

Cascia network

- Log in with your five-digit student ID number. Over the summer all student passwords were reset to **P@ssw0rd** ("0" is a zero).
- Once you log in, hit Ctrl+Alt+Delete and select "Change Password." Your password must contain **three** of the following: uppercase letters, lowercase letters, numbers, and special characters. It must also be **at least eight characters** long.
- The system will force you to change this password every forty-five days. Develop a plan so that you can remember your password even as you change it each time, e.g., changing only the last character.
- **N.B.:** Always save your files to "My Documents." This is your network folder, which you can access from any computer on campus. If you save to the desktop or hard drive (C:, D:, etc.), the file will **only** be accessible on that same machine.
- I recommend also backing up your files to a flash drive or emailing them to yourself (see below).

NetClassroom

www.casciahall.org → Students & Families → Net Classroom
or <http://mail.casciahall.org/NetClassroom7>

- Your parents received your user ID and password. No one at Cascia can give them to you!
- If you were a Cascia student last year, your password has not changed.
- If you are a new student, you should have received your password the first day of school.

Cascia email

www.casciahall.org → Students & Families → E-Mail Access
or <https://mail.casciahall.org/exchange>

N.B.: This is the **only** email system you are allowed to access on campus. Also, you **must** use this email system to write to me.

- Log in with your five-digit student ID number and the same password you use to log on to the Cascia network.
- For someone to send you an email from outside the Cascia email system, s/he must use your full email address, e.g., **15jsmith@casciahall.org**. The first number is your graduation year.
- To write a new email, click on the "New" button. To find the address of a Cascia user, click on the "To" button, select "Find names in: Global Address List," enter a search term, and click "Find." Select your recipient, click on "To" (or "Cc" or "Bcc"), and click "Close." If you are worried about misspelling a recipient's name, use this feature!

- To attach a document to an email, click on either the paper clip icon or the “Attachments” button. Browse to your document and click “Open,” then click on “Attach,” and, finally, click on “Close.”
- To refresh your Inbox, click the icon to the left of the magnifying glass (holding your mouse over this icon reveals the pop-up, “Check for New Messages”).
- The homepage of my TeacherWeb (see below) has directions for adding Cascia email to the iPhone email app. That information might also be helpful to those with other smartphones.

Turnitin

www.turnitin.com

- If you have **not** used Turnitin before, create a user profile and join the class, following your teacher’s instructions.
- If you **have** used Turnitin before, log in with your Cascia email address, e.g., **15jsmith@casciahall.org**. Your password for Turnitin may be different from your Cascia network/email password, and this Turnitin password will never change unless you choose to change it. If you have forgotten your Turnitin password, click “Retrieve Password” just below the password box and follow the directions.
- To join this year’s class, click the “Join a new class” button located on the red navigation bar. Enter your class ID and password as instructed by your teacher. You will **not** need this information again. Then, click on the “Submit” button.
- **Submitting a paper via Turnitin**
 - Log on and select the appropriate class from your Turnitin home page.
 - Click on the “Submit” icon to the right of the appropriate assignment’s name.
 - Under “Choose a paper submission method,” select “Single file upload.”
 - Enter the title of your paper where indicated.
 - Click “Browse” and browse to the appropriate document.
 - Once you have located the file, click “Open.” (Make sure you are selecting the correct version/draft of the paper.)
 - Click “Upload.” The next screen will show a draft of the document you uploaded. The formatting may not be correct, but do not panic! This screen simply gives you a chance to make sure you uploaded the correct file. **Do not stop here. Your document has not been submitted yet.**
 - Click “Submit.” You should see the message, “You have successfully submitted your paper,” a green check mark, and a paper ID number. **If you do not see these things, you have not submitted your paper.** You should also receive a confirmation email at your Cascia account. Check your spam folders if it is not in your Inbox. **If you do not receive this email, you have not submitted your paper.**

- You may now view your submission and download the uploaded document from the assignment line on the class's page. Also, look for the originality report to become available.
- For more information, go to Support → Help Center on any page.

TeacherWeb

www.casciahall.org → Students & Families → Teacher Web

or <http://teacherweb.com/ok/casciahall/MichaelLoeffler>

- General announcements and important updates are on the homepage (“News & announcements”).
- See your class’s “general info” page for documents and links that will be helpful throughout the year.
- See your class’s quarter schedule for assignments. Most underlined items here are links to websites or uploaded documents.
- See “Schedule & bio” for the times I am available for parent phone calls and meetings.
- There are several links to email me; remember that I will only reply to your Cascia email account.

I strongly recommend that you find some reliable way of remembering your passwords. Your network/email password can only be reset on campus (see Mrs. Pilgrim, Mrs. Hubble, or Miss Brown), and remember that “Password problems encountered at home will **not** excuse assignments turned in late and will **not** constitute an exception to my email policy noted above” (course syllabus). Do **not** ignore the computer’s warnings that your password will expire in x days!

By the beginning of class tomorrow, Thu 18 Aug, you must do the following:

1. Type a Word document acknowledging (1) that you are accountable for your own passwords and (2) that you understand how to use NetClassroom, Cascia email, Turnitin, and TeacherWeb. Include your name in the text of this document.
2. Send me this document via email attachment.
3. Upload this document to the “Computer workshop” assignment in Turnitin.

Keep this set of instructions for your use throughout the year.