

# TECHNOLOGY TIDBIT

## Use a Digital White Board

Are you missing the ability to draw something out and explain it to students like you would with a whiteboard or Document Cam? Use Google Jamboard as a digital whiteboard.

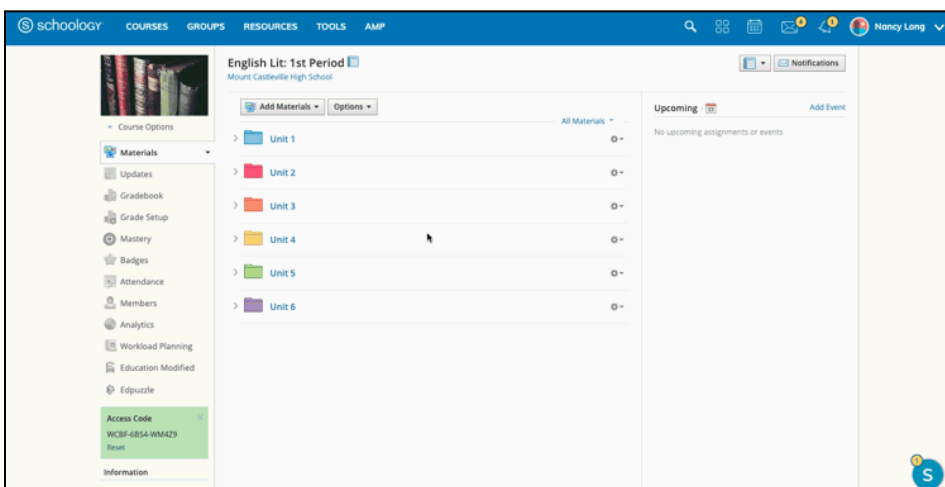
[Video Tutorial Here](#)

## Course analytics in Schoology to see what students have been doing

You may want to know what students are doing in Schoology during Distance Learning. Schoology has detailed step by step directions on how to access this feature.

[Video Tutorial Here](#)

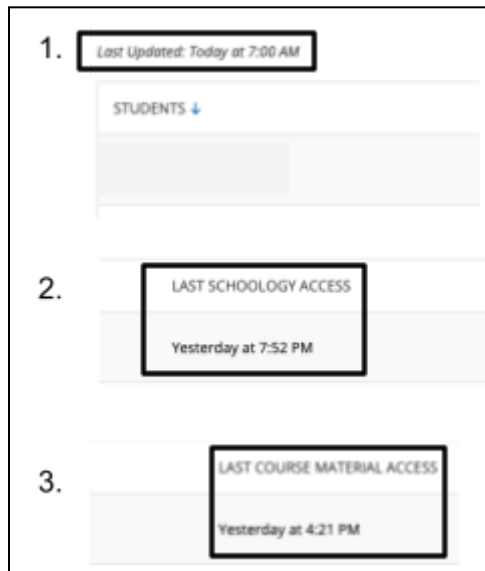
## Accessing Course Analytics



1. Click Courses in the header.
2. Select the desired course.

- Click Analytics from the left menu.

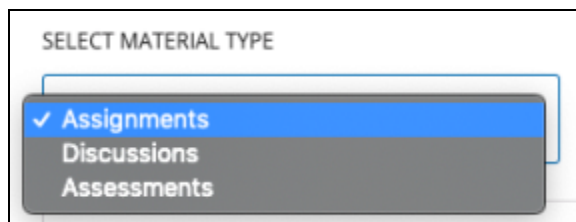
## Course Analytics Report Dashboard



- Last Updated: Course Analytics may take up to 24 hours to populate.
- Last Schoology Access: The date and time course members last accessed Schoology. Students are considered “logged out” after 30 minutes of inactivity.
- Last Course Material Access: The date and time of the last material course members accessed within your course.

## Student Detail Report

Course Analytics provides additional information on individual student access within a course. Click an individual course member from the dashboard to view their usage data for specific course materials.



Click the Select Material Type drop-down menu to view usage per material type

TITLE ↓	LAST ACCESS	SUBMITTED	TOTAL SUBMISSIONS
<a href="#">Day 1: ENG 11 Parallel structure review</a> 1.	Yesterday 2: 9:58 AM	Not Submitted 3.	0
<a href="#">Day 1: ENG 11 Resume draft and review</a>	Monday Mar, 30th 2020 at 2:09 PM	On Time Monday Mar, 30th 2020 at 2:09 PM	1

- Title: Course material title. Click the title (blue link) to access that material item.
- Last Access: Date and timestamp of last access for the material.

