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# Tech Tips For Teachers

ISSUE 8

APRIL, 2015

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The question might be raised: "Why is technology necessary? My methods have worked for years. Why fix what isn't broken?" It is a mistake to think that even if certain methods worked in the past, they will continue to be successful. The world does not stand still. The needs and requirements of learners are constantly changing and we must change with them.

~Patrick Goertz,  
Science Teacher,  
STEM Coordinator



## Using Big Universe For Research

Are your students researching animals, places, historical events or figures? Big Universe has books on all of these topics and more. Students can add books related to the topic they are studying to their bookshelves or teachers can assign them to students. To do this, teachers

should log into their account. If you have not changed your account info, your username should be your last name followed by your first initial (all lowercase and no spaces) and your password should be testpass. The group username is greenville-ny.

Next search (next

to the magnifying glass) for the topics your students are researching. Click on a book and then click assign. Your students' names will appear. You can then click which students you'd like to assign that book. It is that easy! What are you waiting for? Try it out today!



## Google Docs Basics

Most of us are used to using Microsoft Word for word processing. As some of you move to using Google Docs, here are some tips to help you.

While logged into your Google account, click  and then click

on  Next click on  in the bottom right side of the screen to start a new document.

Use the toolbar at the top to change the font, choose your alignment, and add numbers or bullets.

To change from portrait to

landscape, click File/Page Set-up. Click landscape and then OK. This is also where you would change your margins.

Google Docs saves as you go so there is no save button. However, you can go to File/Download as... and choose Microsoft Word Doc or PDF if you like.