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# Tech Tips For Teachers

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## INSIDE THIS ISSUE:

- [Vocaroo.com](#)
- [Recovering a Word Document...](#)

*The most dangerous phrase in the language is, "We've always done it this way."*

~ Grace Hopper



## Vocaroo.com

Thank you to Aileen Rauf for sharing this site with me & the members of her team. Vocaroo is a voice recording service. To use Vocaroo follow these steps:

1. Open vocaroo.com on your computer.
2. Click where it says, "Click here to record."
3. Click the allow button to give it access to your microphone.
4. You are now recording. (1/2 teachers used this to record students reading.)
5. Click on the Click to Stop button when you are done.
6. Now you can listen to your recording and/or retry.
7. Once you like your recording, click where it says, "Click here to save."
8. Now you have lots of options for how you'd like to save it. You can email it, upload it to multiple sites, or make a QR code for it. This is what the 1/2 team did. Then they either displayed the QR codes on a bulletin board or taped them in the book the child read. By doing this, any person who has a QR code reader on their phone or tablet can listen to the story being read by a student.



## Recovering a Word Document a Student Has Mistakenly Replaced With a Blank Document. (This post will make you love me, if you don't already. Lol!)

It's so frustrating when you know a student has completed part of their writing assignment but then they go to Save as... (instead of Open) and replace all of that work with a blank document. Here are the steps to recover the previous version they had saved. (This also works in Publisher.)

1. Close the blank document if it is still open.
2. Open Word again.
3. Click on File/Open.
4. Locate the file again but don't open it.
5. Instead, right click on the file name.
6. Click Restore Previous Versions.
7. Click on the name of the document in the list that appears.
8. Click Restore.
9. Click Restore again.
10. Now when you open the document, you should see the last saved version. 😊