

A Quick Start Guide for Kan-Ed Desktop Administrators

Developed by Marcia Jeans and Jenny Gridley of Wichita Public Schools
in partnership with ePals



This user's guide is focused on how Kan-Ed Desktop administrators can support the use of ePals in their school.

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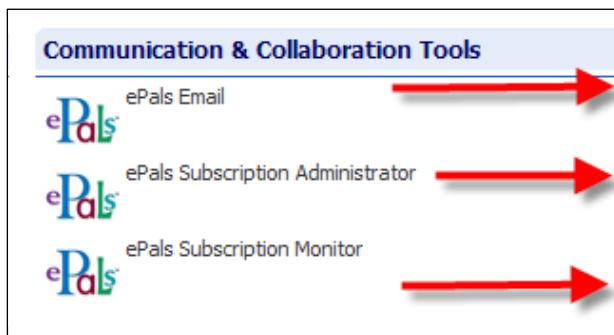
What is ePals?

ePals SchoolM@il™ is a safe Internet-based email solution and a collaborative tool designed for the education environment. ePals is now available for free through the Kan-Ed Empowered Desktop. With ePals tools you can:

- Provide safe and secure e-mail to your educational community
- Find classrooms to share ideas and learn about new cultures
- Collaborate on projects that foster critical thinking, reading comprehension, writing skills, and 21st Century Skills
- Access digital content from National Geographic on a variety of topics, including maps and geography, habitats, global warming, natural disasters, people and culture, great leaders, water, and weather
- Incorporate authentic, project-based learning via Web 2.0 tools

Accessing ePals

To access ePals, log in to the Kan-Ed Portal at <http://login.learningstation.com/kportal>. Once logged in you will see 3 ePals links.



Use this link to access your own ePals SchoolMail account.

Use this link to assign monitors to students, change filter levels for students, change the range of email access, and more.

You are the default monitor for student email for the students you activate. You will assign teacher monitors to individual students, who will then monitor individual student email accounts.

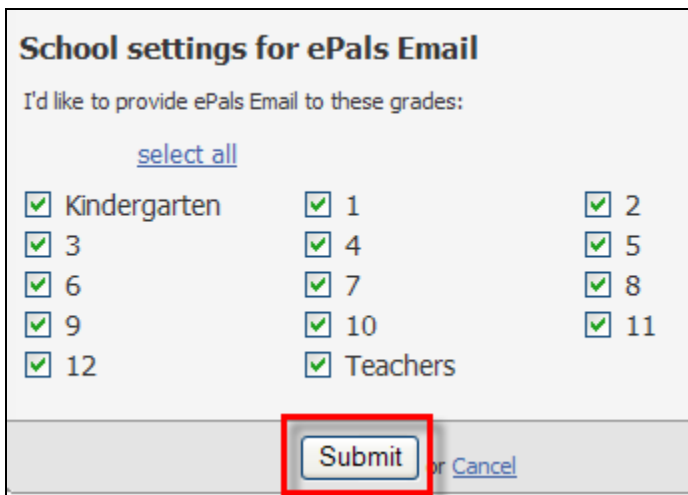
Note: Teachers and Students will only see the ePals Email link after you activate their accounts. The accounts have already been created. Again, you only need to activate the accounts.

Activating ePals for Building Teachers and Students

Note: ePals doesn't appear on teacher and student accounts until you activate it for them.



Click on the "edit" link



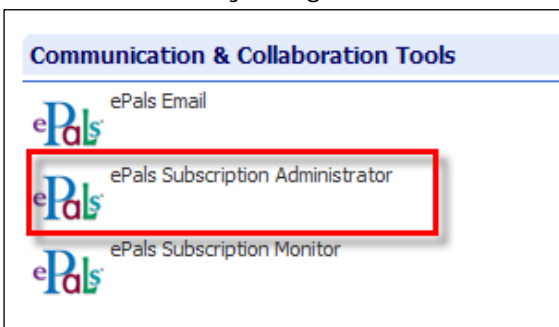
Select the desired grade levels and/or teachers and then click "Submit."

Note: New teacher and student accounts do not need to be created for ePals. If a teacher or student already has a Kan-Ed account, they will have an ePals account. The Desktop administrator just needs to activate the accounts.

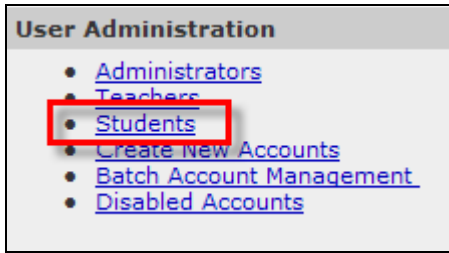
Keeping Students Safe: Assigning ePals Monitors for Students

ePals allows you to assign teacher monitors to your student email accounts. Monitoring enables you to:

- Safely bring email technology into the classroom.
- Preview students' incoming and outgoing email messages.
- Ensure that messages are appropriate to age, setting and context.
- Safely integrate student email in appropriate, educational ways.



