A Subs Guide to Using Technology in the Classroom

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The Essentials of Logging In at the School:

- Your Login Won’t Get You There
- No Local Drives
- No Printing Rights
- Ask If There is a Login for Substitutes at the School
- Try Not to Use the Teacher’s Personal Login

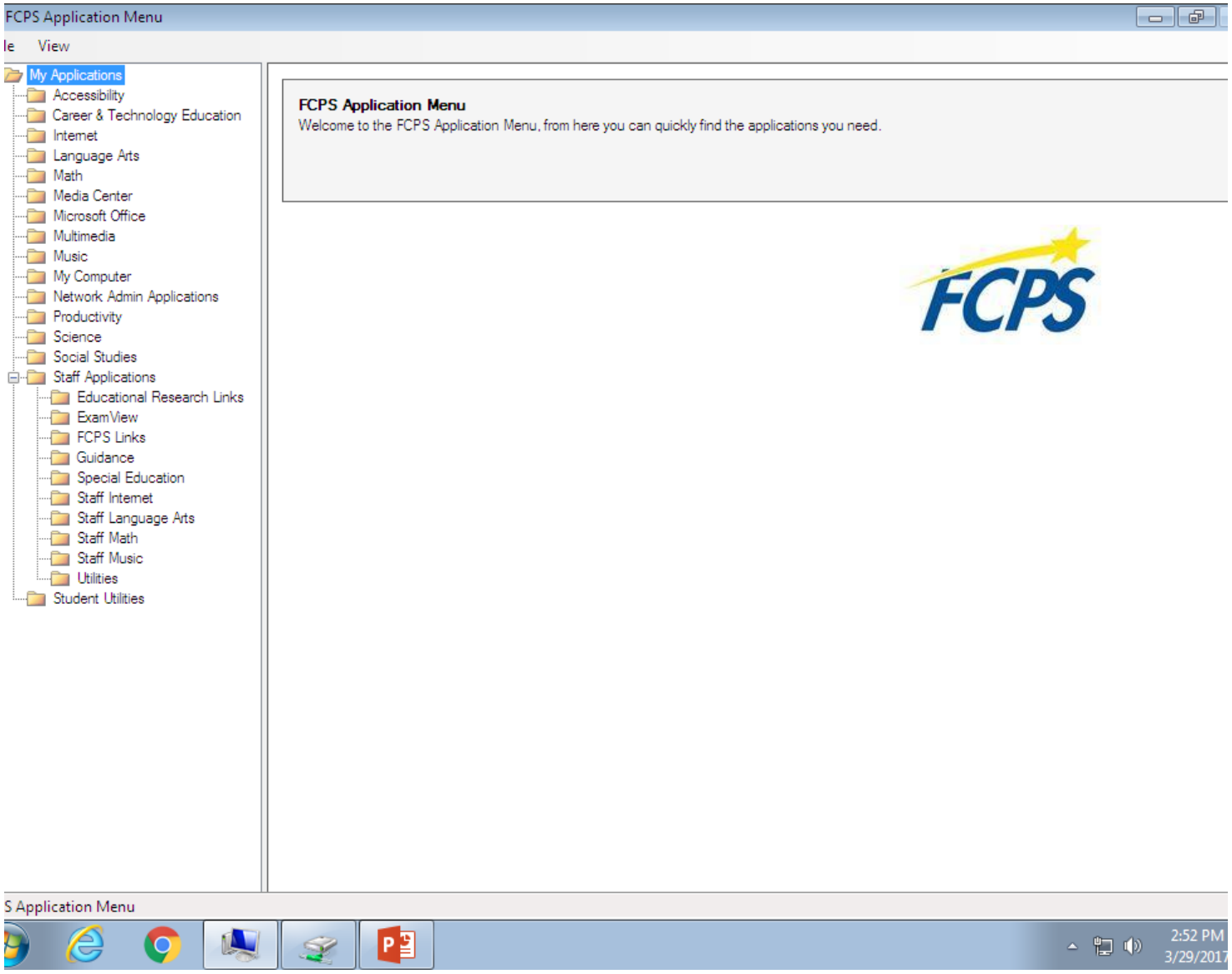
What is the App Menu?

