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Tech Tips For Teachers

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You might want to consider asking for headphones and hand sanitizer donations from parents if these items were not on your back to school supply lists.

iPads Update & Locking Apps



iPads have been delivered to all kindergarten classes. Grades 1 & 2 should be getting theirs this week. Remember that these need to be stored 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. I have visited several classrooms to do a 15 minute discussion about rules. I will be coming around this week to try to get the rest of you!

Laptops Update

Two laptop carts have been delivered and are housed in Mr. Kiefer's classroom and Mrs. Misuraca's classroom. One more cart will be delivered this week to Mr. McElwey's classroom. The last cart will be delivered at a

How to lock students in an app on an iPad

- ◆ Click on Settings. 
- ◆ Touch Accessibility.
- ◆ Under the heading, Learning, touch Guided Access.
- ◆ Slide the button next to Guided Access so that it shows green.
- ◆ Press the button at the bottom front of the iPad to return to the home screen.
- ◆ Open the app you want the students to use.
- ◆ Triple click the button at the bottom front of the iPad.
- ◆ Touch the word, Start, that appears at the top right corner of the app.
- ◆ You will need to set a passcode. I chose 0000 just because it was easy to remember. You will have to enter it 2x.
- ◆ A message will pop-up momentarily saying, Guided Access Started.
- ◆ The kids are now locked in that app.
- ◆ To get out of Guided Access, triple click the button at the bottom front of the iPad.
- ◆ Type the passcode you entered earlier.
- ◆ Touch the word, End, in the top left corner of the app.

date TBD. If I have not visited your room to do a laptop rules discussion with students, please email me times ASAP. I will be hunting people down if I don't hear from you!

The teachers in the classrooms where the laptop carts are stored

have been given a key to the cart. Please make sure others on your floor know where this is stored in case they need to use the cart and you are absent.



Mail Merge: Additional Information

When you open a document that I sent you that already contains a mail merge field (names of students already inserted in it), you will need to click No when the box pops up asking you if you want to access the data. You do not have access to my H drive which is where my data is saved so clicking Yes will give you a

message saying it can't locate the data. Next, you need to delete the text box where the names of my students was. Now you are ready to follow the steps from my last newsletter.

When you are finished setting up the mail merge, click Print in the Wizard box. If you are printing labels and only see

one label in the middle of the page, you need to click where it says, one page per sheet, and select multiple pages per sheet from the drop down menu. This enables you to print one label for each student you selected. You can also select multiple copies per sheet if you want to print several labels per student.

Open House

I will be attending both the 1/2 and the grades 3-5 open houses to share information with parents about the new technology we are getting, my role this year, and suggestions for apps and websites they can use at home with their children.

Simple Class Checklists

Did you know that you can print simple class checklists from School Tool? It's easy! Here's how:

Once in School Tool, click the arrow next to your class. Next select the tab that says Roster. Then click the little printer icon above where it says Grade. If a Pop-up blocker pops up, click Options for this site/always allow. Anew window will appear showing the class checklist. Click the printer icon in the top left corner. Click Allow if another message appears. The print box will open & you can select where you want it to print to & how many copies you'd like.

