

BPS Technology News and Tips April 2019



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URL Shorteners

Google has retired goo.gl URL shortener and QR code creator. Any URLs you may have created using this tool will still work. Here are a couple suggestions to use instead:

- Tiny URL
- URL Shortener Chrome

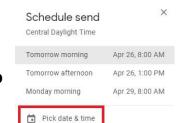


Schedule Send in Gmail

Sometimes it is nice to compose an email and schedule it to send in the future. In the past I have used Extensions such as Boomerang. Gmail now has a built in Scheduler!

When drafting an original email or reply in Gmail:

- Click the arrow next to the "Send" button.
- It will give you the "Schedule send" option.
- Click "Schedule send"
- Click "Pick date & time" to schedule the specific date & time you'd like the message to be delivered.



Schedule send

 Hit the blue "Schedule Send Button"

 Your email will automatically send on the scheduled date and time!

April 2019					<	>	Apr 25, 2019
S	M	Т	W	Т	F	S	
	1		3	4	5	6	3:02 PM
	8	9					
14		16		18	19		
			24	25	26	27	
28	29	30	1	2	3	4	
5	6	7	8	9	10	11	
							Cancel Schedule send

Pick date & time

New Campus Parent & Student

In June, the Old Parent/Student Portal is going away. For about a year now, Infinite Campus has been revamping and enhancing the Portal. Parents/Students had a choice of the view they wanted to use. After June - they will only have access to the new Campus Portal.

Please take a look at the links I have included and share information with your Parents and Students

https://www.infinitecampus.com/audience/parents-students

https://www.infinitecampus.com/info/new-campus-mobile-apps

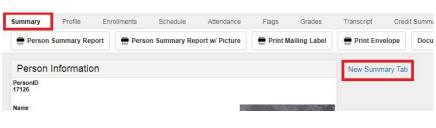
Infinite Campus - New Summary Tab View

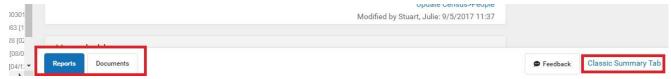
More enhancements will be coming. Infinite Campus is asking for feedback about this view.

The latest Infinite Campus updated included a new Summary Tab View. For now you will be able to switch to the new view and back to the old view if you want. This option will eventually go away. Here are a few instructions and tips about the new view:

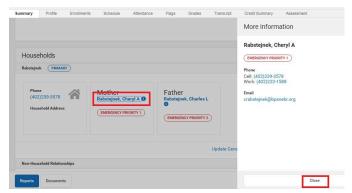
 Change to the new view by going to Student/General/Summary Tab, then select the New Summary Tab link on the right.

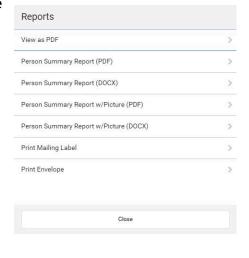
 Switch back to the old view by selecting the "Classic Summary Tab" link at the bottom of the Summary Page.





- There is now a Reports button at the bottom of the Summary Page instead of the list of reports along the top of the old view.
 - Hit Close to exit the report selection.
- Click on a Blue Link to get more information about a contact.
 - Hit close to exit the More Information box.





 You can now hit links to Update Census People, Relationships, Households, etc. This will take you to their "Person" page to make changes and/or find out even more information about that student/person.



Projector Tip

If your projector starts overheating, it is most likely due to a dirty filter. You or your custodian can easily clean the filter. <u>Click HERE for a Video</u>.

EPSON

The Images on the left are for Epson 95+. The right one is 83+

