Microsoft ‘TEAM’ WORK
June 4, 2020

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

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

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.

NOTE: Download the Teams APP for more features not available in the web version.
IT & M Shares Information from the Wonderful World of Canvas

A Few Best Practices

1. Set your 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.

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. 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.
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

What you may not know about Canvas

- Canvas is available across 70 countries and 30 million 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.

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!
# CREATING A VIRTUAL CLASSROOM
Dedicated to Virtual Summer School Learning

### 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
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 in Canvas course. Show features and tools.
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...

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**WEBSITES**

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

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**Click here for RCSS Beginning of Summer School Canvas Checklist**
Keep learning fun.
Create a Bitmoji CR in Google slides or MS Powerpoint.
Click the video on the screen to see how.

YOUR IT&M Team
IT&M Coordinator – Laura West
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Instructional Inventory Manager - Thad McKinney
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ITS Instructional Technology Specialist - Keysa Bing
ITS Instructional Technology Specialist - Peter Bradley
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Anytime Webinar
Click on the title for more info and to register.

PST Screen Casting, Capturing and Sharing Plethora! May 22@ 4pm - Leslie Fisher

Tutorial
How to create a Virtual Bitmoji Scene in Google Slides or Powerpoint

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

IT&M Weekly – Bitmoji Classroom
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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.

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

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

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

Rename 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>

MAY UPDATES
Flipgrid
The International Federation of Library Associations and Institutions (IFLA)

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.
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

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.

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

Time Saving Tech Tip
Minimize all open windows by pressing the Windows key + M
IT&M Weekly
April 24, 2020

CONGRATS

DIXIE SHOEMAKER

2020 Media Specialist of the Year

Corpus Christi Elementary

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.

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Canvas Questions?
Email them to canvassupport.rcboe.org

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...

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

GOOD NEWS for those who use Education Galaxy.
There is a new feature, TEACHER CHAT. Check it out!

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Canvas Student Orientation
Now Available
Click on the image below.

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.
IT&M Weekly
April 3, 2020

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

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IT&M Coordinator
Laura West
Program Specialist (VR & Media)
Jason Stark

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.

Your IT&M Team

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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
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  Tues, April 28, 3:00

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

Coming Soon for Students...

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

Tech Tip: Zoom
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  Tues, April 28, 3:00

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

Coming Soon for Students...

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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TECH TIP

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

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.

Upcoming Webinars

- 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

Making the Most of COVID19

School Closures
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

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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
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!

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

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.

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.

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”

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.
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.

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.


Upcoming Webinars

- **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”
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)

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:

- Library Inventory (Jason Stark)
- Textbook Inventory (Thad McKinnie)
- 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.

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.

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.
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
- Empathy & Relatedne
- Social & Cultural Capit
- Attainment across curriculum
- Knowledge of other cultures
- Motivation to learn

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

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 ...
- **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

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Instructional Inventory Manager
- Thad McKinnie

March 2, 2020

Click the image to start planning your Read Across America activities early.

Did you know there is a CAMERA TOOL in EXCEL? Record data in real time. Click the image above to learn more.
IT&M Weekly
February 7, 2020

**IMPORTANT DATES**

- Helen Ruffin Regional Reading Bowl 2/8 from 8-1 @ Belair K8
- Student Media Festival Projects Due 2/21
  http://www.esmf.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.

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**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.

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

Next Meeting: Skype

---

ISL 2020 Conference @ AU
Impacting Student Learning Conference
February 29 / 7:30-3:30
https://isl2020.sched.com/
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

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.

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

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

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Inventory Specialist - Thad McKinnie
IT&M Coordinator – Laura West

TECH TIP – Time Saver
Put your computer to SLEEP/LOCK QUICKLY
Press Control + L
MEDIA
CONGRATULATIONS TO OUR MEDIA SPECIALIST OF THE YEAR NOMINEES
Martina Anderson
Josephine Enfinger
Janet Jones
Chrisonna Flint

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.
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.

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Inventory Specialist - Douglass Bradshaw
IT&M Coordinator – Laura West
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!

Laura

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

GIFs = Graphics Interchange Format

Want to use gifs, like the one above, in a powerpoint? Convert it to a video (FREE) using EZGIF. 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.

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.

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