

the

techNOW

Newsletter

S E P T E M B E R 2 0 1 6

I S S U E # 8



Office of Instructional Technology
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<http://www.desotocountyschools.org/ITDept>
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Tech gives
the quietest
student a voice.

- JERRY BLUMENGARTEN



Send us your pics of students
using tech in YOUR classroom to
Tina Streeter at
tina.streeter@dcms.org!

Welcome to the first installment of the **TechNOW** newsletter for the new school year! We hope you will find this newsletter a helpful tool where you can go to get news, tips, and information about instructional technology.

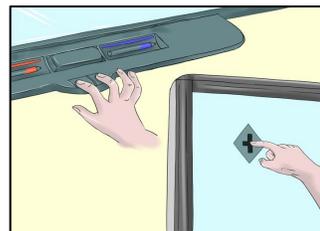
Every month, we feature our favorite apps, websites, computer tips, edtech tips, frequently asked questions, formative assessment, CEU opportunities and more! This month, be sure and check out the last page in this newsletter for a breakdown of whom you should contact for help. And, as always, don't forget about the tech ticket on your desktop. You'll get the quickest help by filling out a ticket with any questions you may have.



IN THE MONTH OF SEPTEMBER...

Your CTC (Classroom Technology Coach) will be doing focused training sessions on the following:

PROPER USE OF THE INTERACTIVE WHITEBOARD/PROJECTOR



Be sure to be on the lookout for this quick training opportunity!

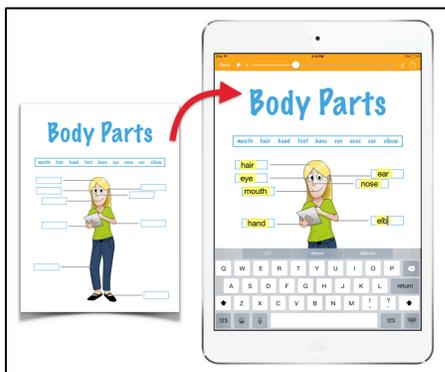


Cassie's App of the Month: SnapType



With SnapType, students can take a picture of their worksheets, or import worksheets from anywhere on their device. They can then use their iOS device keyboard to add text to these documents and print, email, or share their creations. It is the perfect solution for kids, and even adults who struggle with their handwriting.

Cassie Sanders, CTC
Horn Lake & Olive
Branch Zones



FAQ: Why is my projector only showing my background?

ANSWER: Many of you have received new computers with newer monitors. This allows you to connect the projector directly into your computer without having to use a splitter. It also causes your computer to automatically "extend" your screen and only show your background with the projector. Follow the simple instructions below and you will be up and going:

Hit the windows key and the P key on your keyboard...This will give you a pop up window on your computer screen or projector screen.



Depending on what operating system you have on your computer, the pop up will look like one of the below. Be sure to click Duplicate screen.



Follow Cassie on Twitter!
[@cassie_e](https://twitter.com/cassie_e)

Cassie's Technology Tip of the Month:

Need a Bulb?

Follow this link to get a request form for a new bulb.

<http://bit.ly/2cbZU6T>

Complete all parts of the form, and have a Principal and the bookkeeper sign it. Once all parts have been completed and signatures received, scan and email to george.loper@dcsms.org. Your technology coach will be notified that the bulb is ready for pick up and will install it for you as soon as possible. If you ever have any questions about this, please feel free to hit the red help button.



Tyler's App of the Month: Explain Everything



Tyler Cummings, CTC
CTCE, Center Hill &
Southaven Zones

This app allows you to flip your classroom without giving up time at the whiteboard. Explain Everything turns your iPad or iPhone into the whiteboard of the future. It will let you draw, write, make shapes, add text, and all the other things you could do with an interactive whiteboard, but it will also let you import pictures, files, audio, video or complex mathematical equations. And the best part is that you can annotate directly onto the equations, videos, files or pictures. The app will record everything you do while you use it and you can export those files as movies that can load straight to YouTube or your classroom website. At \$6 this app is a steal.

FAQ: Last year, we had all kinds of apps on our iPads, now they're gone. What happened?

ANSWER: This summer, we spent a lot of time cleaning up your iPads, updating them and getting them set up for you this fall. We can put any free apps back onto your iPads that you would like. Email your classroom tech coach and we will get them "pushed" out to your iPads as soon as possible.

