



BPS Technology News and Tips Winter 19/20



Chrome Tips

- Click [HERE](#) for Chromestory.com's list of tips from 2019
- Tips for Cleaning up Chrome Click [HERE](#)
- If Chrome isn't working correctly, you can reset it to its original state. This will remove all extensions and settings that may be causing issues for you.
 - Click on the 3 dots in the upper right.
 - Scroll down to Advanced
 - Scroll down to Reset and Clean Up
 - Choose Restore Settings
 - Select Reset Setting

Reset and clean up

Restore settings to their original defaults

Alice Keeler Chrome Extensions

I wish I was as smart as Alice - she creates all kinds of Chrome Extensions and add-ons!

[Click HERE for some cool Extensions she has created](#)

Google Extensions and Add-Ons



If you try to install an Extension or Add-on and do not have permission, please put in a Help Desk Ticket. Include information about what you are trying to install and we will help you get it done!

Google Sites Updates

Click [HERE](#) for information about some of the newest updates to features in Google Sites. Format Buttons, add captions to Image Carousels, change Table of Contents, etc.



Google Training Resources

Google For Education - Teacher Center

- [Click HERE](#) for training geared for teachers

Techycoach.com

- Shawn Beard has a Blog that is full of great information about anything Google! [Check it out HERE!](#)

Clip Safari

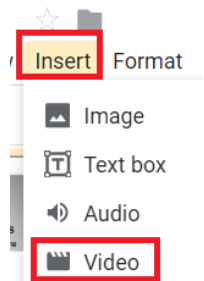


Clip Safari offers thousands of clip art images.
FOR FREE!

Add a Timer to Google Slides

On the slide you want the timer:

- Go to - Insert
- Video
- Search for the length of time you want
- Select the video you want from the list that comes up
- Insert



Insert video

Search By URL Google Drive

YouTube 2 minute timef

Type your search in the box above to find videos.



Click [HERE](#) for some games to get young kids coding.



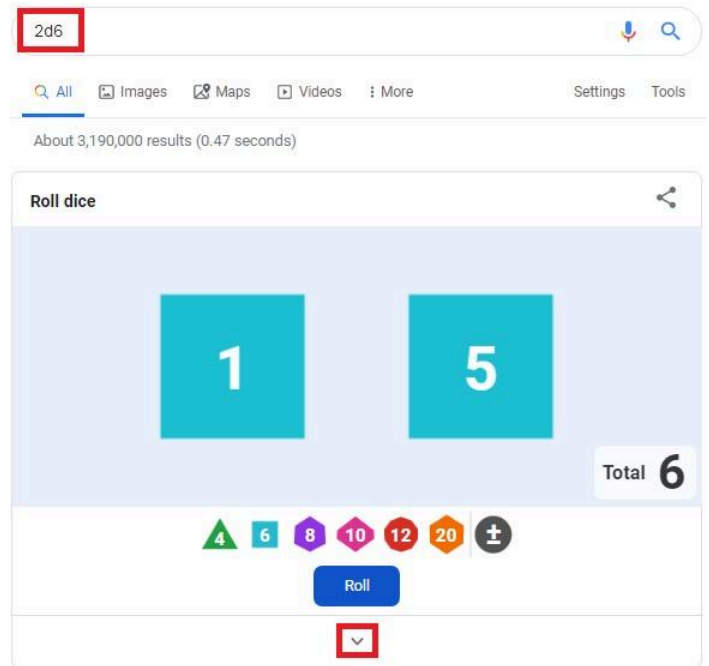
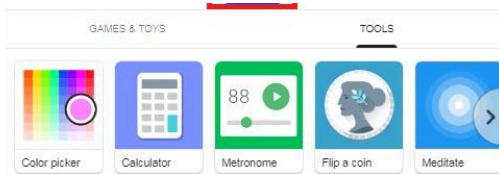
Click [HERE](#) to start creating posters, flyers, simple presentations, etc. using great templates! Select a template and start editing to produce your own project.

Roll Dice Using the Google Search Bar

This is a fun Google feature!

You can choose how many dice you want to roll and how many sides on each.

- In the Google Search bar, type:
 - # of dice you want
 - d
 - # of sides on the dice
 - 2 6 sided dice = 2d6
 - 5 6 sided dice = 5d6
 - 3 8 sided dice = 3d8
 - And so on
 - Click Roll to get new results
- Select the Down Arrow under the Roll to see more tools available.



Open a PDF in Chrome

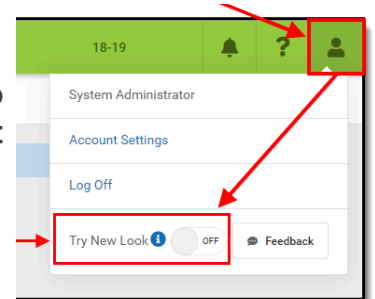
It is annoying to run a report or view instructions in Chrome and have it auto-download before you can open it. The following steps will “fix” that for you:

- In Chrome - Go into Settings (top right 3 vertical dots > Settings)
- Scroll to the bottom of the screen and click Advanced
- Locate the Privacy and Security section & select Site Settings
- Select PDF documents
- Turn off Download PDF files instead of automatically opening them in Chrome

Attention Teachers - Campus Instruction - New View

I know some of you have already switched to the new view, but I wanted to remind everyone that this view will become permanent over the summer. It is suggested to switch to this now in case you run into any problems - better now than in August!

- In Campus Instruction - select the “User Menu”
- Turn on the toggle for “Try New Look”



[Click HERE for more Information](#)

Email Signature

Many staff members still have the “NOTE - my email address has changed” as part of their Email Signature. It would be a good idea to change that.

New Year - New signature!!

- From your inbox, open the Settings Gear
- Select Settings
- General Tab - scroll down to Signature
- Enter what you want it to say.
- Save Changes

