Tech & PD Update

October 24, 2014

Q: Working Offline with Chromebooks

A: Students can do lots of things with a Chromebook when they do not have access to wifi (at home, visiting others, on the bus, etc.). Here's a quick listing, from Google:

- [Use your Chromebook Offline](#)

Most of these activities utilize basic Google Documents & Google Drive activities, like typing a paper, putting information into a spreadsheet, making a drawing, or building a basic presentation with text & images stored on a flash drive, etc. At this time, YouTube videos, some interactive content, etc., is not easily accessible by students when they do not have internet access.

Offline access has been enabled for students' Chromebooks in grades 6-12, because they can take them home.
- Edit Google Drive Documents Offline

It is important to know which students in your classroom do not have internet access, and differentiate your homework expectations accordingly. Please make sure your homework expectations do not penalize students for not having Internet access at home.

Note: *This is updated from the previous message that had included erroneous links.*

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Q: How can teachers quickly open Web pages on students' screens?

- **Opening Pages With Google Classroom (All Grades)**
  - First, set up Google Classroom and have your class log in.
    - Watch the tutorial, here, starting at the 1 minute mark, and stopping around 3 minutes 45 seconds:
    - http://youtu.be/zl3uzpbkv98
    - Of course, you'll only have to do this once.
  - Next, open the class and click the Announcement button.
    - You can also add a link to an Assignment if you wish - it will work pretty much the same way.
  - Click the Link button, which looks like links in a chain.
  - Type in the URL/Web address
  - Click POST

- ○ Instruct students to refresh their screens if needed and click on the announcement that should appear shortly.
  Clicking on the link will be much easier than all that messy typing!

- **Opening Web Pages Using Hapara (Grades 6-12)**
  - ○ Open a class in Hapara.
  - ○ Click the **Interact** tab
  - ○ To the far upper-right of your screen, you should see this:

  - ○ The first button, the one that looks like a speech bubble in the comics, will allow you to send a message that will instantly appear in the lower-right corner of every screen that is active in that class.
  - ○ The **second button**, which looks like two rectangles stacked upon each other, will allow you to type or paste in a URL or web address. When you click the button marked **OPEN TAB**, a new tab will open at this address on the screen of every student that is using his/her Chromebook at the time. (It may take a few moments to appear - try to be patient.)

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Q: Can teachers share PDF or Microsoft Office (Word, Excel, Power Point) documents?

A: **YES**! Any document that can be stored in Google Drive can be shared. Check the box next to the filename, and the Share button will appear! Then you can share it just like any other document.

Q: Can kids type on PDF files using Google Docs?

A: Not always, but you can easily convert PDF files into Google Docs files so kids can work with them! Here's how:

- Click the **Gear icon** in Google Drive.
- Point to **Upload Settings** and choose **Convert Text from Uploaded PDF and Image Files**. (I also like to **Confirm Settings Before Each Upload**, but that's a personal choice.)

Now upload a file to Drive. The file will upload and extract most of the text it finds into a Google Docs file. The conversion will be page-by-page: Page 1 of the document will include an image of the first page of the PDF file, and Page 2 will contain any editable text it could find. The second page of the original PDF file will be an image on page 3, with its text found on page 4, etc. You may still have to do some formatting - it's not perfect - but this could be a real time-saver for busy teachers like you!

Q: Where do I find information for Mentors or for New Teachers?

A: **Mentor** Information can be found at tech205.weebly.com/mentors

A: **New Teacher** Information can be found at tech205.weebly.com/new-teachers

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Q: How can elementary teachers quickly & easily get kids into Accelerated Reader using Chromebooks?

A: There is no app in the Chrome Store for Accelerated Reader, so I'd suggest making a shortcut for it in a student's browser. There are probably lots of different ways to do this, and there may be more appropriate ways for younger kids, but for a wider audience here's an easy way to get started:

- **Have kids go to the sign-in page** A button with a direct link has been placed on each school's home page. Kids will still have to log in.
- **Instruct students to create the username & password** you want them to have.
- **Have students bookmark the site** after they have signed in by clicking the outline of the star in the URL/Web address window at the top of the screen. In most cases this will add the link to the favorites bar and will be accessible each time the student logs into any device that uses the Chrome browser. However, they will probably have to re-enter their username & password each time they visit.

Q: Is there an easy-to-use application to make videos with Chromebook webcams?

A: WeVideo will use the webcam on a Chromebook to create videos. WHen you first open the app, you'll be asked to set up access to the webcam. Free accounts are limited to about 15

minutes per month, are not downloadable, and will not upload to YouTube - the videos will live in your Google Drive and in your WeVideo accounts only.

Stupeflix is a handy app to use for editing existing video files stored in Google Drive.

Move Note is a nifty twist - this online application allows you and/or your students to record yourself narrating a presentation, using Google Slides, Powerpoint, or just about any document you can save as a PDF. Your screen is then divided up into two segments - one for the presentation and one for the narrator! Flipped Classroom, anyone?

