IT&M Weekly

Microsoft 'TEAM' WORK

June 4, 2020

Click image to access IT&M website.

Richmond County is a Microsoft district. IT&M wants all faculty and staff members to be a Teams Super User. Check out these tips.

Timesaving TEAMS TIPS

Bookmark a message –
In **CHAT >** Click **BOOKMARK icon**
To find bookmarked chats:
Type **/saved** in the search bar

Collaborate better with others.

Type **@mention** *a co-worker* in the search bar **> ENTER >** then type and send your message

← ASK YOUR ITS HOW →

YOUR IT&M Team
IT&M Coordinator – Laura West
Program Specialist (VR & Media) - Jason Stark
Instructional Inventory Manager - Thad McKinnie
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SHORTCUTS

Begin typing **/** (a backslash**)** In the search bar and menu options appear. Select what fits your need Ex /goto, /busy, /brb, and more…

What can I do with Channels?

-Create groups.
-Make BREAKOUT ROOMS.

NOTE: Download the Teams APP for more features not available in the web version.

Change up your meeting background

How to make a custom background image in MS Teams Meeting

1. **Find your favorite image.** Find images at WallpaperHub.App. Or do a google search. Save the image to your computer.
2. **Copy and paste the following address into a COMPUTER** search **%APPDATA%\Microsoft\Teams\Backgrounds\Uploads OR** Open **THIS PC > C DRIVE>**Users*YOUR_USER_NAME_HERE*\AppData\Roaming\Microsoft\Teams\Backgrounds\Uploads
3. **Paste the image you want to use into the Uploads folder** You should see your custom image appear in the bottom of the list.

How to add the custom background image to your MS Teams Meeting:

During a call:
Hover your mouse over the middle, bottom part of the screen. Once there, click the **… More Options** button. You should then see an option that says **Show background effects**. Choose the one you like from the pop-out window on the left and then click **Apply.**

News to Know

May 29, 2020

IT & M Shares Information from the Wonderful World of Canvas

What you may not know about Canvas

- Canvas is available across 70 countries and 30million global users.
- Canvas is used by businesses too.
- Canvas holds their own events to share Canvas features. The next one is CanvasCon Online on October 15
- Releases (features) are shared 3rd Saturday of the month.
- Each course has a limit of 450MB.

Canvas is here and this summer will be filled with teachers taking Canvas training courses, building Canvas courses and looking for content for their Canvas course.

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A Few Best Practices

1. Set you home page as front page/Welcome.
2. Home page includes: brief welcome message course description
directions and links for next steps to use the course (Read the syllabus, complete course orientation module etc…)
3. Navigation links are reordered so that the priority links are available to students: Home, Syllabus, Modules, Assignments, Grades)
4. Student orientation module is available.
5. Content within each Module is sequentially ordered by how students will access it. *An official list will be available soon.*

SIDE NOTE

It is a sad day for IT&M because we are losing a wonderful Instructional Technology Specialist. **Mrs. Ashlee Crawford** will be going to Hephzibah Elementary to become the media specialist. This is a great gain for HES. Much luck Ashlee, IT&M will miss you!

Secrets/Not So Secret in Canvas

1. **UNDO the last action in Rich Content Editor box.**
Press Control + Z
2. **Hide Navigation tools from student pages.**
Open Settings > Navigation tab > Drag and drop to reorder items or to hide items.
3. **Restore pages to previous versions**.
Open the page > Click on the Settings Cogwheel > View Page History > Choose the date and click RESTORE THIS VERSION
4. **Restore pages you previously deleted**.
Go to your homepage of your course > at the end of the URL, type **/undelete** > click RESTORE to any item you wish to restore. Any previous student submissions will be restored.
5. **Speedgrader: Keyboard Shortcuts:** Press the COMMA in the Speedgrader grading area a menu appears. You can use these shortcuts to help you grade quicker.
6. **Sort Speedgrader assignments by those not graded.**
Open that assignment like you are going to grade > Click in top left corner on the setting cogwheel > Choose OPTIONS > In drop down choose BY SUBMISSION STATUS

IT&M

Weekly

May 22, 2020

CREATING A VIRTUAL CLASSROOM
Dedicated to Virtual Summer School Learning

Click image to access IT&M website.

WEBSITES

- ✓ Being There: Basic Strategies for Online Teaching Presence in Canvas LMS Part 1
- ✓ Tools for Distance Learning (Canvas)
- ✓ Best Practices for Teaching Online

Click here for RCSS Beginning of Summer School Canvas Checklist

Prepping for SS

1. Create a regular space to hold your synchronous class and office hours. Think about your background. It should appear professional.
2. Get organized. Make sure you have a set agenda before each meeting.
3. Test your equipment: laptop, internet, microphone, webcam and sound.
4. Make sure you have completed the Summer School Canvas Checklist.
5. Enlarge your mouse to aid when presenting your screen in meetings.
6. Create a class communication plan.

First Meeting   Keep it simple.

1. Have your students test their technology. (You may have to share with them how to do this.)
2. Remind students to always MUTE their mic unless speaking.
   In most presentation software, you can press the spacebar and speak rather than unmuting. Typically when you are joining a meeting you are given the option to mute when you sign on.
3. Guide students in how to use the chat feature. This is a great option for questions and comments.
4. Build community netiquette.
5. Conduct a virtual walk through of the Canvas course. Show features and tools.
6. Share: class expectations, policies, navigating the course, how students should contact you, who to contact for tech support.

Building Rapport

1. Begin each meeting by posting a Welcome chat.
2. Begin class/meetings with a greeting and a warm-up activity.
3. Learn something about your students' interests and hobbies.
4. Share about yourself.
5. Online work can be isolating, be available.
6. Create a positive environment.
7. Make eye contact – look directly into the camera.
8. Address students by name.
9. Maintain open communication.

