

Cary Academy Intranet/Internet

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What is the Internet?

1. The Internet is a group of computer networks throughout the world that talk to each other.
2. History of the Internet?
 - The original Internet was developed by the Department of Defense to link Defense Department Researchers, contractors, the military, and universities doing Defense research. They called it ARPANet.
 - NSFNet (National Science Foundation Net) eventually replaced ARPANet, which helped to link computer centers across the US. Later in the development of connecting the Computer Centers NSFNet also included statewide academic networks. While NSFNet was expanding the, very similar international networks were also being created. The international networks along with NSFNet make up the Internet.
3. How do the computers talk to each other over this wide range of Computer Networks?
 - These networks use a common set of protocols called TCP\IP (Transmission Control Protocol\Internet Protocol). The protocol is what helps to define the rules and language the computers use to help exchange information.

Why use the Internet?

1. **Communication**
 - The Internet allows users to talk to each other across the globe and across the US, to keep in touch and exchange ideas.
 - The Internet also handles voice, video and text that allow endless amount of possibility. For example, universities are starting to invest money in developing degrees online. A person in NC can receive a degree from University of Arizona at Phoenix by taking classes over the Internet.
2. **Finding Information Instantly**
 - Do you want to see a picture of the Mona Lisa, or look at the Pyramids of Egypt? With the Internet, all this is possible without leaving your home. The ability to research and acquire information is at your fingertips and instantly available on a variety of topics.
 - “Knowledge is Power” and with the Internet you have a lot of knowledge at your fingertips.

3. Technology

- Allows users access to evolving technology and support from software and hardware vendors.

Internet Terminology

1. WWW

- This stands for World Wide Web. This is an interactive, cross-platform, graphical information system. The WWW is made up of a worldwide network of computers to help access related Internet Files, resources, and services in an easy manner. Browser software such as Netscape or Microsoft Internet Explorer have helped set a standard for more user friendly Web surfing.

2. E-Mail

- Electronic mail is one of the most popular Internet uses. Families from across the world can keep in touch with each other on a daily basis, or friends who live across the country can talk to each other via electronic mail.

3. Mailing Lists

- This is similar to magazine subscriptions. Many companies will ask you to fill out a survey when you go to their site or subscribe to a mailing list that they have. For example, many airlines offer discounted prices on weekend airfares from certain cities. You can go to many major airlines homepage and get on a mailing list to receive electronic mail about the latest fares.

4. Newsgroups

- These are discussion groups ranging from research related topics to serious or light hearted topics. The most popular newsgroup is USENET that is comprised of more than 30,000 different newsgroups. Newsgroups are made for people that share similar interests.
- There are two ways to access Newsgroup information.
- One is through a mailing list, in which messages are sent to a user's mailbox, but this method can be very overwhelming because of the volume of mail.
- Connect to a news server to view newsgroup information, using newsreader software.
- Newsreader software is quite varied, but many programs are free, including Free Agent and Trumpet (Windows Based).
- Examples of some newsgroups to help user's get started.
 - News.announce.newusers
 - Rec.humor.funny
 - News.announce.important

5. Chat Rooms

- This is a forum for interactive, real-time conversation, by users typing messages to other users.

6. Search Engines

- With the various amount of information available through the Web, many methods for searching the Internet have been developed and more are being developed everyday. When you want to search for information on the web you use a search engine that contains a database of resources. Each search engine is different in the way it presents information to you or how you can enhance your search. Some of the popular Search Engines are Yahoo, AltaVista, Lycos, Excite and Webcrawler.

7. File Transfer Protocol (FTP)

- FTP is a popular method for obtaining or sending files over the Internet. Some popular FTP uses are downloading software or uploading web pages.

8. HTTP: (Hypertext Transmission Protocol)

- This is the protocol type telling the computer how to display or process a file.

9. InterNic

- This is a centralized network information center for the Internet. InterNic provides directory and database assistance, as well as information and registration services for all users. The most important service that InterNic provides, though, is the registration of domain names, or licensed Internet addresses.

10. URL (Uniform Resource Locator)

- To get to a specific Internet page you must enter that site's Internet address, which is referred to as the Uniform Resource Locator. An example of a URL is <http://www.caryacademy.pvt.k12.nc.us>.

