

TECH TIME

(IN THE YEAR OF COVID-19)

VIRTUAL OFFICE Hours in Teams!

Set up an ongoing meeting for your students using TEAMS or Google. Begin in your Class/ Team and click on Calendar. Choose New Meeting. Title it: (*Example, Period 1 Check in.*) Choose the time and click the down arrow CUSTOM to set the days it will repeat. For Required attendees, type at least one name in or use a group email. Easier still, add the channel of the Team you want to meet in. Add a message if you wish. "This is a mandatory check in for all students. Attendance will be taken." Then Press Send!

For a final step POST an Announcement in the TEAM channel. Invitees click and Join in Teams all year long.

Videos can be added to documents for easy playback. This is great for our little ones. Imagine clicking on your picture for a video.



Click Video Above to see how to Set Virtual Office Hours in TEAMS.

CHANGE YOUR PASSWORD!

We are back to changing our OCS D passwords every 45 days. The first reset was July 1, 2020. You should get a pop-up after you connect to the OCS D wifi again asking you to verify your password. Please do it so Classlink stays connected to your apps.

Build Student Digital Skills Online

Want to build your students digital skills but don't see how to do this? Use Google Applied Digital Skills to assign, monitor, and assess learning modules on topics like Research a Topic, Make a Photo Journal, or Write an IF/THEN Story. Students can be directly imported from Google Classroom by you. Lessons are geared for Late Elementary to Adult. Need a quick refresh on USING GOOGLE CLASSROOM? Click here for a dozen quick videos from the Teacher Center. You CAN do this!





Meet Yourself Coming and Going...

Holding Distance Meetings just got easier! You want to see their little faces and check in that they are doing well with the assignments. Which do you use?

- Zoom - 49 at once
 - Google Meets - 100 at once
 - Teams Meetings - 49 stadium
- All work well. All three have record features, screen and file sharing, and even whiteboards.

Where do the recordings go?

Zoom saves to your device in a folder inside the app located in your documents. **Google Meets** sends a link to all participants via Outlook and also saves in a folder in the Google Drive called Meet Recordings. **Teams** saves the file right in the Chat or Channel where it occurred. It is also saved in the One Drive app called **Streams**.

If you are recording on an iPad, Mac or iPhone, the files are saved as .MOV files. These are too big to send by email. Instead, go to the Photo gallery, “share” the file to a TEAM channel and it will auto convert to an .MP4 file for best playback.

Don't Email Videos!

If you are new to distance classroom management, you may not know that large files like (power points, slideshows, photos and videos) don't play well with email. OCSD email size is limited to 35 mg. Anything bigger is likely to sending the “eternal spinning” icon your way, and frustrate your students as well as yourself.

A better plan is to save the video to your Cloud Drive (One Drive, Google Drive or Apple iCloud) then copy the ‘link’ and share that link via email, slide show, Remind 101, or Classroom Calendar - anywhere you see the link symbol. Links work flawlessly with a variety of device types. Just remember to set all ‘sharing’ to VIEW ONLY so they don't edit or delete your file for everyone else.

How do you get a link? Go to your Cloud Drive and click on the video file one time. (Don't open it.). You might need to right click. In OneDrive click the vertical ellipsis. Click on Link. Adjust your sharing settings to view only. Finally, Copy link.

My favorite... “Hot link your daily videos onto a Word doc you've shared with your students. Update your copy daily. Now they can see the latest video by clicking on the link. The kids open the document in their Cloud Drive. No email necessary!”

Low Tech Option: If you are simply using the Assignment Folder, all you have to do to share a document is drag a copy of the video, into this shared folder. Anyone who opens this folder can download a copy of what you put in it. Easy Peasy.

Together made in Microsoft Teams