Engaging Students

1. Send reminders.
2. Use simple graphics.
3. Play music as students are signing on.
4. Share helpful hints: study tips, share teasers to start an assignment, etc...
5. Use ice breakers.
6. Utilize an online whiteboard.
7. Have a good hook.
8. Use polls.
9. Segment your lectures.
10. Ask questions throughout.
11. Create interaction using breakouts, chats, video, etc...

Keep learning fun.
Create a Bitmoji CR in Google slides or MS Powerpoint.
Click the video on the screen to see how.

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Richmond County School System

Creating your Bitmoji Classroom

1. Creating your Bitmoji- 0:40
2. Adding background- 1:49
3. Adding furniture- 3:57
4. Adding wall art and whiteboards- 7:51
5. Adding videos- 10:23
6. Don't skip this step!- 12:19
7. Adding links- 14:16
8. Adding Bitmoji- 16:15

0:03 / 19:12

IT&M Weekly – Bitmoji Classroom

Richmond County School System Instructional Technology & Media

IT&M Weekly

May 5, 2020
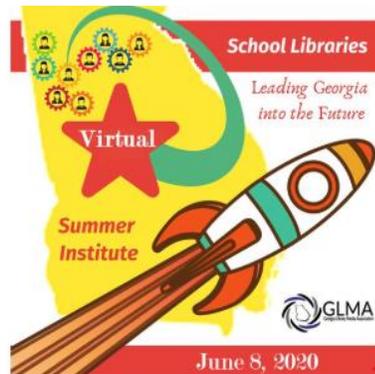
Library Media Center EOY Procedures

- CHECKING IN MATERIALS TAKES PRIORITY
- A checklist and other information will be emailed to Media Specialists.

Continue to maintain 6' Social Distancing and safety measures during library returns.

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School Libraries
Leading Georgia into the Future
Virtual Summer Institute
June 8, 2020

GLMA will hold **Summer Institute** Virtually on June 8th More information will be available soon on the GLMA website.

TECH SPOT

Rename the a file quickly by **selecting the file & clicking F2.**

Turn your browser into a notepad by **opening a new tab and pasting this address**:

data:text/html, <html contenteditable>

Hot Keys Tech Tips
Control Z = Undo   **Control Y = Redo**

MAY UPDATES Flipgrid

Anytime **Webinars**

Click on the title for more info and to register.

- School Librarian Leaders On-Demand – wide range of topics.
- Webjunction: Free May Webinars for Library Staff – 72 webinars and 2 online conferences covering 22 topics.

Canvas Questions? Email them to **canvassupport.rcboe.org**

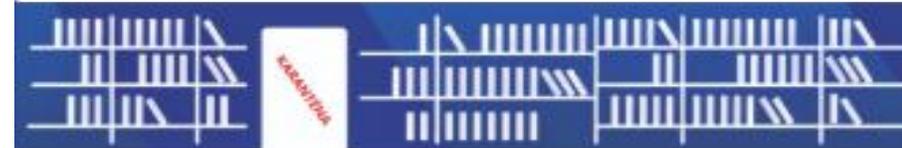### HANDLING BOOKS DURING A TIME OF COVID-19

Devise a plan to receive books Students should NOT enter the MC.

Make sure to wear gloves and a mask at all times.

Locate a safe space to store the books for a period of 4-5 days.

The International Federation of Library Associations and Institutions (IFLA)

IT&M Weekly

May 1, 2020

Using Skype for Web safely

- Open Skype for Web in a new InPrivate browser window in Edge or a new Incognito browser window in Chrome. No cookies will be used, and no data will be saved.
- When signing into Skype, make sure the option to keep yourself signed in is unchecked.
- Make sure to sign out of Skype for Web when you're finished using it on that computer. You can either select your **profile picture** and select **sign out** or select **sign out** from the bottom of your browser window.

End of the Year Tips for your School Website for Teachers and Admin

- Post Summer work/reading
- Update your Calendar
- Go through your rotating photos and remove old images.
- Update News and Announcements apps.

Admin

- Hide staff who have transferred
- Email staff who retired to Cathy Shields

NATIONAL LIBRARY LEGISLATIVE WEEK - from home

May 4 – 8
FREE/OPEN to EVERYONE
Full week of opportunities to share , advocate and learn.

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Anytime Webinars

Click on the title for more info and to register.

- **ANYTIME Canvas Webinars** right in your account – Select HELP and go to the Calendar of the Training Services Portal.
- **ISTE Webinars** - concise, practical PD to inform your practice.
- **Common Sense Education** - advice for teaching with technology for teachers and parents.

headspace

FREE SIGN UP

Mindfulness for your everyday life.
Stress less.
Move more.
Sleep soundly.
We can all use a little less stress.

CLICK HERE

Time Saving Tech Tip

Minimize all open windows by pressing the **Windows key + M**

IT&M Weekly

April 24, 2020

IMPORTANT DATES

TBD   Library Inventory Due

TBD   All library books due

TBD   Textbook Inventory Due

ITM and IT are working on a RETURN plan for textbooks, library books and devices.

Canvas Student Orientation

Click on the image below.

ELEMENTARY ORIENTATION — RCSS Learning with Canvas | SECONDARY ORIENTATION — RCSS Learning with Canvas

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Congrats

Copeland Elementary

DIXIE SHOEMAKER

2020 Media Specialist of the Year

CORONAVIRUS DIARIES

A new global project called Corona Diaries invites visitors to record a short audio clip answering one of three prompts: How was your day? How has your life changed? What's troubling you right now? People can talk about any aspect of their lives during COVID-19, yet a large percentage of clips come from parents struggling to homeschool their kids or educators trying to make sense of this time. The result is **an emotional audio snapshot of life during lockdown**. Click for article.

