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Using First Class- First Steps



Additional support: www.schoolsalive.com (web) taylor@schoolsalive.com

So what is FirstClass?

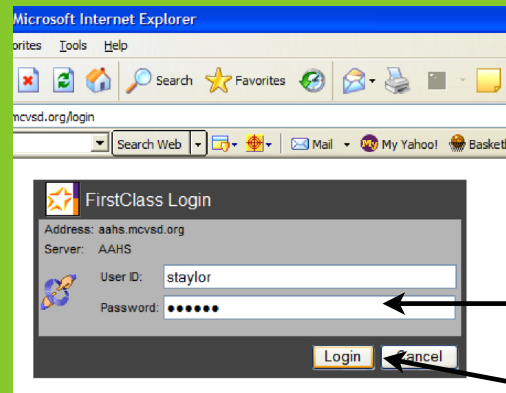
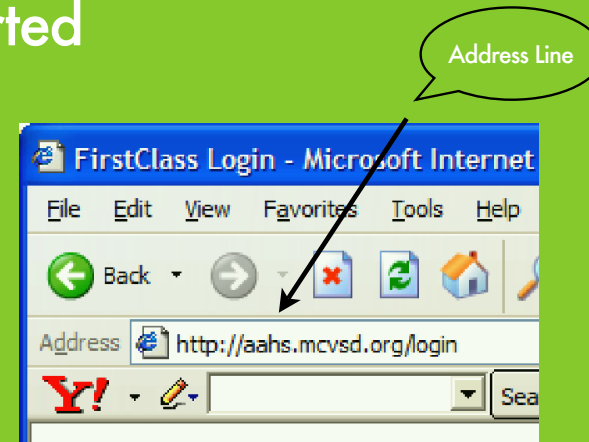
- A brand name.
- A “bulletin board service” (BBS).
- A computer program that allows people to email, send documents, and “conference” in a quick, easy manner.
- A “private” network that no one else has access to.



Getting started

Step 1: Click to staff email page

Open Explorer and enter the address www.littleschools.org and click "Staff Email."



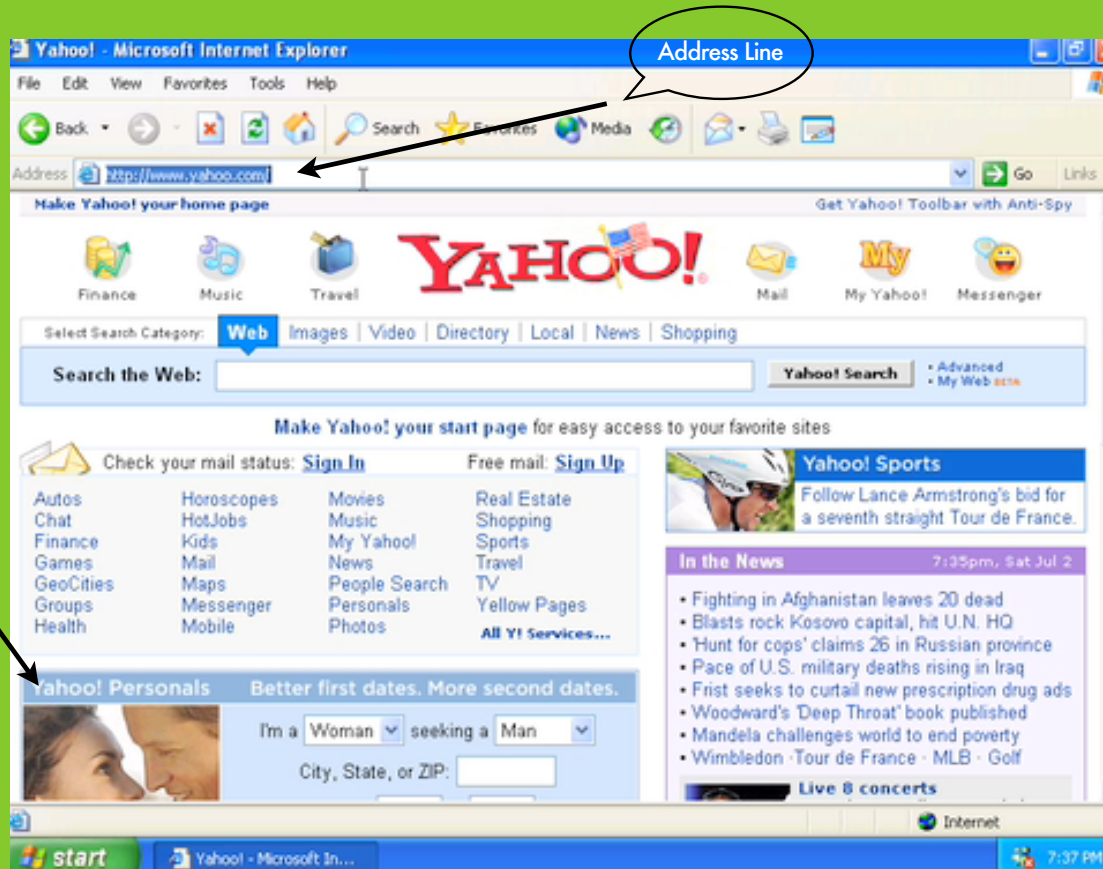
Step 2: Log in

Enter your login name and password (same as previous email system) when you come to the screen and click the "Login" button.