The Application Menu can be found on Laptops and Desktops – not on Chromebooks

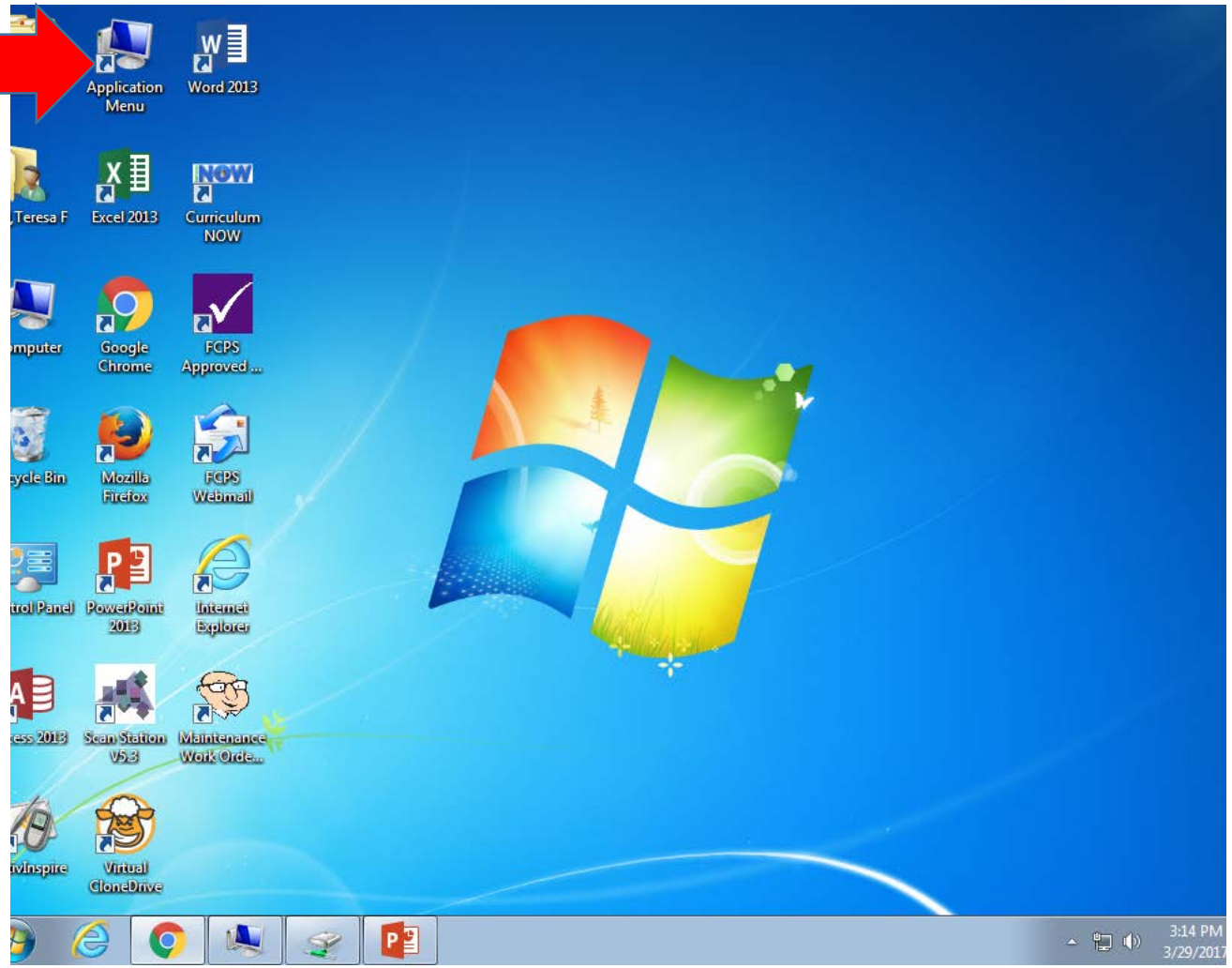
Many resources can be found by opening up any folder on the list

Teachers might leave you links to the lessons on the local school drives (My Computer)

The teacher might leave you a flash drive with the lessons (My Computer)



