BPS Technology
News and Tips

September 2017

Navigating Infinite Campus: Tools/Campus Instruction

When teachers use the Roster in Campus Instruction, they can click on the student's name for additional information. They can go even further by clicking on the Student's Name link in the next window which will take them to Campus Tools to see all the Student/General Tabs with information such as Accommodations, etc.

To get back to the roster, just hit the back button in your browser! You may have to hit it a couple times depending on how much information you were looking at in tools.
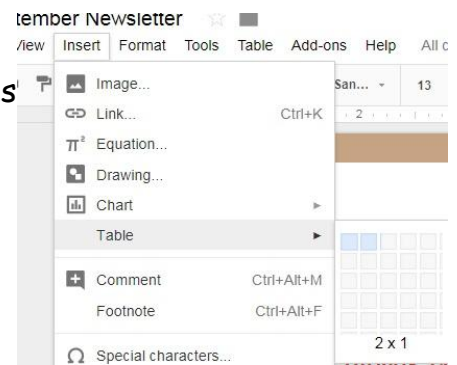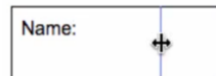
ORGANIZE!

Keeping your inbox and your computer desktop organized are two ways to save time - the initial cleanup may seem daunting, but it's worth it!
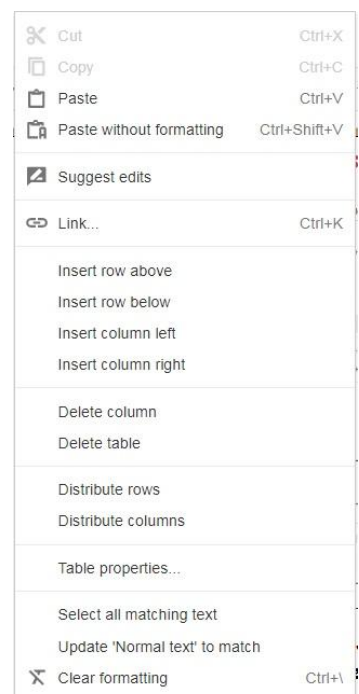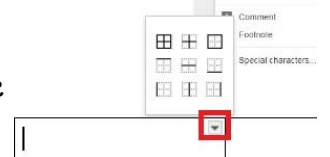- Click HERE for 100 tips to keep your email inbox organized.
- Create Desktop Folders:
  - Right click anywhere on the desktop
  - Hit NEW/Folder
  - Name the Folder and start dragging files to folders

Use Tables in Google Docs

- Go to Insert
- Table
- Choose the dimensions you would like.
- Hover over cell borders until your cursor turns into two arrows to resize a cell.

- Click on the down arrow in the upper right of a cell to get a list of border types.
- Right Click inside the table
  - Select Table Properties. Here you can change cell color, format borders, etc
  - Select Insert, Delete,etc. To manage your table

- Use Tables to create fillable Text Boxes
  - Click HERE for Video Instructions

- I use tables to create the Tech newsletter.
  - Insert a 1x1 table. Start typing and inserting images as you wish. The table will expand as needed. Just click into the next cell "column" to add more information. You can format cells by right clicking in the cell.
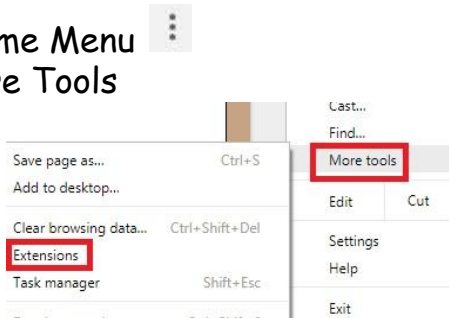
Web Based Programs