Getting started- video illustration

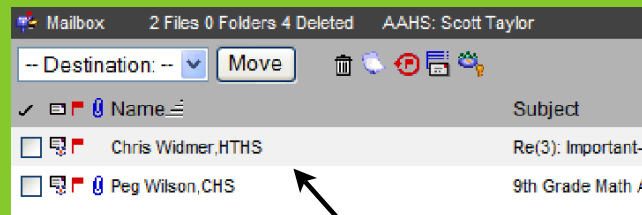
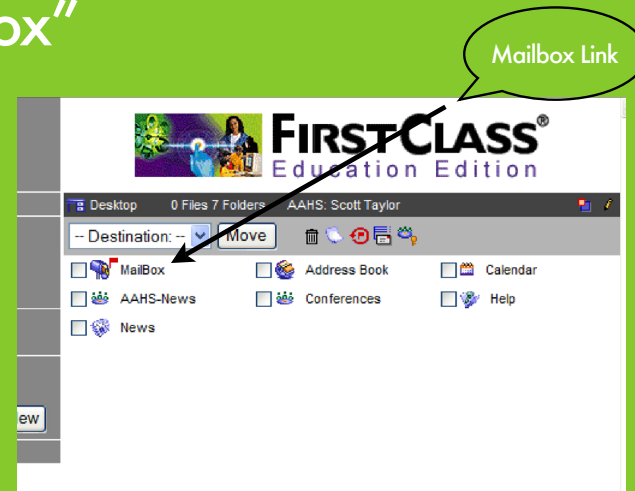
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In "the box"

Step 3: Enter Mailbox

Read mail by clicking the "Mailbox" link; a red flag indicates mail is waiting to be viewed.



Step 4: Read Messages

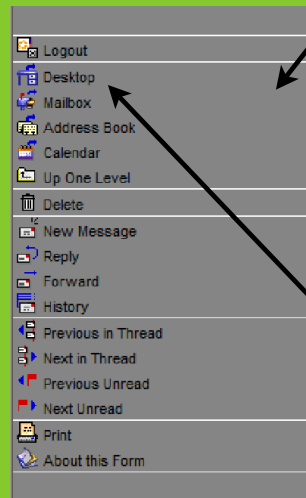
Click anywhere on the line of the mail message (red flag indicate unread mail).



Our messages

Step 5: Message Options

Click various links to: reply, forward, delete, etc. messages.



Step 6: Creating New Messages

Click "Desktop" button to return to main screen.



