

September 2017



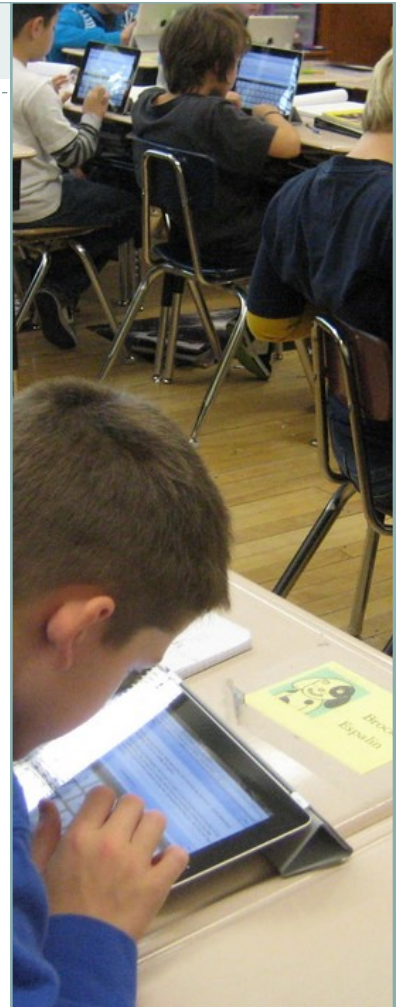
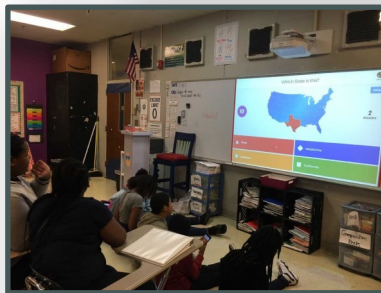
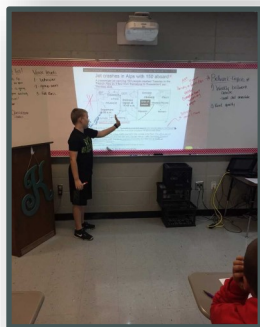
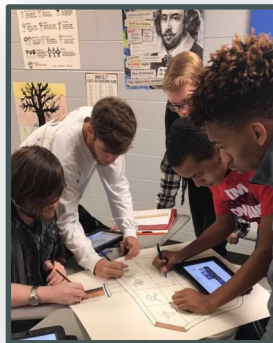
TechNOW Newsletter

WELCOME BACK!

This is the first installment of the quarterly TechNOW Instructional Technology newsletter for the 2017-18 school year! We hope you will find this newsletter a helpful tool where you can go to get news, tips, and information about your technology. Every 9 weeks, your classroom technology coaches will feature their favorite apps, websites, computer tips, frequently asked questions, CEU opportunities, and more! In this edition, be sure and check out the FAQ page for tips on how to use our Help Desk system to alert us of your technology needs.

TECHNOLOGY IN ACTION

Would you like to see your students or technology appear in this newsletter? If so, email your photos to your Instructional Technology Coach.



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DESOTO COUNTY SCHOOLS TECHNOLOGY DEPARTMENT

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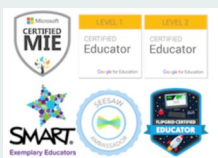
MEET OUR STAFF



Shelby Elmore, Tech Coach for Southaven and Hernando areas, actually began her career in Education as a teacher assistant at Horn Lake Elementary. Afterwards, she worked as a preschool teacher and a Childcare

Director for 15 years. This will be her 13th year with DeSoto County Schools. A "Techie" since high school, she was one of the only girls from Horn Lake High riding the Vo-Tech bus to Computer Programming class. She graduated from the University of Mississippi in 2006 with a Bachelor's in Elementary Education. She is certified to teach grades K-12 with concentrations in English and Social Studies. Currently, she is nearing the end of a Master's program at Arkansas State University where she is earning her Master's of Science in Educational Leadership. She is married with three grown sons and a daughter-in-law. When not at work, she is either spending time with a menagerie of animals or riding horses with her 6 year old "horse-crazy" niece Kylea. Her social media accounts are filled with pictures of her many animals.

