Common Digital Tools used in AACPS
Teacher Resource

Additional information on all the tools below can be found by visiting the [Teacher Intro to Digital Tools](#) website located on Classlink. Look for the "T" icon.

Google Tools

Tool	Icon	Description	Access through:	Help/Tutorials
Meet		Video conferencing and recording. Allows teachers and students to see and speak with one another, and share what is on their screen.	**Desktop/Laptop:** Classlink **Chromebook:** Classlink *Once the link is created, teachers should place the Meet link within Brightspace.	[Google Meet Directions](#) [Teacher intro to Digital Tools](#) *(also linked on Classlink)*
Docs		Write reports, stories, and more. It is Google's version of Word.	**Desktop/Laptop:** Google Drive in the browser **Chromebook:** Google Drive in the browser	[Official Google Docs Cheat Sheet](#) [Get Started with Docs](#) (from Google) [Comparing Docs, Slides, Jamboard, & Drawings](#)
Slides		Create presentations, slide decks, and more. It is Google's version of PowerPoint.	**Desktop/Laptop:** Google Drive in the browser **Chromebook:** Google Drive in the browser	[Official Google Slides Cheat Sheet](#) [Get Started with Slides (from Google)](#) [Comparing Docs, Slides, Jamboard, & Drawings](#)
Drawings		Create drawings, pictures, and graphic organizers.	**Desktop/Laptop:** Google Drive in the browser **Chromebook:** Google Drive in the browser	[Drawings Cheat Sheet](#) [Drawings Task Card](#) [Comparing Docs, Slides, Jamboard, & Drawings](#)

Jamboard		Sketch out ideas with this digital whiteboard.	*Desktop/Laptop:* Google Drive in the browser *Chromebook:* Google Drive in the browser	[AACPS Google Resource Site- Jamboard](#) [Comparing Docs, Slides, Jamboard, & Drawings](#)
Forms		Take or create surveys and quizzes.	*If taking a survey/quiz:* Use the link provided **If creating a Quiz:** *Desktop/Laptop:* Google Drive in the browser *Chromebook:* Google Drive in the browser	[First Day of Forms](#) (from Google) [FAQs or Forms Quizzes](#) (from OIT)
Sheets		Make lists and analyze data with charts. It is Google's version of Excel.	*Desktop/Laptop:* Google Drive in the browser *Chromebook:* Google Drive in the browser	[Official Google Sheets Cheat Sheet](#)

Microsoft Tools

Tool	Icon	Description	Access through:	Help/Tutorials
Word		Microsoft's word processing program for creating documents.	*Desktop/Laptop:* Start Menu *Chromebook:* Classlink> OneDrive *Word documents saved on a desktop will not be accessible in the online version unless they have been saved in OneDrive.	[Microsoft Training: Word](#)
PowerPoint		Microsoft's presentation application.	*Desktop/Laptop:* Start Menu *Chromebook:* Classlink> OneDrive *PowerPoints saved on a desktop will not be accessible in the online version unless they have been saved in OneDrive.	[Microsoft Training: PowerPoint](#)

Excel		Microsoft's spreadsheet application to make lists and analyze data.	***Desktop/Laptop:*** Start Menu ***Chromebook:*** Classlink> OneDrive *Excel spreadsheets saved on a desktop will not be accessible in the online version unless they have been saved in OneDrive.	[Microsoft Training: Excel](#)
Outlook	 (Desktop) (online)	The AACPS email application for staff and students (grades 6 through 12 only).	***Desktop/Laptop:*** Start Menu ***Chromebook:*** Classlink> Email Exchange	[Microsoft Training: Outlook](#)

Other Tools

Tool	Icon	Description	Access through:	Help/Tutorials
Wixie		Share ideas through writing, voice recording, and art.	***Desktop/Laptop:*** Classlink ***Chromebook:*** Classlink *Teachers can link a specific template within Brightspace for students to access.	[Wixie Tutorials for Teachers](#) [Wixie Task Card](#)
SMART Notebook		Create interactive presentations and activities	***Desktop/Laptop:*** Start menu ***Chromebook:*** Not available (use Lumio- see below)	[Download Notebook Directions for Home Computers](#) [SMART Notebook 20 Teacher Guide](#) (from SMART) [SMART Notebook 20 Training Videos](#)
Lumio		Use your SMART Notebooks on the Web with added student interactivity.	***Desktop/Laptop:*** Google Drive> New> Lumio ***Chromebook:*** Google Drive> New> Lumio	[How to Access Lumio](#) [SMART Teacher Training Center](#)

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			*Teachers can link a specific template within Brightspace for students to access.	[Lumio Teacher Guide](#)
Discovery Education		Videos, images, student interactives and more on a wide range of topics curated for students and teachers.	**Desktop/Laptop:** Classlink **Chromebook:** Classlink *Teachers can link a specific video or Studio activity within Brightspace for students to access.	[Step by step guides and Interactive Courses on using DE](#) *(Open Discovery Ed From Classlink, BEFORE selecting the link)*
MackinVia		Provides access to the AACPS online databases and ebooks.	If the teacher has provided a link to an online database in Brightspace, students MUST open MackingVia and navigate to the database BEFORE selecting the link. **Desktop/Laptop:** Classlink **Chromebook:** Classlink	[Accessing MackinVia Directions](#) [MackinVia Video tutorials](#)
Nearpod		Create interactive slide shows that students can complete self-paced.	**Desktop/Laptop:** Classlink **Chromebook:** Classlink	[Nearpod Help Center](#)
WeVideo		Record and edit videos, gifs and podcasts.	**Desktop/Laptop:** Classlink **Chromebook:** Classlink	[WeVideo Academy](#) [WeVideo Educator Idea Hub](#)

Need help with Brightspace?

[Visit the Teacher Intro to Digital Tools Website.](#)