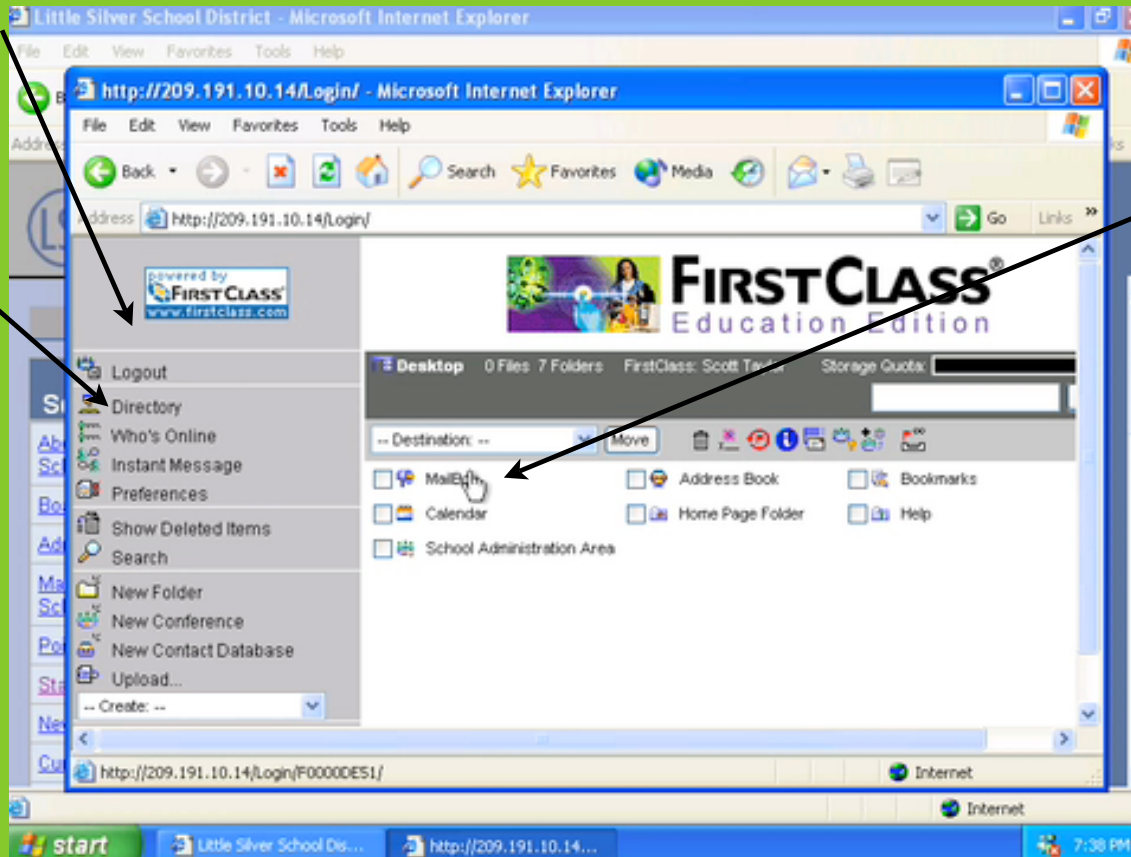
In "the box-" video illustration

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Desktop Link

Reply Link

Mailbox Link



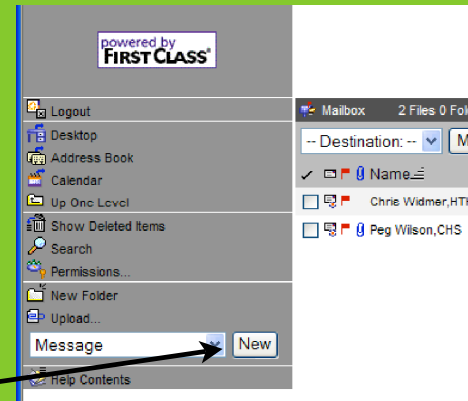
Frustration check



Saying hello

Step 7: Creating New Messages

Click "New Message"
button to start new mail
message.



New Message
Button

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Saying hello

Step 8: Creating New Messages

Enter relevant information, including: subject, name of recipient (same as previous email system), etc.

Information Lines

Add Button

Step 9: Creating New Messages

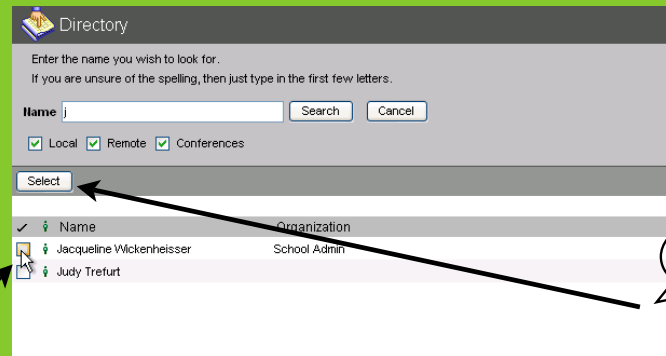
Enter the first few letters of the person's name and click the "add" button to access directory of names.



Saying hello

Step 10: Creating New Messages

Select the name of the intended recipient by placing a check in the "Select" box.



Select Box

Select Button

Step 11: Creating New Messages
Click the "Select" button.

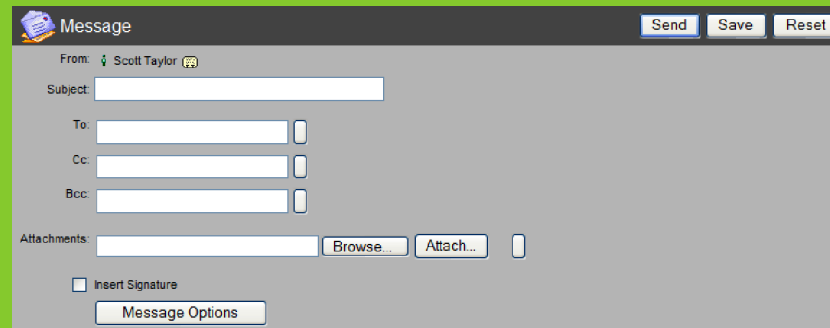


Saying hello

Step 12: Creating New Messages

Press the Send Button

Send Button



Where do we go from here?

- Replace paper memoranda with electronic communique.
- Leave email messages instead of voice messages.
- Send important documents immediately (ie. data, letters, etc.).



Where do we go from here?



"You should check your e-mails more often. I fired you over three weeks ago."

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Next steps

- Follow-up workshops:
 - 12-Month Staff team- August 23rd?
 - Teachers- September meetings, October 14th?
- Develop plan of paper-document elimination (phase).
- Utilize conference folders to share documents and promote district-wide discussions.
- Share information with Little Silver's parent community.



Additional resources



"Nurse, get on the internet, go to SURGERY.COM, scroll down and click on the 'Are you totally lost?' icon."

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Additional resources

1. www.schoolsalive.com- review "Professional and Personal Development" section.
2. Refer to CD-handout.
3. Email Scott at taylor@schoolsalive.com if you have any questions.