TECH TIP

Want to make your **Canvas** pages more appealing, more organized?

If you know even just a little about using HTML code – you can do it. Click the image for some codes to add: a horizontal line, tabs, center a video, and more...

Canvas Questions?
Email them to **canvassupport.rcboe.org**

Upcoming Webinars

Click on the title for more info and to register.

- **Teaching News and Media Literacy in an Election Year** Tues, April 28, 3:00
- **ANYTIME Canvas Webinars** right in your account – go to the Calendar of the Training Services Portal.
- **Tools You Can Use Tomorrow. Remote Learning Edition** Friday May 1st 4pm PST

IT&M Weekly

April 15, 2020

IMPORTANT DATES

April 19-25	National Library Week
TBD	Library Inventory Due
TBD	All library books due
TBD	Textbook Inventory Due

Celebrate **NATIONAL LIBRARY WEEK**
FIND YOUR PLACE AT THE LIBRARY
APRIL 19-25, 2020

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Canvas Student Orientation Now Available

Click on the image below.

ELEMENTARY ORIENTATION RCSS Learning with Canvas | **SECONDARY ORIENTATION** RCSS Learning with Canvas

Canvas Questions? Email them to **canvassupport.rcboe.org**

Upcoming Webinars

Click on the title for more info and to register.

- Flipgrid you Don't Know; Game Based Learning: Tech Tools
- What's NEW in EdTech: Trends and Movements in 2020
  Wed, April 15, 4:00-5:00pm
- Teaching News and Media Literacy in an Election Year
  Tues, April 28, 3:00

Timesaving Tech Tips

Search GOOGLE with a right click.
When searching a webpage, and you need to know more information about a term or phrase, highlight it and right click – choose SEARCH GOOGLE FOR…

Use your Scroll Wheel to open a new tab.
When you want to open a link in a new browser, place your cursor on the link and press the scroll wheel.

Use the Spacebar to scroll up and down a page.
Move down a page by holding the spacebar. To move back up, press shift and press the spacebar.
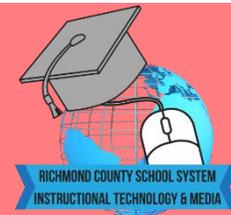
EDUCATION GALAXY
GOOD NEWS for those who use **Education Galaxy**. There is a new feature, TEACHER CHAT. Check it out!

IMPORTANT DATES

April 14	TechTalk Tuesday 6:00pm (Adobe Spark)
April 19-25	National Library Week
TBD	Library Inventory Due
TBD	All library books due
TBD	Textbook Inventory Due

Tech Tip: Zoom
If you are muted, press and hold the SPACE bar, this unmutes you, to talk. Let go of the spacebar and you are muted again.

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ZOOM SETTINGS FOR TEACHERS
By @mullalyteach

Spend some time in your Zoom Settings before your first meeting to be sure it is *secure*:

- ☐ Use the WAITING ROOM feature
- ☐ Consider using a PASSWORD
- ☐ Turn off PRIVATE CHAT (group chat can be used, just not privately between students)
- ☐ Turn off SCREEN SHARING (you can always add it back once your norms are established)
- ☐ Turn ON the "remove uninvited participant" and/or "put participant on hold" (just in case)

MORE TIPS:
- ☐ Do NOT post your join link publicly
- ☐ If possible, have another teacher as a CO-HOST (to manage the waiting room, comments, muting etc.)
- ☐ LOCK your meeting once it has all of your students
- ☐ There are more settings to explore, such as chime upon entry, muting all, annotations, etc.
- ☐ Suggestion: Use Zoom for check-ins, games, social interaction (not for direct teaching)
- ☐ Have some "practice" Zooms with your friends & co-workers (game night, anyone?!) & try out the features to see what you like/don't like.

Presentation template by SlidesCarnival

Upcoming Webinars
Click on the title for more info and to register.

- **EdTech:CyFairEdTech** 3 presenters. Live April 14 4-7pm Flipgrid you Don't Know; Game Based Learning: Tech Tools
- **What's NEW in EdTech: Trends and Movements in 2020** Wed, April 15, 4:00-5:00pm
- **Teaching News and Media Literacy in an Election Year** Tues, April 28, 3:00

VIDEO CONFERENCING
with students learning remotely
Post by Catlin Tucker catlintucker.com

1. Small Group Instruction
2. Small Group Discussion
3. Conferencing with Students

Designing Instruction Intentionally
1. Hook the Group
2. I Do, We Do, You Do
3. Assignment Check & Review
4. Present, Pause, Discuss
5. Quick Assess / Focused Instruct

Infographic by Matt Miller @jmattmiller for OnlineLearningIdeas.com

Article: 3 Ways to Use Video Conferencing with Students Learning Remotely

Coming Soon for Students…

ELEMENTARY ORIENTATION — RCSS Learning with Canvas
SECONDARY ORIENTATION — RCSS Learning with Canvas

CANVAS ⁇ Email them to canvassupport.rcboe.org

IMPORTANT DATES

April 14   TechTalk Tuesday
              (Adobe Spark)

April 19-25   National Library Week

May 8   Library Inventory Due

May 8   All library books due

May 15   Textbook Inventory Due

DISTANCE LEARNING SOFTWARE IDEAS

- Teacher Distance Learning Choice Board
- Additional FREE software

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ARTICLE

Making the Most of COVID19

School Closures

Upcoming Webinars
Click on the title to register.

