

# BREAKTHROUGH ONLINE

VISIT OUR NEW WEBSITE AT  
[WWW.BREAKTHROUGHSAINTPAUL.ORG](http://WWW.BREAKTHROUGHSAINTPAUL.ORG)

## ABOUT US...

MISSION & MODEL  
 OUR PARTICIPANTS  
 OUR LEADERSHIP  
 OUR OUTCOMES  
 NEWS & ARCHIVES

## STUDENTS...

BECOME A STUDENT  
 CURRENT STUDENTS  
 ALUMNI STUDENTS

## TEACHERS...

BECOME A TEACHER  
 CURRENT TEACHERS  
 ALUMNI TEACHERS

## GET INVOLVED...

DONATE  
 VOLUNTEER  
 VISIT OUR CAMPUS  
 MENTOR TEACHERS  
 JOIN OUR STAFF  
 VIEW OUR WISH LIST

EVERYTHING  
 IS ONLY A  
 CLICK AWAY!

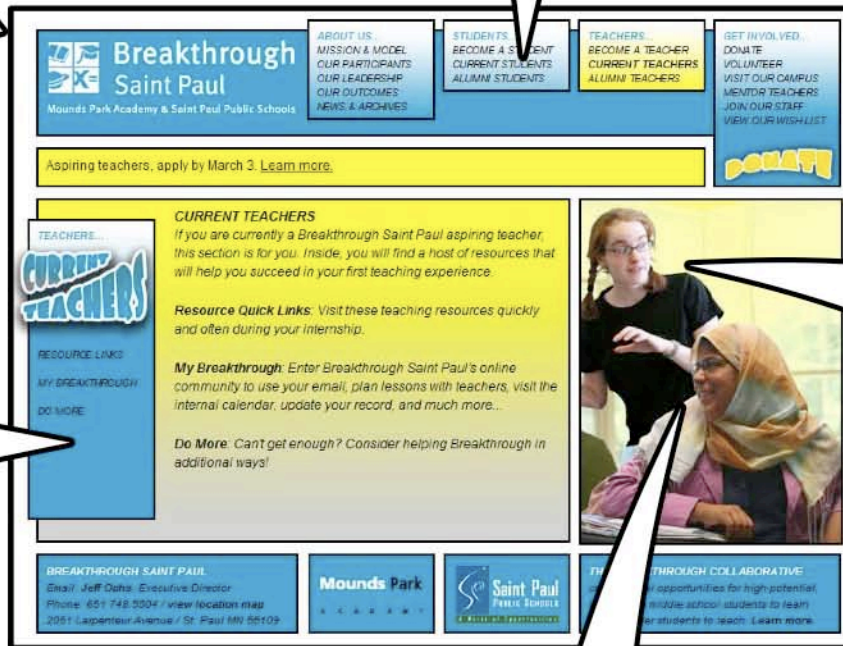
TEACHERS...

# CURRENT TEACHERS

RESOURCE LINKS

MY BREAKTHROUGH

DO MORE



ONCE A BSP  
 TEACHER,  
 ALWAYS A BSP  
 TEACHER.  
 NOW THE  
 RESOURCES OF  
 THIS  
 COMMUNITY  
 ARE AVAILABLE  
 TO YOU NOT  
 ONLY WHEN  
 YOU ARE AT THE  
 PROGRAM IN  
 PERSON, BUT  
 ALSO WHEN  
 YOU ARE  
 ONLINE.

WE HAVE SECTIONS FOR BOTH CURRENT AND FORMER  
 TEACHERS WITH LINKS TO RESOURCES, OPPORTUNITIES, AND  
 OUR "MY BREAKTHROUGH" ONLINE COMMUNITY.

# MY BREAKTHROUGH

IN ADDITION TO THE WEBSITE, BSP PROVIDES A SPECIAL ONLINE RESOURCE TO ITS COMMUNITY USING GOOGLE APPS. CURRENT AND FORMER TEACHERS CAN ACCESS MANY KINDS OF PROGRAM TOOLS THAT THEY WILL USE DURING THEIR EXPERIENCE AND BEYOND.

"MY BREAKTHROUGH" START PAGE

**Breakthrough Saint Paul**  
Mounds Park Academy & Saint Paul Public Schools

Web Images Video News Maps more »

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Powered by Google

Add stuff »

**Email**

Inbox Hide preview Compose Mail

Jeff (6) - Jeff Ochs has shared a calendar with you - He 12/8/07  
Gmail - Gmail is different. Here's what you need to know 12/7/07

**Google Docs**

Sign in to your Google Docs account.

