BPS Technology
News and Tips
December 2017

Google Drive Add-Ons and Chrome Extensions

- CLICK HERE for some good Add-On and Extension suggestions from Richard Byrne

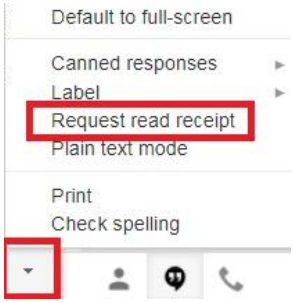
Chromebook Tips

Christmas sometimes means new tech gadgets - maybe Santa will bring a Chromebook! If so, here are some Chromebook tips from some great sources:

- Computer World Tips
- Getting started with your Chromebook from Chromestory

GMail Read Receipts

Find out if people are reading your email! Click on the image below for instructions.



HELP DESK

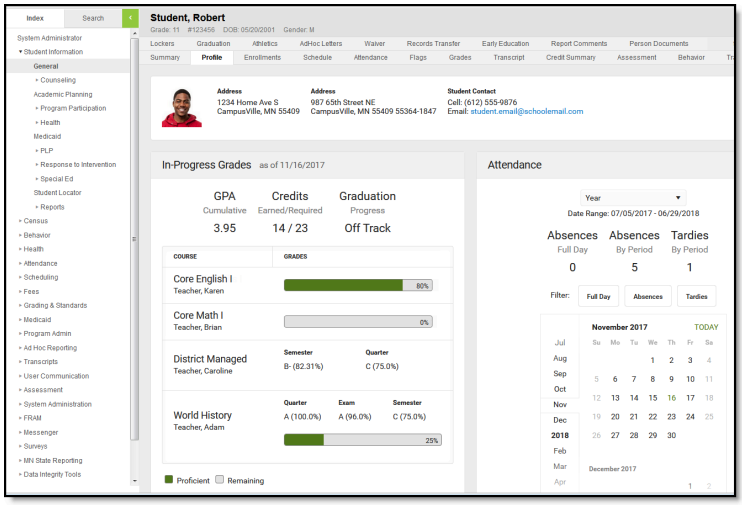
- REMEMBER...restart your computer BEFORE contacting the Tech Dept.

BPS TECH SITE

Ctrl/Shift/t

- If you close a tab in your web browser and realize you want to open it again or you closed it by mistake, just hit Ctrl/Shift/t
- If you keep hitting Ctrl/Shift/t, it will keep opening previously closed tabs.
- This is a huge time saver. No need to search or find the link!

Infinite Campus NEW Student Profile Tab



The Student Profile tab displays a current snapshot of the student's in-progress grades, attendance data - including letters sent, behavior incidents (if you have security rights) and scores for current term course assignments. (I hope they change that to include the whole semester!) It also includes a "to do" list that shows assignments coming up or past due.

Click HERE for a short video.

Added Bonus- HS & MS - can now print In-Progress report cards!

