



# SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

---

Dear Parents,

This letter contains important information about access to online grades, student email, student homework, laptop, and device care. Please discuss this letter with your son.

## **Parent Online Grade Access (Aeries.net)**

Please follow the instructions to access grades:

1. Go to Servite High School's website at [www.servitehs.org](http://www.servitehs.org).
2. Click on Academics>Parent Resources>Aeries.
3. After reading the brief introduction, please click "[Click here to access online grades](#)".
4. If you accessed grades for the 2014-2015 school year, you may use the same email address and password from last year. If you had an account last year, but you forgot your password, click the "Forgot Your Password?" link. \*Note: If your email does not accept automated messages from [@servitehs.org](mailto:) you will not receive the email. Please check with your email provider to allow the domain. Email domains such as @aol.com, @roadrunner, @rrsocial, @sbcglobal, automatically block Aeries automated emails from coming through. @gmail.com, @yahoo.com, and @msn.com all see to work fine.
5. If you did not have an account last year, you should have received an email from the system to the email that you provided at registration. Follow the prompts for setting up your account.

## **Student Online Grade Access (Aeries.net)**

All students will receive an email with instructions for creating a student account.

IMPORTANT: Parents must log into PARENT accounts. Students must log into STUDENT accounts. The permissions are different and if you do not login to the correct account type you may not be able to access certain features.

We recommend that all parents enroll in weekly email summaries, which will send you an email summary of your son's grades, attendance, and discipline records directly to your email inbox each week. See the link on the homepage immediately following login. For further support of Aeries online grades please contact Aeries Support at [Aeriessupport@servitehs.org](mailto:Aeriessupport@servitehs.org)

## **Student Email Access**

All students have a Servite High School email account that is hosted by Google, but managed by our IT personnel. This account is not confidential and should not be considered private to the student. Therefore, it is recommended that you know your son's username and password. You may also set a [forwarding address](#), so that all emails that go to your son's inbox are also sent to any other email.

**His email address is: [firstname.lastname@servitehs.org](mailto:firstname.lastname@servitehs.org)**

---

CONDUCTED BY THE ORDER FRIAR SERVANTS OF MARY



# SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

---

Your son may access his email from any computer by going to any Google sign-in page and login as: `firstname.lastname@servitehs.org` (for his username).

***\*If you have any problems logging in or your need a password reset, please contact: [support@servitehs.org](mailto:support@servitehs.org)***

## **Student Homework Access (Moodle - <http://www.servitemoodle.org>)**

Servite uses Moodle, a learning management system, that allows teachers to post homework, facilitate grading, and keep students updated about individual course requirements. Your son has complete access to this website as part of the Servite High School technology program. In order to keep malicious users from entering teachers' courses, only students and teachers have individual login accounts. Teachers have permitted guests to view any course, but they may require a guest password. Please see the teacher for this password.

Each student has an account with the default username and password that is linked to his Servite email.

**Username:** `firstname.lastname`

**Password:** Set by each student.

## **Student College Preparatory Site (Naviance -Servite website's "Academics" tab under "Naviance")**

***\*Select "Student Login".***

As a college-preparatory school, Servite provides access to Naviance, a website maintained by Servite Counseling staff that allows students to get ready for their college careers starting freshman year. Students can discover their learning styles and analyze what type of careers are a good personality fit. As students begin to apply for college, this site allows students to work directly with the counseling staff to accurately complete and submit college applications to schools of their choosing.

Freshmen students will register their accounts during their CP Computer Applications and/or Academic Achievement course. For any issues resetting or accessing Naviance, please contact the counseling office.

## **Laptop & iPad Maintenance**

The Servite High School administration asks that you speak to your son about the following:

1. Remind your son to take good care of his school devices.
2. Remind your son to back up his computer and iPad to a cloud-based server or flash drive, and turn his computer off before he leaves school each day.
3. Remind your son to charge his devices each night.