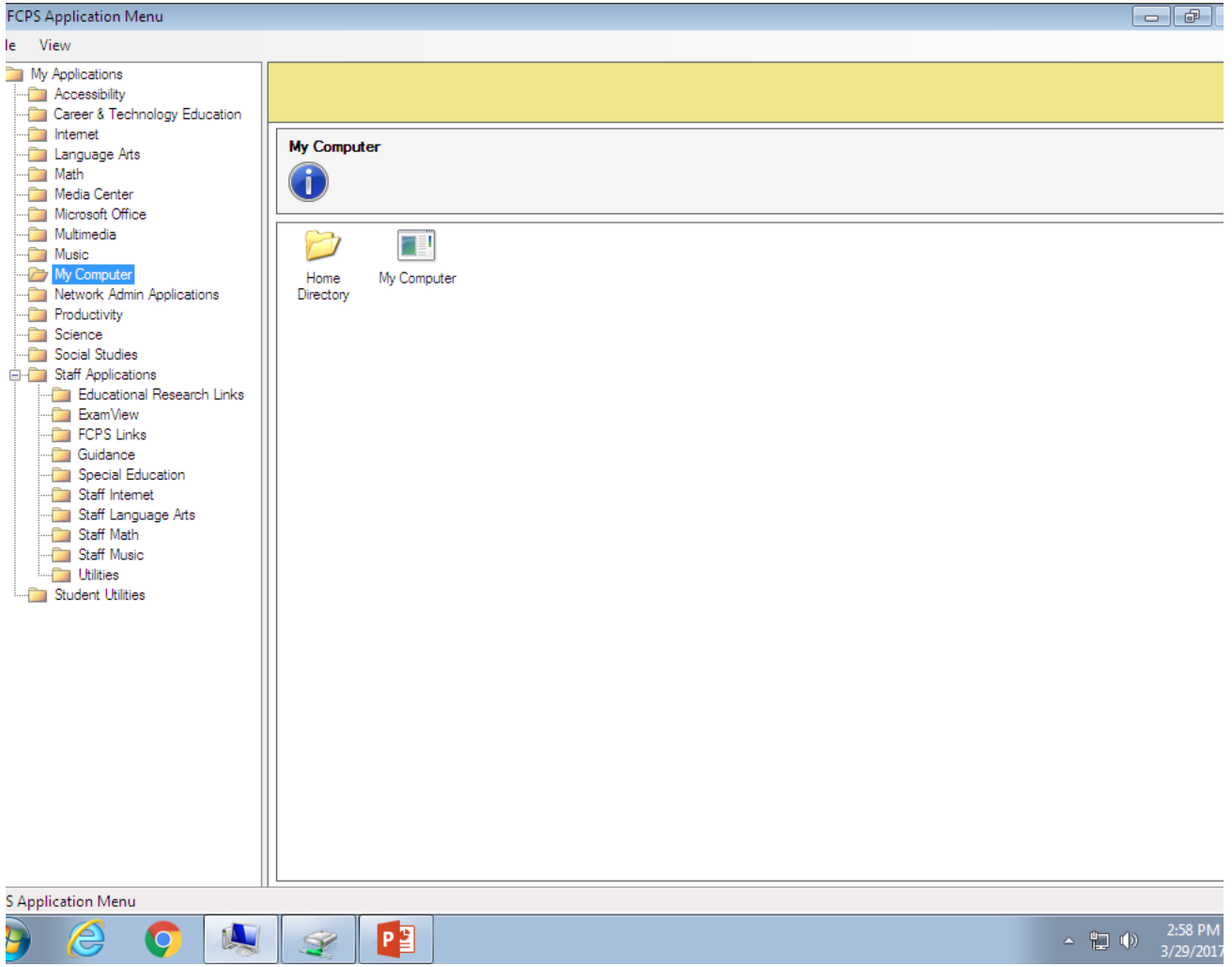
Where is my App Menu?