Identify Internet extensions

1. **. edu** - this is an educational institution, usually colleges or Universities. Many Public and Private educational schools now have .school name or district.k12.state.us.
 - Example, www.unc.edu (University of North Carolina Web Site)
2. **. gov** - government site.
 - Example, www.whitehouse.gov (The White House Web Site)

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3. **.com** – commercial site
 - Example, www.microsoft.com (Microsoft’s Web site)
4. **.net** - gateway or other administrative host for a network.
 - Example, www.tollfree.att.net
5. **.org** – a non-profit organization domain.
 - Example, www.pbs.org
6. Countries also have certain codes, so you should be able to recognize when you are accessing information from an international source. Below is a list of certain country codes.

AU	Australia
BM	Bermuda
MX	Mexico
CN	China
UK	Untied Kingdom
EG	Egypt
IN	India
JP	Japan
FR	France

- An example of an international site is www.bis.net.au (This is the Bunburry Internet Service, that is a local Internet provider in Australia.)

Why is Cary Academy’s URL [.Caryacademy.pvt.k12.nc.us](http://Caryacademy.pvt.k12.nc.us), and not caryacademy.edu?

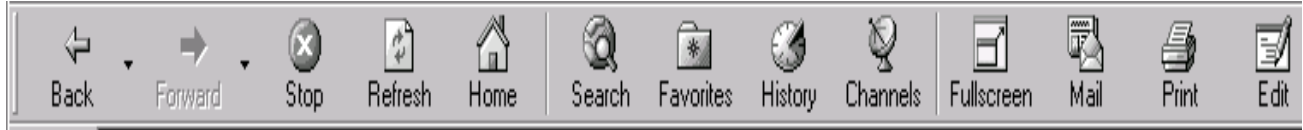
1. With all the new domain names the InterNic has made Kindergarten – 12th grade Public and private schools to register their URL with [.School Name.K12.PVT](http://.SchoolName.K12.PVT) (If private)..State.US

Open and Exit Internet Explorer

1. **Click on Start, Programs,** and then choose **Internet Explorer.**
2. The Cary Academy Intranet will be the default startup page.

Internet Explorer Toolbar

1. Navigation with IE Toolbar



- **Back** – Takes you to the previous page.
- **Forward** – Takes you one page ahead. This is available after you have clicked on Back button.
- **Stop** – If a link is taking to long to load you can click on this button to STOP the transfer of Data, and try a different link.
- **Refresh** – Used to refresh the screen with the latest information. This is good when a page is constantly being updated like CNN.
- **Home** – Takes you back to your default web Page.
- **Search** – This takes you to the default search engines page
- **Favorites** – Allows you to see and organize your favorite web sites
- **History** - Tracks your Internet surfing by telling you what sites you went to on a weekly and daily basis. Allows you to go back to those sites if you have forgotten how to get to them through a URL.
- **FullScreen** - Puts IE into Fullscreen mode for you.
- **Mail** – Allows you to bring up a mail program (Outlook 2000 for CA computers) to E-mail people, or send a link to people.
- **Print** – Allows you to print the site that you are referencing.
- **Edit** - Allows you to edit a web page if you have the permissions to edit that web site.

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Typing a URL

1. In the address field, located under the toolbar, type in a URL.
 - Example: [WWW.CNN.COM](http://www.cnn.com).
 - You do not have to type in http://. Most browsers will allow you to begin the address with www and it will then automatically put in the http://.

Understanding Hyperlinks

1. Hyperlink
 - These are links that take you to different pages within a web site or outside that web site. Usually Hyperlinks are underlined text or can be a graphic.
 - You will notice that you have a hyperlink when your pointer changes to a hand with the index finger pointing.

Saving a Favorite (Internet Explorer) or Bookmark (Netscape Navigator)

1. Favorites are used to save a Web page that a user will often visit. This will allow you to select the Page from Favorites on the Menu bar, rather than typing in the page every time you want to access it.
2. Go to the web page that you will visit frequently.
3. Click on Favorites on the Menu bar and then choose Add Favorite.
4. Then Click on Favorite on the Menu Bar again and Favorite will be listed.

Organizing Favorites (Internet Explorer)

1. You can categorize your favorites into Folders if you wish.
2. Click on Favorites from the Menu Bar and then choose Organize Favorites.
3. Click on New Folder on the Toolbar.
4. Name the folder something appropriate and click and drag any Favorites, you want to keep in that folder.
5. Click on Close.

