BPS Technology
News and Tips
February 2016

BPS Website News

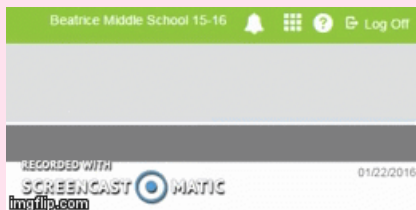| Front Page | District | Students & Parents | Staff | Commur |
| Lincoln Elementary | Paddock Lane Elementary | Stoddard |
| Parent Teacher Conferences |
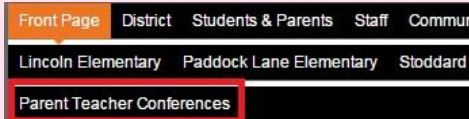
Paddock Lane piloted a new way for parents to sign up for Conferences. During Conference sign up time, there will be a tab on the BPS website Called Parent Teacher Conferences. Parents can go there, set up an account if they don't already have one, choose the conference school/date they want and sign up!!

Create a GIF File

Beatrice Middle School 15-16   🔔 ⠿ ❓ ⊟ Log Off

RECORDED WITH
SCREENCAST ◎ MATIC   01/22/2016
imgflip.com

GIF files are great for showing how to do simple things. They can also be entertaining! You can create a gif from a short video or by putting several images together.

Click here for Instructions

Graphite.org

common sense
graphite

Find Teacher rated/approved tech tools, lesson plans (flows),websites, and apps! Everything is categorized and easy to find!

| Reviews and Ratings | Top Picks | Common Core Explorer | Lesson Flows | Teacher Center ᴺᴱᵂ | Boards | Blog |

Carol Oltman has shown this to teachers at the HS. Thanks for sharing Carol!!!
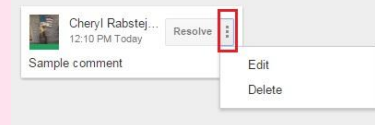
Google App Tip
New...Comment on a Google Doc

In a Google Doc:
- **Highlight Text** to comment on.
- **A Box will come** up on the right side
- **Click on the Box**
- **A Comment window** will come up. Type in your comment.

Cheryl Rabstejnek

Comment   Cancel
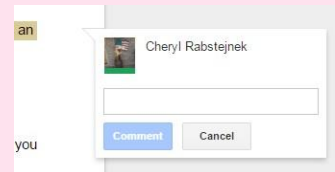
- **Hit Comment**
- **To Edit or remove a comment:**
- **Choose the Comment**
- **Hit the 3 dots**

Cheryl Rabstej...   Resolve ⋮
12:10 PM Today

Sample comment   Edit
                              Delete

- **Choose Edit or Delete**
- **You can also hit Resolve**

Click HERE for lots of Instructions and Tips from the Google Apps Learning Center

Wikipedia Trick

Ok...I know...Wikipedia isn't the best place to find facts. However, it does have it's place in researching the Web.
If you swap the "en" with "simple" in the URL while in a Wikipedia topic, the wording and grammar will be easier to understand. This might be helpful for young students, ELL, etc.
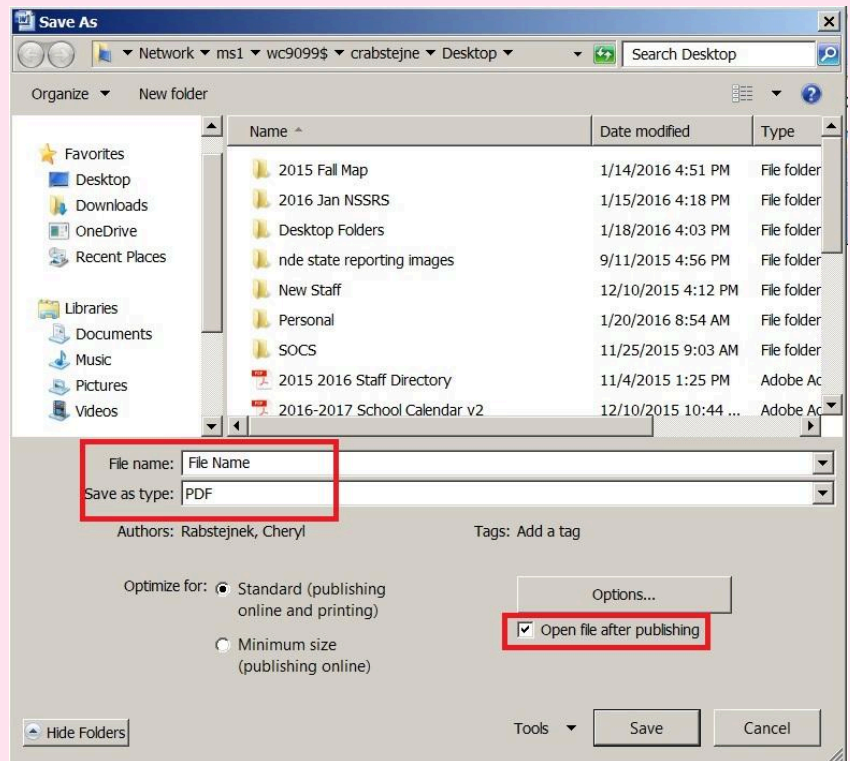
For Example:

https://en.wikipedia.org/wiki/Technology
https://simple.wikipedia.org/wiki/Tachnology

PDF Files

Create a PDF from a Word Document:

- **Open the file in Word**
- **Make any changes needed.**
- **Go to - SAVE AS**
- **Enter file Name**
- **Save as type - PDF**
- **You can choose to have the file open as a PDF after saving if you wish.**
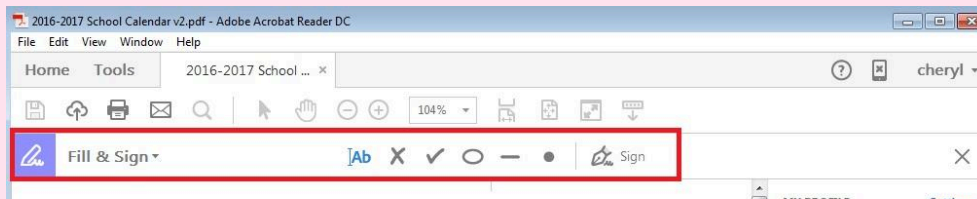- **Hit SAVE**

Adobe Acrobat Reader DC

Acrobat Reader should already be installed on your computer. You may need to update to get the DC version

- **With Acrobat Reader DC, you can do more than open and view PDF files.**
- **Add annotations to documents using Commenting tools.**

- **Use the new Fill & Sign tool to complete PDF forms or markup a PDF.**

Get the newest version here:
https://helpx.adobe.com/reader.html

- **Be sure to uncheck the box to download McAfee**