- Designing a Student-Centered, Future-Focused EdTech Mindset Tues, Mar 31, 4:00-5:00pm
- STEM for Little Sprouts: Connecting Science Through Children's Literature, Tues, Mar 31, 5:00-6:00pm
- What's NEW in EdTech: Trends and Movements in 2020 Wed, April 15, 4:00-5:00pm
- Teaching News and Media Literacy in an Election Year Tues, April 28, 3:00

TECH TIP
Use a Bitmoji when grading work.
Bitmoji.com – free.
App available for phones.

GOOD JOB!   A+   Nice Work!

If you are a Facebook user join Educator Temporary School Closure for Online Learning. From the group :This group is to support educators who are planning distance or online learning due to school closures for COV19. We need to keep this group educator focused." Over 114k members since the school closures began.

We Are Here To Help

IT&M Weekly

March 19,2020

Click image to access IT&M website.

IMPORTANT DATES

April 6-10 Spring Break
April 14   TechTalk Tuesday
            (Adobe Spark)
April 19-25 National Library Week
May 8   Library Inventory Due
May 8   All library books due
May 15   Textbook Inventory Due

Flocabulary and Nearpod are offering their product for FREE to Richmond County staff through May 16. Contact your school's TTR or Media Specialist to find out how to access your free account today.

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CONGRATULATIONS

Davidson Fine Arts along with the other Helen Ruffin Reading Bowl Divisional Winners in the state, were all named State Winners for 2020. The HRRB was canceled because of the COVID19 health issues. We look forward to a new year of competition next year.

Digital Learning News

What Teachers in China have learned in the last month ~Edutopia
Resources for Online Learning During School Closures ~NeaToday
10 strategies for online learning during a coronavirus outbreak ~ISTE

Upcoming **Webinars**

Click on the title to see more.

Mar 19 Tech Balance: Family Engagement Tools to Talk Tech and Media Habits with Parents (Common Sense Media)
Mar 20 Activities Across Grade Levels for Digital Learning
Mar 20 2020 Technology Coaching Conference (Dyknow)
Mar 25 The Transformative Power of Digital Reading (edweb.net)

Connect with us on a Learning Journey!

Need more resources or support for your students? Direct them to the RCBOE Distance Learning webpage.

TECH TIP
Change the Size of Your Cursor/Arrow in Windows 10

This is helpful when doing presentations on your Promethean board or recording videos for tutorials for a flipped classroom.

To ENLARGE CURSOR:
1. Type Ease of Access Cursor and Pointer Size in the Windows 10 search box.
2. Use the slider to select your cursor size.
3. Click the options to select your arrow color and size.

Click here for more information from MS

IT&M Weekly

March 13, 2020

IMPORTANT DATES

Mar 18   Media Spec Mtg. (2-4)
Mar 27   CSRA Spring MS PLC
April 19-25 National Library Week
May 8   Library Inventory Due
May 8   All library books due
May 15   Textbook Inventory Due

Story Time with Media Specialist Whitney Husid @ RHK-8

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CONGRATULATIONS

Helen Ruffin Reading Bowl Divisional Winners

Davidson Fine Arts - - 1st Place
Lake Forest Hills - - 3rd Place

Davidson Fine Arts will go on to compete in the State Competition Saturday, March 25th in Athens.

We wish them luck!

Upcoming Webinars

Click on the title to see more.

Mar 17 Learning Spaces for Student Success (Learning Tech Center of IL.)
Mar 19 Tech Balance: Family Engagement Tools to Talk Tech and Media Habits with Parents (Common Sense Media)
Mar 20 2020 Technology Coaching Conference (Dyknow)
Mar 25 The Transformative Power of Digital Reading (edweb.net)

MIE – Microsoft in Education

FOR STUDENTS

Many assume students are proficient in how to use productivity software like MS Word and MS Powerpoint, however, most students are clueless in how to use it effectively. Richmond County students have the same opportunity to learn how to use the MS products as teachers. Prior to a typed assignment or presentation, why not have the students go to https://support.office.com/en-us/ and complete a short Microsoft course to prepare them for their assignment. You may get some amazing products.

Tech Tip
REUSE POWERPOINT SLIDES

This feature allows users to add slides from previously created slideshows to a new presentation.
To do this:
While in your new Powerpoint choose **NEW SLIDE – REUSE SLIDES** – a window will open allowing your to search for Powerpoints on your computer. Choose the slideshow and then the slides.

 Click here to learn more.

IT&M Weekly
March 6, 2020

IMPORTANT DATES

Mar 7   HRRB Divisional Comp
(Lake Forest Hills & Davidson)
Mar 11   TTR Training - TTR Presenters
Mar 18   Media Spec Mtg. (Date change)
Mar 27   CSRA Spring MS PLC
April 19-25   National Library Week
May 8   Library Inventory Due
May 8   All library books due
May 15   Textbook Inventory Due

Administrators, please provide support for your media specialists to ensure inventories are completed on time.

"Hi!" KEYSA

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Richmond County defines **Digital Citizenship** as the **demonstration** of **acceptable and responsible behavior** a person exhibits when **interacting** with **technology**.

_____

Implementing a meaningful Digital Citizenship program is one of the best gifts you can give your students.

Richmond County Leaders define Digital Citizenship
They all had a good understanding of what it means.

Upcoming Webinars
Click on title to see more.

Mar 17   Learning Spaces for Student Success (Learning Tech Center of IL.)
Mar 19   Tech Balance: Family Engagement Tools to Talk Tech and Media Habits with Parents (Common Sense Media)
Mar 20   2020 Technology Coaching Conference (Dyknow)
Mar 25 The Transformative Power of Digital Reading (edweb.net)

Don't see something of interest? Search "free educational technology webinars"

TECH TIP:
PowerPoint Shortcuts

F5 – Start the presentation from the beginning
B – turn the whole screen black
W – turn the whole screen white
Slide # + Enter – move to any slide
Turning the screen black or white are great tricks to get your audience focused back on you if you find their attention wandering. This also allows you to be able to navigate quickly to other slides, if you wanted to go back and reference earlier parts of your presentation.