To assign monitors for students, click on the ePals "Subscription Administrator" link.



Under the “User Administration” heading, click on “Students.”

You’ll see a list of students. Click “View/Edit” next to the student you wish to assign to a monitor.

Account Type: Student		Accounts Displayed: 25		Page: 1 Go	
	Name	Username	Grade	Monitor	Account Info
<input type="checkbox"/>	Aniston, Jennifer	janiston.909	Grade 12	ctodd.909	View / Edit
<input type="checkbox"/>	Beckham, David	dauidb20	Grade 12	909srober.909	View / Edit
<input type="checkbox"/>	Berry, Halle	halleb1	Grade 12	bnissen.909	View / Edit
<input type="checkbox"/>	Brady, Tom	tomb5	Grade 12	monitor.909	View / Edit

Student

Jennifer

Aniston

janiston.909@epals.com

[\[Reset\]](#)

No

909

Grade 12

Marcia Jeans : mjeans.909

Level 2

Yes

Internet

[\[View/Edit\]](#)

Close **Apply**

Choose the desired monitor from the appropriate drop down menu and click “Apply.”

Note: Students can have only 1 monitor.

Keeping Students Safe – Adjusting Filter Levels

ePals email filter is automatically set to a level 3 (see below.) If desired, you can change the filter levels for individual students, grade levels, or for the entire school. There are 4 filter levels available with ePals:

Level 1 All messages must be approved by the monitor, whether they contain profanity or not.

Level 2 Messages containing profanity must be approved by the monitor, but unflagged messages will reach their recipients automatically. The monitor will also receive a copy of every unflagged message.

Level 3 **Default Level:** Messages containing profanity must be approved by the monitor, but unflagged messages will reach their recipients automatically. The monitor will not see unflagged messages.

Level 4 All profanity filters are off.

Filter by Individual Students

To apply a filter to an individual student, click the "User Administration" heading, and then click on "Students."

A screenshot of a web form for filtering students. The form contains several fields: a text input with 'Jennifer', another with 'Aniston', an email field with 'janiston.909@epals.com', a 'Reset' link, a 'No' dropdown, a '909' dropdown, a 'Grade 12' dropdown, a dropdown with 'Marcia Jeans : mjeans.909', a 'Level 2' dropdown (highlighted with a red box), a 'Yes' dropdown, an 'Internet' dropdown, a 'View/Edit' link, and 'Close' and 'Apply' buttons at the bottom (the 'Apply' button is highlighted with a red box).

Choose the desired level from the appropriate drop down menu and click "Apply."

Filter by Grade Level

To apply a filter to a grade level, click the "User Administration" heading, and then click on "Students."

Search for the desired grade level from the drop down menu, and click "Display Matches."

A screenshot of a table showing user accounts. The table has columns for 'Field', 'Grades', 'Schools', and 'Display Matches'. The 'Grades' dropdown menu is open, showing options: 'All', 'Unspecified', 'Grade 1', 'Grade 2', 'Grade 3', 'Grade 4', and 'Grade 5'. The 'Display Matches' button is highlighted with a red box. Below the table, there are buttons for 'Select All', 'Properties', and 'Disable', and a 'Generate Report' button.

Field	Grades	Schools	Display Matches
Name/Username	All	All	Display Matches
Accounts Displayed: 25			
janiston.909	Grade 1	ctodd.909	View / Edit

A screenshot of four buttons: 'Select All', 'Properties', 'Disable', and 'Generate Report'. The 'Select All' and 'Properties' buttons are highlighted with red boxes.

At the bottom of the page, click on "Select All" and then "Properties."

School:	Select..
Grade:	Select..
Monitor:	Select..
Monitoring Settings:	
Filter Level:	Select..
Flag Attachments:	Select..
Access Level:	Level 1
Email Filter Languages:	Level 2
	Level 3
	Level 4
	Close Apply

Select the desired filter level from the drop down menu and click "apply."

Filter by Entire School

To apply a filter for an entire school, click the "System" heading, and then click on "Settings."

System	Settings Adjust email and other settings throughout your community.
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Check the box labeled "Filter Level." Choose the desired filter setting from the drop down menu.

<input checked="" type="checkbox"/>	Filter Level:	Level 3
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Cancel	Apply
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Click "Apply."

Keeping Students Safe –Changing Access Levels

ePals access level determines where students can send email to and receive email from. There are 6 access levels available.