Shelby currently holds these certifications:



Cassie Sanders has been employed with DeSoto County Schools for 12 years. During this 12 years, she has been a Special Education teacher for grades K-5 and a general

education teacher for 5th grade, before becoming an Instructional Technology Coach. She is a small town girl from New Albany, MS and graduated from Blue Mountain College.

Cassie serves the Horn Lake zone, Lake Cormorant zone, CTC-W, DCAC/Mag, and DeSoto Central Primary

She is a Level 1 and Level 2 Google Certified Educator, and she is a Google for Education Certified Trainer. She is also a Smart Exemplary Educator (S.E.E.).

Cassie is married with 3 beautiful children and loves to spend as much time with her family as she can.

APP OF THE MONTH- BY SHELBY ELMORE

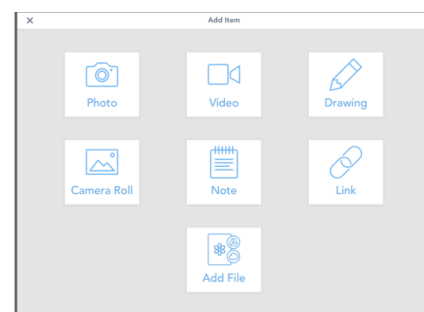


The Digital Learning Journal

Seesaw is a digital portfolio that collects students' digital and physical work in one place. Everything is organized, making assessment and conferences easier! It is a space that each student can own. Built-in tools make it easy for students to capture their learning, reflect, and develop new skills. There's even a parent communication tool that seamlessly shares what's going on in your classroom and builds a strong school-home community. Did I mention that it's FREE?



<https://www.youtube.com/watch?v=LbADgksW2L8>



TECH TIPS- BY CASSIE SANDERS

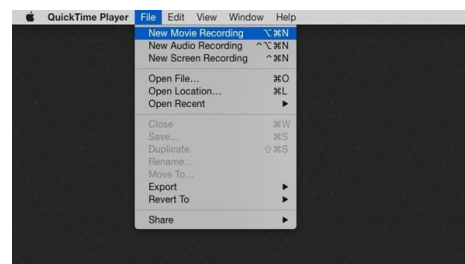
Using your Macbook to mirror iPads or iPhones.

**Step 1

Connect your iPhone directly to your Mac using your Lightning to USB cable.

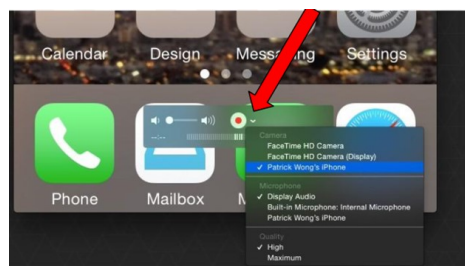
**Step 2

Open QuickTime Player and choose **File > New Movie Recording**



**Step 3

Select your iPhone as the Camera using the dropdown menu to the right of the record button



Now your phone should be mirrored onto your Mac. You can then display this on your interactive board or projector screen for your students to see.



TECHNOLOGY SPOTLIGHT - BY JENNIFER KLINGER

Digital Portfolios for a Cross-Curricular Connection

A Q&A with Todd Willis and Stephanie Case, Third Grade teachers at PHES



How do you plan to incorporate technology into your classroom this year? We have found a new, interesting way for our students to combine scientific research, writing, and personal expression into their daily learning. We are doing this through students' digital online portfolios using Google Slides and combining that with Google Classroom.

What is Google Slides and Google Classroom? Google Slides is a presentation editor similar to PowerPoint. The major difference is it is web-based, and

can be accessed from home or school. It also allows real-time collaboration between students and/or the teacher. Changes are consistently and constantly saved, therefore work is never lost.

Google Classroom is a blended learning management platform developed by Google for teachers that aim to simplify creating, distributing and grading assignments in a paperless way.

What will your first assignment be for your students? The first assignment this year for each student is to create a portfolio of our garden.

