



Tech & PD Update

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Who's Been Messing Around With My Google Doc?



Using Google Docs, Sheets, and Slides

Collaborate with co-workers in *real time* on documents, spreadsheets, and more.

Image from <http://learn.googleapps.com/docs>

It's easy to find out who has been editing a document in Google Drive! Here's how:

- [See the history of changes made to a file](#), from Google Support

You can also restore an older version of the document by simply clicking the Restore button.

Here are more details:

- [View & manage file versions](#), from Google Support

Rather see it done first before you try it on a student's file?

- Watch the [Google Guru video on viewing & managing file versions](#)

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Where have my students been going with these Chromebooks?

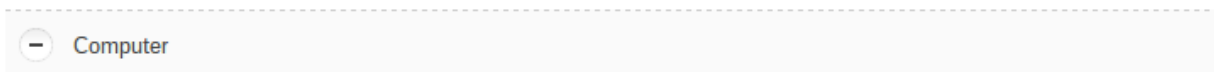
Concerned about students' Internet antics? Check your students' browsing history on a Chromebook at any time. Just use this simple process:

- Open Chrome
- Click the **3 horizontal lines** below the X in the upper right corner
- Click **History**
 - Want to make it even easier? Open Chrome and press **CTRL H**

See your full web history

Your History page shows the websites you've visited on Chrome in the last 90 days. It doesn't store pages from secure websites, those you've visited in incognito mode, or those you've already deleted from your browsing history.

Here's how to see your full browsing history:




1. In the top-right corner of the browser window, click the Chrome menu 
2. Select **History**.

Image from <https://support.google.com/chrome/answer/95589?hl=en>

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Find or delete downloaded files

From time to time you may find that a Chromebook has a ton of files taking up its comparatively very small onboard storage. Don't worry, "There's An App For That!" - The Files app is already loaded onto a Chromebook! Here's how to use it:

- [Open, save, or delete files with the Files app](#), from Google's Chromebook Support
 - This is also handy if you want to use a flash drive with your Chromebook!

PLEASE NOTE: Because of the limited onboard storage space, it is important to remember that a Chromebook will, from time to time, delete older downloaded files to make way for new file storage needs automatically. Storing files in the Chromebook's onboard memory/storage is not advised! Learn more about this issue here: [Automatic File Deletion](#), from Google Chromebook Support.

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My students can't seem to login to the Chromebooks

Please see recent [Tech & PD Updates](#), especially [October 24](#) & [October 16](#) for help with password changes. If you have tried both the student password reset tool and password change tool, you've made sure it is not a typing error, and students are still unable to login, please follow your building's procedures for submitting a Tech Help Request.

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Managing Your Shared With Me (Incoming) Folder

Through the course of our work, we'll see lots of files show up in the Shared With Me section of Google Drive. This is a handy link to use if you are using Documents to communicate with

students, parents, or colleagues. Sometimes, though, it can be bothersome to see that there are several (several hundred?) files cluttering up this folder.

- The New Drive and the Old Drive are simply different ways to view the same files. You can switch back and forth with no worries at any time you wish.
 - If you are using the “**Old**” **Google Drive**, you’ll see **Shared With Me** on the left in your folders list.
 - If you are using the “**New**” **Google Drive**, you’ll see an **Incoming** folder on the left in your folders list. This contains the same kinds of files as Shared With Me in the “Old” Google Drive.
 - You can switch between viewing the “Old” and “New” version of Google Drive simply by **clicking the gear icon** in the upper-right and choosing “**Experience the New Drive**” or “**Leave the New Drive.**”
 - **Grades 6-12:** If you and your students are using **Hapara**, the **Old Drive** view works best.
 - **Grades K-2:** The **New Drive** works best with touchscreen devices

Here’s how to manage the files in your **Shared With Me (Old Drive) folder**:

- Click **Shared With Me**
- Check the box(-es) next to the desired file(-s)
- Click **More**
- If you want to keep the file, choose **Move To** and navigate to the folder where you want the file to remain
- Repeat the process above & choose **Remove** to remove the file from **Shared With Me** view. It will still exist in the folder in which you moved it in the previous step. If you skipped that step, the file will no longer be accessible.

Here’s how to manage the files in your Incoming (New Drive) folder

- Click **Incoming**
- If you want to keep the file, point to the desired file and click the icon that looks like folder with the triangle on it, called **Add To My Drive**
- Next, point to the file again and click **More Actions**. Then click the trash can icon to **Remove** the file from this view. It will still exist in the folder in which you moved it in the previous step. If you skipped that step the file will no longer be accessible.

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Secret Powers of Chrome’s Address Bar

In the [Oct. 03 Tech & PD Update](#), you may have learned how to pull up an instant classroom activity timer using Google's Chrome browser. Recently [Lifehacker.com](#) "revealed" many of [the secret super powers of using the address bar in Chrome](#).

