



Galesburg CUSD #205 Technology & Learning



Tech & PD Update

November 10, 2014

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Tech & PD Archives

"Matt, I know you told us about <whatever>, but I couldn't remember where to find it."

[Find <whatever> HERE!](#)

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Google Basics for Teaching: FREE Course!

RECENTLY ANNOUNCED: Google for Education has developed a FREE online course, called [Basics for Teaching With Google](#), to help teachers learn new ways to incorporate Google tools into classrooms. [The course](#) is designed for beginners, and no prior knowledge of Google tools is required. This self-paced online course is available from Nov. 18-Dec. 19. Just visit the [Basics for Teaching With Google](#) site to register.

FAQ:

- No, I don't know if you can get CPDUs, but you will receive a certificate upon successful completion of the course.
- No, it won't advance a person along a salary schedule, either.
- **YES, IT'S A REALLY GREAT WAY TO BUILD SKILLS THAT CAN HELP KIDS!**

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Email Distribution Lists Are Still Down

During the switch from Microsoft's Outlook/Exchange email system to Google's tools, like Gmail, we have unexpectedly lost our abilities to update & maintain our old email distribution lists. The distribution lists that you may find associated with your email (like "All Teachers," "Teachers Grade 3," etc.) are from previous years and are not currently accurate. The Technology Department is working on the problem, but no appropriate and permanent fix has been found at this time. No timeline for resolution is available. All involved are sorry for this very unexpected inconvenience, and solutions are being actively pursued to this and the myriad other problems that are brought to our Technology Staff on a daily basis. All we be notified when a workable district-wide solution has been found.

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Skyward Online Assignments Tips (Grades 6-12)

When creating Matching Items in an Online Assignment, don't forget to assign appropriate point values, and make sure you check Allow Partial Credit, too!

Question for

Question Number: 1

* Question Type: Matching

* Question:

Match the composer with the time period.

Extra Content:

Points for Question: 1.0

☒ Allow Partial Credit

Answers to Question Number 1

Answer	Choices	Matches
B 1: JS Bach	Attach(0)	A: Renaissance

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Google Drive & “Shared With Me” Clean Up

Clutter bothers some more than others, and that’s okay. If you see a lot of files in your Shared With Me (or Incoming in the New Drive) folder, here’s what you can do to eliminate a lot of the unneeded files from your general field of vision.

Advanced Search features in Google Drive can make this a quick process, especially if you have a lot of files from students in your Drive.

- Open the Shared With Me folder in Google Drive
 - This is called Incoming in the New Drive
- Click the downward-pointing triangle in the Search field near the top of the screen, by the blue magnifying glass
- Click Not Owned by Me
- Go through the list and select the files you really need
 - Check the box to the left of each file you need
 - Click the Folder icon to move the file to that folder
 - This can be done individually or in groups
- No you have a list of files you don’t really need
 - Click the box at the top of the column, next to the word Title, to select all
 - Click the Trash Can icon to Remove these files from your Shared With Me folder
 - This does not delete the file - it only removes it from this view

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Getting Started with Google Classroom

Google is developing a detailed Tutorial to help teachers use Google Classroom. [Read about the Basics of Google Classroom here.](#)

In the meantime, [watch this excellent tutorial video, which shows both the teacher side and the student side of Google Classroom.](#)

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Five (+4) Ways to Collect Digital Exit Tickets

Lots of great ideas can be found at [Richard Byrne's blog, Free Tech for Teachers](#). His [November 4 post on digital exit tickets](#) offers a simple idea to incorporate technology into your daily classroom activities by “computerizing” the classic Exit Ticket strategy, using one of 5 free applications - you choose what works best for your classroom & activity. [His list](#) includes the following - [visit his blog post](#) for details.

- [Google Forms](#)
- [Padlet](#) (formerly “Wallwisher”)
- [Socrative](#):
- [Poll Everywhere](#)
- [Plickers](#)



Exit Ticket Image from <http://iisanumber.blogspot.com/2013/05/321-exit-ticket.html>

A few others I'd add to this list:

- [Skyward Online Assignments](#) (Skyward Secondary Gradebook): If you want to assign grades to an exit ticket activity, just set up an assignment in Skyward Secondary Gradebook. Click the **Options** button in the lower-right and choose **Create Online Assignment**. The process of making an online assignment is fairly simple & straightforward. Then just have students log in to Skyward Student Access to complete

the activity. If it's all forced-choice, Skyward will grade it for you and put all the scores into the assignment column auto-magically! Sweet!