Using Search Engines to Find a Topic

1. Popular Search Engines
 - WWW.ALTAVISTA.COM
 - WWW.YAHOO.COM
 - WWW.WEBCRAWLER.COM
 - WWW.LYCOS.COM
 - WWW.INFOSEEK.COM
 - WWW.EXCITE.COM
2. Each search engine is different with respect to the amount of information it contains. You might find a topic in one search engine and not in another. For example AltaVista has 30 million pages in its database to search, where Lycos has only 19 million pages.
3. Below is a chart with different operators and the task it performs. Each search engine is different so read their help option to see if the operators listed will assist in narrowing searches.

OR	Football or Baseball	This will help simplify a search by telling the search engine to look for a page with either word in it.
AND	Football and Baseball	Communicates with the search engine to find pages containing both words.
NOT	Fruits not Oranges	Eliminates certain words for the Search engine to look for.
“...”	“Raleigh Weather”	Pages that contain the entire phrase in quotes.

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Cary Academy Intranet

This section will review the main sections of the Cary Academy Intranet for you. The Cary Academy Intranet is unique to the Cary Academy Community. Our intranet has various features in it. For example students can look at their grades or check a book out using the intranet and even look at e-mail. In some sections of the Cary Academy intranet you will be prompted for a UserID and password. This is because some sites are secured and you must provide this information to gain access.

Please keep in mind that the Cary Academy intranet is only as fresh as the information provided by students, faculty, and staff. Please let Dana Wind in the Advancement Department know of any news you would like to share with our community or use the Tell Us About It link from the home page of our website.

Accessing the Intranet from Cary Academy Network

1. **Start IE 5.0** and the **default page** is the **Cary Academy Intranet**.

Accessing Intranet from Home

1. **Must be connected** to the **Internet** using a **computer modem** and an **ISP (Internet Service Provider)**, like **MindSpring** or **AOL**. (Please refer to the Technology Handbook for more details)
2. **Type** in the **following URL** to **access** the **Cary Academy Intranet**:
 - <http://web1.caryacademy.pvt.k12.nc.us>

Entering in a UserID and Password when Prompted

The screen below will appear when you are getting ready to enter a secure site on the Cary Academy Intranet. Secure site means that only authenticated users can access that site. You will see an **HTTPS** on the address bar when you are entering a secure site. Some Cary Academy Intranet sites that are secured are Student Grades and the Directory that is on –line.

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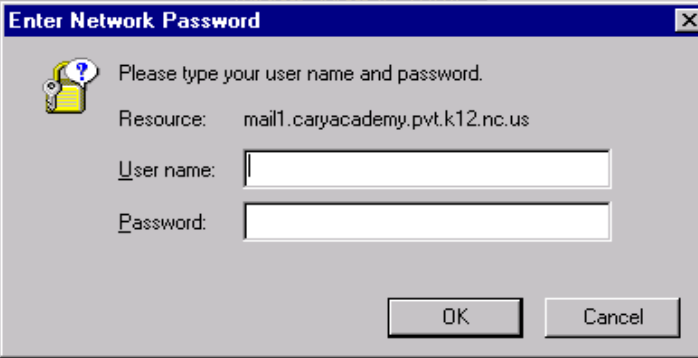
Upcoming events

- Middle School student present [Joseph and the Amazing Technicolor Dreamcoat](#)
- Upper School student present [Our Town](#), by Thornton Wilder
- [Orchestra Concert](#)

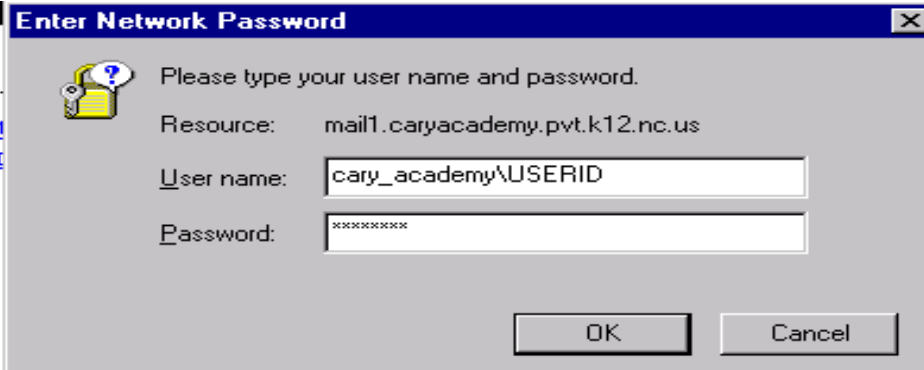
Chargers Scoreboard

Class links
Add new links

Brain quiz



You will need to type in **CARY_ACADEMY\USERID** in the **Username** field instead of just your username. **USERID** is your actual Cary Academy UserID. Type in your password in the **password field**, remember your password is in **lowercase** and then **click** on **OK**.