3. Submitted: Submission status and date submitted.

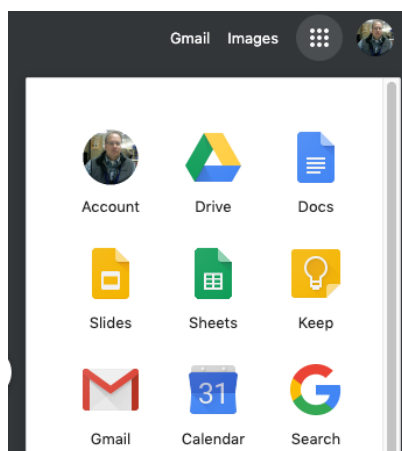
## Use Google Meet to connect

### “How to” Connect with Parents and Students

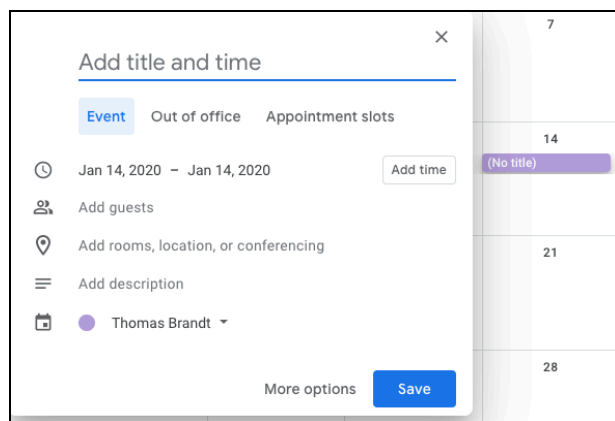
#### Create a Parent Phone Call Event in Google Calendar

You may need to contact a parent or guardian during the period of extended flex learning. If you'd rather not use your personal phone, you can call using a Google meet. Because of the personal nature of this call, it is advised not to use your Office Hours number.

1. Open your Osseo Apps Calendar in the Chrome browser.



2. Tap/click on a date that you will remember. A new event menu will open.



3. Title your event “Course Name” Office Hours.

# Parent Phone Call

Event

Out of office

Task

4. Tap/click on Add Time.



Mar 13, 2020 2:30pm – 3:30pm Mar 13, 2020

Google creates a 30 minute time period. You do not need to edit this time.

5. Tap/click Add rooms, location, or conferencing



Add rooms, location, or conferencing

6. Tap/click on Add conferencing.



7. Google will create a Meet url, phone number and PIN

Join Hangouts Meet

meet.google.com/qma-ufvd-sk



View conference details

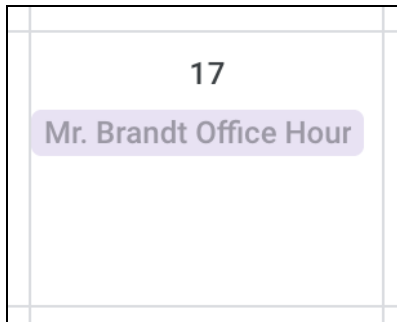
8. Tap/click Save at the top of the page.

Save

## Call a Parent using Google Meet

[Video Tutorial Here](#)

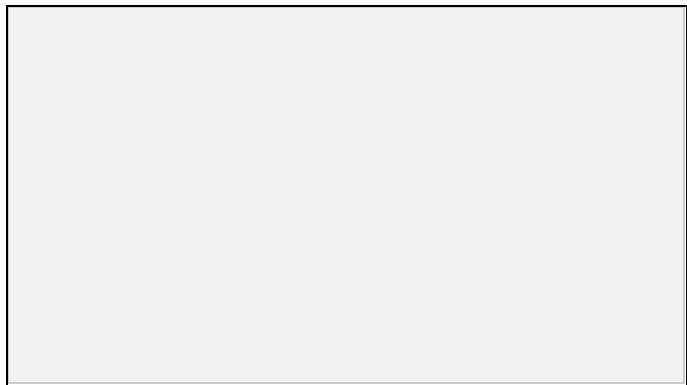
1. Open the Parent Phone Call event in your Google calendar.