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

Tyler's Technology Tip of the Month:

Re-boot Your Computer:

There is a British TV show called "The IT Crowd", about the crazy things that happen to a couple of IT support guys in the basement of a generic company. Every time the phone rings they answer it, "IT: Have you tried turning it off and on again?" The reason is that any time your computer starts doing weird things, it's probably because you haven't rebooted it.

Computer programs don't always shut down every process when you close them out, but rebooting it will. Our internet filter won't always recognize your computer unless it can talk to it again; they talk to each other at start up. Our computers have become our brains and the metaphor is still true when we think of taking care of our brains, everyone (a computer, too) needs a little sleep.

#TeamDCS
use it!



Shelby Elmore, CTC

Hernando & Lake
Cormorant Zones

Shelby's App of the Month: Field Trip



With Pokemon Go being all the rage these days, Field Trip takes the same Augmented Reality technology to an educational level. Available for iOS and Android devices, Field Trip runs in the background on your phone. When you get close to something interesting, it will notify you and if you have a headset or bluetooth connected, it can even read the info to you.

Field Trip can help you learn about everything from local history to the latest and best places to shop, eat, and have fun. You select the local feeds you like and the information pops up on your phone automatically, as you walk next to those places.

What did you discover today? Enrich yourself with a Field trip during your commute. Live like a local when you travel to new places. Eat and shop off the beaten path. Or simply discover the obscure history about your neighborhood during your next walk to the park.

Get ready to see this world with new eyes!

FAQ: How do I make a self-checking quiz using Google Forms?

ANSWER:

I am frequently asked for help with Google Forms. As part of the Google Apps for Education (GAFE) suite, Google Forms is an awesome way to give a self-checking quiz. Tammy Worcester has a great website, "Tammy's Technology Tips for Teachers". Among the awesome information I found there was a set of templates that you can use to make your own self-checking quizzes very easily. Using these templates will give you the courage to try new and exciting tech ways to engage your students! So, go ahead. You've got this! Quiz Away using Google Forms and Tammy's templates!

<http://tammyworcester.com/selfcheckquizzes/>

Follow Shelby on Twitter!

[@ctselmore](https://twitter.com/ctselmore)

Shelby's Technology Tip of the Month:

Audacity/DropBox



Links: www.dropbox.com
<http://audacity.sourceforge.net>

1. Use the free recording software, [Audacity](#), to record the audio.
2. Export the recorded audio file (use the default .wav format) and put it into your **public DropBox** folder.
3. Right-click the file (within DropBox).
4. Choose the DropBox option from the pop up menu.
5. Select "Copy Public Link."
6. Go to QRStuff.com and paste that link into the URL box to generate a QR Code.
7. Print QR code and tape or glue it onto the inside cover of a book, laminate it on the back of a reading passage, or post in the classroom on a poster. Students can create an audio QR of their voice reading their own work!



**Jennifer Klinger,
CTC**

DeSoto Central &
Lewisburg Zones

Jennifer's App of the Month: Adobe Spark Video



Spark Video helps anyone create stunning animated videos in minutes. No filming required — just record your voice in short increments to tell your story. Pick from over 25,000 beautiful iconic images or add your own photos to highlight what you have to say.

Select the soundtrack that works best. Then, Video automatically adds striking cinematic motion to your story — no design experience needed. Share your video to make an impact: persuade, inform and inspire your audience. You can even access, edit and share your video from a browser using Adobe Spark for web.

To start creating your Video story, simply sign up for your free Adobe ID or use your Facebook or Google login. Adobe IDs are completely free and don't require a subscription to Creative Cloud.

FAQ: Why aren't our iPads numbered on the lock screen anymore?

ANSWER:

The ability to display the device name on the lock screen was a feature Apple included with our old method of device management. Our current Mobile Device Management Program (Filewave) does not allow the device name to be displayed on the lock screen. It can display serial numbers, iOS versions, and several other fields—just not the name. We have suggested this to be an added feature in a future version. We hope the software developers will get this feature added soon, but we have no way of knowing when/if that will happen.

Follow Jennifer on Twitter!

[@dcsctc](https://twitter.com/dcsctc)

Jennifer's Technology Tip of the Month:

MacBook Users: Tired of clicking and dragging unwanted files on your desktop or Finder to the trash?

Save time by using shortcuts!

- Click the file, folder, or picture you wish to delete
- Press and hold Command + Delete

Want to select & delete multiple files at once?