If your son needs help with his laptop, he can contact the Servite Helpdesk [support@servitehs.org](mailto:support@servitehs.org). The IT department will be available to assist students in person daily in the library (7:00am-7:50am; Lunch, and 3:00pm-3:45pm).

## **Servite Printing:**

Servite offers printing services in the library. 25 cent for Black and White printing and 50 cents for color printing. Students will not be able to print without money on their account.



# SERVITE HIGH SCHOOL

FORMING FAITH-FILLED LEADERS

---

Directions:

Step 1: Get your tic (access code)

Search your email for library-printer to get your 5 digit tic. You *CANNOT* print without one. If you deleted that email please see the library staff for a new code.

Step 2: Sending Document

Attach your document(s) to a new email to [library-printer@servitehs.org](mailto:library-printer@servitehs.org).

Press Send.

Wait a minute or 2 before completing Step 3.

Step 3: Printing

Go to printer near IT window. Type in your 5 digit TIC.

Highlight (press) document you wish to print, and press print/delete (bottom left of screen) *or* press options (middle) if you wish for multiple copies or to change color to B/W.

If the document will *NOT* print it means you *DO NOT* have enough funds to cover the job. You *CANNOT* print just a few pages; it's all or nothing once the document has been sent. Thus you will need to see library staff to add money to your account.

Times you can print are before and after school or at break and lunch. You cannot come to pick up a print job during class.

Reminder you CAN print to the Servite printer from home. Just follow the directions above and come in the morning to pick up your print job.

If you have any other questions please the library staff for assistance.

**Home Printing:**

As a standard security, we do not allow students to install programs onto their school issued laptops. This includes printer software/drives. Students can still print at home in a variety of ways. Most printers offer an email to print feature. Consult your printer's support and user guides for more information. Students may also email or save the document to the cloud and access the file on a home computer which is connected to the printer.

**Google Apps. for Education**

Google Apps for Education is a system, powered by Google, which provides email to our school as well as a suite of other Google products such as Google Docs and Sites that will enable teachers and students to better communicate, share, and collaborate.

We are excited to offer Google Apps as it represents an important step towards developing a 21st century approach to curriculum and learning. These tools will support the high levels of collaboration that are required in today's classroom to prepare students with the communication and collaboration skills they're going to need.

What's included in Google Apps?



# SERVITE HIGH SCHOOL

---

FORMING FAITH-FILLED LEADERS

- Gmail gives 25 Gigabytes of email storage with extra security.
- Google Calendar lets you create and share school or class calendars and events.
- Google Docs lets you create and share documents, spreadsheets, presentations, drawings, and forms. You can also upload any file to Google Docs and share it with others.
- Google Sites makes it easy to collect, share, and publish all types of content in a single website through easy embeds of Google Docs, Calendars, videos and other media without HTML.
- Also included are Google Groups for mailing lists, discussion groups, and broad sharing, Google Video for domain-limited video distribution, as well as other tools that can be added on to the domain.

We are excited to have these and other tools at Servite High School, to truly offer your sons a multifaceted approach to utilize technology in education and prepare them for college and the work place.

Servite High School has worked hard to prevent access to websites and materials that do not support the core values of Servite High School. With this, we ask for your help. First, as a parent, you have access to your son's Servite personal computer. Your son should share all passwords and usernames with you. Second, remind your son that the Servite IT department has full access 24 hours a day to your son's computer. Third, whether your son has a Servite laptop or not, it is very important that you take the time to discuss the appropriate use of all technological devices. Fourth, please review the "Internet and Electronic Communication Policy" found on pages 12-15 of the [Parent/Student Handbook](#). Parents may also find valuable resources on the [Parent Technology Resource](#) section of the Servite website. Finally, feel free to contact me, Mr. Stephen Walswick, at any time with questions or concerns at [swalswick@servitehs.org](mailto:swalswick@servitehs.org).

We thank you for your support of Servite High School and its technology program,

Stephen J. Walswick  
Assistant Principal of Curriculum