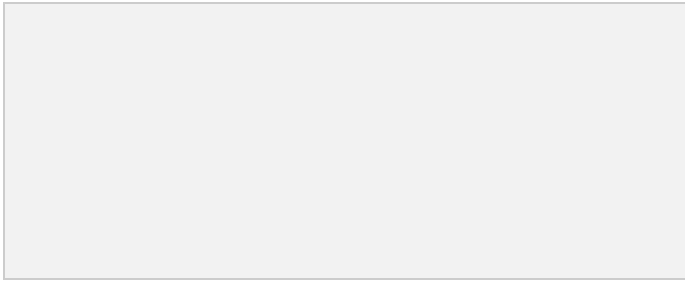
2. Tap/click Join Hangouts Meet.



3. Tap/click Join now



4. You may feel more comfortable turning off your camera.



5. Tap/click on the people icon.



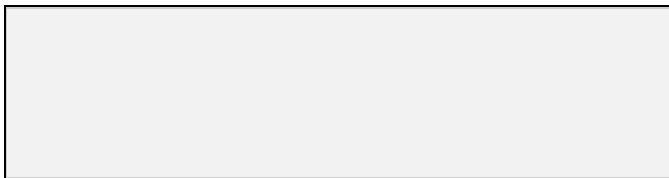
6. Tap/click Add people.



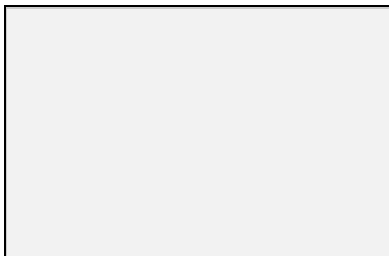
7. Tap/click Call.



8. Type in the parent's phone number.



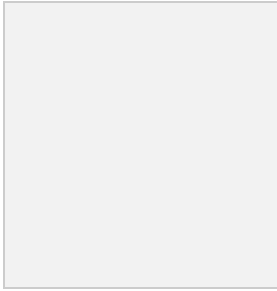
9. Tap/click the green call icon.



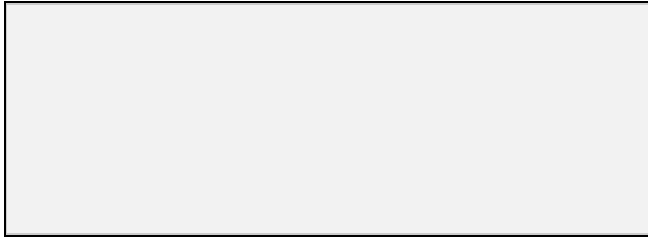
10. You will be notified with the message “Connected” When the parent answers.



11. Tap the image circle when you are finished with the call.



12. Tap/click the phone icon to end the meeting.



## Casting the Chromebook Screen to the screen in the classroom.

Did you know that you can share your chromebook screen with the screen in the classroom allowing you to be more mobile with your device while providing guided instruction?

Follow both tutorials to learn more.

1. [How to turn on “Air Server”](#) on the desktop computer - This program is needed in order to “cast” the chromebook to the screen
2. [How to “Cast”](#) the chromebook to the classroom screen.

Please be aware that this opportunity is available to all devices on the osseo secure network. This is an incredible opportunity for students to become more involved in the instruction and demonstration of knowledge along with sharing their work with the class. Having spent 11 years in middle school classrooms - keep in mind some students may choose to show this ability at an inappropriate time. “With great power comes great responsibility.”

# Accessibility Series

By using the accessibility features that are available on the chromebook we are able to adapt to the needs of the learner. In the coming weeks, I will highlight accessibility features that empowers students to use the chromebook in a way that meets their needs.

## Turn on Chrome Accessibility Features

[Video Tutorial here](#)