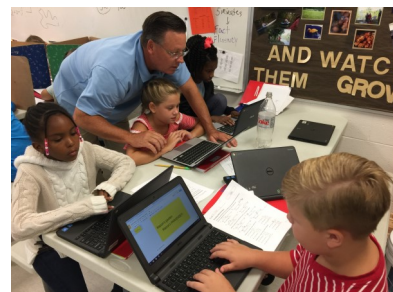
I will start by making a Google Slide presentation that will include most of the directions for the assignment. From there the assignment will be pushed through the Stream feature in Google Classroom. The document can be shared so it makes each student a copy, that includes his or her name in the title of each slide show. Through research, students will add facts to each slide that pertains to the assignment. They can add pictures from Google Images or take some of their own using personal devices or my class set of Kindle Fires or iPads. Typically, I give them a list of five things each slide must contain...name of student and plant, three plant facts, picture of plant, date planted, and expected first harvest.

The "Plant Facts" slide will allow students to read from sites such as Wikipedia or MSU Cares to gather facts that can be easily condensed. While most are technical in nature, students have the freedom to write fun things as well. Like, "I want my nails to be painted the color purple like my peas!" Since we are departmentalized, this gives Mrs. Stephanie an opportunity to work on specific skills from the ELA units, per the pacing guide. She also helps them work on overall writing skills.



What if students have never created a PowerPoint? While most students have little or no Google Slide or PowerPoint experience, they quickly learn from exploration and from each other. They begin to add background pictures and color, adjust slide speed, text fonts and size, and rearrange all data imported into each slide.

What feedback have you received from these types of assignments? What our parents love most is seeing students' work displayed in such a personalized and sharable format. We have even received calls from



parents who were afraid we may have to delete last year's students to make room for my new third graders this year! This parent was going to turn last year's bird portfolio into a calendar as a gift to grandparents.

Would you recommend other teachers trying Digital Portfolios? We do recommend the digital portfolios as an ongoing workstation. It can be so easily adapted as you transition from one unit to the next.

If this sounds interesting to you, email Jennifer Klinger or your school's Classroom Instructional Technology Coach with a list of your students. They will set up student Google accounts and guide you through making your first assignment. Stephanie and I are planning a second CEU on digital portfolios for the Spring. Be watching for it on MUNIS. Of course, I would love to hear from you if you have any questions or want to share some of your successes!!

MEET OUR STAFF



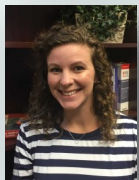
Jennifer Klinger is currently in her 19th year working for DeSoto County Schools. She grew up in Southaven,

attended Southaven schools, and graduated from the University of Mississippi with a degree in Elementary Education. She started teaching third grade in 1999 when DeSoto Central School first opened its doors. She taught gifted education for 15 years at DeSoto Central Elementary, before becoming an Instructional Technology Coach. Her school zones include Pleasant Hill, DeSoto Central, and Lewisburg schools.

She has certifications in SMART Notebook and is a SMART Exemplary Educator. She is also a Level 1 and Level 2 Certified Educator, and just recently was selected as a Google for Education Certified Trainer.

She has been married for 16 years, and has one son, Tyler, who attends Pleasant Hill Elementary.

MEET OUR STAFF



Michelle Cummings is the Classroom Technology Coach for Center Hill High, Center Hill Middle, Center Hill Elem, Overpark Elem, Olive Branch High, Olive Branch Middle,

Olive Branch Elem, Olive Branch, Intermediate, Chickasaw Elem, and the Career Tech Center East. Classroom Technology Coaches serve teachers as they integrate technology with curriculum. As a Classroom Technology Coach, Michelle strives to provide technology training to make accessible what was previously believed to be impossible.

Before serving as a Classroom Technology Coach, Michelle taught English II and AP English Language and Composition at DeSoto Central High School. Among so many other things, DeSoto Central has engrained in her a Jaguar's mentality: "When You Play One of Us, You Play All of Us!" – All of Us just got bigger. Michelle is thrilled to be a part of the Tech Team, helping teachers provide DCS students the best possible opportunities.

