

Office of Instructional Technology  
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## Awesome January Resources: Just click on the titles to access!

"To reach your goals and dreams, you must learn how to assist others in reaching theirs"...Coach Joe Gibbs

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Teacher Website & Twitter Tips

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- ❖ [STEAM Activities: Design Squad Nation](#)
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Mr. Joe Boswell, Chemistry teacher at LHS, pressures his students to get at least 500 re-tweets for 5 points on their exam! Great use of Twitter in education, Mr. Boswell!

## Focus Training Sessions in January at Your School:

### Getting Students Prepared to Take State Tests on Devices



Look for emails from your Classroom Tech Coach for information about how to attend these trainings!



**Cassie Sanders,**  
**CTC**  
CTCW,  
DCAC/Magnolia,  
Olive Branch & Horn  
Lake Zones

## Cassie's App of the Month: Google Hangouts



Virtual Fieldtrips have never been easier! With the use of Google Hangouts, and this link <http://www.exploringbytheseat.com> You can now choose if the available field trips will align with the standards you are teaching, and you can even go back and view previous field trips. If you would like to take advantage of the live ones, and interact, you can register via Google Hangouts and have your students ask questions and have them answered by the expert conducting the field trip. You must have a Google account to use Hangouts, and a log in must be created to access the field trips. If you have problems with any of this, or need help, please let your coach know.

**Follow Cassie on Twitter: @dcsteacher5**

### FAQ: How can I scan and email from the copier?

**ANSWER:** Have you ever needed to send something to somebody now and the Pony has already run? Maybe you need to project a document so everyone in your class can see it, and you don't have a document camera? You can scan the document and email it to yourself, or someone else, using these simple instructions:

1. Place the document in the copier on the glass or in the document feeder.
2. Press **Send**.
3. Press **E-Mail Addr Entry**.



4. Press **E-mail Address**.

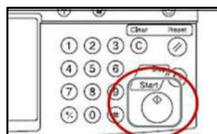


5. Use the keypad to enter the **email address** (e.g., <mailto:jdoe@momn.edu>)

6. Press **OK**.



7. Press **Start**.

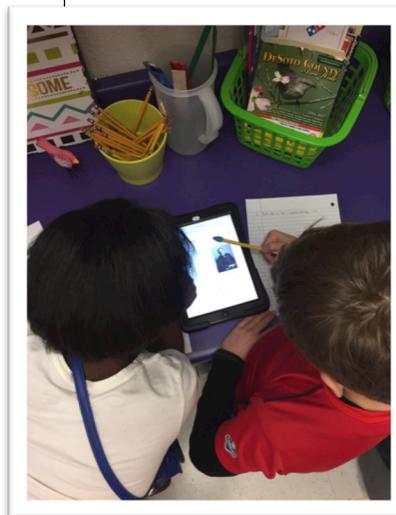


### Cassie's Technology Tip of the Month:

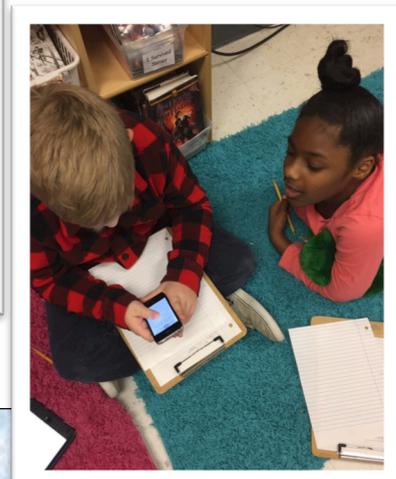
#### MultiURL

MultiURL is your one stop shop for placing all your websites in one spot. You can name them and also assign websites to certain groups. This will help with differentiation, and certainly make your life a little easier.

[www.multiurl.com](http://www.multiurl.com)



Mrs. Kim Glover's students at Overpark, use their iPads and phones to research scientists and their contributions to help us stay healthy.



## Tyler's App of the Month: LastPass



About a year ago, I recommended an application called **1Password** that could manage all your passwords with one master password. I really like that app, but the MacBook equivalent is expensive (\$49.99). **LastPass** does everything that **1Password** does

and it's **FREE**.