**Google Maps**

Breakthrough Saint Paul Maps

**Bookmarks**

Breakthrough Photo Gallery  
Update Your Record Form

**Google Calendar**

| March 2008 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 24         | 25 | 26 | 27 | 28 | 29 | 1  |
| 2          | 3  | 4  | 5  | 6  | 7  | 8  |
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| 16         | 17 | 18 | 19 | 20 | 21 | 22 |
| 23         | 24 | 25 | 26 | 27 | 28 | 29 |
| 30         | 31 | 1  | 2  | 3  | 4  | 5  |
| 6          | 7  | 8  | 9  | 10 | 11 | 12 |

**My Google Groups**

Sign in to see your Groups.

**BSP Student Opportunities**

- +BSP Graduation
- +Test
- +Spoken Word
- +Teen Ink Writing Contest

**BSP Teacher Opportunities**

- +BSP High School Program Coordinator
- +Teach For America

EVERY STUDENT/FAMILY, TEACHER, AND STAFF MEMBER RECEIVES A PERSONAL "MY BREAKTHROUGH" ACCOUNT WITH A UNIQUE USERNAME AND SECRET PASSWORD WHEN THEY JOIN THE PROGRAM. AS LONG AS YOU MEET ALL EXPECTATIONS, YOU WILL STAY CONNECTED!

Sign in to your account at **Breakthrough Saint Paul**

Username:

@breakthroughsaintpaul.org

Password:

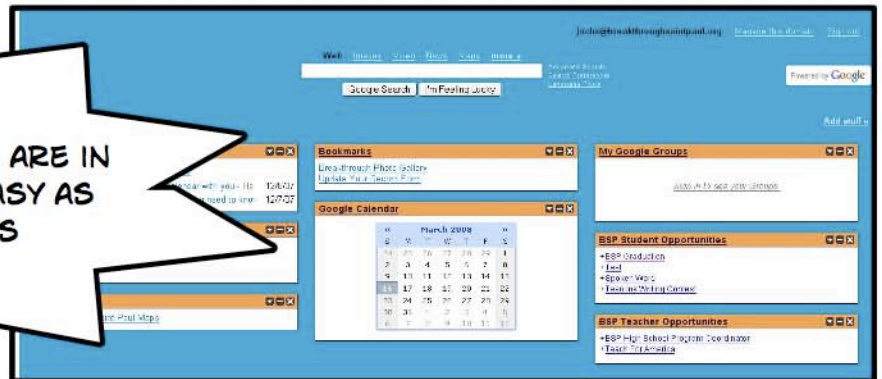
Remember me on this computer.

[I cannot access my account](#)

TO GET STARTED WITH YOUR OWN ACCOUNT, READ ON ABOUT THE EXPECTATIONS OF BSP PARTICIPANTS ONLINE. THEN SIGN AND RETURN THE FORM AT THE END OF THE PACKET, AND WE WILL SET YOU UP! CURRENT AND FORMER TEACHERS WILL RECEIVE A TRAINING MANUAL.

# ABC'S OF MY BREAKTHROUGH

REMEMBERING WHAT 8 TOOLS ARE IN "MY BREAKTHROUGH" IS AS EASY AS REMEMBERING THE ABC'S



## A L B U M

BSP USES PICASA WEB ALBUMS, A SOFTWARE PROGRAM PROVIDED FOR FREE BY GOOGLE, TO ORGANIZE AND SHARE PHOTOS OF PROGRAM ACTIVITIES WITH ITS MEMBERS. IN YEARS PAST, THE ONLY WAY TO SHARE PICTURES WAS TO BURN CD'S AT THE END OF THE SUMMER, WHICH WAS INEFFICIENT AND EXPENSIVE. PICASA IS A TOOL THAT ALLOWS EVERYONE TO SHARE THE MEMORIES EASILY!

### BSP STAFF TAKES PRECAUTIONS WITH WEB ALBUMS:

- ALL ALBUMS ARE PRIVATE AND ADMINISTERED ONLY BY BSP STAFF
- MEMBERS ACCESS ALBUMS FROM A PASSWORD PROTECTED LINK ON THE BSP START PAGE
- PICTURES ARE ONLY POSTED IF EVERYONE IN PICTURE HAS A SIGNED MEDIA PERMISSION FORM ON FILE
- MEMBERS HAVE "VIEW ONLY" PRIVILEGES OF ALBUMS
- NO NAMES ARE EVER USED
- USERS CANNOT SAVE HIGH QUALITY IMAGES FOR REPRODUCTION ELSEWHERE