TECHNOLOGY FAQ'S- BY MICHELLE CUMMINGS

Q. What wifi network should I be using?

A. DCS_RADIUS

Use the same username and password you use to log on to your computer.

Username: firstname.lastname

Password: same as on your computer



Q. What in the world is OneDrive?

A. In short, OneDrive is "The Cloud" – the magical storage solution of the internet.

In our district, OneDrive is part of Office 365, just like your district email. So, in the same place we store and check email, we can also store and share files.



Prior to this school year, many teachers stored files in their home folders, but they have been replaced with cloud storage, called OneDrive. If you moved all of your files over at the end of last year, and you've logged in to the pop-up on a desktop computer, the files are already in OneDrive, waiting!

To add new things, just log into 365 and click on the cloud. Then, drag and drop files or click on the upload icon. They'll be there, now accessible from any Internet connected device.

Microsoft explains it the best- for more information on OneDrive, please visit:

<https://support.office.com/en-us/article/What-is-OneDrive-for-Business-187f90af-056f-47c0-9656-cc0ddca7fdc2>

Q. How do I get help with my technology?

A. 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.

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 or by visiting www.dcsdms.org/tickets.

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.

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.

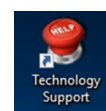
4. Choose your school from the list.

Create Ticket

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.

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 the tools you need to create an effective learning environment in your classrooms.



The screenshot shows the 'Technology Support Ticket System' interface. At the top, there are links for 'Support Center Home', 'Open a New Ticket', and 'Check Ticket Status'. Below this is a section titled 'Open a New Ticket' with the instruction 'Please fill in the form below to open a new ticket.' The form includes a 'Help Topic' dropdown menu, a 'Contact Information' section with fields for 'Email Address', 'Full Name', and 'Phone Number', and a 'Ticket Details' section with a 'Choose your school' dropdown and an 'Issue Details' text area. A 'Create Ticket' button is located at the bottom right of the form.

TECH 101- BY PETE HICKS

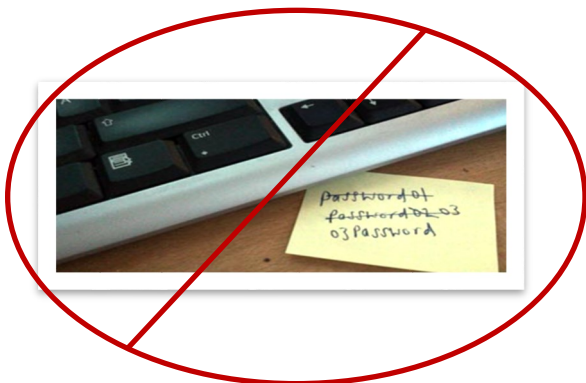
We are often asked why passwords have to be so complicated. Sometimes it's hard to remember them all, especially when they expire every few months. Remember that passwords provide the first line of defense against unauthorized access to your computer. The stronger your password, the more protected your files will be. You should make sure you have strong passwords for all accounts on your computer, such as Office 365, PowerTeacher, & other websites.

Tips for creating a strong password:

- Make it at least eight characters long.
- It should contain upper and lower case letters.
- It should contain numbers and symbols.
- It should not contain any part of your name.
- It should not contain a complete word.
- It should be significantly different from previous passwords.
- Don't use personal information or common words as a password.
- Never tell someone else your password. This includes substitute teachers, coworkers, friends, or your students. You should be the only person who knows your passwords.
- Don't use the same password for multiple accounts. That way, if someone was able to successfully guess one password, they still can't access the rest.
- Don't fall for "phishing" attacks. Be very careful before clicking on a link asking you to log in & change your password, even it appears to be from a legitimate site. It *might* be legit or it might be a "phishing" scam where the information you enter goes to a hacker. When in doubt, go to the website's URL in your browser window rather than clicking an email link.
- Never write your password down in a place where someone else can find it.



Writing your password on a sticky note under your keyboard is never a good idea!



