

ISD 728 Core Competencies--Instructional Video Links: bit.ly/728core

Campus Schoology Seesaw Gmail Chrome Slides Calendar Drive Docs Forms Sheets SMART Notebook iPads Chromebooks Macbooks	I can do this independently with little or no help.	I need help to do this.	I don't have access to this.
Gmail (Link to Playlist) (G Suite Learning Center)			
I can compose/send/read , and reply/forward email.			
I can format text.			
I can run spell check.			
I can trash emails.			
I can organize and archive emails.			
I can print an email.			
I can use labels			
I can use the search feature to find emails.			
I can add files to an email from Google Drive.			
I can attach a file to an email.			
I can create a signature line.			
I can locate and retrieve email that is sent to SPAM.			
Google Slides (Full Playlist) (G Suite Learning Center)			
I can add a new slide.			
I can change slide layout.			
I can present my slideshow in full screen presentation mode.			
I can share my presentation using the "share with others" options.			
I can insert text and images.			
I can add and edit objects.			
I can run spell check.			
I can save and find my presentations.			
I can print my presentation.			
I can insert a link to website.			
I can change the presentation theme.			
I can make a copy of my presentation.			
I can convert a PowerPoint to a Google Presentation			
Google Calendar (Full Playlist) (G Suite Learning Center)			
I can open a calendar and switch views for day, week, month.			
I can activate/hide individual calendars.			
I can create an event.			
I can open detailed event menu.			

I can edit and delete an event.			
I can add guests to a calendar event.			
I can set recurring dates.			
I can set a notification (reminder).			
I can add, create and share calendars. (video 1, video 2)			
Google Drive (PLAYLIST - All) (G Suite Learning Center)			
I can create new docs/sheets/slides.			
I can create new folders.			
I can move files and folders to organize them.			
I can upload files to Drive and convert them to Google format.			
I can share files and folders so others can view, edit and/or comment on them.			
I can access files shared with me and move them to My Drive.			
I can search for a document.			
I can access and utilize the "more" menu options.			
I can delete files and folders.			
Google Chrome (Playlist All) (G Suite Learning Center)			
I can login, logout and switch between multiple Google accounts.			
I can use the address field (Omnibox) to type in a website URL and/or conduct a keyword web search.			
I can refresh a web page.			
I can use the forward and back buttons.			
I can add, close and rearrange tabs.			
I can move a tab to a new window of its own.			
I can add, delete and edit bookmarks.			
I can access and view browsing history.			
I can locate, install and open Chrome apps and extensions.			
I can customize Chrome settings (page zoom, font size, home page).			
Google Forms (Full Playlist) (G Suite Learning Center)			
I can create a new form from Drive.			
I can create the different question types (text, paragraph, MC, checkbox, choose from a list, scale, grid, date and time).			
I can choose the appropriate form collection and confirmation settings.			
I can send the completed Form.			
I can view/preview the live Form.			
I can view a summary of responses.			
I can view the submitted responses on related spreadsheet.			
I can sort and manipulate data on the responses spreadsheet.			

I can change the theme.			
I can add collaborators.			
Go beyond the core and learn about using add-ons			
Google Docs (PLAYLIST - All) (G Suite Learning Center)			
I can create a new document from Drive.			
I can change the title of the document.			
I can make a copy of a document.			
I can format text using basic text editing functions (type, color, size, bold, italics, underlining, alignment).			
I can insert, crop and move an image.			
I can insert a hyperlink (at 2:00).			
I can add comments to a document at (5:10).			
I can share a document by adding a collaborator's email.			
I can share a document with sharable link.			
I can choose between edit/suggest/view rights when sharing docs.			
I can print a document.			
Google Sheets (Full Playlist) (G Suite Learning Center)			
I can create and title a Google Sheet.			
I can add, delete, edit and move cell contents.			
I can apply basic formatting (number and text formats).			
I can apply basic cell formatting (merging and wrapping cells).			
I can insert, delete, move and resize rows and columns.			
I can apply basic sheet formatting (grid borders, cell colors).			
I can add, name, and organize sheet tabs.			
I can share Google Sheets.			
I can collaborate with Google Sheets by adding comments.			
I can view the revision history.			
I can print sheets.			
Smart NoteBook (Full Playlist)			
I can create, save and open a Notebook file.			
I can add, delete and reorder pages.			
I can utilize the standard toolbar to add text and shapes .			
I can utilize pens and erasers from the toolbar.			
I can use the screen shade tool.			
I can insert hyperlinks.			
I can access object settings like lock, allow to move and clone.			
I can access and insert content from the Gallery.			
I can insert and delete content from the Activity Toolkit.			