1. At the bottom right, tap/click the status area, or press Alt + Shift + s.

2. Tap/click Settings .

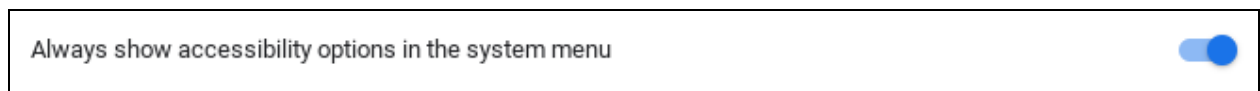
3. Tap/click Advanced



4. Tap/click Accessibility

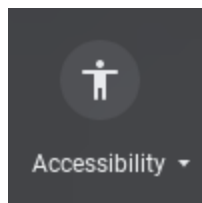


5. In the "Accessibility" section, turn on Always show accessibility features system menu.



6. Tap/click to open the status area of your Chromebook (lower right of the screen)

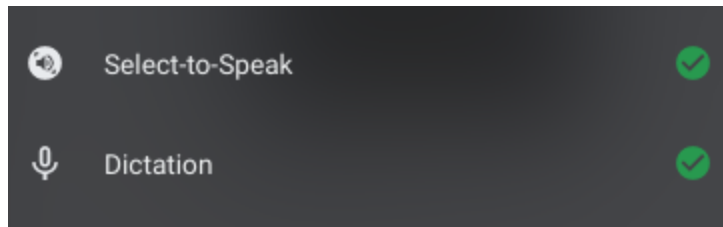
7. Accessibility features are now available.



8. Tap/click Accessibility.

9. Tap/click Select-to-Speak and Dictation.



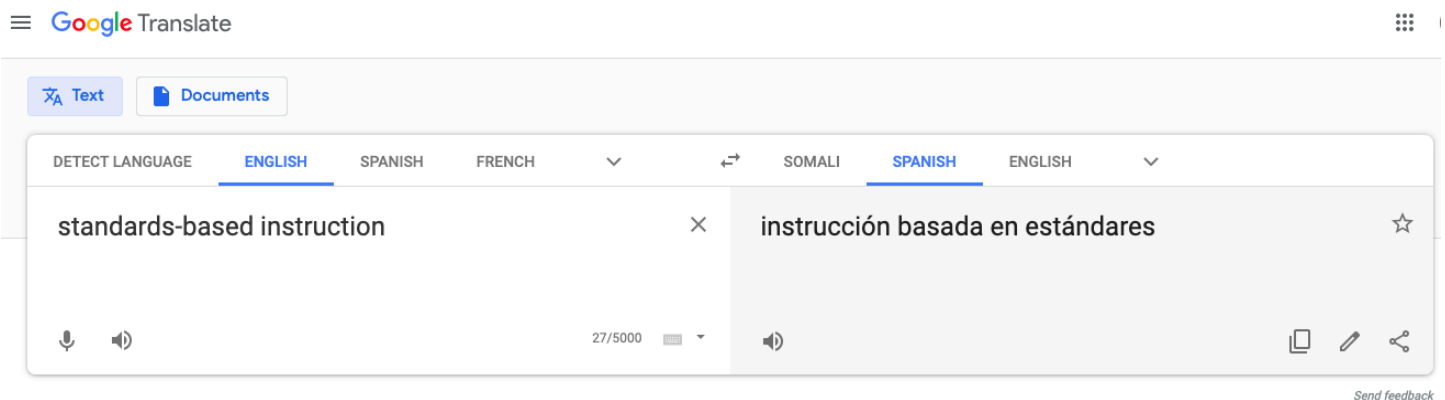


## Use Google Translate to communicate with MultiLingual Learners

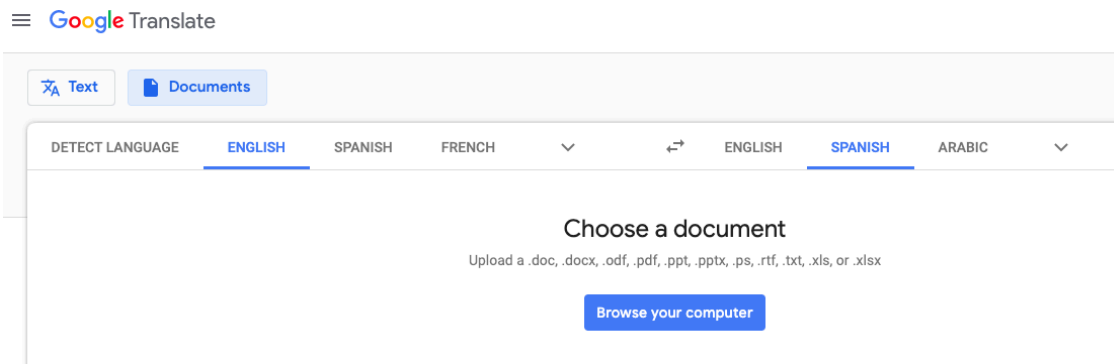
[Video Tutorial Here](#)