Spotlight on Richmond Hill K8
Reading Fair
Principal Mr. C. Middleton

**Please make sure Library Fine notices have been sent home with students as some point this year. This will help them prepare for the end of the year. This fine notice will show past fines, fines from other schools and overdue materials.

IT&M Weekly

February 28, 2020

Richmond County School System
INSTRUCTIONAL TECHNOLOGY
"TRANSFORMING THE 21ST CENTURY CLASSROOM BY INTEGRATING TECHNOLOGY WITH TEACHING AND LEARNING"

Click image to access IT&M website.

IMPORTANT DATES

Feb 29   ISL Conference @ AU

Mar 2   Read Across America

Mar 3   Tech Tuesday (Flipgrid)

Mar 11   TTR Training

Mar 18   Media Spec Mtg. (Date change)

Mar 27   CSRA Spring MS PLC

April 19-25 National Library Week

May 8   Library Inventory Due

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Spotlight on Bayvale Elementary School!
Media Specialist:
Stephanie Watford

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Professional Learning and Online PDs

While Georgia no longer requires the accumulation of PLUs for certificate renewal, "according to the most recent PLU review by the General Assembly, Georgia educators will continue to engage in professional learning designed to improve teaching and learning and will follow school district requirements regarding professional learning" ("Continuing Education"). Online learning activities like webinars or live conferencing can be acceptable forms of professional learning. Note: *Check with your supervisor on selections*. As a result, ITM will begin offering a section on upcoming webinars and other online activities to help support you, your instruction and your students with integrating technology and with reading.

"Continuing Education Opportunities With Education Week Live and Online Professional Development." *Education Week*, 19 Feb. 2020, www.edweek.org/ew/events/continuing-education-opportunities-with-education-week-pd.html. Accessed 26 February 2020.

Upcoming Webinars

Click on title to see more.

Mar 17 Learning Spaces for Student Success (Learning Tech Center of IL.)

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Mar 25 The Transformative Power of Digital Reading (edweb.net)

Don't see something of interest? Search "free educational technology webinars"

Davidson and Lake Forest Hills HRRB Teams head to Ga Southern, Saturday, March 7th for the State Helen Ruffin Reading Bowl Divisional Competition.

Richmond County School System
BEACON OF INSTRUCTIONAL TECHNOLOGY
BEACONS OF INSTRUCTIONAL TECHNOLOGY
"BUILDING A FOUNDATION THAT WILL SHINE LIGHT ON TECHNOLOGY IN THE 21ST CENTURY CLASSROOM!"

Daniel Beasley (Richmond k8)

Stephanie Watford (Bayvale)

Brittany Key (Westside)

Hiroko Turner (Barton Chapel)

RC TTRs

MORE TTRs TO FOLLOW!

TECH TIP: Time Saver

Use your Smart Phone to scan documents. Evernote Scannable, Adobe Scan and Doc Scan are just a few that allow you to use your phone's camera to scan a document as a jpeg or a pdf. You can then save, email or print your scanned document.

IT&M Weekly
February 21, 2020

Richmond County School System
INSTRUCTIONAL TECHNOLOGY
"TRANSFORMING THE 21ST CENTURY CLASSROOM BY INTEGRATING TECHNOLOGY WITH TEACHING AND LEARNING"

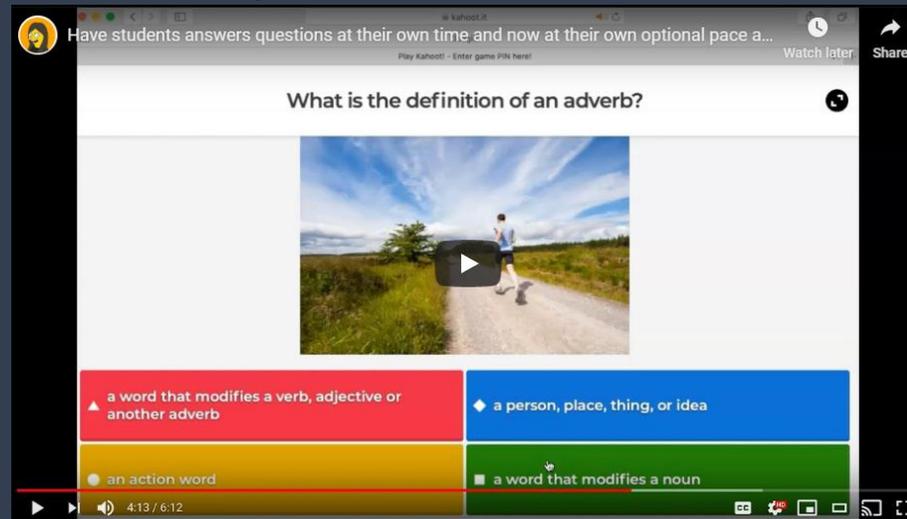Click image to access IT&M website.

IMPORTANT DATES

Feb 21 [Ga Media Festival](#)
Feb 25 [EdTech Live Webinar](#)
Feb 29 [ISL Conference](#) @ AU
Mar 2 Read Across America
Mar 10 Tech Tuesday (Flipgrid)
May 8 Library Inventory Due
Mar 11 Media Spec Mtg.
Mar 11 TTR Training
April 19-25 National Library Week
May 15 Textbook Inventory Due
June 8-9 GLMA Summer Institute

YOUR IT&M Team

IT&M Coordinator – [Laura West](#)
Program Specialist (VR & Media) - [Jason Stark](#)
ITS Instructional Technology Specialist - [Peter Bradley](#)
ITS Instructional Technology Specialist - [Keysa Bing](#)
ITS Instructional Technology Specialist - [Ashlee Crawford](#)
ITS Instructional Technology Specialist - [Terrika Oliver](#)
Instructional Inventory Manager - [Thad McKinnie](#)
Inventory Specialist - [Douglass Bradshaw](#)

CHALLENGE MODE IN KAHOOT

Have students answer questions at their own time and now at their own pace and it's on the web. Click on the video below to preview. (video by Leslie Fisher)

Have students answers questions at their own time and now at their own optional pace a...
Play Kahoot! - Enter game PIN here!