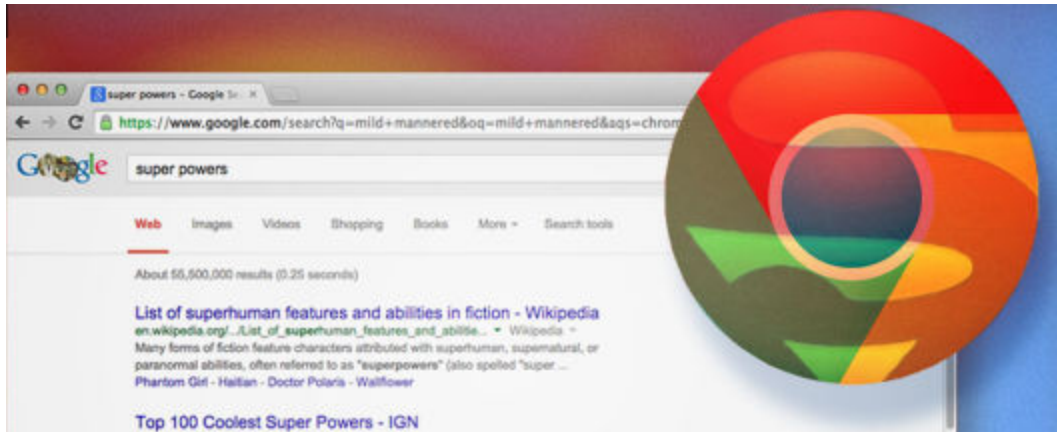


Image from <http://lifehacker.com/the-secret-powers-of-chromes-address-bar-1651920066>

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Google's Amazing Omnibox

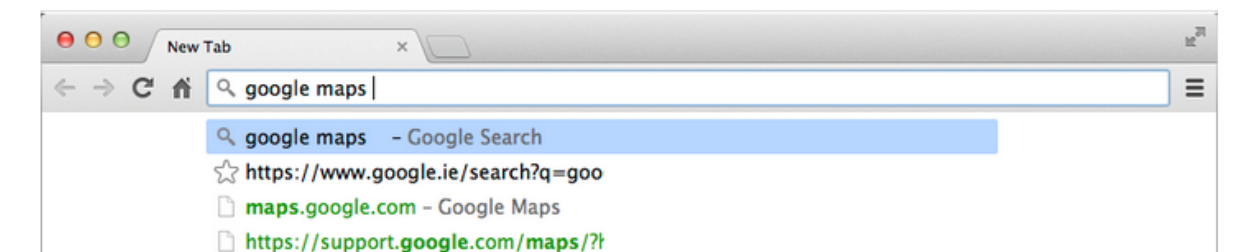


Image from <https://support.google.com/chrome/answer/95440?hl=en>

Google is beginning to move away from the term "address bar." They refer to this area at the top of a browser window as the "Omnibox." ([Learn about the Omnibox here.](#))

Google is also moving away from a dedicated search engine page. Many have already found out that, when you open a new tab on a Chromebook, anything you type in the "search field" simply appears in the omnibox/address bar at the top of the screen now.

[Google is moving towards the omnibox](#) in an effort to simplify the user's Internet experience, so that searching can happen from anywhere and at anytime a user is surfing the Internet: Just start typing at the top of the screen and Google will help you find what you need.

PS: Chrome is Google. You don't need to type "Google" into the Google search field when you open Chrome. This wastes your valuable time, disables your [flux capacitor](#), [crosses your streams](#), and can potentially [rent in twain](#) the delicate fabric of the [space-time continuum](#). Join the fight: Stop Googling Google Today!

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Using SMART Notebook Software



SMART Notebook 11 software for Windows

SMART Notebook software provides the tools to create and deliver engaging, interactive learning experiences across grades, subjects and learning styles. SMART Notebook software is powerful, intuitive and easy to use.

Image from <http://smarttech.com/> Software Download page

District #205 employees can download SMART Notebook software onto their schools and any home/personal computers (Mac or Windows - it doesn't work on Chromebooks) for free. SMART has recently updated their web site AND changed their licensing arrangements. The most recent version that teachers can use on their home or school machines for free is version 11.4

[CLICK HERE TO DOWNLOAD SMART NOTEBOOK 11.4 FOR WINDOWS](#)

Follow the on-screen instructions for downloading & installing the software on your personal or work PC. At some point you will be asked to enter a Product Key. This code unlocks the version 11.4 trial software so you can keep it forever. The SMART Notebook 11.4 Product Key is **NB-AEDSU-CID2P-EUSWJ-D2B2N** (dashes and all).

PLEASE NOTE: YOU DO NOT WANT VERSION 14!

Version 14 is SMART's annual-license-fee software. You can run it if you want to pay for it personally. However, the Technology Department will not support any versions above 11.4 at this time. If you are running version 14 on a trial basis, this unlock code given above will not work. You must first uninstall version 14 completely, then install version 11.4. If you need

assistance with any of this, please follow your building's procedures for submitting a Tech Help Request.

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Hapara Tips (grades 6-12 only)

GHS CoTeachers: Check Hidden Folders or Contact me please!

