

# TECH TIME



[mail.Okaloosa.k12.fl.us](mailto:mail.Okaloosa.k12.fl.us) is GONE | Look to M.E.C. for Help | Screen Casting 101

## Reminder!!!!

I was asked to remind everyone.... As of Thanksgiving, all email sent to you from companies (and people) using the old Mail.oklaloosa.k12.fl.us address will be undeliverable. So, if you forget a password from SumDog and you registered using the old address, they won't be able to contact you with a reset. Go to outlook and type the old address in the search window. That will show you the companies (and people) that are still using it. Then access your account and change your email in your profile.

## Look on the Taskbar

Did you know the Outlook on your taskbar (the bottom of the screen) is the FULL version. The Outlook found in Office 365 has only 85% of the features. That's why it looks different! Have you tried the super cool new ToDo list in Outlook? Wow! Now you can "drag and drop" an email into your todo list. No typing needed! Only in O365!



## Screencasting 101

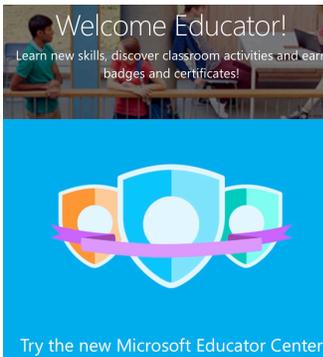
Recording your lessons is a powerful tool that makes crafting a unit worthwhile. Face it, taking the time to plan and implement a rich unit of study is exhausting! If teachers spend every week doing that, they will burn out. But, completing 4 or 5 great units a year can have a huge impact on future years of instruction. Enter screen casting... Screen casting is recording teacher instruction on key points for use later. We have those tools available right now. Here are four of the most popular.

### *ScreenCast-O-Matic*

This free software works well on laptops and desktops. The free version allows the user to record up to 15 mins per lesson. Seriously, if you can't say it in 15 minutes, you probably need to refine it more. This program allows music to be added to the background. You can edit segments, and switch between apps by clicking on a new tab at the top of the page. Additionally, the paid versions allow for green screen work (but that's beyond me!).



All teachers/students have 5 copies of O365. This means every child can access those documents and assignments you carefully crafted w/o having to buy the software!



### Join the MEC for Fast Help

Did you know that you can have quick and easy training without getting a sub and taking a day away from your classroom? Go to [microsoft.educator.com](https://microsoft.educator.com) and create your profile. Then a world of great courses are available to you FREE OF CHARGE! Learn at your own pace on your own terms. Freedom!!!

### New Office 365 Training

You asked, and we responded... Coming soon to a computer near you! We are in process of developing a training just for OCSD and Office 365 so teachers (and other staff) can learn at their own pace in 45 minute segments all about Office 365. Now you have a choice. For those of us who can't get away from the classroom, watch a video, read some information, and take a short quiz. We are also working on a points aspect for it as well. Enjoy! Face to face O365 is available now on Dec 12 and Dec 19th. See Frontline!

### *Apple iMovie and Clips*

Built in Apps for the Apple iPad, Clips and iMovie offer huge flexibility in recording, editing, and sharing videos. Use screen recorders and still photo with voice overs, music and even conversion to comic book images. What this means is a video of the teacher explaining plot sequence just got a whole lot more interesting. These apps are free and seamless. Love those iPads!

### [educations.com](https://www.educations.com)

This great little app lets you create a lesson using handwritten tools. It also will give you more time for video recording. The better features cost money - even quite a bit. The biggest benefit is that you can access other lessons or store your own large library right on their site. Great way to have students show what they know or to prepare quality lessons for online access.

### *Flip Grid*

Don't forget how this little gem works. Teachers create 3 minute "how to" videos with an assignment. Students watch and respond via video for up to 90 seconds and submit for a grade. Perfect for how to lessons, explanations or writing preparation. Better still, make a QR code and send it home in a newsletter, email, or other communication tool. Parents will love it! Alternatively, you can paste the code and the assignment inside a Lesson Management System (LMS) like Google Classroom or Microsoft Teams and the bigger kids can access it anywhere. Another tip, download the app on your phone. That makes making those videos easier when you are on the go, away from your desk, or any time the inspiration strikes!

**Teacher Tip:** Use a FlipGrid QR code at stations to guide students work in small groups. [Please ensure your students have a Photo Release on file before allowing any students to use any video response feature.](#)