### Web browser

1. Open Chrome Web browser and go to [translate.google.com](https://translate.google.com)
2. Choose the input language and the output language



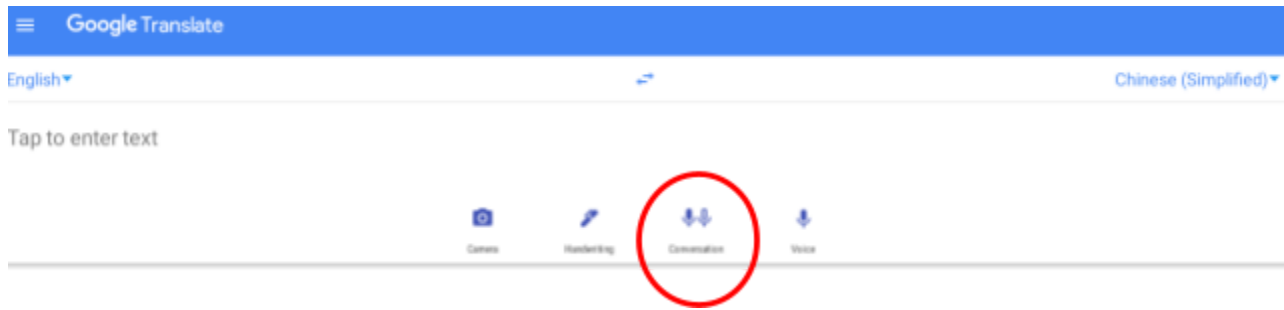
3. Speak or type in information. Google Translate will give it in the output that you select. Many of the languages are available to read aloud but not all.
4. Can also choose to upload a document and have it translated.



## Google Translate App

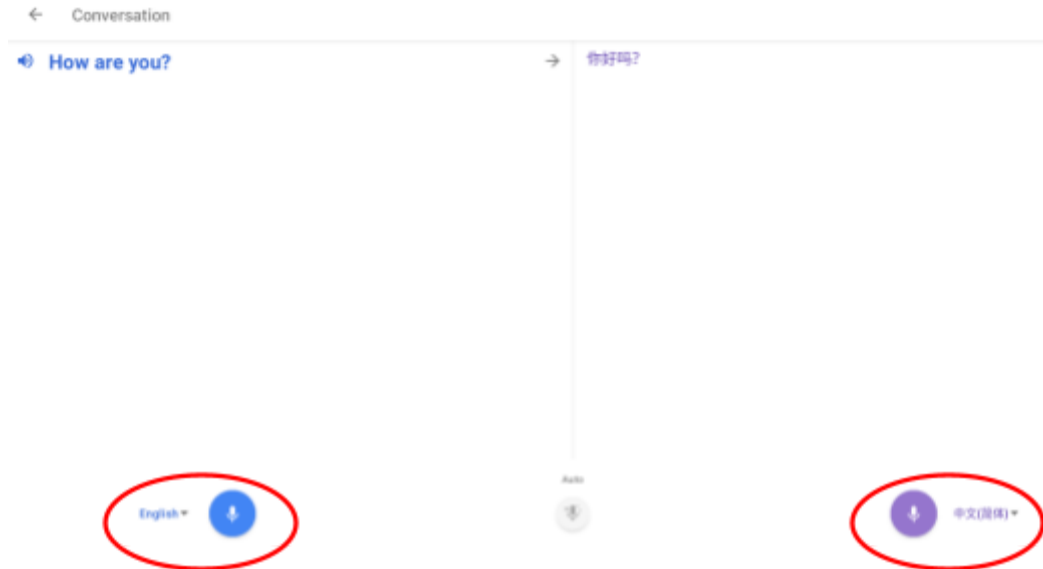
1. Install Google Translate from the Google Play store

2. Click on Conversation



3. Choose the languages needed.

4. Click on the microphone to start a conversation.

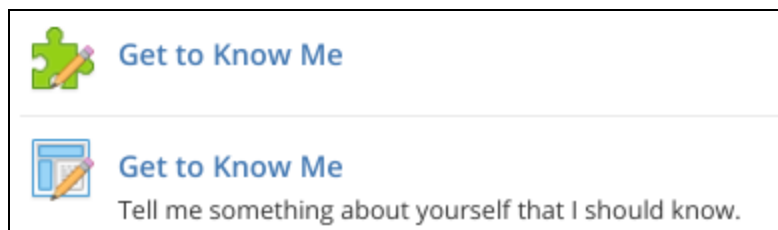


## Use Chrome Dictation and Google Doc Voice Typing

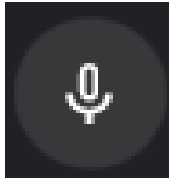
[Video Tutorial Here](#)

