

Published by:

Vikki Hawkins

Technology Coach Gr. K-5

Greenville CSD

# Tech Tips For Teachers

ISSUE 1

AUGUST 15, 2014

## INSIDE THIS ISSUE:

- iPads & Laptops
- Back to School Tips:
  - Mail Merge
  - Email Folders

## iPads & Laptops

All K-2 classrooms will be receiving 5 iPads each. For now, these will need to be stored in book bins or on stacking trays near an outlet somewhere out of the line of view from your classroom doorway, preferably by your desk. Over the next 2 years, as more technology is added to classrooms, a more secure way of storing them will be distributed. Melissa McConville & I hope to offer an iPad inservice this fall but if you would like any 1-on-1 tutoring before that time, please don't hesitate to contact me.

Four new laptop carts, each containing 25 laptops will be distributed for use at the Gr. 3-5 levels. Two carts will be stored in classrooms at each end of the hall on the 1st floor and two carts will be

stored in classrooms at each end of the hall on the 2nd floor. If your classroom is chosen to house a laptop cart, I would suggest offering your current classroom laptops to another classroom without a cart. Contact Dennis Statham to have him move them for you so that he can assign them to the new classroom.



### THINGS TO KNOW IF YOU HAVE NEVER USED AN iPad:

- ◆ To turn it on, hold the small button on the top edge until an apple appears on the screen. Then wait for it to start up.
- ◆ Once it loads, you will need to swipe your finger across the bottom of the screen where it says, Slide to

unlock.

- ◆ Touch apps on the screen to make them open. To close them, push the button on the bottom front of the iPad.
- ◆ If you touch an app for more than a second, it will start to wiggle. This enables you to move apps around on the screen, create folders for apps, or delete them.
- ◆ You will not be able to add apps yourself. If you come across an app you'd like added, please contact me.
- ◆ To shut down the iPad, hold the button on the top edge until a button appears on the screen that says, slide to power off. Slide this button over.
- ◆ iPads should be shut down & plugged in each day before you leave school.

**Tech Tip:**  
Hold Ctrl and z to undo something you don't like or didn't mean to do.

## Back to School Tips

### USING MAIL MERGE:

Mail Merge is a tool that can be used in MS Word or MS Publisher to insert your students' names into documents (including labels). Once you create a class list in your address book, you will be able to use this all year, only needing to edit your list if you get a new student or if a student moves out of your class.

Follow these steps to create a class list and enter a mail merge:

- ◆ Open MS Word or MS Publisher.
- ◆ Click the Mailings tab at the top of the page.
- ◆ Click on the Select Recipients Button and then choose Type New List from the drop down list that appears.

- ◆ A box will appear where you can insert your students' names. I only typed their first and last names. However, you can add their addresses as well. Note: You get to choose what is inserted in your document so if you insert addresses now, you can choose to only add names in your documents.

## USING MAIL MERGE Continued...

- ◆ Once you enter one student's information, click New Entry to add another name.
- ◆ Once you are finished typing your list, click OK. This will open the My Data Sources Folder in your My Documents Folder. I usually save my list by the year of the class. For example, I would have named this year's class, 2014-2015 Class.
- ◆ Now you can insert students names (and addresses if you added them) to any documents you create in MS Word or MS Publisher.
- ◆ I usually use the Step-by-Step Wizard to insert a mail merge into my documents. I tend to use MS Publisher more than MS Word so I am going to go through the steps for inserting a mail merge using publisher (MS Word is similar but not exactly the same.). To access the Wizard, open MS Publisher. Create your document however you like. Then click on the Mailings tab at the top of the screen. Click the Mail Merge button and select Step By Step Mail Merge Wizard from the drop down list.
- ◆ A mail merge guide will appear on the right side of your screen. Click where it says, Next: Create or connect to a recipient list, at the bottom of this guide.
- ◆ This will open your program files. Under Libraries, click on Documents, then My Data Sources, Find the list you created and click on it.
- ◆ Your list will appear in a box on the screen. Below where your students names are it says Data Sources: and the name you gave for your class list is in a box below this. Click on the name of your list in this box and click OK.
- ◆ In the Wizard guide, choose what you'd like to insert (first name, last name, address). You can separate them with a space or line once they are inserted.
- ◆ Click, Next: Create Merged Publication at the bottom of the guide box.
- ◆ Now you can edit the spacing, and change the font type, font size, or font color.

## Email Folders

Are you tired of having a million emails in your inbox but afraid to delete items in case you need to look back at them later? Did you know you can create folders to help organize your emails?

### HERE IS HOW TO CREATE EMAIL FOLDERS:

- ◆ Click on an email to view it.
- ◆ Click the folder button above the email. Then click Create New from the drop down list.
- ◆ Type a name for your new folder in the box labeled, Please enter a new label name. It will automatically save your folder in your email account so do not change the box that's labeled, Nest label under.
- ◆ Click create.
- ◆ Examples of folder names I have used are: APPR, Common Core, Faculty Meetings, Team Meetings, PTA, Field Trips, Scholastic, Report Cards, In-service Courses, Parent Emails, Journeys, and Websites.
- ◆ Each time you get an email you want to save, you can now put it in one of the folders you've already created or create a new one. Just use that same folder button above your email to do either.

I will include a paper copy of this newsletter in a resource folder I will be handing out on the first day of school. I will also include tips for accessing Journeys through Think Central and the technology benchmarks for your grade level. If you think of anything else you would like me to include in this folder, please email me before school begins.