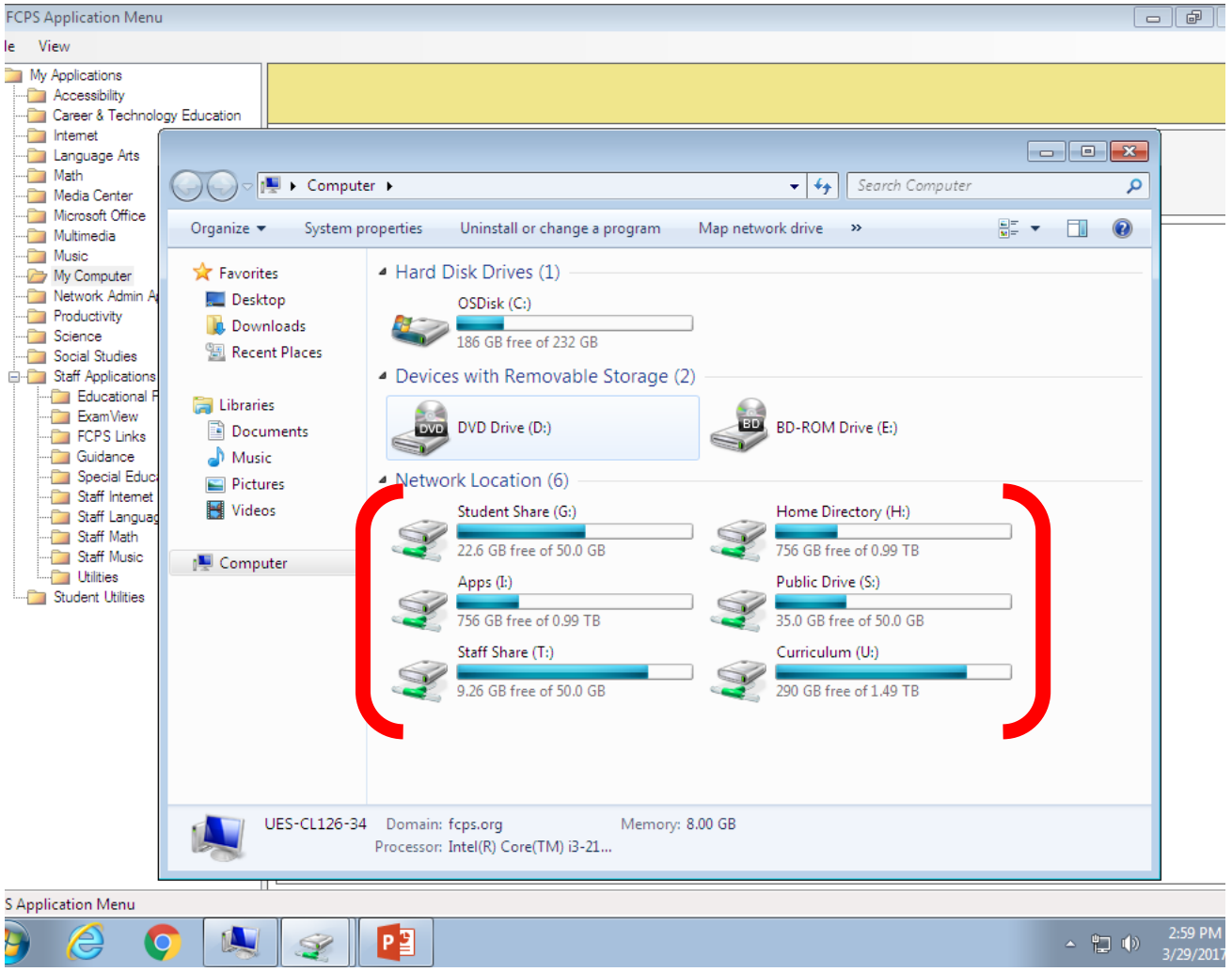
To Access Any Drives

Click on My Computer Folder

Click on My Computer Icon



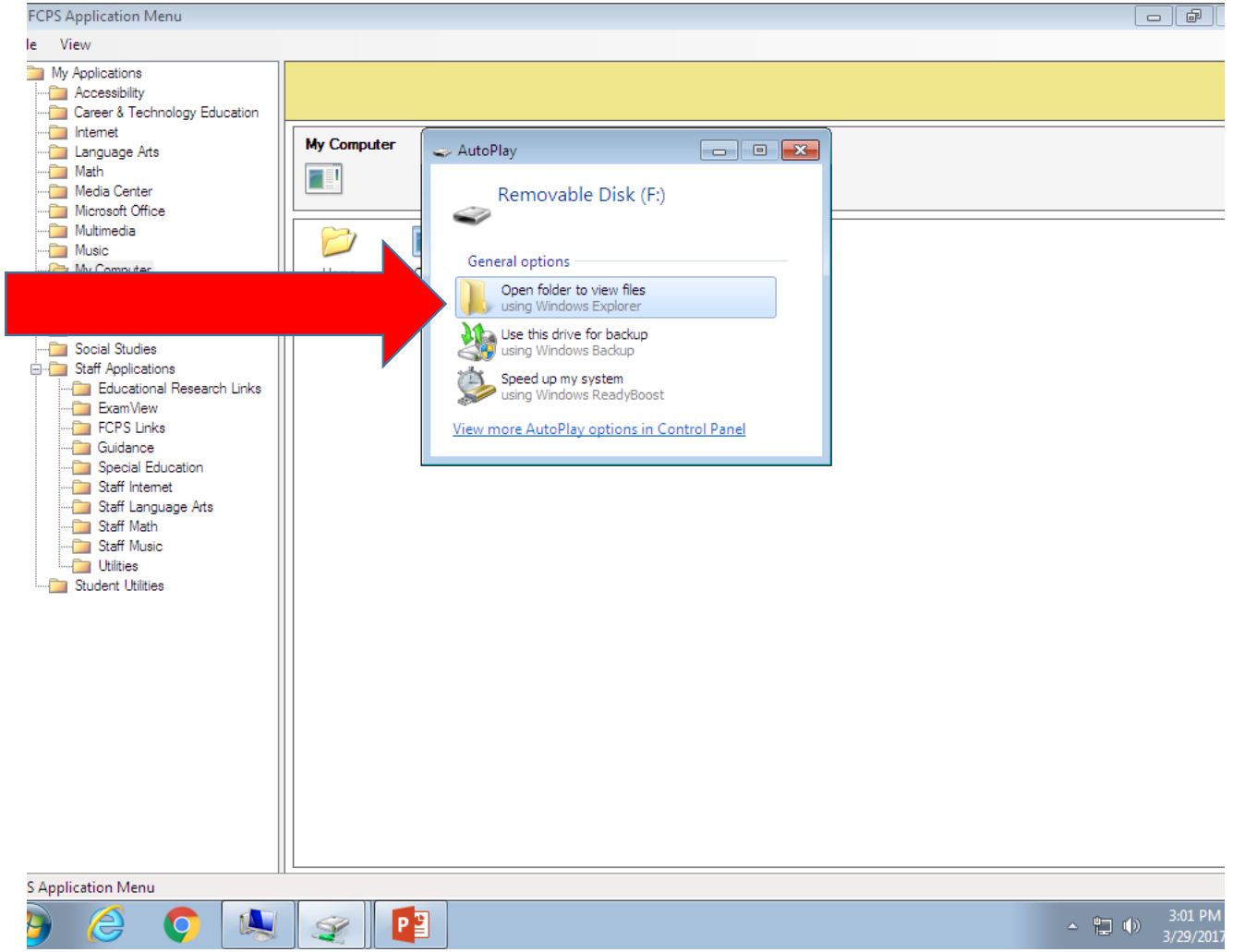
The Drives!


FCPS Application Menu
View
My Applications
Accessibility
Career & Technology Education
Internet
Language Arts
Math
Media Center
Microsoft Office
Multimedia
Music
My Computer
Network Admin A
Productivity
Science
Social Studies
Staff Applications
Educational
ExamView
FCPS Links
Guidance
Special Educ
Staff Internet
Staff Languag
Staff Math
Staff Music
Utilities
Student Utilities
Computer
Search Computer
Organize
System properties
Uninstall or change a program
Map network drive
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
Videos
Computer
Hard Disk Drives (1)
OSDisk (C:)
186 GB free of 232 GB
Devices with Removable Storage (2)
DVD Drive (D:)
BD-ROM Drive (E:)
Network Location (6)
Student Share (G:)
22.6 GB free of 50.0 GB
Home Directory (H:)
756 GB free of 0.99 TB
Apps (I:)
756 GB free of 0.99 TB
Public Drive (S:)
35.0 GB free of 50.0 GB
Staff Share (T:)
9.26 GB free of 50.0 GB
Curriculum (U:)
290 GB free of 1.49 TB
UES-CL126-34
Domain: fcps.org
Memory: 8.00 GB
Processor: Intel(R) Core(TM) i3-21...
S Application Menu
2:59 PM
3/29/2017

Getting to Information from a Flash Drive.