### Schoology

1. Open a Schoology assignment, test/quiz, assessment or discussion.



2. Tap/click the Dictation icon on your Chromebook shelf



3. Speak the text you want to appear. **Note: the Dictation tool will turn itself off when you pause your speech**

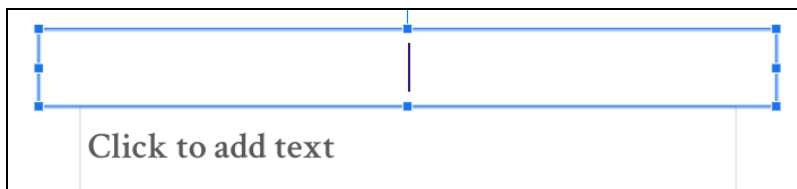
**Question 1** (1 point)

Tell me something about your self that I should know.

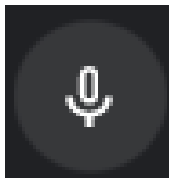
I think you should know that I love to read

## Google Slides Text Box

1. Place your cursor inside a text box on a Slide



2. Tap/click the Dictation icon on your Chromebook shelf



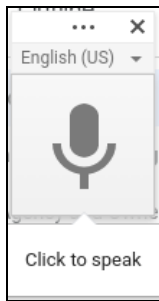
3. Speak the text you want to appear. **Note: the Dictation tool will turn itself off when you pause your speech**

**title of the slide**

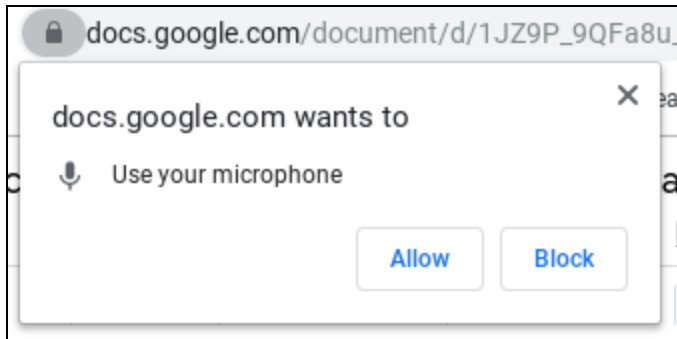
Click to add text

## Use Voice Typing in Google Docs

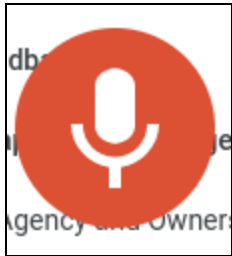
1. Open a Google Document.
2. Click Tools > Voice typing. A microphone box appears.



3. You may be prompted to allow the use of your microphone. Tap/click Allow.



4. When you're ready to speak, tap/click the microphone. It will turn red.



5. Speak clearly, at a normal volume and pace (see below for more information on using punctuation).
6. When you're done, tap/click the microphone

## Correct mistakes while use Voice Type

1. Highlight the mistake

So here is the text I am ensuring that I will now correct

2. Speak the correction. The new speech will replace the old.

So here is the text I am Entering that I will now correct

# Use Select-to-Speak or Immersive Reader

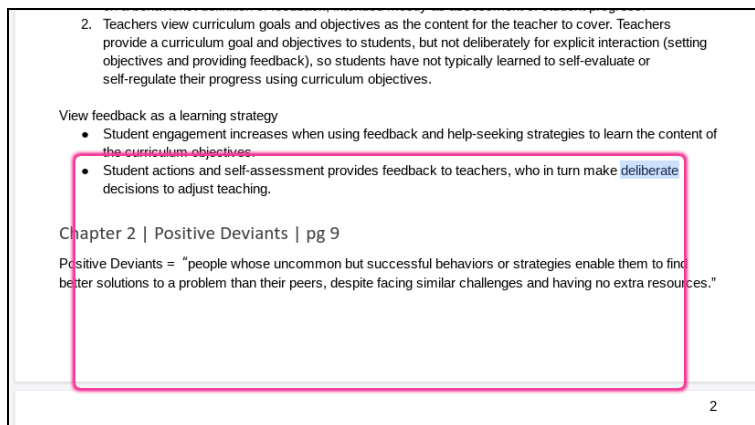
Select to Speak [Video Tutorial Here](#)