If you have a sticky note on your desk or a file on your computer with your passwords written down so you don't forget them - you need **LastPass**. This application is like a "magic sticky note" that will remember all your usernames and passwords and it will copy and paste them where you need them. And, if you're using one or two "really good passwords" for everything, stop. If one of your accounts gets compromised, every account you use that uses that same password will also be compromised. Let an application like **LastPass** suggest passwords that are strong for you. Then you save them into **LastPass** and you don't need to bother remembering it at all. Just copy and paste them when you need them.

**Follow Tyler on Twitter: [@tylercummings](https://twitter.com/tylercummings)**



**Tyler Cummings,  
CTC**

CTCE, Center Hill &  
Southaven Zones

**FAQ: My projector is dim; can I get a new bulb?**

**ANSWER:** Your projector bulb is probably fine. They do dim over time, but there can be a number of factors involved and bulbs are expensive, often in the hundreds of dollars, so they can only be replaced when they're out entirely. There are some things we can do to prolong the life of the bulbs and squeak a little more brightness out of them - clean the filters, change settings and make sure the projectors stay cool.

For more troubleshooting help, check out the [DCSTeachers.com](http://DCSTeachers.com) website in the **Instructional Tech** section.

[Click here to go there!](#)

**Tyler's Technology Tip  
of the Month:**



### **Amazon Echo**

Home automation is easier than you might think. If you're an Amazon Prime subscriber, you really should look at getting an Echo device in your home. They start at \$50 and they will change your life. We have three in our house. You summon your Echo by saying "Alexa" (as in the Library of Alexandria, ancient home of all the world's knowledge), and she will answer with a blue light and a soft noise.

Alexa can tell you facts, jokes, play music, and convert teaspoons to tablespoons with your hands dirty from making dinner. She can order things from Amazon for you if you ask (and let her). When you want to add things to your house like a smart thermostat or an outlet, Alexa can control those for you. If you have ever wanted to feel like you're living in the future, order an Echo - the future is now.

**#TeamDCS**  
*use it!*



**Shelby Elmore,  
CTC**

Hernando & Lake  
Cormorant Zones

## Shelby's App of the Month: StoryCorps



Ever wish you could go back in time and talk to your grandmother or grandfather? I know I do. **StoryCorps** is an awesome app that allows students to interview older relatives to gain their perspective on life in another era. Students use the app to record interviews using pre-formatted questions or they can add their own. The app actually walks them through the process.

According to the iTunes store, "**StoryCorps** shares edited excerpts of these stories with the world through popular weekly NPR broadcasts, animated shorts, digital platforms, and best-selling books. These powerful conversations illustrate our shared humanity and show how much more we share in common than divides us."

**Follow Shelby on Twitter: @ctselmore**

### **FAQ: How can I get more technology for my classroom?**

#### **ANSWER:**



I get asked this question a lot. When I taught at Shadow Oaks, I used a website called [DonorsChoose.org](http://DonorsChoose.org) to fund two separate projects. **DonorsChoose** provides teachers an easy to use platform to post and get funding for a project.

Founded in 2000 by a high school teacher in the Bronx, **DonorsChoose.org** empowers public school teachers from across the country to request much-needed materials and experiences for their students.

FYI: Come up with a "catchy" attention-getting title for your project to gain the attention of prospective investors! You owe it to yourself and to your students to check it out if you never have.

### **Shelby's Technology Tip of the Month:**

#### **Tech Tips to Improve Your Students' Online Test Scores:**

*For full version with links to resources see <http://bit.ly/online-test-prep-help>*

1. Ensure basic keyboarding skills are present (which keys do what - including math symbols).
2. Build typing speed (20--30 wpm minimum by high school level).
3. Stress to answer ALL questions - use ALL available time.
4. Practice short response including, math questions which require use of symbols
5. Practice multiple choice questions which require close reading & have more than one correct answer.
6. Practice 'Opinion' / 'Argument' writing assignments.
7. Re-create your lesson plans to follow a blended learning model, including face-to-face and online instruction.





