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PRODUCTIVITY TIP #23

Now that the new website has been launched you may want to change your homepage to your particular school instead of the corporation page. To do this, open Internet Explorer and navigate to your school's page. Open the "Tools" menu and select "Internet Options." When the dialog appears click "use current" under the homepage area. Finally select ok from the dialog to save your changes. The next time you open Internet Explorer you should be taken directly to the page you were just on. Reopen your browser and watch the magic. You could also just type the address of the page you want in the provided space instead of clicking "use current."

 ED SOFT

 JING
BY TECHSMITH

Jing from TechSmith comes in two varieties, free or pay, and is a desktop capture program. Once installed you can take a photo or a video of your entire computer screen or just part of it. The program is easy to run and handy when you need to grab a graphic or create a tutorial video. The how to video's linked to the new school website will actually be recorded using Jing. If you would like to check the product out for yourself visit <http://www.jingproject.com/>. (Note there is a 5 minute capture limit on video.)

GET SITES

"Great Educational Technology" Sites
<http://jeopardylabs.com/build/>

UPCOMING EVENTS AND TRAINING

*MS/HS Moodle Training March 10th-11th
*Elementary Moodle Training March 16th-17th
*Acuity Diagnostic 3 March 15th-26th
*Interested in the new website? Schedule an introduction and training session today!

MAKING TECH LESSONS WORK

Technology is not an exact science. Yes technology may evolve through logical reasoning, but there are times when things just act up and have problems for no obvious reason. It is for this reason that planning needs to be taken into account when creating a lesson using technology. You should always run through a lesson in advance and see what little quirks you may encounter. Follow these tips when planning a lesson integrating websites, laptops or any other form of technology:

1. Preview websites and then have a child log into the site to make sure it works for students. Sometimes student accounts are blocked from sites open to teachers.
2. Preview video and audio, and when possible download in advance.
3. Hook up equipment in advance and make sure it works, and call someone if it doesn't for help.
4. When finished, do your part and return equipment ready for the next user. Remember you want them to do the same for you.

By following these simple tips you can often avoid complicated headaches. Remember just as in a regular classroom lesson preparation is key.