### EXPECTATIONS OF PARTICIPANTS:

- PHOTOS DISPLAYED ON ALBUMS ARE SOLE PROPERTY OF BSP
- ANY DOWNLOADS ARE FOR APPROPRIATE PERSONAL USE ONLY
- USE OF IMAGES IN OTHER NON-BSP WEB SETTINGS IS PROHIBITED
- USE OF MATERIALS IN NON-BSP PROMOTIONAL MATERIALS IS PROHIBITED
- SALE OF IMAGES IS PROHIBITED

# BLOGS

THE WORD "BLOG" IS A COMMON ABBREVIATION FOR "WEB LOG." BLOGS ARE ONLINE WEBSITES THAT DISPLAY AN AUTHOR'S POSTS ON AN ONGOING BASIS. BSP USES GOOGLE'S FREE BLOGGER TO KEEP ITS PARTICIPANTS AWARE OF NEW OPPORTUNITIES. WHEN POSTS ARE MADE, YOU WILL RECEIVE AN EMAIL AND CAN RETURN OVER AND OVER TO THE BLOG TO GET THE INFORMATION.

## BSP STAFF TAKES PRECAUTIONS WITH ITS BLOGS:

- BLOGS ARE USED ONLY TO SHARE APPROVED OPPORTUNITIES WITH BSP STUDENTS AND TEACHERS
- ONLY THE BSP STAFF CAN POST MESSAGES TO THE BLOG. COMMENTS ARE DISABLED.
- NAMES OF BSP STUDENTS ARE NEVER USED.
- BSP STAFF MANAGES THE SUBSCRIPTION LIST CLOSELY.

## EXPECTATIONS OF PARTICIPANTS:

- DO NOT UNSUBSCRIBE TO YOUR BLOG.
- CHECK THE BLOG REGULARLY FOR OPPORTUNITIES. IF YOU HAVE AN OPPORTUNITY THAT YOU WOULD LIKE POSTED, EMAIL THE BSP STAFF.

# CALENDARS

BREAKTHROUGH SAINT PAUL USES GOOGLE CALENDAR TO KEEP EVERYONE IN ITS COMMUNITY AWARE OF SPECIAL EVENTS, ROUTINE SCHEDULES, AND IMPORTANT DEADLINES. TEACHERS HAVE ACCESS TO FOUR CALENDARS: THE PUBLIC CALENDAR, THE STUDENT ACADEMIC SUPPORT CALENDAR, THE STUDENT PUBLIC EVENTS CALENDAR, AND THE TEACHER RECRUITMENT CALENDAR.

## BSP STAFF TAKES PRECAUTIONS WITH CALENDARS:

- ONLY BSP STAFF CAN CREATE AND CHANGE EVENTS ON SHARED CALENDARS.
- EACH CALENDAR IS SHARED WITH ONLY THOSE BSP COMMUNITY MEMBERS WHO NEED TO SEE IT.
- EXCEPT FOR THE PUBLIC CALENDAR, ALL BSP CALENDARS ARE PRIVATE AND PASSWORD PROTECTED.
- PUBLIC PERFORMANCES, GAMES, AND COMPETITIONS FOR STUDENTS ARE NOT POSTED WITHOUT PERMISSION. BY SIGNING THE ATTACHED FORM, YOU GIVE US PERMISSION TO INCLUDE YOUR STUDENTS' EVENTS. LAST NAMES ARE NOT USED.

## EXPECTATIONS OF PARTICIPANTS:

- CHECK YOUR CALENDARS REGULARLY. YOU ARE RESPONSIBLE FOR WHAT IS POSTED.
- USE YOUR REMINDER FUNCTION.
- IF YOU HAVE AN EVENT YOU WOULD LIKE POSTED, EMAIL BSP STAFF.

# DOCS

BSP USES GOOGLE DOCS (SHORT FOR DOCUMENTS) TO ALLOW ITS STUDENTS, TEACHERS, AND STAFF TO COLLABORATE MORE EFFICIENTLY ON WRITTEN DOCUMENTS VIA THE INTERNET. UNTIL NOW, STUDENTS AND TEACHERS HAD NO WAY TO WORK TOGETHER ON SCHOLARSHIP ESSAYS OR CONTEST SUBMISSIONS BETWEEN SATURDAY SESSIONS. WITH THIS NEW TOOL, WE WILL BE

## BSP STAFF TAKES PRECAUTIONS WITH ITS DOCS:

- ALL DOCUMENTS ARE PASSWORD PROTECTED. ONLY BSP PARTICIPANTS CAN USE THE SOFTWARE. NO DOCUMENT CAN BE SHARED WITH PEOPLE OUTSIDE OF THE BSP COMMUNITY.
- SHARING PERMISSIONS WITHIN THE COMMUNITY ARE CONTROLLED BY THE BSP STAFF AND/OR FACULTY FOR ALL DOCUMENTS THAT THEY CREATE.
- TWO SHARING LEVELS (COLLABORATE AND VIEW ONLY) ALLOW FOR CONTROLLED USE.