- Press the Command button to select multiple files OR hold the Shift key and click the first and last file you wish to delete automatically
- Press and hold Command + Delete



Tina Streeter,
Webmaster &
Learn360 Video
Coordinator

Tina's Website of the Month: Great Big Story

Great Big Story (<http://www.greatbigstory.com>) is a video network dedicated to the untold, overlooked, and flat-out amazing! CNN has partnered with YouTube to tell the stories of humans doing incredible things. GBS is broken into four different categories: human condition, frontiers, planet earth and flavors. Every day there is a new video that could be used to incite excitement, investigation, and motivation in the classroom.

PLEASE NOTE: ALL of these videos will not be appropriate for your classroom. Please view each and every one before you show them.

Here are just a few of my favorites:

Human Condition: Check out the new series entitled, "[Pecos Tatum: A Cowboy by Blood](#)" about a ten year-old cowboy or in the "[While I'm Still Young](#)" section, "[Sneaker Don](#)", about Benjamin Kapelushnik, the teen sneaker dealer to the rich and famous.

Frontiers: Check out, "[Please Pass the Space Food](#)" about astronaut and NFL receiver, Leland Melvin's favorite foods and the joys of eating and drinking in space or "[How the NFL Prepared Me to be an Astronaut](#)".

Planet Earth: I have to admit I have watched just about EVERY video on the GBS's website. But, my all-time favorite video is still, "[The Gnomist: A Great Big Beautiful Act of Kindness](#)". Prepare the tissues if you watch this one, folks. This is the story of paying it forward in a big way. Or, you can enter the "[Deadliest Garden in the World](#)" right in your classroom. Your students will love it!

Flavors: The Flavors section is a mash-up of different amazing individuals with awesome talents. Check out Chef Sasaki's talents by viewing "[High-Stakes Dining: Dare to Taste the Poison Puffer Fish?](#)" or "[The Truth about Your Chinese Takeout Box](#)".

More Websites to Consider:

- ◆ DCSTeachers.com
- ◆ [DCS Instructional Technology WebPage](#)
- ◆ [Tina's Teacher Website Help](#)
- ◆ TheKidShouldSeeThis.com

Check out DCSTeachers.com's new section entitled, "Awesome Tips & Tricks". New tips and tricks featured three or four times a month! Just click here!

dcsteachers.com
Awesome Tips & Tricks

AWESOME TIPS & TRICKS
WE'VE FOUND FOR YOU!

Don't have time to search the internet? Look no further!

- The Complete Guide to Twitter Hashtags for Education
May 31, 2016
- 20 Ways Teachers are Getting Excited About STEM
May 4, 2016
- Study Shakespeare's Legacy with Shakespeare Uncovered! by PBS Learning Media
April 11, 2016
- 7 Mind-Melting April Fool's Day Tricks for Your Students via We Are Teachers!
March 31, 2016
- 25 Must-Share Poems for Elementary Schools via We Are Teachers
March 15, 2016
- 37 Amazingly Smart School Teacher Hacks
March 1, 2016
- 10 Fun-filled Formative Assessment Ideas
February 29, 2016
- Have You Seen "Election Central"? CHECK IT OUT! Click here
February 17, 2016
- Teaching Shakespeare...Discover new hub of resources for bringing Shakespeare to life
February 16, 2016
- 5 Ways to Make YouTube Safer for Kids via Common Sense Media
February 12, 2016
- 28 Reading Incentives that Really Work
February 10, 2016
- President's Day Online Scavenger Hunt Activity
February 3, 2016
- Conduct Classes from Anywhere in the Classroom using your iPad
February 2, 2016
- 50 Apps All Kids Should Play at Least Once!
February 1, 2016
- The Essential Book Guide for ALL AGES from Common Sense Media
January 24, 2016
- Try Jump rope: Online Grader That's FREE for Teachers!

Tina's Website Tip of the Month:

Setting up your teacher website:

In order to make sure your students and parents are able to view all aspects of your teacher website that you need them to see, you must first do the following:

1. Login to your teacher website.
2. Pull down the drop-down and click "Choose an area".
3. Click on the "Page Settings" option.
4. Check each section you need them to see by clicking the **check box** beside each.
5. Click the "Save" button at the bottom.

Computer 101 with Mr. Hicks: Need Technical Assistance?

Is your computer acting up? Do you need help calibrating your interactive projector? Did you forget a password? Or maybe you just need help using your technology more efficiently. Did you know **all of these issues** can be resolved by going to one place?