Immersive Reader [Video Tutorial Here](#)

1. At the bottom right, near the status area, tap/click the Select-to-speak icon .



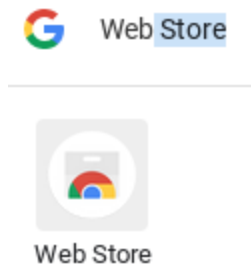
2. Tap/click a line of text or drag your finger over an area of the screen.
3. Your Chromebook will read the section aloud and each word will be highlighted.



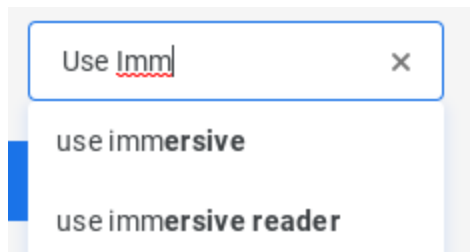
4. To stop Select-to-speak while it's reading, press Ctrl or the Search key  . You can also tap/click the select-to-speak icon.

# Use the Immersive Reader Chrome Extension

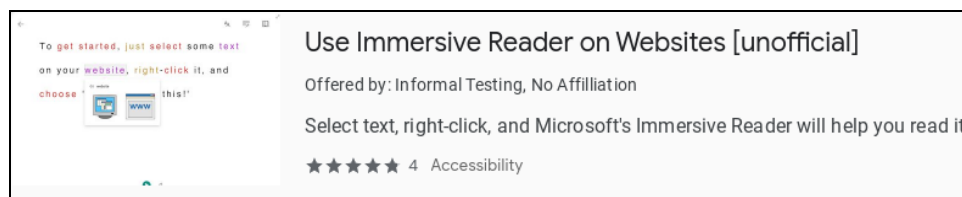
1. Tap/Click the search key or the launcher icon.
2. Start typing Web Store into the launch area search box. The Chrome Web Store app will appear.



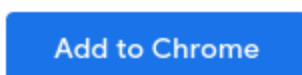
3. Tap/Click the Web Store icon.
4. Start Typing Use Immersive Reader on Websites into the Search the Store box.



5. Tap/click the search results.



6. Tab/Click Add to Chrome.



7. Highlight screen text.

## Community Builder

**Layered Question:** Choose 1 or more of the following questions to answer using the **Audio/Video** feature.

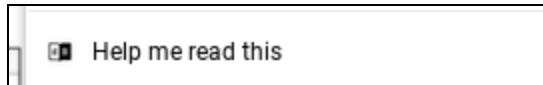
If you could have any superpower, which would you choose and why?

What is your teaching superpower and how does it show up in your teaching?

Think of a colleague. What is his/her teaching superpower and how does it show up in their teaching?



Think of your students. What is one of their collective superpowers and how does it show up in their learning?

8. Right-click or two-finger tap on the text and select “Help me read this” from the menu.




9. The text will open in Immersive Reader. Tap/click the green play icon at the bottom of the page.

Layered Question: Choose 1 or more of the following questions to answer using the Audio/Video feature. If you could have any superpower, which would you choose and why? What is your teaching superpower and how does it show up in your teaching? Think of a colleague. What is his/her teaching superpower and how does it show up in their teaching? Think

10. Use the backwards arrow in the top left to navigate back to the original screen text.

 Immersive Reader

Layered Question:

## Using the Microphone in Schoology Discussions

Want to give students a way to use **their voice** in the classroom? Schoology discussions have so many ways for students to join in the conversation. Did you know that within Schoology discussions students can use the microphone to record their answers in their voice? Reach out to Marie Lundt-[lundtm@district279.org](mailto:lundtm@district279.org) if you want to check out all that discussions have to offer.

