



BPS Technology

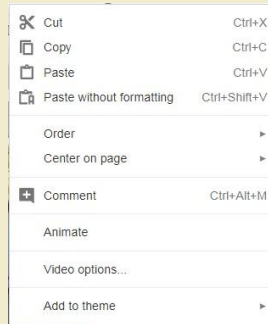
News and Tips

October 2017



New Tips for Google Slides/Presentations

- Insert a Video from:
 - YouTube
 - Google Drive - any video you save to your Drive is available to insert into a Slide
 - Crop the Video
 - Right click on the Video
 - Select Video Options.
 - A window will come up for you to choose the start and stop points of the video
- Insert a Diagram/Timeline, etc.
 - Go to Insert
 - Choose Diagram
 - From the window that appears in the pane on the right, choose the type of Diagram - which now includes Timeline.
- FYI: Any time you right click on an object in Google Docs/Slides, etc. a menu will come up that gives you more options for that object. Slides has Animate as one of the options!
- Slide Views
 - You can now view your slides in Gridview. Choose List or Grid on the bottom left of the Slides window.
- Add-Ons
 - Google is now creating Add-ons for Presentations. You will see a tab in the menu called Add-ons. There are not many yet, but check out a couple, such as, Unsplash Photos. This allows easy access to FREE photos for your presentation.



Google Drive Activity Pane



When you are in your Google Drive, click on the Activity Pane icon for information about your drive. Select a document to find information about that file. This includes activity and details about the document, a thumbnail of the document, how it is shared, etc.

Campus Instruction Control Center LINK for more Information

- Click in a section on your Control Center to bring up a list of students.

STUDENT	STATUS
6-Math	
10/14	
10/15	
10/16	
10/17	

- Click on a student. You can see:
 - Contact Information
 - In-Progress Grade in your class
 - Attendance
 - Schedule
- No need to go to Campus tools, Gradebook or Roster!


PERIOD	COURSE	ROOM
00	7-Mentor	214
01	7-Math	104
02	7-Ancient Civilization	108
03	7-Language Arts	214
04	7-Reading	221
05	7-Science	103
06	7-Literature	102
07	7-Family Consumer Science	106
08	7-Study Hall	214

Downloads

When you download a file from a website - where does it go?? Files in the download folder will fill up your hard drive if not cleaned up periodically. Remember - deleting a file only puts it into the Trash - empty the trash to actually get rid of the file.

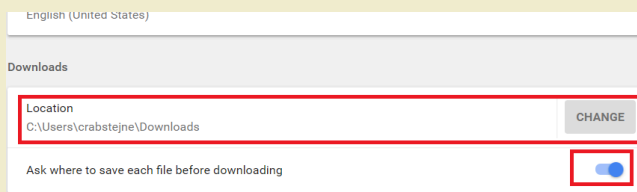
- Change where your downloads go to manage them easier

Chrome

- Go to the Settings Icon 
- Choose Settings
- Scroll down to Advanced

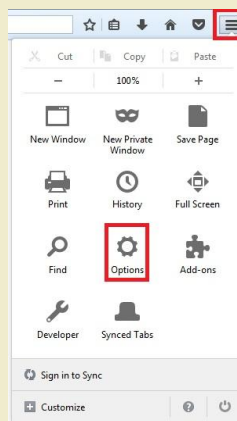
Advanced 

- Scroll to Downloads
- Set where you want downloads saved by hitting Change
- Choose to get a prompt about where to download by turning on that option.

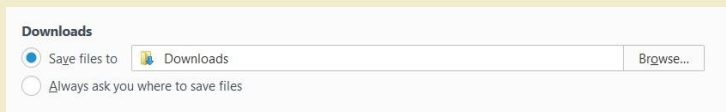


Firefox

- Go to the Settings Icon
- Choose Options

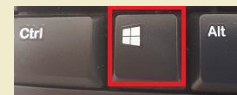


- Go to the Downloads Section
- Change where you want downloads saved by hitting Browse



- Choose if you want to get a prompt about where to download by checking the box.

Windows Key



What does the Windows Key (WinKey) actually do? Here are a few tricks you can do with the WinKey:

- Just hit the WinKey and the Start Menu pops up.
- Use the arrow keys while pressing the WinKey and your active window will pop to the left (left arrow) or right (right arrow) or back to center (up arrow). This is a nice way to get a couple windows open to view at the same time without resizing.
- Use the + or - keys with the WinKey to zoom in or out where your cursor is positioned.
- WinKey and L will lock your computer. Ctrl/Alt/Del and type in your password to unlock.
- WinKey and M will minimize all windows. WinKey and M and Shift will bring them all up again.

****Find your Computer Name** the EASY Way!**

Hit the Windows Key and Pause/Break Key at the same time.

This will bring up system information which includes your computer name. The Tech Dept. will ask you for the name of your computer if we have to remote in to help you.



Help Desk