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Q: Do we have headsets for making videos?

A: We do not have any more headsets at Lincoln - the ones previously used for Rosetta Stone are all in-use. Headsets/microphones would be a building-level budget item. However, check with students - many of the personal headphones that kids bring to school may have an in-line microphone on the cord(s) to the earpiece(s).

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Q: Microphones on Chromebooks don't seem to work. Is this a common problem?

A: Yes, however this can be solved very quickly & easily, in a variety of ways.
- Check the browser window for a pop-up asking you to enable access to the built-in microphone. (This is on the keyboard, above the "3" key.)
- Click the 3-line icon below the X in the upper-right corner of the screen & choose **Settings**. Alternately, you can click the time in the lower-right corner of the screen and choose settings - they both take you to the same place. Next:

- Click **Show Advanced Settings**
- Under **Privacy**, click **Content Settings**.
- Scroll down to **Media** and make sure the **Default Microphone** is selected.
- Also make sure to check "**Ask when a site requires access to your camera and microphone (recommended)**" - it will save automatically.
- Close everything, then re-open the needed app. **Check for a pop-up message near the top of the window that asks for permission to activate your microphone**.

Q: Are there Kindergarten-appropriate apps for pre-reading activities or other activities?

A: See [Galesburg Public Library web site for **Tumble Book** access](#)
[Star Fall](#) - No Chrome Store app at this time.
Keyboarding - Currently in Chrome Store: [Typing Club](#), [Typing Web Typing Tutor](#)
[MobyMax](#) - Math/Reading assessments & curriculum support - We have a district-wide license - just sign in with galesburg205.org credentials
[Pictico](#) - online/offline coloring activities - good for developing trackpad skills & hand-eye coordination on devices - could be fun with touchscreen devices!
[MeeGenius](#) - a few free online books - more with paid subscription, if you choose
[Vocabulary Spelling City](#) - Free version allows teachers to enter spelling lists and give spelling tests and using other teaching resources.
[ScootPad](#) - online Math & Reading curriculum support, allows teachers to give assignments online and establishes a game-like system of badges & achievement levels.

Of course, there are many others to explore - let me know if you'd like some assistance!

Q: Can I make Google Calendar automatically remind me of upcoming events?

A: Sure, but there are 3 different options - you can enable 1, 2, or all 3 if you'd like. Here's how:
- Open Calendar and click Create
- Add in whatever info you want, but near the bottom find **Reminders**
  - **Pop-up** will open a small window in the lower-right corner of the screen. This often works best if Calendar is actually open and running on your device.
  - **SMS** (Short Message Service) will send a text message to your cell phone as a reminder. NOTE: You will have to give your cell phone number to Google, and you may be charged for each reminder depending on the terms of your cell phone contract.
  - **Email** will send an email to you when you designate. This works best if you are either at your computer at the time with your Gmail open, or if you have chosen to enable receipt of your school Gmail on your personal cell phone or other device.
- Set the time before the event occurs when you wish to be reminded. This can be in a matter of minutes, hours, or days - fiddle around with it to fit your needs.

Q: How do I make a student use a password that I have chosen?

A: To do this you'll need to perform 2 separate operations - reset a student's password to something random using the Student Password Reset Tool, then change that password to what you want it to be with the Password Change Tool. Both are found linked to the District Home Page at www.galesburg205.org

Student Password Reset Tool
- From www.galesburg205.org, point to **Internal Links** and select **Intranet web page (must be inside the district)**
- Scroll down and select **Student Password Reset Tool**

- Enter your credentials, usually twice
- Enter the student's ID number VERY CAREFULLY! (If you mistype, you'll reset some other random student's password.)
- Click the button - this will reset the student's password to something random
- Highlight the new password and press CTRL C to copy it

Then…

Password Change Tool

- From www.galesburg205.org, point to **Internal Links** and select **Password Change Tool**
- Type ghs\username
  - "ghs" is the name of or domain - it works no matter which school you or your student is assigned
  - "\" is the forward-slash, and it lives on the key between Enter & Backspace
  - "username" would be the student's ID number
  - Note that there are no spaces or capital letters, and "@galesburg205.org" is not needed here
- Click in the Current Password field and use CTRL V to paste the random password in the field
- Click in the New Password field and type in the desired password
- Click in the Confirm New Password field and retype it carefully
- Click Submit and you should get a confirmation - if not please correct the errors & try again

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EASTER EGG!

[CREATE WORD CLOUDS IN GOOGLE DOCUMENTS](#)!
Then try using the **SNIPPING TOOL (Windows)** or **SNAGIT (in the Chrome Store)** to copy the word cloud as an image and insert it into a document or website!

(I know - Easter Eggs are supposed to be 'hidden" in a game or on a web site, but folks have missed the last 2 I've sent, so… Enjoy!)