## EXPECTATIONS OF PARTICIPANTS:

- SHARING DOCUMENTS OUTSIDE OF THE BSP COMMUNITY WITHOUT PERMISSION IS NOT ALLOWED
- ALL DOCUMENTS MUST BE RELATED TO AN APPROPRIATE ACADEMIC OR PROFESSIONAL TOPIC.
- ANY CONCERNS WITH CONTENT ON GOOGLE DOCS SHOULD BE REPORTED TO BSP STAFF

# EMAIL

THROUGH GOOGLE, BSP IS ABLE TO PROVIDE EVERY STUDENT & FAMILY WITH A PERSONALIZED EMAIL ADDRESS AND ACCOUNT. EACH USER WILL RETAIN HIS OR HER ACCOUNT AS LONG AS THEY CONTINUE TO MEET PROPER USE EXPECTATIONS.

EMAILS ARE USED FOR ACCESSING THE START PAGE AND ALL OTHER TOOLS, APPLYING ONLINE TO CONTESTS OR SCHOLARSHIPS, AND STAYING IN TOUCH WITH OTHER PARTICIPANTS.

## BSP STAFF TAKES PRECAUTIONS WITH EMAIL:

- EACH STUDENT AND THEIR PARENTS SHARE ONE EMAIL ADDRESS AND PASSWORD. PARENTS CHECK THE EMAIL ACCOUNT.
- ONLY THE BSP STAFF IS ALLOWED TO CHANGE A STUDENT/FAMILY PASSWORD.
- ALL PARTICIPANTS IN "MY BREAKTHROUGH" HAVE READ THESE EXPECTATIONS AND SIGNED THE AGREEMENT TO FOLLOW TO THEM.
- BSP STAFF CAN SUSPEND OR DELETE ANY USER WHO DOES NOT MEET EXPECTATIONS.

## EXPECTATIONS OF PARTICIPANTS:

- TEACHERS WHO WANT TO CHANGE THEIR PASSWORD SHOULD CONTACT THE BSP DIRECTOR.
- DO NOT SEND INAPPROPRIATE EMAILS
- DO NOT USE EMAILS FOR SITES LIKE FACEBOOK, MYSPACE, OR FOR VIDEO GAMES OR GAMBLING.
- DO NOT USE EMAILS FOR WEBSITES THAT SELL MERCHANDISE, SUBSCRIPTIONS, CONTACT INFO...
- DO NOT USE EMAILS TO FUNDRAISE OR TO SELL A SERVICE OR PRODUCT THAT ISN'T APPROVED BEFOREHAND BY THE BSP STAFF.

# FORMS

SAINT PAUL HAS CREATED SPECIAL WEB "FORMS" FOR BSP STUDENTS TO UPDATE THE PROGRAM WITH NEW CONTACT, PROFESSIONAL, AND PERSONAL INFORMATION. THIS HELPS BSP STAFF KEEP IN TOUCH WITH ALL COMMUNITY MEMBERS AND TO GATHER DATA ON THE PROGRAM'S LONG-TERM RESULTS

## BSP STAFF TAKES PRECAUTIONS WITH ITS FORMS:

- MEMBERS ACCESS FORMS ON A PASSWORD PROTECTED WEB PAGE.
- THE BSP STAFF DOUBLE CHECKS ANY INFO SUBMITTED ONLINE WITH THE PARTICIPANT.

## EXPECTATIONS OF PARTICIPANTS:

- EACH YEAR IN AUGUST, SUBMIT THE FORM WITH UPDATES. WE PROVIDE AN EMAIL AND QUICK LINK TO MAKE THIS EASY.
- IF YOU CHANGE HOUSES, PHONE NUMBERS, JOBS, MAJORS, COLLEGES, ETC... SUBMIT A FORM.
- DOUBLE CHECK ANY CHANGES YOU MAKE BEFORE SUBMITTING THEM.

# GROUPS

BSP USES GOOGLE GROUPS TO ALLOW ITS STUDENTS, TEACHERS, AND STAFF TO STAY CONNECTED IN A SAFE WAY DURING AND AFTER THE PROGRAM. IT ALSO WILL ALLOW PARTICIPANTS TO OFFER IDEAS FOR PROGRAM IMPROVEMENT, PLAN ALUMNI EVENTS, DISCUSS EDUCATION POLICY, AND HELP WITH HOMEWORK. STUDENTS / FAMILIES AT BSP BELONG TO TWO GROUPS: CURRENT STUDENTS AND ENTIRE FAMILY.