**Jennifer Klinger, CTC**  
DeSoto Central & Lewisburg Zones

## Jennifer's App of the Month: Answer Garden

**A Brainstorm Is Coming!** AnswerGarden is a social response app for the classroom, a new minimalistic feedback tool. Use it for real time audience participation, online brainstorming and classroom feedback.



This audience participation tool allows you to pose a question or a topic for your class to answer or comment on. The unique twist of AnswerGarden is that it cleverly combines the expression of the respondents' own answers with a Twitter-like confinement of 20 characters and a representation in the form of a word cloud. The end result provides a quick overview of all answers, ranked in popularity, which can then be used for further analysis or group discussion. Many educators use it with their students for formative assessments.

**Follow Jennifer on Twitter: @dcsctc**

### FAQ: How do I keep my important emails from my administrators and county office from going into my Clutter folder?

**ANSWER:** You have two options:

1. You can turn Clutter off anytime in Outlook Web app.

- Go to **Settings**  > **Options** > **Mail** > **Automatic processing** > **Clutter**.
- Select *Don't separate items identified as Clutter*, and then click  **Save**.

2. You can leave Clutter on, but prevent Clutter from sorting the emails that are most important.

- If you see a message that was sent to Clutter by mistake, move it from the **Clutter folder** to your **Inbox**.
  - Using your mouse, hover over the email that you don't want to be sent to your Clutter folder.
  - Click the **broom**, which is an action to



"Move to Inbox."

### Jennifer's Technology Tip of the Month:

**Love all things Google? Join a GEG!**

If you find yourself using Google Apps more and more everyday, then you need to join a **Google Educator's Group** otherwise known as **GEG**. GEG's are communities of educators who learn, share, and inspire each other to meet the needs of their students through technology solutions, both in the classroom and beyond. **GEGs** provide a platform for educators to collaborate with one another, allowing them to pick up new creative ideas from one another, and to help each other best meet the needs of their students with Google solutions. **GEG** activities take place both online and offline.

Although there is not a MS GEG **yet**, there are two nearby in Tennessee and Arkansas. Maybe if enough of us join, **#teamdcs** can start the first **MS GEG!**

[Join the Tennessee GEG by clicking here!](#)  
[Join the Arkansas GEG by clicking here!](#)



We have added the titles below to Learn360. Just go to your launch page, [www.dcsdms.org](http://www.dcsdms.org), click on Learn360, and look under "Featured Titles" OR type in the name of the movie in the keyword search box...

1776  
A Charlie Brown Thanksgiving  
A Rose for Emily  
America: The Story of Us  
Babe  
Bambi  
Bend it Like Beckham

Charlotte's Web  
Death of a Salesman  
Frankenstein  
Frosty's Winter Wonderland  
Gorillas in the Mist  
Hamlet  
It's a Wonderful Life

Jane Eyre  
Jungle Book  
Kiki's Delivery Service  
King Lear  
Monsters, Inc.  
The Black Cat  
The Crucible

The Dark Crystal  
The Grapes of Wrath  
The Lion King  
The Lion, The Witch & the Wardrobe  
The Miracle Worker  
The Pearl  
The Wizard of OZ



**Tina Streeter**  
District Webmaster  
&  
Learn360  
Coordinator

## Tina's Website of the Month: Stop, Breathe & Think

SBT is available on the web, IOS, Android, & iPod Touch

A Winner of the Webby Awards, Stop, Breathe & Think is a must for your classroom's New Year's Resolution. I try to use this at least once or twice a week. This app and website encourages kids to learn the three skills in its title. Kids will stop and take stock of their thoughts and feelings; they'll breathe through guided meditations; and they'll think with increased kindness and compassion for the world around them. It's a great tool for developing positive habits of mind for kids and adults.

Throw it up on your interactive projector for some brain breaks and meditations throughout the day!



Follow Tina on Twitter: [@TinaStreeter2](https://twitter.com/TinaStreeter2)

### Teacher Website Tip:

**Align your teacher website calendar with the district holidays calendar so that you will never have to add the student holidays again. An added bonus: if the snow days change, so does your calendar!**

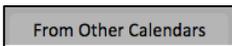
**Follow these steps to add the district holidays!**

1. Log in to your teacher website.
2. Click the **Teacher's Section** area from the drop-down.
3. Click the **"Calendar"** button on the left.
4. Click the right-arrow  on the calendar.