- Class/Monitor** Students are limited to mailing other students who have the same monitor. Choose this access level if you want students to use email only for internal exercises within the classroom.
- School** Students are limited to mailing students and teachers in the same school. Choose this access level if you want students to use email only for school-based projects and communication.
- District** This option, available only if your ePALS SchoolMail™ system includes multiple schools, limits students to mailing students and teachers at schools created within your system. Choose this access level if you want students to use email only for district-and school-based projects and communication.
- ePALS SchoolMail™** This restricts student communication to other students with an ePals SchoolMail account regardless of school / district.
- ePals** Allows students to communicate with other students with active accounts in the ePals Global Community.

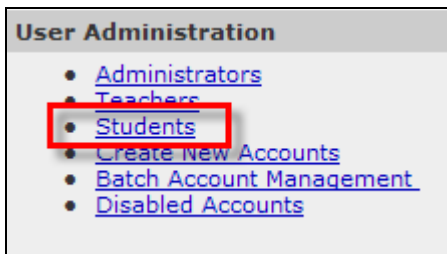
Internet

Default Level This option allows your students to email anyone with an email address, whether they are inside your district, part of ePALS or using the Internet through other means. Choose this access level to allow students to email anyone, anywhere.

You can apply access levels to individual students, grade levels, or to the entire school.

Apply Access Level by Individual Student

To apply an access level to an individual student, click the "User Administration" heading, and then click on "Students."



You'll see a list of students. Click "View/Edit" next to the student you wish to assign an access level to.

Account Type: Student		Accounts Displayed: 25			Page: 1	
	Name	Username	Grade	Monitor	Account Info	
<input type="checkbox"/>	Aniston, Jennifer	janiston.909	Grade 12	ctodd.909	View / Edit	
<input type="checkbox"/>	Beckham, David	davidb20	Grade 12	909srober.909	View / Edit	
<input type="checkbox"/>	Berry, Halle	halleb1	Grade 12	bniessen.909	View / Edit	
<input type="checkbox"/>	Brady, Tom	tomb5	Grade 12	monitor.909	View / Edit	

Choose the desired access level from the appropriate drop down menu and click "Apply."

Access Level: Internet

Email Filter Languages:

Internet
Internet
ePALS
ePALS SchoolMail
District
School
Class/Monitor

Apply Access Level by Grade

To apply an access level to a grade level, click the "User Administration" heading, and then click on "Students."

Search for the desired grade level from the drop down menu, and click "Display Matches."

Field	Grades	Schools	
Name/Username	All	All	Display Matches
Accounts Displayed: 25			
Username	Grade 1	Grade	Monitor
janiston.909	Grade 2		ctodd.909
	Grade 3		
	Grade 4		
	Grade 5		



At the bottom of the page, click on "Select All" and then "Properties."

Select the desired access level and click "apply."

A form titled 'Monitoring Settings' with fields for School, Grade, Monitor, Filter Level, Flag Attachments, Access Level, and Email Filter Languages. The 'Access Level' dropdown menu is open, showing options like Internet, ePALS, and District. The 'Apply' button is highlighted with a red box.

Apply Access Level by Entire School

To apply an access level for an entire school, click the "System" heading, and then click on "Settings."



Check the box labeled "Access Level." Choose the new setting from the drop down menu.

A form showing the 'Access Level' checkbox checked and the 'Internet' dropdown menu selected. Both are highlighted with red boxes.

Click "Apply."

Have Teachers Submit an ePals Classroom Profile

Until teachers have an approved profile, they will not be able to send or receive emails to others in the ePals community, or actively search for, or be considered for, collaborative partnerships. For detailed directions on how to create a classroom profile, see the ePals Quick Start Guide for Teachers. Below is a condensed version of what can be found in the teacher's guide.

1. To access the classroom profile, teachers will log in to the Kan-Ed portal and click on the ePals Email link.
2. Click on "My Profile."
3. Click on "Create your profile."

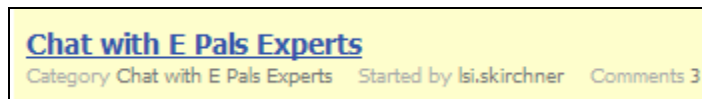
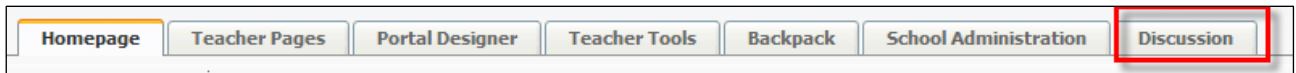
4. Fill out the profile information. Remember the more details, the better!
5. Click "Continue."
6. Review your profile, make any necessary changes, and then click "Submit Profile."
7. Once you have submitted your profile, it will go through the ePals approval process. Approval takes up to 48 hours.
8. To check on your approval status, return to the profile page where you will see if your profile was approved or if ePals wants you to make a few changes. Once you are approved, you can begin contacting other classrooms within the ePals global community.