I can utilize the Smart Exchange website to find materials.			
I can present in full-screen view.			
Chromebook (Full Playlist)			
I can explain how a Chromebook is different from a desktop or laptop.			
I can identify the Chromebook inputs (power cord, USB, headphone, built in camera & microphone).			
I can log into the Chromebook from start-up and from locked screens.			
I can use the touchpad as a mouse.			
I can use the keyboard hotkeys, search key and shortcut keys.			
I can locate the shelf (where apps are stored) and status tray (for system settings).			
I can open apps from the launcher (magnifying glass) and the shelf (icons at bottom).			
I can use the status tray to sign out, check internet connectivity, adjust volume, check battery status, lock and power down the Chromebook.			
I can access the Files app and locate files in My Drive, downloads and removable storage devices.			
I can refresh, quit or restart my Chromebook when it freezes.			
iPad (Full Playlist)			
I can power the device on/off.			
I can adjust the volume.			
I can connect to WiFi.			
I can open, close and switch between apps.			
I can conduct a web search.			
I can capture and manage photos and video.			
I can use spotlight to navigate apps.			
I can utilize multitasking gestures on the touch screen.			
I can utilize the on-screen keyboard to enter and edit text.			
I can access and utilize the control center.			
Operating Systems(Mac) Full Playlist			
I can start/shutdown/reboot my computer.			
I can log into and out of the network and workstation.(Joe)			
I understand syncing on my computer and know if I can cancel this or not. (Joe)			
I can navigate the computer and network folder structure. (Joe)			
I can Find Files and Applications			
I can create folders and move files			
I can cut, copy and paste.			
I can managing windows (open, close, minimize).			
I can set up computer AV (speaker, microphone, volume, camera).			

I can find and use available inputs (SD, 1/8", CD, USB, etc.).			
I can adjust my audio settings			
I can select a printer and print a document.			
I can perform basic troubleshooting (Force Quit)			
Campus (Full Playlist)			
I can open and navigate Campus.			
I can set basic preferences.			
I can select a course.			
I can take attendance.			
I can set up my gradebook. Basic Overview and Category Setup			
I can add assignments.			
I can enter grades.			
I can post my grades at the end of a grading period.			
I can locate a student and find student information.			
I can set up a seating chart.			
I can send my class, student or parent a message.			
I can print a grade report and roster report .			
Schoology (Full Playlist)			
I can navigate Schoology tabs and menus.			
I can post an update.			
I can create and organize folders.			
I can post content (links , files , pages , Google docs , etc.).			
I can create learning activities for students (quizzes/tests , discussions , assignments).			
I can create a rubric.			
I can connect a learning activity to a standard.			
I can grade and give feedback on learning activities.			
I can create and manage events on the calendar.			
I can access, view and analyze mastery reports.			
I can move content to and from resources.			
I can share/retrieve resources from shared groups.			
Go beyond the core with these additional screencasts.			
Seesaw (Full Playlist)			
I can access and log into Seesaw with my teacher account.			
I can navigate the Seesaw environment.			
I can create a new class.			
I can add students to my class.			

I can get and share the Class QR Code with my students to they can access my Seesaw class.			
I can capture, edit and submit a photo.			
I can capture, edit and submit a video.			
I can draw, edit and submit a drawing.			
I can submit a file from the camera roll.			
I can add text labels to drawings or photos			
I can upload a file from my computer.			
I can write, edit and submit a note.			
I can share a link.			
I can approve items that students submit to their portfolios.			
I can add likes, comments, edit and delete student submissions.			
I can access and view the content in individual student portfolios.			
I can view the classroom and calendar feeds for my class.			
I can invite parents to access their child's digital portfolio. (Text directions)			
I can access settings to manage my class.			
I can use Skills View to monitor student mastery.			
Learn More: PD in Your PJ's Beginner Webinar (1 hour)			
Learn more: PD in Your PJ's Advanced Webinar (1 hour)			
I can see the student experience for Seesaw Activities.			
I can browse the activities library and find activities to use with my students.			
I can share a Seesaw activity with my students.			
I can create a Seesaw activity.			
I can organize Seesaw activities into collections.			
I can explain Seesaw to parents.			
I can tell parents how to use Seesaw translation features.			
I can send announcements and messages.			
Projector			
I can power on/off the projector.			
I can freeze the image or mute the projector.			
I can adjust the volume on the projector.			
I can change source inputs on the projector (i.e. Video, Computer 1, Computer 2).			
I can explain that the bulb life is extended if I mute the projector for periods of <15 minutes and turn it off for periods >15 minutes.			
I can connect my computer to the projector when needed.			
SmartBoard			
I can explain that the board is connected to my computer as an input device and that the projector is displaying the computer image onto the board.			

I can use my finger as the mouse to navigate on the board.			
I can use the pens and eraser to write and erase on the board.			
I can orient the board.			
I can explain how to properly clean and care for the board.			
I can locate the ready light and explain board status (red, green).			
I can do basic troubleshooting if the board has a red light by disconnecting the USB connection at the board and at computer and restarting the computer.			
Teacher Practice			
I can choose the correct technology tool to meet a teaching and learning need (like differentiation, assessment, feedback, etc.).			
I can use technology to differentiate activities for my students.			
I can use technology (like shared Google docs) to foster digital collaboration.			
I can teach students how to use digital tools or show them how to find directions on their own.			
I can distribute, collect and assess student work digitally.			
Student Achievement			
I can use digital assessment tools to monitor student progress toward mastery.			
I can use digital assessments tools to provide students with meaningful and timely feedback.			
I can use digital tools to create rubrics aligned to learning standards.			
Student Engagement			
I can use technology (like email, Schoology, Campus or Remind 101) to communicate with students.			
I can use technology (like shared Google docs, slides or sheets) to allow students to collaborate digitally with others.			
I can use online discussion to allow students to have collaborative discussions digitally.			
I can create activities where students create products with digital tools to foster creativity and student-centered learning.			
I can develop activities where students create products with digital tools to foster higher order thinking skills.			
I can teach students to conduct research using digital tools (databases, web search, etc.).			
I can teach students to practice responsible digital citizenship when working with technology.			
I can use technology to create activities that foster critical thinking.			
I can give students project choices that include the use of technology.			

[OnDemand PD 6-12](#)

[OnDemand PD E-5](#)