What is the definition of an adverb?

▲ a word that modifies a verb, adjective or another adverb
◆ a person, place, thing, or idea
● an action word
■ a word that modifies a noun

4:13 / 6:12

T E R R I K A

TECH TIP
FIND THE ORIGIN OF AN IMAGE
Google Chrome, press "S" while you right click on an image it will do a reverse Google search. That means you'll be able to see where that photo is and where it potentially originated.

INVENTORY TIME

This time of year the Richmond County Media Specialist begins working on end of the year duties for reporting to the district. They are in the process of: (contact name included below)

LIBRARY INVENTORY (Jason Stark)
TEXTBOOK INVENTORY (Thad McKinnie)
(unless designated to another staff member)
TITLE I INVENTORY (Toby Brown)

Be aware this work may affect circulation numbers as well as the number of lessons that can be taught.

When possible PLEASE PROVIDE SUPPORT to your media specialist during this time.

NOTE: The county accepted a waiver which allows for the closing of the media center when necessary. [Click to view waiver.](#) This is not ideal but at times may be needed when textbooks and equipment are not located in the media center

IT&M Weekly

February 14, 2020

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Click image to access IT&M website.

IMPORTANT DATES

JASON

- Student Media Festival Projects Due to RC 2/21
  http://www.gsmf.us/
- READ ACROSS AMERICA Day 3/2
- Media Specialist of the Year Announced 3/11
- TTR Training 3/11

Looking to build your IT skills? Check out these NON-RCSS EVENTS

2/14 - RESA: Finding the STEAM… SS
2/18 - RESA: Making Technology Used … ELA Standards
2/20 - RESA: Hyperdocs, Podcasts & Blogging… SS and Science
2/21 - RESA: Using Tech to Enhance Student Engagement
2/25 - WEBINAR: EdTech Live
2/29 - AU Onsite: ISL Conference

Benefits of Reading for Pleasure

PERSONAL
Escapism
Enjoyment
Focus & Flow
Knowledge of Self
Relaxation
Creativity & Imaginations
Emotional Intelligence

SOCIAL
Communication
Self expression
Communication skills
Empathy & Relatedne
Social & Cultural Capit
Reduced depress

EXTERNAL OUTCOMES
Attainment across curriculum
Knowledge of other cultures
Motivation to learn

https://www.liverpoollearningpartnership.com/readingforpleasure/

CONGRATULATIONS
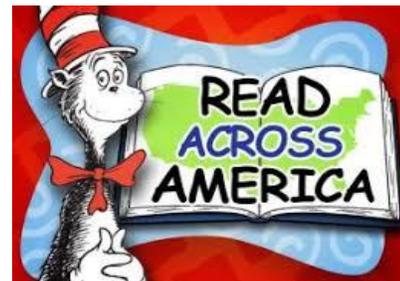### EAST REGIONAL HELEN RUFFIN READING BOWL
Richmond County Winners

DAVIDSON FINE ARTS HIGH SCHOOL
1st Place

DAVIDSON FINE ARTS MIDDLE SCHOOL
3rd Place

LAKE FOREST HILLS ELEMENTARY SCHOOL
2nd Place

Tech Tip

Excel's Hidden Camera Tool

Did you know there is a CAMERA TOOL in EXCEL? Record data in real time. Click the image above to learn more.

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ITS Instructional Technology Specialist - Terrika Oliver

READ ACROSS AMERICA

March 2, 2020
Click the image to start planning your
Read Across America ASHLEE
activities early.

IT&M Weekly

February 7, 2020

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Click image to access IT&M website.

IMPORTANT DATES

-Helen Ruffin Regional Reading Bowl   2/8
   from 8-1 @ Belair K8
-Student Media Festival Projects Due   2/21
   http://www.gsmf.us/
-Media Specialist of the Year Announced   2/28

Jason Stark, IT&M Program Specialist, visited Garrett Elementary School, February 4th to give students an experience in PE unlike any other they had ever had. "Gaming for Stronger Hearts". Click video to view.

TECH TIP

EMOJIs in MS OFFICE

On Windows press the **Windows Key + . (period) and on macOS Cmd + Control + Spacebar.** An Emoji panel will appear so you can carry on as usual using all the expressions you want.

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Last month, TTR Training. Learning about Goosechase and winning a photo opp with Peter Bradley, ITS.