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Cary Academy Intranet Sections

One of the best places to go to on the Cary Academy intranet site to get yourself familiar with the intranet is the **Site Map button** on the Main Cary Academy intranet page. This will show you what sections are available on the Intranet and also what links are available in those sections.

Below is a directory to the items available from the intranet home page followed by a list of the main content areas. Happy Surfing!



1. **Directory** - An online directory of the Cary Academy community.
2. **Search** – Provides a search facility for the CA intranet.
3. **E-Mail** - Where you can go to read your e-mail while at home or anytime you are away from Cary Academy.
4. **Site Map** - Gives you an overview of what is available in each section of the Cary Academy Intranet.
5. **Daily Bulletin** - Lists today's events, menu, and birthdays.

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6. **Quick Links** - Links that are needed most often to find out certain information regarding Cary academy, like the Homework link.
7. **Upcoming Events** – Will show major events that are happening in the Cary Academy Community.
8. **Chargers Scoreboard** - Latest Results on the Cary Academy Athletics program.
9. **Feature Items** – These items show up on the home page of the intranet and provide a quick look at the top stories that are happening within our community. Please contribute to our site by providing up-to-date information about what is happening within our school. Email your items to the Content Coordinator by using the Tell Us About It link.

The primary content areas on the intranet are:

CA News – Links to recent feature stories, Cary Academy items in the local media, and access to the archive of past feature stories.

School Info – This area includes a key dates of the school year, the ACCESS newsletter, calendar information, honor roll lists and more.

Academics – This area consists of Departmental Home Pages, from which specific course descriptions can be found, and the Cary Academy Course Catalog Online.

Library – This area has content similar to content you would expect from a library source; a way to check out books, ways to do research on the web, etc.

Students – This area includes links for students' personal pages, announcements for students, student handbook, general course information for students including grades and attendance data from the My Grades link. Student clubs that have a web presence can be reached through this content area.

Faculty – This area includes links for the faculty's personal pages and announcements for faculty. Faculty have access to the SASinSchool software developments through this page, as well as faculty/staff extensions.

Parents – This area includes links that provide information for parents. Parents can look up a faculty or staff's extension here, review what is happening with the CA Alliance, and participate in a discussion board by posting items for sale or creating a forum for discussion about an issue in the school.

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Technology – Includes access to helpdesk items, including policies and contact information. In addition, there is extensive web documentation, which will help guide you through working with the web and authoring webpages. You can find this training web there, for example.

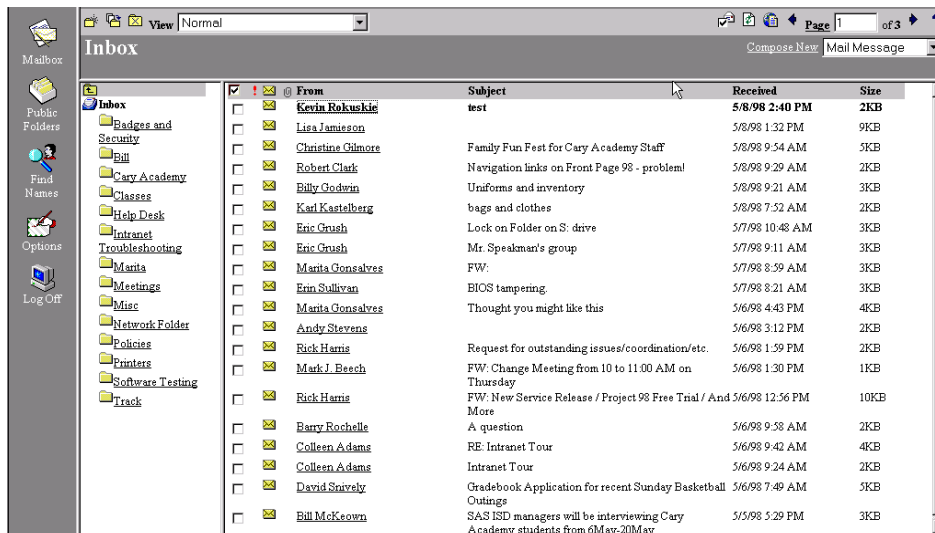
Admin Info – Includes access to applications for Academy faculty and staff. These applications include scheduling applications, grade applications, reports, and so on. This is a restricted access area.

