Help Desk

BPS Tech Site

August 2015

News and Tips
May 2015

Infinite Campus
Teacher Reminder!!!

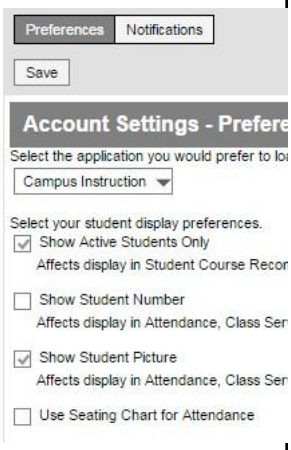
The old Instruction section in the Index is now gone.

Take Attendance, enter Grades, Print Reports, etc. using Campus Instruction

Here is a link to the BPS Tech site with information about Infinite Campus for Teachers

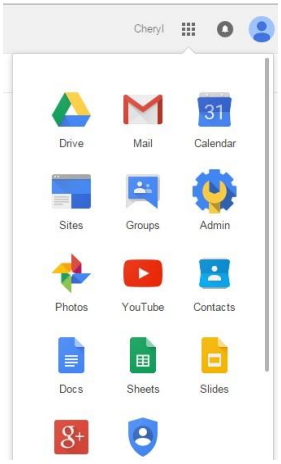
Go to Account Settings to set the way Infinite Campus comes up for you.

- **I suggest to set Campus Instruction to display when you log on by default - saves clicks!**



Customize Google Apps Launcher

- **Open your Google Apps Launcher**
- **Drag and drop your Google App links to put them in an order that makes it more convenient to access!**



Snipping Tool

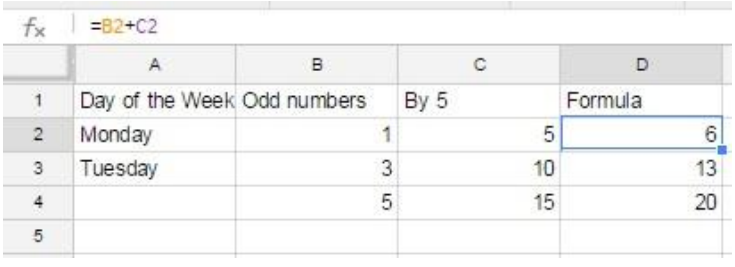
Windows 7 has a nice simple built in tool for capturing a screenshot.

Snipping Tool Video
Print Screen and Snipping Tool Video

Google Sheets Fill down
(Also works in Excel)

If you have a column that has a formula, or data you want to copy down

- **Select the cell to copy**
- **Click and hold on the "Fill Down Square" in the lower right corner of the cell.**
- **Drag down to fill all cells you wish.**
- **If you have a large spreadsheet, you can double click the "Fill down Square". This will fill down without having to drag. Note* This will only work if you have data to the right or left of the column you want to fill so it knows where to stop.**
- **Fill Patterns, Dates, Days of the week.**
  - **Enter the first 2 or three cells.**
  - **Highlight the Pattern**
  - **Use the "Fill down Square" to fill the column either by dragging it, or double clicking.**

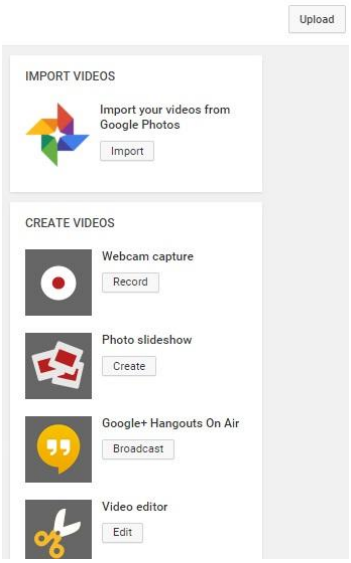


	A	B	C	D
1	Day of the Week	Odd numbers	By 5	Formula
2	Monday	1	5	6
3	Tuesday	3	10	13
4		5	15	20
5				

Quickly Copy Formatting in Google

YouTube Ideas and Instructions from Richard Byrne - FreeTech4Teachers

- Create photo slideshows
- Create slow-motion videos
- Use annotations
- Blurring faces



- Speaking of YouTube, Click here for a list of YouTube channels from Shake Up Learning. I follow many of these and they are great resources!
- Magic Actions is a Chrome Extension that gives you a better viewing experience for Youtube. Change background color and lighting. Use the mouse scroll wheel to adjust volume, get rid of ads, and more.

Purposegames.com

This Free site offers many educational games ready to play and learn. You can also create your own quizzes/games.

Docs & Sheets

If you have text formatted - for example: ***Text***

and would like to copy that format to text in other parts of your document without having to select everything again:

- Highlight the formatted text.
- Hit the "Paint Format" Icon

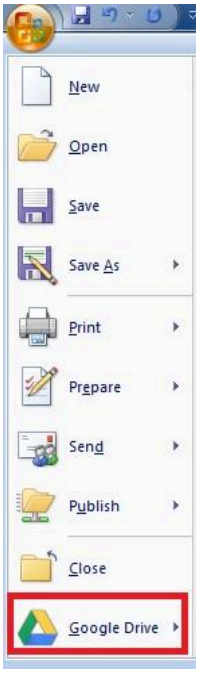
- Highlight any word or words in your document. The Text format will be copied.
- Double click on the "Paint Format" Icon to lock it. Now you can Paint the format multiple times.

Click here for more instructions

Google Drive Plugin for Microsoft Office

This Plugin adds an icon to your Microsoft Office workspace that enables you to save directly to your Google Drive. You can also open your Drive files right from MS Office.

You need to be using Windows 7

Click HERE for a link to the Plug-in

Once you install the plug-in, you will see a Google Drive Choice to Save or Open a Document in Microsoft Office.