Many (most!) of the Programs we use now are Web-Based. They are not installed on your computer, but are accessed through the internet using a web browser that IS installed on your computer/device. Infinite Campus, Gmail, Google Docs, Pearson, McGraw Hill, ConnectED, MAP, HRW, Study Island, TestWiz, Absent/Time Management, are some of the web-based programs we use.
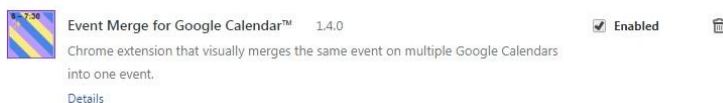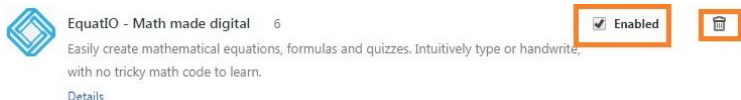
If the website is not working correctly, there are a few things you can try:
- Close your Web Browser then try again.
- Clear your cookies/cache/passwords
  - [Click HERE for directions](#)
- Try another Web Browser (Chrome or Firefox)
- Restart your computer
- IF you are using Chrome - be sure an Extension is not interfering. This was the case with McGraw Hill….

  - Go to Chrome Menu ⋮
  - Select More Tools
  - Extensions

  - Disable or Delete Extensions by unchecking the Enabled box OR hitting the Trash can.
  - Try the web program again

EquatIO - Math made digital   6
Easily create mathematical equations, formulas and quizzes. Intuitively type or handwrite, with no tricky math code to learn.
Details

☑ Enabled   🗑

Event Merge for Google Calendar™   1.4.0
Chrome extension that visually merges the same event on multiple Google Calendars into one event.
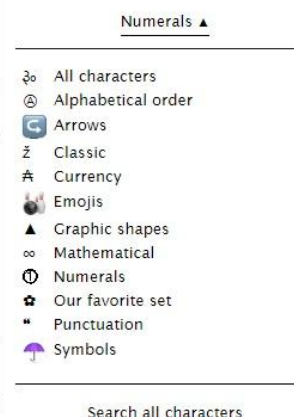Details

☑ Enabled   🗑

Sometimes after trying all the steps, there are still issues. In that case, the program's website may be down, or have slowness issues, etc. Unfortunately there is nothing our Tech Dept. can do until they have it up and running again.

Copy Paste Character

This is just a fun site that has many simple symbols you can click on which automatically copies to your clipboard. Go to a document - Right Click and choose Paste. You can treat that symbol just as you do text...change the size and color to what you want!   [Click HERE](#)

Numerals ▲
- 3o All characters
- Ⓐ Alphabetical order
- ž Classic
- ₳ Currency
- 😀 Emojis
- ▲ Graphic shapes
- ∞ Mathematical
- ⓪ Numerals
- ✿ Our favorite set
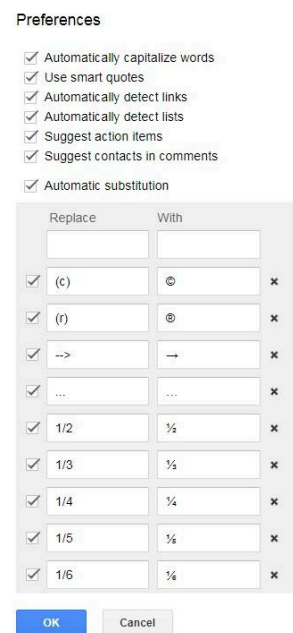- " Punctuation
- ☂ Symbols

Search all characters

Google Doc Preferences

Take a look at Preferences to set some handy defaults.

Go to: Tools/Preferences Here you can choose to turn some settings on or off. You can also create shortcut - or replacements for symbols or words. For example, if I don't want to type Rabstejnek I can set a replacement of Rab with Rabstejnek, so each time I type Rab, Rabstejnek will pop up. Give it a try!

Preferences
☑ Automatically capitalize words
☑ Use smart quotes
☑ Automatically detect links
☑ Automatically detect lists
☑ Suggest action items
☑ Suggest contacts in comments
☑ Automatic substitution

	Replace	With	
☑	(c)	©	✕
☑	(r)	®	✕
☑	-->	→	✕
☑	...	…	✕
☑	1/2	½	✕
☑	1/3	⅓	✕
☑	1/4	¼	✕
☑	1/5	⅕	✕
☑	1/6	⅙	✕

OK   Cancel

Infinite Campus - Campus Learning

There have been some concern about some of the functions Infinite Campus has taken away and made part of their Premium Product - Campus Learning.
If you have things you feel should be changed or brought back, please let me know. I am on a userboard that has input to some of the decisions IC makes and I am not afraid to bring items to their attention!