Department of Education & Children's Services	**IT NEWSLETTER** **ANANGU SCHOOLS**

Vol 2 No 2   **24th February, 2002**

Attention: Principals, SSO's – please forward to interested persons.

TSOF (Technology School of the Future)

The Technology School of the Future exists to explore the new technologies and to support teachers in the development of new teaching methods to integrate them into classroom   programs.

The TSOF team is a valuable network for information about IT innovation (hardware and software), teaching and learning ideas for ICT.

Subscribing to TSOF E-News
TSOF E-News provides subscribers with regular email informing them of courses, workshops, URLs about their selected areas of interest. If you wish to subscribe go to their website www.tsof.sa.edu.au. Click on the Subscribe to TSOF E-News links and fill out the form and submit.

Curriculum Software - New Adobe Agreement

DECS has recently entered into a licensing agreement with Adobe to provide schools and preschools with Adobe software at a reduced price.

Go to the e-education website www.e-education.sa.edu.au and click on *Software, For Curriculum* to view the Adobe software and other curriculum software offered, ordering details and information.

It may be worthwhile to check the special prices that Adobe is offering schools through Volante until the end of March. Huge discounts- if you are looking at purchasing digital graphics software Adobe Photoshop Elements 2 does nearly everything that Photoshop does but is much cheaper and friendlier to use.

Outlook vs. Dingo

School email can be accessed either through a web email (Dingo mail) or through software that downloads email to a workstation (eg Outlook).

There are benefits using both and it is certainly user preference.

Pros: Dingo mail being web based enables you to access your email **anywhere** where you can gain internet access. You simply enter your school's web address followed by myinternet   eg   www.ernabella.sa.edu.au/myinternet .   When you enter that address you are prompted for a username and password, enter your SINA username and password to access your internet homepage.
You can create folders in Dingo to move mail, add and store email addresses.

Cons: You need to continuously refresh your screen to receive new email, to delete mail, to send mail. You are therefore relying on the speed of your connection for refreshing the screen.   You need to manage your emails as you may exceed the disk space allowed.

Pros: Workstation based email software (Outlook) is set up to download any emails to a workstation. It can be set up to run continuously when your machine is on and any emails sent will be immediately downloaded to your machine. You can view and delete messages without opening them which assists in controlling any viruses you may inadvertently open. You can create folders to move mail, add email addresses and use distribution lists for emailing groups of people. You can import bulk addresses eg the AES address book.

Cons: Mail will be downloaded to a machine only, so you would only be able to access new emails from Dingo. Downloaded mail stays on your machine.

I use a combination of both Dingo and Outlook. Outlook in the office for the speed, ease of use when using Distribution Lists, email addresses, sending, receiving and deleting email messages. When I am off site I will log onto the internet, change the URL to my internet page and check any new mail messages.

I have Fact Sheets on setting up an Outlook profile.

REM Housing:
REM has requested that the Maintenance Request Form be on-line. I have setup a new form on our website www.aeseo.sa.edu.au , click on REM Housing Info and then Maintenance Request Form. You can enter the details of your request and submit the form.

AES Address Book - The updated AES address book is also on the website. I have included instructions for importing the address book into Outlook. Please forward any changes to me so I can upgrade it.

EDSAS Finance
If you have a general finance question any one from the Global Budget Unit should be able to answer your query. Please ring them first on 1800 671 157.

Reminders:

McAfee superdat upgrades – if I haven't setup an auto-update batch file for McAfee please remind to do so when visiting your site. If you have one set up remember to double click to run that file once a week.

SSO net – now you are all running EDSAS Finance independently, you need to check the EDSAS home page for any updates to the software programme. Contact me if you need reminding on how to access this page.

I have attached my planner for the next few weeks.

Cheers,

Janis