. A quick guide can be accessed [here](#).
OR
4. Backup to your H: Drive. Every schoolboard employee has access to a secure, offsite, network folder that is backed up frequently. We call this your personal H: Drive. You should see your H: Drive under "My Computer" or "This PC" after logging in to a school device with your personal credentials. Create a folder named appropriately, such as "Summer Backup 2018". Simply drag and drop (while right-clicking) the folders you wish to backup into this folder. When you release the mouse button, you will get an option to copy or move the items. Choose "Copy". A quick guide can be accessed [here](#).

When returning to school in the fall, if your device has been re-imaged, you can simply move these saved files back to the device.

Change Your Password NOW, Whether It Is Expiring or Not!



By resetting your password now, you will eliminate the possibility that it will expire during the summer and cause you lots of grief when returning to school in the fall.

For a seamless password reset, follow these two rules:

1. Always reset it at <https://pwd.apsb.org>.
2. Always restart and log into your device while on a school campus in order for the device to recognize the new password.



I recently got married. How do I change my information with you?

Send documents verifying the name change to Human.Resources@apsb.org. The form is available [here](#). As soon as the information is edited in HR's system, we will edit it in the technology systems (name, username, email address) We will notify you by email the morning this will take place, and we will make the change in the afternoon.

My account in the CVR system is locked. Who do I contact?

Contact Kelli Baham at Kelli.Baham@apsb.org. She can unlock it for you.

When can I verify my CVR rosters?

The window is open NOW. The window will close after May 18. Access the system [here](#).

Do I have a Blackboard password?

Typically, only teachers and administrators have login access to Blackboard. Other employees do not need to login in order to access the links they need, such as Email, Employee Portal and Nova Time. As a matter of fact, there is usually no need to go to Blackboard for these links. Use the links below to access the valuable tools. Do you recognize a pattern?

<http://employee.apsb.org>
<http://time.apsb.org>

<http://mail.apsb.org>
<http://password.apsb.org>