

BPS Tech Newsletter

March 2021



Timesavers from Free Tech 4 Teachers



Richard Byrne always has simple down to earth ideas and instructions for using technology.

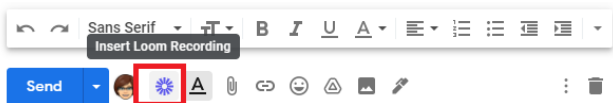
[Click HERE for a list of ten time saving tips.](#)



Loom-Gmail - Video Message

Use the Chrome Extension - Loom to record a video directly into an email message. Sometimes it's easier to show the answer to a question than it is to type it all out.

- Install the Loom Chrome Extension
 - [CLICK HERE to get the Ext.](#)
- Select Compose or Reply.
- Click on the Loom Icon
- Select Record a New Video



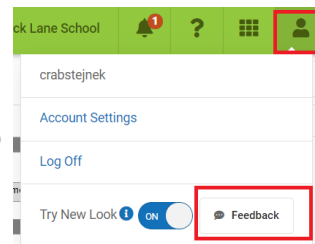
- Hit the Orange Start Recording Button
- Choose screen to record
- Wait for countdown
- When done, select the checkmark
- Insert and send
[Click here for Video Instructions](#)

Google Classroom Notifications

If you would like some control over what email notifications you get from Google Classroom, take a look at [THIS VIDEO](#). There are times you may feel overwhelmed by the amount of email you get from Classroom, hopefully this video will help explain notification settings.

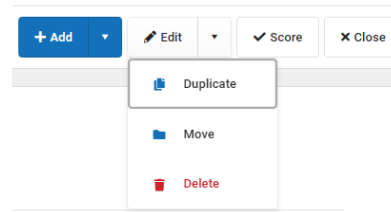
MS and HS Teachers Infinite Campus Assignments

Infinite Campus continues to work on making things easier since the update to adding assignments. Please continue to give feedback to Infinite Campus using the Feedback Button.



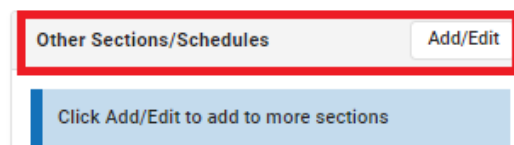
They have added an option to duplicate assignments.

- Click the arrow next to the Edit button and select Duplicate.
- This will open a copy of the existing assignment with "Copy of" added to the title.
- Modify the assignment as needed
- SAVE



They have also tried to make it easier to add an assignment to multiple sections.

[CLICK HERE for Instructions](#)



This may not be as easy as it used to be, but it's a step in the right direction!

Google Drive Tips



I found a few resources that might help you use Google Drive more efficiently.

- Cheat Sheets - [Click HERE](#)
- Basics - [Click HERE](#)
- Organization Ideas -
 - [Click HERE](#)
 - [Click HERE for more Ideas](#)

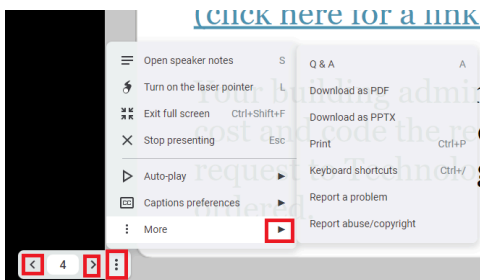
If you have questions or would like more help using Google Drive - please let us know. We can Zoom in and help!!



The EduFlip site has great information about using Google and other Apps in your Classroom.
[Click HERE to take a look!](#)

Google Slides New Features

- Change Theme Fonts
 - If you use Themes in Slides there is a slick way of changing a font in the theme which then changes it in the whole presentation.
 - [Click HERE](#) for Instructions
- New Presentation View
 - Slides Presentation View now offers more options in a smaller space



[\(click here for a link\)](#)

- [Click HERE](#) for Instructions

PLEASE REMEMBER TO USE THE HELPDESK FOR TECHNOLOGY QUESTIONS AND ISSUES

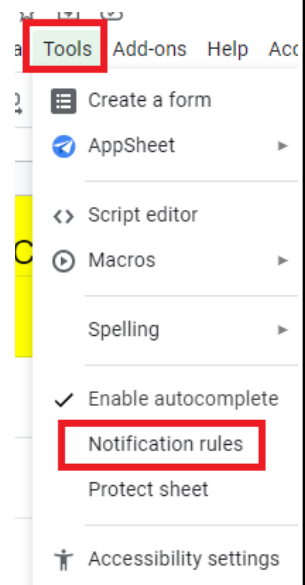
[Link to the Helpdesk](#)
[Directions](#)



Get Notifications in Google Sheets

- If you are a collaborator on a Google Sheet - even if you do not own the document, you can get notifications everytime someone makes a change to that Sheet.
- This is a way not to miss information that has changed on a shared Sheet.

- Open the Sheet
- Select Tools
- Select Notification Rules
- Select Any changes are made
- Select Email - right away or you can choose to get an email only once per day.
- SAVE



Set notification rules

[Help](#) x / dashboard

Notify me at crabsteinek@bpsnebr.org when...

☒ Any changes are made

☐ A user submits a form

Notify me with...

☐ Email - daily digest

☒ Email - right away

Split Screen in Chrome

Use the Chrome Extension, Tab Resize to quickly split screens.

This is handy to easily put two Chrome screens side by side to see both at the same time. It has various layouts you can use.

[Click HERE for the Extension](#)
[Click here for a video demo](#)

Google Workspace



Google Rename FYI

Google renamed GSuite for Education to Google Workspace Fundamentals. You won't see many changes besides a new name.