## BSP STAFF TAKES PRECAUTIONS WITH GROUPS:

- BSP GROUPS ARE ACCESSIBLE ONLY TO THE BSP PARTICIPANTS WHO ARE MEMBERS OF THE PARTICULAR GROUP.
- BSP STAFF HAS SOLE CONTROL OVER WHO CAN BE MEMBERS OF WHICH GROUPS.
- BSP STAFF RECEIVES AN EMAIL UPDATE WITH EVERY NEW POSTING OR COMMENT TO VERIFY THAT IT IS APPROPRIATE. IF IT IS NOT, BSP STAFF DELETES THE POSTING.

## EXPECATIONS OF PARTICIPANTS:

- ALL POSTS MUST BE APPROPRIATE OR THEY WILL BE PROMPTLY DELETED.
- IN YOUR POSTS, DO NOT SHARE PERSONAL INFO THAT YOU DO NOT WANT THE GROUP TO KNOW.
- IF YOU CHOOSE TO USE YOUR PROFILE, KEEP YOUR PICTURE AND INFORMATION APPROPRIATE.
- PARENTS SHOULD VISIT AND READ STUDENT POSTS.
- YOU CAN BE SUSPENDED AND YOUR PRIVILEGE OF NON-MANAGED POSTS CAN BE TAKEN AWAY
- BY DEFAULT, EVERYONE IS SET TO GET AN EMAIL AFTER EACH POST. YOU CAN CHANGE THIS

# MAPS

## BSP STAFF TAKES PRECAUTIONS WITH ITS FORMS:

- BSP STAFF CONTROLS ALL SETTINGS FOR MAPS THAT THEY CREATE
- MOST MAPS ARE SHARED ONLY WITH BSP STAFF

BSP MAKES GOOGLE MAPS AVAILABLE TO TEACHERS SO THAT THEY CAN SEE COMMON CITY RESOURCES LIKE PUBLIC LIBRARIES, SCHOOLS, COLLEGES, AND AFTER-SCHOOL CENTERS FROM ONE LOCATION. TEACHERS CAN ALSO CREATE AND SAVE THEIR OWN MAPS AS WELL.

## EXPECTATIONS OF PARTICIPANTS:

- USE THE MAPS TO HELP YOU FIND SAFE PLACES AND RESOURCES NEAR YOUR HOME
- IF YOU CREATE MAPS OF YOUR OWN, DO NOT USE STUDENT LAST NAMES

# HOW TO GET STARTED!

**STEP 1:** READ THE EXPECTATIONS GIVEN IN THIS INTRODUCTORY PACKET.

**STEP 2:** IF YOU AGREE TO FOLLOW THESE EXPECTATIONS AND YOU WANT TO GET STARTED, SEND ONE EMAIL TO BOTH JEFF OCHS (JOCHS@BREAKTHROUGHSAINTPAUL.ORG) AND LANSINE TOURE (LTOURE@BREAKTHROUGHSAINTPAUL.ORG). COPY THE FOLLOWING TEXT INTO THE BODY AND SIGN YOUR FULL NAME AT THE BOTTOM:

"I HAVE READ THE 'MY BREAKTHROUGH' PACKET AND PARTICIPANT EXPECTATIONS. I AGREE TO ADHERE TO ALL EXPECTATIONS GIVEN AND UNDERSTAND THAT IF I DO NOT, MY ACCOUNT MAY BE SUSPENDED OR DELETED. I RECOGNIZE THAT IF I DO ANYTHING ILLEGAL UNDER THIS ACCOUNT, I WILL BE HELD SOLELY RESPONSIBLE AND THAT LEGAL ACTION CAN BE TAKEN AGAINST ME. I AM EXCITED TO GET STARTED AND WOULD LIKE TO RECEIVE MY OWN UNIQUE USERNAME AND SECRET PASSWORD. - YOUR FULL NAME."

**STEP 3:** ONCE WE RECEIVE YOUR EMAIL, WE WILL ACTIVATE YOUR ACCOUNT. WE WILL EMAIL YOU YOUR USERNAME AND PASSWORD, AS WELL AS A TRAINING MANUAL.

**STEP 4:** GET STARTED USING ALL OF THE FUNCTIONS "MY BREAKTHROUGH" OFFERS. REMEMBER THE ABC'S!