

New Teacher Basic Guide to Technology

FIRST THING: Get your [K12 email account information](http://www.berkeleycountyschools.org/office365) at www.berkeleycountyschools.org/office365. You will need your Employee ID and a different email address. We are an Office 365 district so along with the email you get Word, Excel, Powerpoint, Forms, Teams, etc. Also, this k12 email and password are the key to many different platforms we have. Your username for several BCS platforms is the first part of your email (part before the @) and the password is your email password.

Logging onto a school desktop (Your school tech contact will help you with your mobile device)

Username: first part of email (part before the @)

Password: email password

Schoology - BCS's Learning Management System

The link is <https://bcs.schoology.com> for teachers and students

Username: first part of email (part before the @)

Password: email password

Once you log into Schoology **join either the PK-5 Teacher group (access code TRWG6-FC6SS) or the Secondary Teacher group (access code 4C99Z-Z7H7B)**. In the resource section of these groups you will find curriculum maps, online textbook information, and lots of other helpful content. (The resource site is under construction - hoping for better organization)

MyVRSpot is a very useful platform for online teaching and learning.

The link is www.myvrspot.com/berkeley

Username: first part of email (part before the @)

Password: email password

Help with Schoology, MyVRSpot and other tools

Join the Online Learning Schoology courses. Information can be found at <https://www.berkeleycountyschools.org/Page/15278>

After you have your k12 email credentials you need to self-register in WVEIS (<https://wveis.k12.wv.us/teachers/>) to get a WVEIS ID. WVEIS is our student information system and the platform that holds our master schedule. You will also use WVEIS for your goals and professional growth and development.

The screenshot shows the 'Teachers' page of the WVEIS system. On the left is a navigation menu with the West Virginia Department of Education logo and links for 'Tutorials/Resources', 'Obtain WVEIS Id', 'Re-Enable WVEIS Id', 'Eval Demo Area', 'Self Reflection', 'Student Learning Goal', and 'Observation'. A red arrow points from the 'Obtain WVEIS Id' link to a red-bordered box on the right. This box contains the URL <https://wveis.k12.wv.us/teachers/> and a list of requirements: 'Employee ID #', 'Last 4 of SSN', and 'K12 email address'. Below the box, there is a partially visible paragraph starting with 'This will need to provide their county/school of employment, employee identification number, and email address.'

More instructional technology information can be found at <https://www.berkeleycountyschools.org/domain/5314>

The technology helpdesk can be found at <https://www.berkeleycountyschools.org/helpdesk>