Next Meeting: Skype

EdTech LiVE
February 25th   4 pm-7 pm (CST)
Join Us Tuesday!
Earn up to 4 hours of Professional Learning Credit Sessions Sponsored by @CyFairEdTech

Podcasts in The Classroom
Your students will enjoy listening to and creating Podcasts
Kyndra Hartzler

All Students In With ClassFlow
Create engaging tasks to send to students. Build collaboration and provide real-time feedback.
Shannon Gillpatrick

Build Meaningful Moments LIVE
Create breathtaking docs with design tips & tricks.
Kris Szajner

For more information go to: bit.ly/cfisdedtechlive

ISL 2020 Conference @ AU

Impacting Student Learning Conference
February 29 / 7:30-3:30
https://isl2020.sched.com/

IT&M Weekly

Richmond County School System
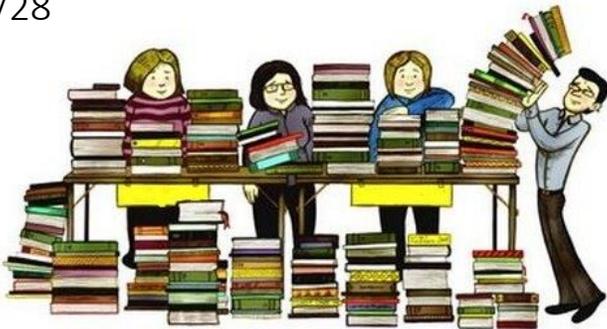**INSTRUCTIONAL TECHNOLOGY**
"TRANSFORMING THE 21ST CENTURY CLASSROOM BY INTEGRATING TECHNOLOGY WITH TEACHING AND LEARNING"

Click image to access IT&M website.

IMPORTANT DATES

Helen Ruffin Regional Reading Bowl
2/8 from 8-1 @ Belair K8
TECH TALK Tuesday: TOPIC- Readworks
2/4 @ 6pm
Student Media Festival Projects Due
2/21
Media Specialist of the Year
2/28

LIBRARY AND TEXTBOOK INVENTORY should be going on in all schools now. Please provide support when possible.

★ ★ ★ CONGRATULATIONS
HELEN RUFFIN READING BOWL DISTRICT WINNERS

ELEMENTARY
1st Place   Lake Forest Hills
2nd Place   Monte Sano
3rd Place   Goshen

MIDDLE
1st Place   Davidson
2nd Place   AR Johnson
3rd Place   CT Walker

HIGH
1st Place   Davidson
2nd Place   AR Johnson
3rd Place   Hephzibah

The first and second place winners will compete in the HRRB Regional Competition February 8th.

TECH TIP – *Time Saver*
Put your computer to SLEEP/LOCK **QUICKLY**
Press Control + L

UPCOMING CSRA RESA INSTRUCTIONAL TECHNOLOGY TRAININGS

2/14 Finding the STEAM... SS
2/18 Making Technology Used ...ELA Standards
2/20 Hyperdocs, Podcasts & Blogging... SS and Science
2/21 Using Tech to Enhance Student Engagement

Click here to Register for CSRA Trainings

YOUR IT&M Team
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Richmond County School System

IT&M Weekly

Richmond County School System
INSTRUCTIONAL TECHNOLOGY
"TRANSFORMING THE 21ST CENTURY CLASSROOM BY INTEGRATING TECHNOLOGY WITH TEACHING AND LEARNING"

Click image to access IT&M website.

IMPORTANT DATES

Helen Ruffin Reading Bowl
1/25 from 8-1 @ CCHS
Helen Ruffin Regional Reading Bowl
2/8 from 8-1 @ Belair K8
TECH TALK Tuesday
2/4 @ 6pm

YOUR IT&M Team
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MEDIA
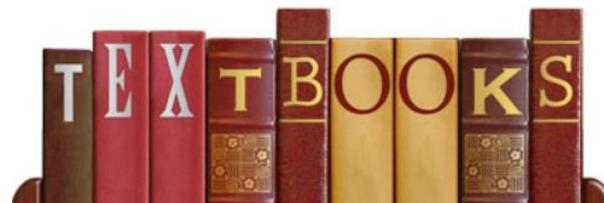**CONGRATULATIONS TO OUR MEDIA SPECIALIST OF THE YEAR NOMINEES**

Martina Anderson
Josephine Enfinger
Janet Jones
Chrisonna Flint
Elizabeth Mason
Dixie Shoemaker
Velveeta Tanksley

THE WINNER WILL BE ANNOUNCED FEBRUARY 27
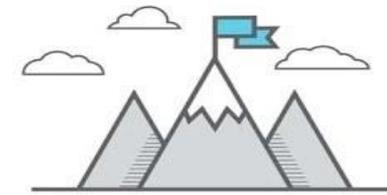
INSTRUCTIONAL RESOURCES

TEXTBOOK INVENTORY should be in process now. If you need assistance please reach out to Laura West or Thad McKinnie.

INSTRUCTIONAL TECHNOLOGY:

CANVAS, you have probably heard that word a lot this year and you may be a pilot school. If you do not know anything about it, check out the video below. I promise, it will be life changing for Richmond County.

CLICK HERE
https://youtu.be/9paOHz5CSfU

Edgenuity Summit
JAN 31
Atlanta, GA
CLICK HERE FOR MORE INFORMATION

IT&M Monthly

January 2020

Welcome back to a **NEW YEAR**
We are working on some exciting projects and can't wait to share them with you.
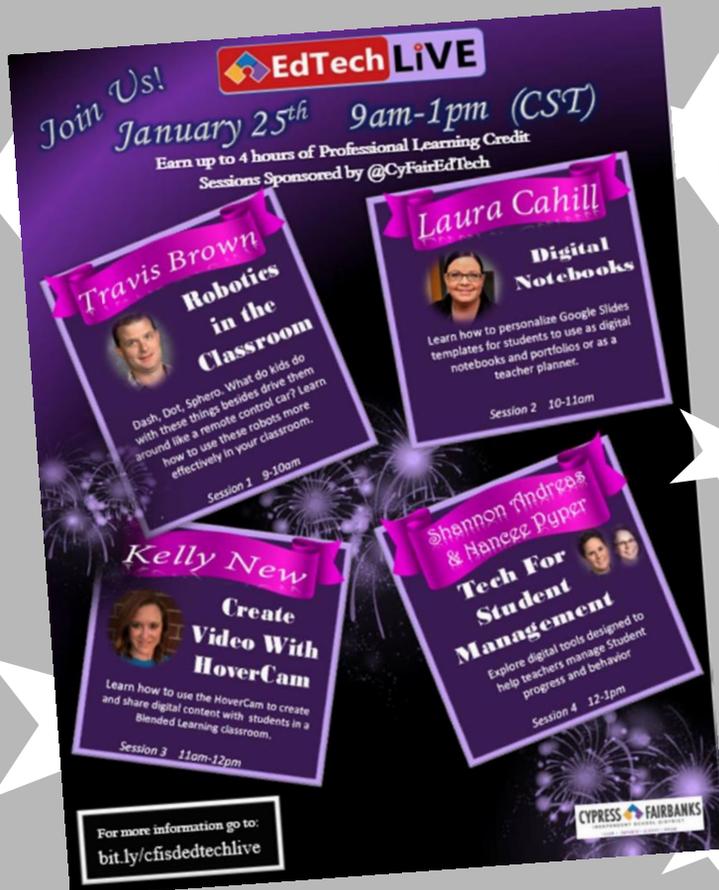

