

## Holiday Tech.

It's that time of year again. Not only is it the time of giving, but it is the time of crazy deals on tech toys. Each week up 'til Christmas I will be featuring a deal of the week focused on tech. This week the deal is a doorbuster at Walmart or online at Walmart starting Saturday morning. \$50 iTunes giftcards for \$35 dollars.....what a steal!

# THE TECH

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# TRAINER

Vol 4.0

## Bi-Weekly Proficiency Edition 5

## Tech Tuesdays

**November 9<sup>th</sup>** – Level 2 Proficiencies begin. We will focus on projectors, whiteboards, and laptop carts. Location TBD and announced Monday.

**November 23<sup>rd</sup>** – The second level 2 profs. session will focus on software as well as tech policy as it pertains to teaching.

## Laptop Cart Procedures and Care

The portable labs at Eastern can help out when a lab is closed and you need computers for a project. There are a few really simple tips for hooking up the carts to get them working and for shutting down so they work for the next person.

1. Plug in all wires before powering up the cart.
2. Power up the printer last if it is still off.
3. Always make sure you are plugging into a data jack (usually the odd numbered jacks on the wall) as plugging into a phone jack may cause damage to the network or the cart.
4. If you use two carts at once plug in and power up the cart which will be plugged directly into the wall first. Then plug in the second cart's network feed to the first cart's switch and power up the second cart.
5. When finished, make sure the right computers are placed on the right cart so that wireless is sure to work for the next group.
6. Always shut down computers all the way, otherwise they will not charge.

## White Board Wall Panel Switches

The wall panel controls for your projector, when programmed, work much as you might expect. PC allows for computer connection to the projector, while the video switch is for connecting a video device through the extra jacks on your wall. The green bar on the wall indicates the volume and is adjusted by the knob beside it. If your volume is turned all the way up and is too loud, a red light will light up and mute the sound to avoid damaging the speakers.

## White Board Trouble Shooting

The whiteboard is electronic and can from time to time have some glitches as all electronics do. If you lose connection, always look to see if the device is listed in the device manager. If not, add it back. Rebooting is also a fix. An alternative to add the board back if it is disconnected is to unplug the cable or usb piece responsible for communication with the board and then replug it. This reloads the drivers, which is a usual culprit when things stop working.

## Inserting Elements Into Your Projects and Other Common Program Tasks

The proficiencies ask you to perform several common software tasks such as using PowerPoint and adding certain things to a slideshow. Many of these things are second nature to a teacher that has used PowerPoint before, but can be intimidating if you don't use the program too much. To top that off more and more people are falling in love with Prezi or some other software package over PowerPoint. Most presentation software allows you to include images, sound, or movies in your project. The difference in the software is where you go to perform the function. "Insert" happens to be the menu that you use in most programs to place outside resources into a document you are creating. This is true of PowerPoint, Word, OpenOffice (now Libre Office), and yes even Prezi (however the menu for Prezi is a good deal different to navigate). Once you find the insert menu in whatever application you are using, you can then find submenus for things you might want to insert. You may also want to note that the insert menu in programs such as word processors or slideshows doesn't limit you to inserting only outside resources. Often it is the insert menu that also contains things such as header and footer wizards, wordart, tables and various other things you may need to include in a presentation or document. You can often find "shortcut" menus that you can add to interfaces in programs to allow easier access to these features. It is common to be able to add toolbars to a program by right clicking at the top of the program window and selecting the "toolbars" menu that appears.