



# The EDTECH Times

Volume: 5  
Oct 2019

## Email Tips

Here are a few email 'tips' you can use:

- Is the default brightness of your mailbox scorching your eyeballs? Try adjusting the default settings. In Outlook, choose File -> Options -> General, and look for "Office Theme" on the right side. Experiment with the other options from the dropdown menu.
- Schedule an email delivery for later: Type up your email, and in the message, click the Options tab, Delay Delivery, and set the time and date in the "Do not deliver before" fields.
- Show your emails as conversations: Rather than having to scroll through an email looking for someone's response, you can choose to show all your emails as a 'conversation.' In Outlook, click View and check the "Show as Conversation" box.
- Sticky notes: In Outlook, click Ctrl+Shift+N to bring up a sticky note you can type in and drag wherever you need it.

## Skyward Teacher Log

Skyward has the ability to allow teachers to keep a record of all communication, intervention, and general activities associated with a student: The Teacher Log.

Available in the Gradebook, the teacher can open a class and go to Display Options -> Teacher's log, and record entries for students. Another way is to click on a student's name and choose "Teacher's Log."

When adding the log entries, the teacher can choose whether or not to post the entry to Student and/or Family Access. These entries can also be deleted by the teacher; however, if not deleted by the teacher, they remain a permanent part of the gradebook.

The log entries can be extremely handy for documenting student behaviors, parent contact, and conferences. These logs can also be attached to student progress reports. For more information, in Skyward, click on "?", choose SkyDoc, and type in Teacher's Log.

## Tech Time Needs You!

Be a part of our once/month Tech Time trainings! We are always looking for presenters and tech topics. Here is your chance to share your knowledge and expertise with others. This month's training is at FRE on October 22<sup>nd</sup> from 5-7 p.m. with free pizza at 4:15. The dates are

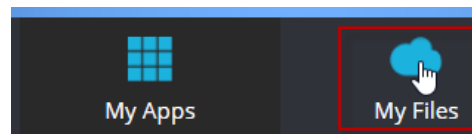
Dates & Locations	11-19-19 (@ PGE)	1-28-20 (@ CRPS)	3-17-20 (@ LMS)
10-22-19 (@ FRE)	12-10-19 (@ FCE)	2-11-20 (@ SRE)	4-28-20 (@ CSE)

Each Tech Time has 2 time slots and allows attendees to choose between different sessions to learn and collaborate on a wide variety of topics! November's Tech Time will be held at PGE. See what is being offered [here](#)!

Feel free to attend any and all, or to present, [contact Lisa Paprzycki](#) along with the topic you'd like to present!

## ClassLink Tips


Want to see your school network files from home? Log into Classlink. Clicking "My Files" at the bottom of the Classlink window will allow you to access documents stored on the H drive of your work computer from anywhere.



**iPad Tip:** Forgot your Apple ID password? Go to <https://iforgot.apple.com>, and put in the email address of your account. You can choose to answer the security questions or receive an email so you can reset the password.

# iPad Tips for iOS 13

The new iOS is here! iOS 13 has some great new features you want to try including

- **Dark mode:** Settings -> Display & Brightness & choose Dark Mode on the right. If 'Dark mode' all the time is too much, you can turn on "Automatic," from there, you can choose options as to when dark mode comes on.
- **Preview Photos:** You can set your photos & videos on your iPad to auto play.
- **Edit Photos:** When you take a photo, tap on it to bring up the editing menu. You have a lot more control over what you can do: edit specific aspects of the photo, experiment with numerous presets, white-balance, and non-destructive video edits.
- **Undo & Redo Typing swipes:** To undo typing, swipe left with three fingers on the screen; to redo, swipe right with three fingers.
- **Downloads from Safari:** You can now download files from Safari. By default, they go to your iCloud account which now has a Downloads folder, but you can create a folder on your iPad. From the page, click the up arrow on the top right, choose "Save to Files," choose "On My iPad," and click the \*New folder icon.  Name the file whatever you like.

*This is by no means a comprehensive list. Experiment, search online, or check with your tech specialist to learn more.*

# CCSB Innovates Podcasts

Want to keep up-to-date with all the education-related technology goings on in the district while you are out and about? Tune into the district podcasts. You can find them here:

<https://podcasts.apple.com/us/podcast/ccsbinnovates/id1460466919>, or Google "CCSBInnovates".

Available on your phone, iPad, computer, tablet, or any internet connected device anywhere you happen to be. Coming soon to cassette and 8-Track!

9-19-19

10-22-19

11-19-19

12-10-19

1-28-20

2-11-20

3-17-20

4-28-20

CCSB ED TECH PRESENTS

TECH TIME!

POP-UP INNOVATION STATIONS WHERE EDUCATORS CAN LEARN, COLLABORATE & INNOVATE.

5-6 PM

6-7 PM

Come to one or come to both!



COME EARLY FOR FOOD @ 4:15  
PROVIDED BY: CITRUS COUNTY  
EDUCATION FOUNDATION

CLICK BELOW FOR UPCOMING  
SESSION DETAILS

HTTP://BIT.LY/CCTECHTIME

## Invite us in.

We'd love to come to your classroom or work with you to schedule a longer professional learning time to answer any questions you have, plan ways to purposefully engage students with iPad, or even take the reigns and demo a lesson using a technology tool you're interested in with your class. Look for us on your campus this year—we'll be doing frequent workshops!

### Instructional Technology Coaches



Brennan McNally



Lisa Paprzycki



Jim Kelly



Matt Biggs



Click/Tap our photo to e-mail us!