

March 27, 2017

TECHNOLOGY NEWS

Chicopee Public Schools



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In this issue:

- Find Any Student
- How to Manage Your E-mail
- Computer Recycling

Next Scheduled Meetings:

- | | | |
|-----------------------|-----------|----------------|
| SIS Committee | 5/10/2017 | 9:30 @ Telecom |
| SchoolBrains Training | 5/10/2017 | 1:00 @ Telecom |
| Technology Team | 5/17/2017 | 1:00 @ Telecom |

Find Any Student

The last SchoolBrains release activated the Alpha Search in Find Any Student. Wait for the page to complete loading.

- You can search using the Alpha Tabs OR enter the name in the Search Box
- Last Name or Last Name, First Name
- Don't forget about the handy **% feature**
- For part of a name use the **% to fill in for letters unknown**
- In the text box highlighted below, if you knew the last name started with an **S** and the first name started with an **A** type in **s%**, **a%** and a list of names fitting that criteria appear.
- If you knew only the first name then **%**, Michael.

How To Mange Your E-mail

This might change the way you work, fundamentally, and takes just minutes to read.

<http://creativegood.com/blog/how-to-manage-your-email/>

Computer Recycling

Summer pick-up, digital spreadsheet returned to Patty Coleman by April 28, 2017.



CPSGE

DID YOU KNOW

How to get back that tab you accidentally closed.
"Control" plus "Shift," plus "T" and it will magically reappear.