The DCS Technology Help Desk is your one-stop shop for all of your technology needs. No matter what type of technical needs you have, the Help Desk will get you in touch with the correct person. You don't have to know their name, their email, or their phone number. Once you submit a help ticket, the Help Desk will automatically alert the person who handles that issue for your school. Certain categories of *help topics* are assigned to the Computer Technician for your area, while others go to your Classroom Technology Coach. Some help topics are assigned to a person at the County Office who will be automatically alerted when you submit tickets for things like Munis Self Serve, PowerSchool, and Office 365.



Pete Hicks
Asst. Director
Instructional
Technology & Testing

How to I find the Help Desk? That's easy. Every computer or Macbook managed by DCS will have a red Help Button on the desktop. It's also located in the Quick Links on the DCS Internet Launch Page for teachers.



How to fill out a help ticket.

1. Click the red help button on your desktop. On this page, you can check on an already existing ticket, or start a new one by clicking the green **Open** button.

Open a New Ticket

2. Now it's time to fill out the form. Choose your **help topic** from the list, or pick **Other** if none of them match your issue.

3. Then enter your **contact information** carefully. Remember, if you spell your email address incorrectly, we may have trouble contacting you for any additional information needed.

4. Choose your **school** from the list.

5. And then **describe your problem**. Be specific. Include any error messages or additional information that may help resolve your problem more quickly.

6. Lastly, hit **Create Ticket**.

Create Ticket

Technology Support
Ticket System

Support Center Home | Open a New Ticket | Check Ticket Status

Open a New Ticket

Please fill in the form below to open a new ticket.

Help Topic:

- Application does not work
- Can't login to computer
- Computer power/operational issue
- Document camera help
- Email/Office 365 Help
- Interactive Board / Projector
- Internet/network problems
- iPad / Tablet Issue
- Learn 360 Help Needed
- Munis Self Serve Issue/Password
- PowerSchool / Gradebook Issue
- Read 180 Help
- Printer/Copier Issues
- Renaissance/Star/AR Issues
- SchoolStatus Help / Training
- Software Installation Needed
- Teacher Website Help
- Training Needed
- Website Unblock Request
- Other (describe below)

Contact Information

Email Address:

Full Name:

Phone Number:

Ticket Details

Please describe your issue:

Choose your school:

Room Number:

Issue Details:

<> | B | I | U

That's it! An alert has now been sent to the appropriate person. They'll contact you or come by as soon as they can. All of our Tech Support staff members work tirelessly to make sure you have all the tools you need to create an effective learning environment in your classroom.

September CEU Sessions:

Please go to Munis Self-Serve to register for these CEU sessions

**Jennifer Klinger, Shelby Elmore,
Tyler Cummings & Cassie Sanders**
"Mac Attack": MacBook - Getting Started

Where: DeSoto Central High School

When: September 20 and 29

4:30 until 7:10 p.m.

Target Audience: Certified Teachers w/ MacBooks

Tina Streeter

*"Snap, Crackle, Pop Your Teacher Website:
Part 1"*

Where: Horn Lake Middle

When: September 6 and 13

4:30 until 7:00 p.m.

Target Audience: Pre-K-12 Teachers

Platform: Weebly for



2016-17 Technology Contacts

1. **Munis Self-Serve** (CEU Registration, Job Opportunities, and/or Salary Information): If you have forgotten your log-in information, please email Employee Services at employment@dcsms.org or click the red help button for assistance.
2. **Computer Techs**: Click the red help button on your desktop to complete a web-based work ticket when you are having any of the following issues: the computer won't turn on, you have forgotten your username and password to log into the computer, the internet is not working, cannot print, no printer attached to your computer, copiers not working, WiFi is not working, you need software loaded to your computer, the computer is making a strange noise, etc.
3. **Classroom Technology Coaches**: Click the red help button on your desktop to complete a web-based work ticket if you need help with your interactive white board (Mimio, Smartboard, Promethean, Eno), iPads, Apps, clickers, BYOD, Smart Tables, Learn360, & Websites.
4. **PowerTeacher/PowerSchool** – Contact Teresa Ball in the MIS Dept. at the District Office (662-449-7279).
5. **Destiny** – Contact Lendon Balch with the Tech Dept. (662-429-5271).
6. **District Email and Cell Phones** – Contact Jennifer Marshall @ jen.marshall@dcsms.org or click the red help button on your desktop.
7. **District Testing with Technology/Device**- Contact Pete Hicks @ pete.hicks@dcsms.org or call (662-449-7190).
8. **Case 21 Test, PALMS online testing portal, Renaissance Products-Star Early Literacy, Star Reading, Star Math, MyOn and Renaissance U.** Contact Michael Putnam @ michael.putnam@dcsms.org or call (662-449-7259).