Remote E-Mail Information

Accessing Exchange Mail

- Click on the Mail Icon (top of the page) from the home page of the intranet
- Enter CARY_ACADEMY\UserID and Password
- Enter UserID in the Log On text box (this includes the underscore)
- Authenticate again.

Overview Window



1. **Create a New Folder** – Click here to create a folder to store messages.
2. **Move\Copy a Folder** – Click here to move or copy a folder to a different location.
3. **Delete Folder** – Use to delete current Folder.
4. **Change View** – Click here to change your view.

5. **Delete Marked Messages** – Click here to delete any messages that you have checked for deletion.
6. **Check for New Messages** – Click here to refresh your screen for any new messages that you might have received.
7. **Send a New Message** – Click here to create a new message to be sent.
8. **Mail** – Click on this button to look at your Mailbox.
9. **Public Folders** – Click here to look at Public Folders provided by Cary Academy.
10. **Find Name** – Click here to find a person you are looking for at Cary Academy.
11. **Options** – Click here to set Office Assistant.
 - This will allow you to set an option for out of office so people are notified when they send you mail that you are out of the office.
12. **Log Off** – This will allow you to exit the Mailbox safely and completely.

Creating Mail

1. Click on Compose New Message Link
2. Overview Fields
 - **To** – This is where you type the name of the person you want to send the message to.
 - **CC** – this is where you type the name of the person you want to know about the e-mail also.
 - **Subject** – Always include the Title of the E-mail so the person knows what the e-mail is about.
 - **Message** – Where you type the text of your message.
 - **Options Tab**
 - **Importance** – Three choices for importance level.
 - **Normal** – Usual option that is chosen when sending an e-mail.
 - **High** – Very Important E-mail and will have an Exclamation Point beside the e-mail to signify that this e-mail should be read immediately.
 - **Low** – Low Priority message and not of major importance.
 - **Read Receipt** – Have a receipt sent back to you when the message is sent.

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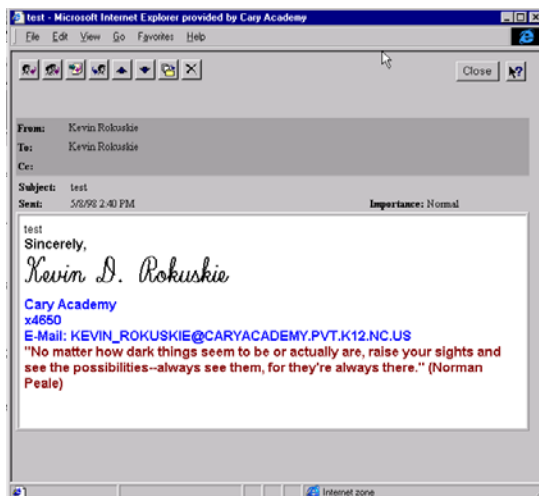
- **Delivery receipt** – Message is sent back to your mailbox when the message is sent successfully to the person's mailbox.
- **Save item in Sent Items** – Saves message in the sent Items folder for your records.
- **Attachment Tab** - This tab will allow you to send an attachment, like a Word file via e-mail.

Sending Mail

1. Type name of person to send a message to, in the TO field.
2. Try to type as much of the person's name as you can. The computer will try to match the name as close as possible.
3. Always Include a Subject
4. Type in the text under Message
5. Click on Send Envelope to send the Message.

Reading Mail

1. Open the Mail message by clicking on the Underlined text.
2. You then have several options.



- **Delete** – Deletes the Message
- **Reply** – Reply to the sender of the message.

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- **Reply All** – Reply to all people in the message, not just the sender, but also who was CC and other people that were included in the message.
- **Forward** – Forward the Message to another person not included in the message.
- **Close** – Close the message out.

Deleting Messages

1. On the Check box to the left of the Message Click so a check appears.
2. Then Click on Delete Marked Messages