5. Click the **"Manage Groups"** link.



6. Click the **"From Other Calendars"** tab.



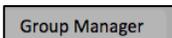
7. Select the word, **"Districts"**.



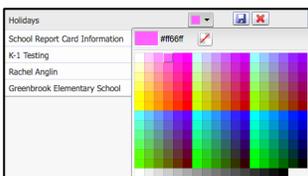
8. Click the **"Add"** button beside **"Holidays"**.



9. Go back to the **"Group Manager"** tab.



10. Change the **color** of your holidays by clicking the **color block** beside it. Choose your **color** and click the **"diskette"** to save.



11. Click the X to close that box when you are finished. The page will refresh and you will see the holidays!

**NOTE: There are more items you can add such as your school's website calendar, the district report card info, district testing dates, etc.**

### Twitter Tip:

**Want to save all those awesome tips and tricks from twitter? Here's how:**

- ❖ Log in to your twitter account
- ❖ You can browse your feed to add favorites or you can search for your classroom tech coach by clicking in the search box and typing in their handle.
- ❖ Once you find them and the tip you want to save, simply click the "heart" under their tweet.



- ❖ To go back and view those favorites, simply go back to your twitter profile and select your name.



- ❖ Next, select your **"LIKES"**



# Computer 101 with Mr. Hicks: What is Cloud Storage?



**Pete Hicks**  
Asst. Director,  
Instructional  
Technology

These days, you hear lots of talk about “the cloud”. What is the cloud? Where do I find it, and why should I use it? Is it safe?

**Cloud computing** is the process of storing and accessing data over the Internet, instead of keeping it saved on your device. The **cloud** is just a metaphor for the **Internet**.

**Pros:** Data stored in the cloud can be accessed anywhere. If your computer won't boot up one morning, it's okay because your files are still safely stored online. Also, it's simple to share your cloud files with others, making collaboration that much easier. More and more institutions are moving towards the day when students turn in all of their classwork via the cloud. It's instant, and it saves paper.

**Cons:** Despite the many advantages to cloud storage, there are still a few reasons that make some users prefer storing data locally. If your internet connection goes down, you no longer have access to your data. Others worry about the security of their data when it's stored off-site. If your data contains sensitive information, you may think twice about where you store it. Cloud storage is generally secure, but you never know when hackers could target your data.

My advice? I don't like to put all my eggs in one basket, meaning I like to use a combination of all types of storage. I save files locally on my computer, but I backup my important files on flash drive or external hard drives. For files I may want to access remotely, I store those in the cloud. Did you know you have access to cloud storage for free? Our email system includes Microsoft OneDrive, which is cloud storage for all current DCS staff members. If you'd like some assistance with OneDrive, contact your Instructional Technology Coach for some one-on-one training.

## In January, some of your tech coaches will change. See below for info:

Shelby Elmore	Jennifer Klinger	Cassie Sanders
Hernando Elementary	DeSoto Central Primary	CTC West
Hernando Hills Elementary	DeSoto Central Elementary	DCAC/Magnolia
Hernando Middle	DeSoto Central Middle	Horn Lake Elementary
Hernando High	DeSoto Central High	Horn Lake Intermediate
Oak Grove Central Elementary	Pleasant Hill Elementary	Horn Lake Middle
Lake Cormorant Elementary	Lewisburg Elementary	Horn Lake High
Lake Cormorant Middle	Lewisburg Primary	Shadow Oaks Elementary
Lake Cormorant High	Lewisburg Middle	Chickasaw Elementary
Walls Elementary	Lewisburg High	Olive Branch Elementary
Greenbrook Elementary	Center Hill Elementary	Olive Branch Intermediate
Southaven Elementary	Center Hill Middle	Olive Branch Middle
Southaven Intermediate	Center Hill High	Olive Branch High
Southaven Middle	Overpark Elementary	Hope Sullivan Elementary
Southaven High	CTC East	