TECH TIP
APP for your phone
MS OFFICE LENS
Take a pic of a document or anything and have it sent directly to word, one drive, powerpoint, etc...

Remember: If you have trouble accessing a website in one browser, try another browser.

Helen Ruffin Reading Bowl | January 25 9:00am – 1:00pm Cross Creek HS

Great news, Keysa Bing has joined the team. We are excited to have her with us.

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IT&M Coordinator – Laura West

EdTech LiVE

Join Us!
January 25th 9am-1pm (CST)
Earn up to 4 hours of Professional Learning Credit
Sessions Sponsored by @CyFairEdTech

Travis Brown
Robotics in the Classroom
Dash, Dot, Sphero. What do kids do with these things besides drive them around like a remote control car? Learn how to use these robots more effectively in your classroom.
Session 1 9-10am

Laura Cahill
Digital Notebooks
Learn how to personalize Google Slides templates for students to use as digital notebooks and portfolios or as a teacher planner.
Session 2 10-11am

Kelly New
Create Video With HoverCam
Learn how to use the HoverCam to create and share digital content with students in a Blended Learning classroom.
Session 3 11am-12pm

Shannon Andrews & Nancee Pyper
Tech For Student Management
Explore digital tools designed to help teachers manage Student progress and behavior
Session 4 12-1pm

For more information go to:
bit.ly/cfisdedtechlive

CYPRESS FAIRBANKS
(INDEPENDENT SCHOOL DISTRICT)

JOIN US FOR TECHTalks

Join the talk to learn different software, to learn tips and to learn ways to integrate technology into your lessons. We will focus on one topic each month, though we will answer other questions you may have. We look forward to talking with you!

TECH Talks Dates:
September 10, 2019 ● October 1, 2019 ● November 12, 2019 ● December 3, 2019
January 7, 2020 ● February 4, 2020 ● March 3, 2020 ● April 7, 2020 ● May 5, 2020

To **REGISTER** visit the IT& M Tech Talks webpage @ https://www.rcboe.org/Page/46618

WE ARE HERE TO HELP!

Richmond County School System

IT&M Monthly
December 2019

Richmond County School System
INSTRUCTIONAL TECHNOLOGY
"TRANSFORMING THE 21ST CENTURY CLASSROOM BY INTEGRATING TECHNOLOGY WITH TEACHING AND LEARNING"

Hello from the Instructional Technology and Media Team! It is our pleasure to provide to you each month some IT & M "Tidbits". Feel free to share these with your departments. We hope you can always find at least one thing useful to take away from this newsletter.

Laura

EdTech LiVE

Session 1 9-10am
HACKaroni & Cheese
Google tricks every teacher needs
Jake Miller

Session 3 11am-12pm
Edit & Share Videos
The easy way
Tamara Ferguson

Join Us!
Dec. 7th, 2019
9am – 1pm Central Time

Earn up to 4 hours of PD
EdTech sessions sponsored by @CyFairEdTech

Session 2 10-11am
Digital Citizenship
24/7 Implement Best Practices
Tisha Poncio

Session 4 12-1pm
Visual Revamp
Make amazing images in documents
Tony Vincent

For more information go to:
bit.ly/cfisdedtechlive

CYPRESS FAIRBANKS
INDEPENDENT SCHOOL DISTRICT

If you are interested in participating in this free webinar this Saturday, please join in. I plan to be in on it! Note the time, that would begin at 10am for us. Click here to RSVP.
If you are familiar with GaETC, you know this is a great opportunity to see these tech gurus for FREE!

WEB CLIPPERS

This Chrome add-on is AWESOME! Have you ever found websites and didn't have time to view them? This O365 OneNote app feature in the Chrome add-ons, allows you to save a website quickly and easily in OneNote so you can view it later. There are other web clippers, but Since we use O365, ONE NOTE IS MY CHOICE:
https://www.onenote.com/clipper

iTranslator APP for iOS and Android
Converts audio, images and text to another language. Great for conferences with parents who speak another language (or maybe that French menu you can't read). *Conferencing idea: This app allows you to use one phone as a tablet to type on one side and the other person types in their language on the other side. The info is converted so both parties can read the other's information.

Watch the video to see how tech has changed

Evolution of the Desk
1980

GIFs = Graphics Interchange Format
Want to use gifs, like the one above, in a powerpoint?
Convert it to a video (FREE) using EZYGif. Copy and paste the video in URL box in EZGIF > convert to MP4 > choose SAVE (disk icon).
Then in powerpoint choose INSERT > VIDEO > search for the video gif you converted. Double click in video to access video settings and you can change settings to play automatically as well as loop. FREE GIF sites: Giphy (my "go to") and Tenor