MEET OUR STAFF



Pete Hicks is currently in his 14th year working for DeSoto County Schools. He currently serves in the position of Online Testing and

Instructional Technology Coordinator. He grew up in Hernando, and graduated from the University of Southern Mississippi with a degree in Business Technology Education, as well as a degree in Office Administration with a minor in Business Management. He taught Computer Discovery at Desoto Central Middle School for several years. After that, he accepted a position as a Computer Technician in the DCS Technology Department. After several years providing technical support to school teachers & staff, he took a position at the DCS Central Services Office in Hernando.

He has Microsoft Certifications in Windows Server Fundamentals & also in Windows Operating Systems. He has Microsoft Office Specialist Certifications in Word & PowerPoint. He is also IC3 Certified in Key Office Applications, the Online Environment, and Computing Fundamentals.

He & his wife have been married for 16 years, and they have one daughter. They enjoy traveling, camping, hiking, & fishing in their free time.

TINA'S WEBSITE TIPS

Involve Parents and Students by Creating a Link from School to Home

It's important to build strong connections between what your students learn in the classroom and what they do at home. One of the easiest ways to keep parents informed is by letting them know what they can do at home to further their child's education. Learning doesn't stop at the end of the school day. Parents really appreciate being informed of events, policies, classroom rules, etc. and can be great partners to you in your classroom. Provide them with links to websites that they can use to practice skills with their child as well.

Central Services provides you with a free website platform that you can use, however, we encourage all of our teachers to use what works for you and your students in your classroom. Some of the information that is most helpful to parents and students are as follows:

Class Home Page - The home page should be filled with information regarding the following:

- A welcome paragraph
- Announcements for the week/month
- Instructions on what to click on for info
- How to sign up for your Remind 101 account
- Links to websites

About the Teacher -

- Education
- Experience

Calendar -

- Test dates
- Holidays
- Field Trips

File Manager/Forms

- Newsletter
- Field Trip Forms
- Study Guides
- Parent Note Excuse Form
- Discipline Procedures
- Class Rules & Expectations

If you have any questions about how to access and/or format your teacher website, please feel free to put in a tech ticket or email Tina Streeter at tina.streeter@dcsms.org.



PROFESSIONAL DEVELOPMENT OPPORTUNITY

Weebly Websites for Education: Making Your Webpage Sparkle! .5 CEU

Tues 9-12-17 & Tues 9-19-17

4:30 - 7:00 pm @ Central Services Computer Lab

Weebly Websites for Education

Audience: All K-12 Teachers, Librarians, Counselors

Size: 25

DESCRIPTION: Are you tired of the same old website software that the district provides you? Are you ready to take it to the next level? Weebly for Education will make your website SHINE! Weebly is a free, HTML5 editor for educators that utilizes drag and drop functions to add fun elements to your site. Participants will be able to:

- Add a "theme" of your choice to your website.
- Update your site with easy tables, ready-made images, widgets and more!
- Make your website more interactive by utilizing a blog for your students.
- Change your themes and colors live with a preview button and one click.
- Publish work online.



MEET OUR STAFF



Tina Streeter is in her 23rd year with DeSoto County Schools. She is a life-long resident of Horn Lake and a graduate of Horn Lake High

School. Tina graduated from Mississippi State University with a Bachelor's degree in Teacher Technology Education and a Master's degree in Instructional Technology. She taught Web Design, Computer Applications, and Innovative Applications using technology on the MS FiberNet 2000 Distance Learning Network. In the summer of 2001, Tina relocated to the district office where she is now the District Webmaster and Learn360/Infobase Coordinator.

Tina lives in Horn Lake and her hobbies include playing frisbee with her two border collies, Victor and Jax, cross-stitching, and watching reality TV.



Did you know Learn360 has more than just streaming videos? If you are looking for interactives to share with your class to go along with a subject or video, try the following:

- From the DCS Quick Launch page, click Learn360
- Click on the Learn360 menu button in the top left corner.
- Choose "Browse Other Media"
- Choose from other media such as Interactives, Audio, Science Experiments, Maps, Fact Sheets, Math Activities, etc.
- On the next screen, click the Subject on the right side you are interested in

Students can have a free login as well. Check your email soon for more information about that from Tina Streeter.