

IT Access at John Bapst

CONTACT

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COMPUTER LABS

There are two computer labs provided for your convenience to use throughout the day during study halls and both before and after school. **Math Lab** is on the third floor odd wing of the building is available for class use throughout the day, and before or after school as long as there is a monitor present. **The Library** is available throughout the day for academic use, and both before and after school, unless otherwise noted. Laptops can be used in the library. There are, in addition, a number of classrooms that have workstations or laptops available for student use upon request of the faculty member in that room. Please check with the teacher on hand before using them.

WI-FI ACCESS AT JOHN BAPST

To gain Wi-Fi access on your personal device, go to the **network John Bapst** and use pass key/code **100804401**.

SCHOOL ACCOUNT

In order to access your John Bapst account on any of the desktop computers in the school you will need to login to your account. Your **username** and **password** are based on your name, and your student id number. They obey the following format:

Username:

First initial of your given or first name

First 12 alphabetic characters of your family or surname

First two digits of your student ID number

Password:

First initial of your given or first name

First 12 alphabetic characters of your family or surname

Student ID number

Here are two example students:

Given name	Family name	Student ID	Username	Password
Robert	Smith-O'Shaugnessy	18231	rsmithoshaugn18	rsmithoshaugn18231
Jiaxin(Fred)	Chen	18245	jchen18	jchen18245

POWERSCHOOL

John Bapst uses PowerSchool for its online grade book and student information system. In this mailing is a document outlining access to PowerSchool and containing your user name and password. To access your account, please navigate to the web site <http://powerschool.johnbapst.org>. There you will need to enter your confidential ID and password. From there you will have access to your PowerSchool information.

You may login to the student portal and access your course and grade information at any time. All information contained therein is updated as soon as information is entered by faculty.

If you misplace or forget your access information, you may request another from the Front Office, from the IT Director, the Academic Dean, or the Counseling staff.

JOHN BAPST EMAIL

John Bapst uses Google Mail and Google Apps for Education as its primary online communication and documentation tool. Each student has an email address with which they are encouraged to use for all John Bapst related communication. You may access your student email by navigating to the following address in a web browser: <http://www.gmail.com>. Once there, simply enter your entire email address into the user name field, and your password into the password field. Returning students maintain their existing email address and password. New students will receive a new email account in the following format:

email address:

First initial of your given or first name
First 12 alphabetic characters of your family or surname
First two digits of your student ID number
Followed by @johnbapst.org

Password:

First initial of your given or first name
First 12 alphabetic characters of your family or surname
Student ID number

Here are two example students:

Given name	Family name	Student ID	Email address	Password
Robert	Smith-O'Shaugnessy	18231	rsmithoshaugn18@johnbapst.org	rsmithoshaugn18231
Jiaxin(Fred)	Chen	18245	jchen18@johnbapst.org	jchen18245

You will also find a whole range of tools at your disposal once you successfully login to Gmail. Most commonly used are Google Docs, Google Drive, and Google Calendar. You will find that a number of teachers use these tools in classroom work for online submission and collaboration.

MOODLE

Moodle is an online course management software tool. Many teachers store class materials and information here which can be accessed from home or at school. Teachers will also use this tool in many cases to collect work from students by direct submission online. You can access the school Moodle site by navigating in a web browser to <http://moodle.johnbapst.org>. All students will have user names and passwords (re)set as they are set on your server account. New accounts will follow this format:

Username:

First initial of your given or first name
First 12 alphabetic characters of your family or surname
First two digits of your student ID number

Password:

First initial of your given or first name
First 12 alphabetic characters of your family or surname
Student ID number

Here are two example students:

Given name	Family name	Student ID	Username	Password
Robert	Smith-O'Shaugnessy	18231	rsmithoshaugn18	rsmithoshaugn18231
Jiaxin(Fred)	Chen	18245	jchen18	jchen18245