Click HERE for Directions

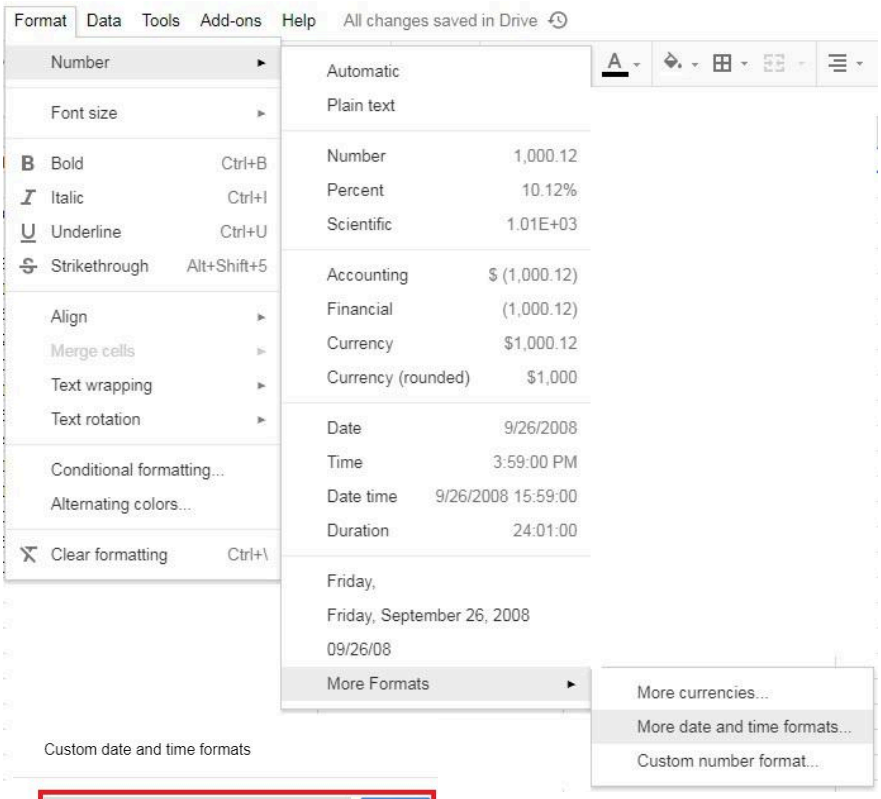
Custom Format Cells in Google Sheets

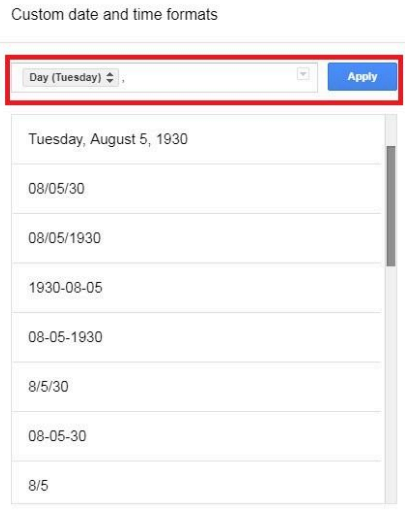
Sometimes it is nice to not only have a date, but the day of the week, or maybe you want time, currency or other number formats that aren't part of the "normal" format list.

- **Select a cell, column, or any range of cells.**
- **Choose Format from the Menu Bar**
- **You can choose from the format options in the menu...but....**

You can also customize formats

- **Choose Number**
- **More Formats**
- **More date and time formats.**





Choose how you want the date to display. For Example, you can delete parts of the date in the top box so that only the day of the week will appear.

Check out more Currency and Custom number formatting.

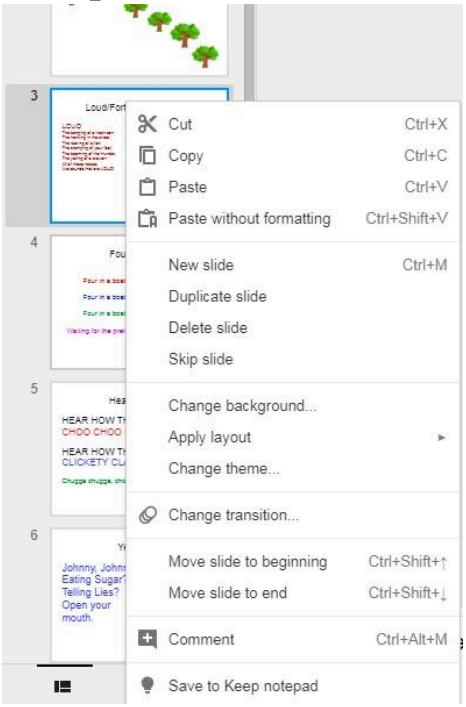
THE readwritethink CROSSWORD PUZZLE TOOL

Crossword Puzzle Generator from Read, Write, Think is an easy way to create puzzles. (It does require Adobe Flash, however, they also have some mobile apps for various activities)

Click HERE to check it out.

Google Slides

If you haven't already, be sure to check out all you can do when you Right Click on a slide in the Filmstrip or Grid view.



Remember, you can change your view from Filmstrip to Grid by choosing the correct Icon.



Merry Christmas from the BPS Tech Department!!