



# BPS Tech Newsletter

## October 2021

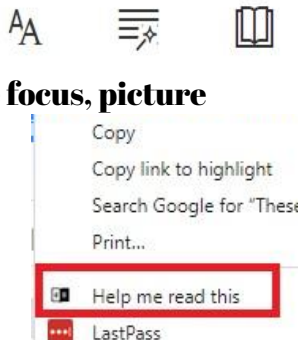
Infinite Campus National Training Week  
November 15th - November 19th



### Immersive Reader

This Chrome Ext. will read passages aloud on Websites.

- Add the Extension to Chrome - [HERE](#)
- Once it is installed, click on the extension to find preferences such as Text Size, Font, Color. Highlight syllables and parts of speech. Enable line focus, picture dictionary and translator.
- Highlight text
  - Right Click
  - Choose "Help me read this"



### Bits and Pieces

- Halloween Choice Board by Tonya Nugent



- [Word Wall Website](#)
  - Make custom activities for your classroom - Quizzes, match ups, word games, and much more! Some HS teachers found and used this site. Thank you Carol O. for sharing!
- [HELPDESK Link](#) - [Instructions](#)
  - Thank you to all who have used the helpdesk this year! If James or Cheryl are gone and you call or email us directly, no one will know about your issue. A ticket will alert the whole tech team!

### Printing Tips and Reminders

If you can not print:

- Restart your computer
- Check to be sure you are connected to the correct network -
  - Your Laptop must be on the BPS-WIFI network. Desktops that are "wired" for network connection are on the correct network by default.
- Check to be sure you are signed into Papercut.
  - Click the arrow up in the system Tray
  - Click on the Printer Icon
  - Select View My Printers
    - You must be signed in - if not, enter your email address and password.
- When Choosing a Printer, you may need to select "See More"



Save as PDF  
See more...

### Printing from Chromebooks Students AND Staff

- By default, Chromebooks should join the BPS-WIFI on startup. Just like laptops, you need to be on the secure BPS-WIFI network to print. We have had a few join the Guest network in error. If you or a student do not see the Chrome mobility printers when trying to print from a Chromebook, be sure you are on the secure network.
- In order to choose a mobility printer, you may need to select "See More"

Save as PDF  
See more...

FollowMe\_BW - [BPS-Print] BPS-Print

FollowMe\_Color - [BPS-Print] BPS-Print

Mobility Print

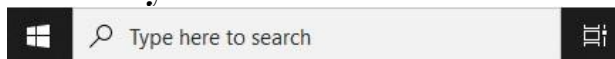
Mobility Print

[Click HERE for more reminders and tips about printing from a Chromebook.](#)

## What is the Windows Taskbar and System Tray?

It is normally at the bottom of your screen. It can be accessed no matter what you are doing on your PC. (can be moved to the top or sides.) Taskbar includes:

- **Start button**, where you find programs, Power, etc.
- **Search Field** - used to find programs, files, etc. - This is very useful!!



- **Task View** - toggles between seeing what is running instead of your window desktop

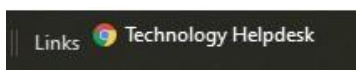


- **Pin programs/files, etc. to the taskbar for easy access. Find a program or file, right click - choose pin to taskbar.**

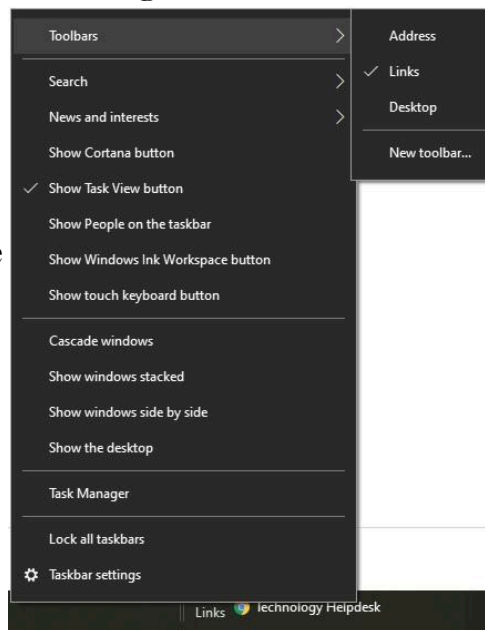
Pin to taskbar



- **Turn on the Links section of the taskbar. Here you can drag links to websites, etc. that you use frequently.**



**Right Click anywhere on the Taskbar to find settings you can use to make things easier for you.**



**The System Tray is located on the Right Side of the Task Bar. This includes:**

- **Date, Time, weather, etc.**
- **Select Wireless Icon to check connections.**
- **Select the Carrot Up Icon to view hidden icons - Here is where you see Papercut, Filewave, and other things running in the background.**



## Canva Video Creator/Editor

Some of you may have used Canva in the past. They have recently added more video editing/creating tools.

- Go to [Canva.com](https://www.canva.com)
- If you do not have an account, you can create one using your Google account.
- [Here is a video from Richard Byrne about using Canva](#)

## WhiteBoard.fi



Whiteboard.fi allows teachers to quickly create a class and view student responses in real-time. No accounts are required.

[Video](#)

## Chrome Remote Desktop

Looking for an alternative to a Mobi? Use a Chromebook and the Chrome Remote Desktop Extension to control your laptop/desktop.

[Click HERE for instructions](#)

## Installing Software/Filewave

Since all of the computers got reimaged last Summer, staff are no longer administrators on their computer. This isn't a problem until you need to install software. It asks for the admin password which you do not have. Here are three ways to get something installed:

- **Your Building Tech Person has the information needed to install.**
- **Put in a HELPDESK Ticket and one of the Tech Staff can remote in and help.**
- **Filewave is something new that the tech dept. has started to push out to staff PCs. Filewave does not need an admin password to install.**
  - Go to System Tray, click the arrow up icon
  - Select the red Filewave Icon
  - Find the software needed and select Install.
  - If you need something added to the Filewave list, please let us know
  - More information will become available as Filewave gets updated.

