**Media Center**

1. News-
	1. Log onto front board (either your log in or generic log in- (username: MMS.student; password- Mustang123). Generic log in is good to train the students to log in and leave for a substitute.
	2. Click on VLC media player (traffic cone) on the desk top
	3. Click ‘media’ on the menu on the top right
	4. Click ‘open network stream’
	5. On the ‘network’ tab make this this link is exactly

mms://10.65.10.7:1755

* 1. Click play

Practice this before the first day of school. If you do ahead of time, you can get me to help troubleshoot if you run into issues.

The news channel always has the ‘scroll’ running. This is news on a rotating PowerPoint. It is nice to have that running before the news comes on for students to receive visual updates. If the scroll is running, that means your news stream is working.

1. Copies-

Large copy jobs (over a class set) need to be done ahead of time in the front office

Give Tracy a day or 2 to get copies completed on time. She will place them in your box when she is done.

Smaller copy jobs- a class set or less can be done on the copy machine in the teacher planning room in the media center (back left). You will need to bring your own paper. Boxes will be delivered during pre-planning week. The bookkeeper (Ms. Trombely) will give you a log in #. Directions on how to get in the copier are taped above the copier.

This copier DOES NOT SCAN. I suggest taking to the front office for Marty to make any scans for you.

1. Student Tech help-

Please try these things before you send them to the media center. It helps to have a troubleshooting paper printed to hand students to try before they walk down to the media center. They often enjoy taking a walk and missing class.

* **Clear Cookies/Browsing Data**
	+ On your computer, open Chrome.
	+ At the top right, click More .
	+ Click More tools the select **Clear browsing data**.
	+ At the top, choose “**All time**” for the time range.
	+ **Check all the Basic boxes**.
	+ Click ‘Clear data’.
* **Hard Reset** Your Chromebook
	+ Turn off your Chromebook.
	+ Press and hold Refresh  + tap Power .
	+ When your Chromebook starts up, release Refresh .
* **Factory Reset** Your Chromebook
	+ Sign out of your Chromebook.
	+ Press and hold Ctrl + Alt + Shift + r.
	+ Select Restart.
	+ In the box that appears, select Powerwash, select Continue.
	+ Follow the steps that appear and sign in with your LCS Account.

If there are issues beyond this like a cracked screen or you attempted these things, please feel free to send down students to see Mr. Keltner in the media center. Inside the door to the right.

1. Printing-

Students can’t print from their Chromebooks. You can have them email you to print. They have to use a desktop to print. They can come to the media center to log in and add a printer. This takes a few minutes. We suggest you have them turn things into digitally on Canvas instead.

1. Check in and out books-

Students are more than welcome to come whenever to check in and out books. Only send 1 at a time. They do have a regularly scheduled time during language arts to come.

1. Other-

I am a connection to academic resources for you and your students. If you want me to teach your classes how research for a specific topic or project, just schedule me for a day! I can also help with Canvas and the school website, Remind of anything else technology wise that you want to use in the classroom. Just ask! Mr. Keltner gets and fixes the technology, but I can help you use it.

Thompsons3@leonschools.net

Stacy Thompson

Media Specialist

**Problems with your Chromebook? Try this!** (in order, if you can)

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