Handling Misuse of Student Email

- Get parental permission for using email at school. A sample parent consent form is attached. *See Appendix A.*
- Develop district policies for managing student email, and incorporate these expectations into your district Acceptable Use Policy.

Professional Development

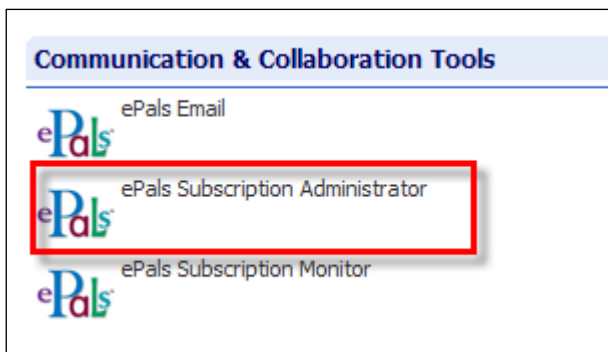
Discussion Forums, called "Chat with ePals Experts" are available on the Kan-Ed desktop. Encourage teachers to click the Discussion tab and join the conversation! Share stories, ask questions, celebrate successes, advertise for special projects, and connect! ePals team members will post special resources, such as a Quick Start Guide, in this area on the desktop!



ePals will hold regular online web-ex demonstrations for Kan-Ed users, as well as conduct presentations at training centers and conferences around the state. Contact sales@corp.epals.com for more information.

You may also contact ePals at kstubbs@corp.epals.com for training materials.

Support



Support is available for Kan-Ed Desktop administrators by clicking on the "ePals Subscription Administrator" link. The support area includes manuals, FAQ, known issues and a support forum.

Support

- [Manual \[PDF : 2.3M\]](#)
- [FAQ](#)
- [ePALS SchoolMail and POP3 \[PDF : 90kb\]](#)
- [Anti Spam Best Practices \[PDF : 105kb\]](#)
- [Teacher's Guide \[PDF : 0.7M\]](#)
- [Known Issues](#)
- [Support Form](#)

ePals support can be reached at smsupport@epals.com or by calling (703) 885-3401. You can also contact Kan-Ed customer support at lscsupport@learningstation.com or by calling 1-888-705-3276.

Appendix A – Sample Parent Letter

Dear Parent,

Schools across Kansas now have access to safe and secure email and global collaboration through ePals. Because your child may be under the age of 13, the law requires that we obtain your permission for your child to participate in SchoolMail™, SchoolBlog™ and the Global Community™ and for ePals to collect and store certain information about your child. So, to get started please fill out the permission form below and send it back to us by e-mail. ePals Inc., is committed to protecting children's online privacy.

- o **Parental Consent:** ePals does not allow anyone under 13 years of age to join on their own.
- o **Personal Information:** ePals does not collect personally identifiable information from anyone under 13 years of age without a parent, guardian, or teacher's consent.
- o **We Collect Minimal Information:** Even after we obtain parental, guardian, or teacher consent, ePals does not collect more personal information about children than is required to participate in an activity while visiting our site.
- o **Our Use of Information:** ePals uses the information we collect to provide an interactive online experience, to send newsletters, to make reading recommendations, to provide educational content that we believe that the child may be interested in or would benefit from, and to fulfill requests for products or services.
- o **Protecting Your Child's Privacy:** ePals monitors the online forums to remove personally identifiable information.

How to give permission for your child to participate in SchoolMail™, SchoolBlog™, and the Global Community™:

- 1. Click "Reply" to this e-mail or send us a separate email with the following subject line: "Consent."**
- 2. Fill out the parental consent form below.**

+++++

PARENTAL CONSENT

I understand that I have the right to review the information ePals has collected about my child, and that I can later revoke my consent by submitting my request at <http://www.epals.com/feedback/form/form.e> directing ePals to delete my child's personal information from its databases.

I give permission for my child _____ to participate in SchoolMail™, SchoolBlog™, and the Global Community™. My child can receive e-mail

messages from ePals about the service, and receive future offers from ePals based on his or her preferences, as well as promotional updates about site and service content.

Child's First and Last Name: _____

Child's Birth Date: ____/____/____

Parent/Guardian Name: _____

Relationship to Child: _____

Date: ____/____/____

Please enter your preferred email address in case we need to reach you:

If you have any questions regarding the ePals site or if you would like to speak with us about your child's privacy, please contact us:

ePals Inc. Corporate Headquarters
13625-A Dulles Technology Drive
Herndon, Virginia 20171,
Phone: (703) 885-3401
Email: support@epals.com