- If you want to use the Exit Ticket idea again, start at **Other Access** and choose **Online Assignment Templates** instead to create a reusable template for future activities. Then, when creating an assignment, click **Options** and choose **Copy from My Online Assignment Template**
- See the **guide to using Online Assignments** on the [Skyward Help page](#) in the [How Do I](#) section of the [Tech & PD Website](#).
- [Quizlet](#): Learn about [Quizlet in the Chrome Web Store](#)
- [Kahoot](#): Take basic quiz-style exit tickets and add a gaming element to level-up student engagement in your connected classroom. It's all web-based, so there are no apps to install. Share your Kahoots with others or borrow from the online Kahoot community. Kids can even create their own Kahoots!
- [NearPod](#): For those who would like to retain a bit more control over the classroom, NearPod allows you to "cast" a presentation to students' screens. As you advance your NearPod slides, the slides change on student devices. You can embed quizzes, polls, etc., into the NearPod presentation to gather feedback at any time. Make your own or borrow ready-made presentations from the NearPod community.

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Mathematical Expressions in Google Docs & Forms

Users can increase the functionality of the basic Google Drive applications, like Docs, Sheets, Slides, and Forms, by installing Add-ons. To install Add-ons, simply open a new or existing Google Document or Form, click Add-ons, and select Get Add-ons. Users can then add these into Google Docs much like adding an app from the Chrome Store, etc.

Google Docs has two Add Ons that can help you insert mathematical expressions into a document or form.

- [gMath](#)
- [Formula Editor](#)

Both allow - and for some expressions, require - the use of [LaTeX markup language](#) to pull it off. If you'd like, you can [learn this programming language](#), or read below for a simpler solution...

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Using Screen Clippings in Google Docs & Forms

A simple way to put images from web sites, mathematical expressions, charts & graphs, etc., is to insert a screen clipping into a document or presentation. A screen clipping can be thought of as “taking a picture” of a small part of your screen, just like clipping an article out of a newspaper. If you have a document saved that contains mathematical expressions, fractions, vertical math problems, etc., this can be a handy trick! Make sure you [cite the source appropriately](#) before publishing or sharing!

Here are some simple ways to take a screen clipping:

On a Windows 7 PC:

- Start
- All Programs
- Accessories
- Snipping Tool
- Click New and your cursor turns into a crosshair
- Click-and-Drag to define a rectangle around the desired part of the screen
- Click Save to save the image, and navigate to a place on your computer where you'll find it easily

On a Chromebook:

- Go to the Chrome Store
- Search for **SnagIt**, by TechSmith
 - Scroll down a bit to **install the Extension**
 - A blue square with a white S inside it should appear in your Chrome browser. This icon will launch the screen clipping app.
 - You might wish to install the App, too, which will allow you to mark up the clippings you save
 - **NOTE:** A folder titled TechSmith will be created inside your Google Drive. This is where all your clippings will be stored by default.
- Navigate to a web site or open a document containing something you want to insert into your file
- **Click the SnagIt icon** at the top of your browser
- **Click Region**, and a crosshair will appear on your screen
 - **Note:** This only works below your omnibox/address bar
- **Click-and-Drag** to define a rectangle around the desired part of the screen
- **Click the Blue camera** icon to take a picture of this region
- Rename the file and press your Enter key to save it

Using Screen Clippings in Google Docs or Forms

- Open the file in which you will insert the clipping

- Click the **Insert** menu
- Select **Image**
- **Navigate** to the folder where the clipping was saved
- **Select the image** you want to insert
- Click **Select**
- Resize or crop the image as needed within the document if needed

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Hapara Classes “Disappearing?” (Grades 6-12)

We have very recently uncovered a problem that seems to be affecting some random courses, making them “disappear” from Hapara unexpectedly. We are working with Hapara on the problem. A potential solution may have been found and will be applied soon. Thank you for your patience.

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Resetting Voice Mail PIN

If you do not remember your Voice Mail PIN/password, please contact Mike Doney at mdoney@galesburg205.org; or follow your building’s procedures for submitting a [Tech Help Request](#).

For a basic guide to using your phone, see the [Telephone Help](#) page in the [How Do I](#) section of the [Tech & PD Website](#)

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Professional Development Opportunities

For even more, visit the [Tech & PD Calendar](#)

Wed Nov 12, 2014

- ~~New Teacher Learning Team Mtg~~ CANCELLED

Wed Nov 12-14, 2014

- Illinois Education & Technology Conference; Springfield

Mon Nov 17, 2014

- Mentor Training: Formative Assessment; 4pm - 5:30pm; Board Room

Tue Nov 18, 2014

- Mentor Training: Using Student Work to Guide Instruction; 4pm - 5:30pm; Board Room

Wed Nov 19, 2014

- Hapara on the 20s; GHS

Thu Nov 20, 2014

- Instructional Practices Inventory Training; 8:30am - 3:30pm Churchill Jr High School

Tue Nov 25, 2014

- Communication & Information Council; 3:45pm - 5pm; Board Room

Thu Dec 2-4, 2014

- PARCC Testing at GHS

Tue Dec 2, 2014

- District Leadership Team; 10am - 11:30am; Board Room

Wed Dec 3, 2014

- New Teacher Learning Team Meeting; 4pm - 5pm; Board Room

Tue Dec 16-18, 2014

- PARCC Testing at GHS

Wed Dec 17, 2014

- New Teacher Learning Team Meeting; 4pm - 5pm; Location TBA

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