If you co-teach a course at GHS, use Hapara, and do not find a folder for your class this quarter:

1. Please check your **My Hidden Classes** tab in **Hapara**
2. Add these classes to your **My Classes tab** - see below

If you don't see the classes you need in the Hidden Classes area, please send me an email with your name & email address and the class you co-teach (Check with your co-teacher who CAN see the class - I need the name of the class and all the numeric data on the class button from Hapara)

It will take a day or two for me to update the spreadsheets with the information you give and then upload that to Hapara. Thank you in advance for your patience.

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Hide or Color Code Classes

At the beginning of a new grading term (quarter or semester) you can show only those classes you currently teach. Here's how:

1. Check the box next to the classes you currently teach
2. Above the classes, click **Hide Classes**

Now in the **My Classes**, you'll see only the classes you are teaching now. The rest of the classes will show up in the **Hidden Classes** tab.

To move a classes from the **Hidden Classes** view to the **My Classes** view, just check the box next to the class and choose **Unhide**.

To **color code your class buttons** (Semester 1 = Blue, Semester 2 = Green, etc.), just check the box next to a class and click **Change Color**. Select the desired color and you're done!

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Fix Student Folders

From time to time, accidentally or otherwise, class folders created by Hapara get deleted from students' Google Drive accounts. This is a behavior issue, not a tech issue. Please use good classroom management procedures for dealing with this behavior.

Recreating deleted folders is very simple with Hapara!

- Open the class in Hapara
- Click the **Class Info** tab
- Scroll to the bottom of the window and click **Fix Student Folders**

([Hapara Support Article: Fixing Student Folder Problems](#))

Hapara will query every student's Google Drive and make sure the folder exists. If the folder is gone or has been altered in some way, Hapara will fix the issue, recreate the folder and return things to a somewhat more normal state.

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Find Student Folders

Many times students say they can't see the folder that Hapara has created for them. This is usually the result of using The New Google Drive. This issue is known to Hapara. Their advice: Go back to using The OLD Google Drive.

- Open Drive
- Click the **Gear icon** in the upper-right
- Click **Leave The New Drive**
- If the folder still does not appear, click the **Shared With Me** link on the left

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Using Hapara Folders

Dragging-and-dropping files into your class folder is ***not*** the most effective way to distribute files to students. It will work for some types of files but others may not behave the way you

intended. A more reliable method for distributing information and assignments to students is by using the **Smart Copy Wizard**. Read the article or watch the video below to learn more:

- [Hapara Support Article: Smart Copy Wizard](#)
- [Video: Hapara Smart Copy Wizard](#)

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Hapara How To Videos

[See more tips and tricks for using Hapara Teacher Dashboard and Interact](#)

Creating Student Groups for Differentiation

Hapara allows you to create student grouping within each class, too! This can help you in a number of different ways, from working in cooperative groups to differentiating instruction for different learning styles or achievement levels, etc. The process is quite simple:

1. Decide which students you want in which group, and assign each group a color. The criteria are up to you - you have 9 simple color choices: Red, Orange, Yellow, Dark Green, Light Green, Dark Blue, Light Blue, Light Purple, Dark Purple
 - a. Okay, so there are 10 if you count "No Color" as a choice
2. Open a class in Hapara
3. Click the grey "rounded square" to the left of each student's name
4. Select the color-group you wish to assign to each student
5. Wash - Rinse - Repeat for each student in the class (I do not believe there is currently any way to do this quicker or easier than one-at-a-time)

So - How does this help me?

This could be useful in a cooperative learning scenario where different students are responsible for different parts of an overall project. Here's how:

Say you are differentiating an assignment, quiz, or test by giving different versions of a document to various students, covering the same material but questioning at different cognitive levels. However, you don't want students to know who has different versions of the assignment/questions.

1. Set up 3 groups: Basic (Green), General (No Color), and Enrichment (Blue)
2. Make the General assignment in a Google Doc; name it something meaningful to you ("Assignment 1")
3. Simplify the General assignment for those Basic learners who might be struggling a bit. Save it with a slightly different filename ("Assignment 1a")
4. Add challenges or learning extensions to the General assignment and name it something slightly different also ("Assignment 1b")

5. Use **Hapara's SMART Copy Wizard** to push out the General assignment ("Assignment 1")
 - a. When you're asked to whom you want to push the assignments, choose **Select By Group** and choose the "No Color" group
 - b. Name it something meaningful for kids (Thursday homework, Bill of Rights quiz, etc.)
 - c. Send the document
6. Now repeat the process for the remaining groups
 - a. This time, remember to push the Basic Assignment (1a) to the Green group and the Enrichment Assignment (1b) to the Blue group
 - b. However, remember that **you can give each of these 3 assignments the exact same name** before you push it out to the 3 different groups.

Unless student choose to share their assignment with others, only you will know the difference!

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Tech & PD Update Archives

Visit the [Tech & PD Website](#) to read the most recent edition of the [Tech & PD Updates](#). Scroll down a bit on the [Tech & PD Update page](#) to find archived editions from earlier in the year.

Note: The Table of Contents and Back to Top links don't always work in the PDF archive versions, but the hyperlinks to other resources work. Try not to get discouraged - just explore a little more!

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