## Using the calendar in Schoology as a planner.

You can empower students to use the schoology calendar to plan out their day. When a teacher puts a date into the schoology calendar, it will show up on the students calendar. Teachers should be doing this for all assignments so students and parents know what's happening in the classroom. Did you know that Students can add events into their calendar? Students are able to add events to their calendar. Maybe they need to study for an assessment- they could add that event into their calendar. Maybe they are going to babysit on a Thursday afternoon- they could add that into their calendar. We are always looking for ways to prepare students for "the real world." Using the Schoology calendar could be a great planning tool for students.

## Linking Google tools into Schoology

Do you create a daily agenda to display on the board when students come into the room? Did you know that you can create this in a Google tool (Google Doc or Google Slides), link it into a Schoology course and every day you make changes to it in google, it will update automatically in Schoology?!? If you want support in doing this, reach out to Marie Lundt at [lundtm@district279.org](mailto:lundtm@district279.org) and she can come help get this going for you.

## Adding Materials to Schoology

Make sure to add a *date* to any **assignment** that is put in Schoology. By adding the date the event will show up in the Schoology calendar which will inform students and parents with what is happening in your classroom.

Students are also able to add events to their calendar so they can use it as a true planner.

Also make sure that if you are NOT scoring assignments in Schoology to make the category Ungraded. If it has any other title, the assignment will appear on the parent Email Digest as late.



## What do Parent Email Digests Look Like?

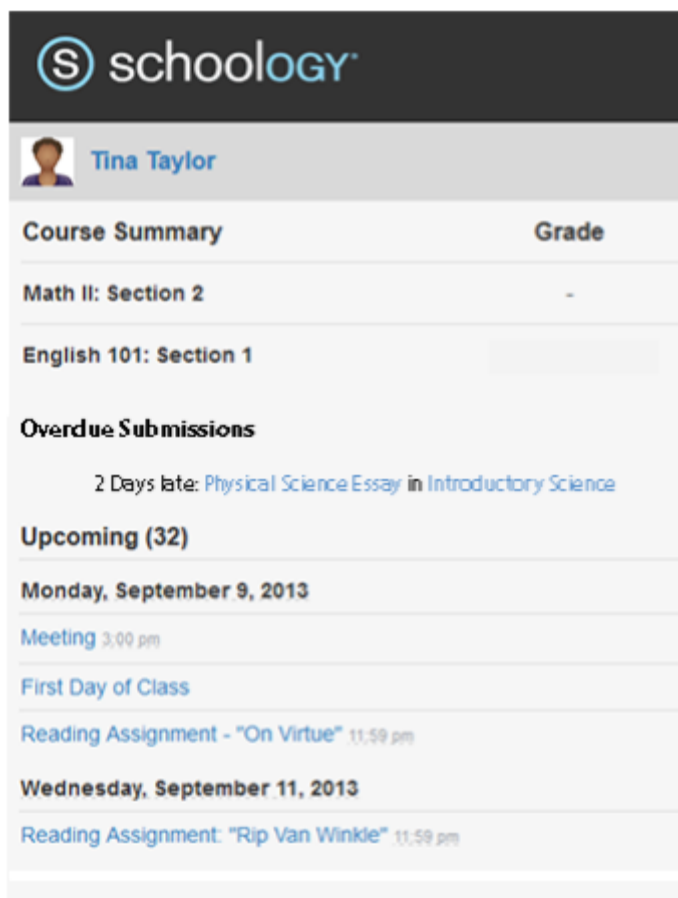


Image 5: Schoology Parent Email Digest

Recent activity, including:

- The student's posts and updates in courses, assignments, tests/quizzes, and discussions.
- Recent submissions for assignments and tests/quizzes.
- The date range for which information is displayed.

Overdue Submissions, including:

- How many days the item is past due.
- The assignment title.
- The Course in which the item is due.

## Additional Support

In order to help teachers in this work, we have a Digital Learning team set in place to support each teacher! The role of this team is to support teachers in the classroom and to help with digital learning activities in order to personalize learning. We can brainstorm ideas on how to integrate technology into a lesson with you, co-teach, or assist as another set of hands when trying out a new strategy. At any time teachers can reach out and contact the team and they will be able to support you.

Marie Lundt : [lundtm@district279.org](mailto:lundtm@district279.org) - Middle School

Tom Brandt: [brandtt@district279.org](mailto:brandtt@district279.org) - High School

Melissa Sanchez: [sanchezm@district279.org](mailto:sanchezm@district279.org) - Elementary School

Andi Bodeau: [bodeaua@district279.org](mailto:bodeaua@district279.org) - ESC