Putting the flash drive into the USB port automatically opens up a dialogue box

Click on “Open folder to view files”

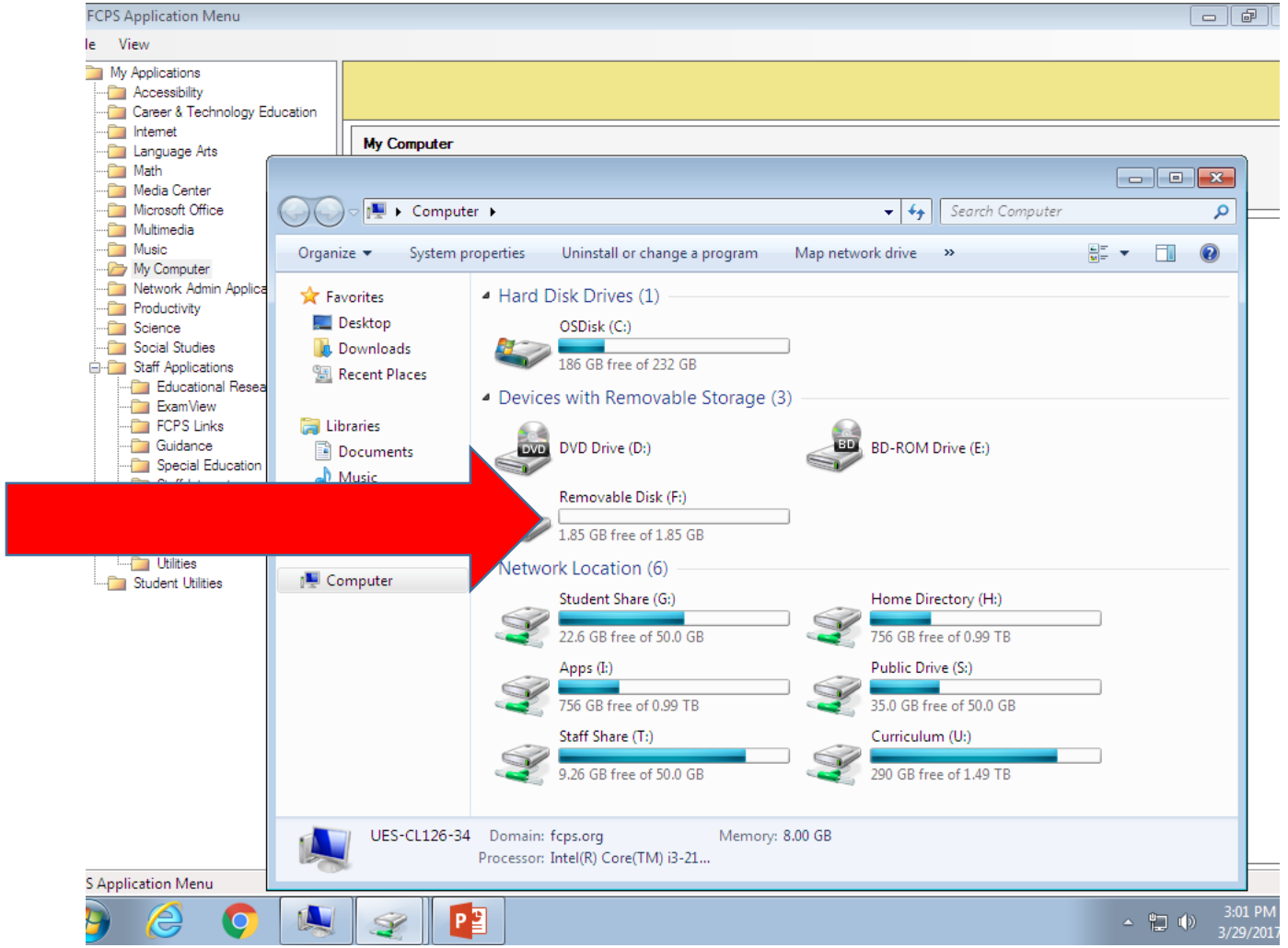


If No Dialogue Box Then…

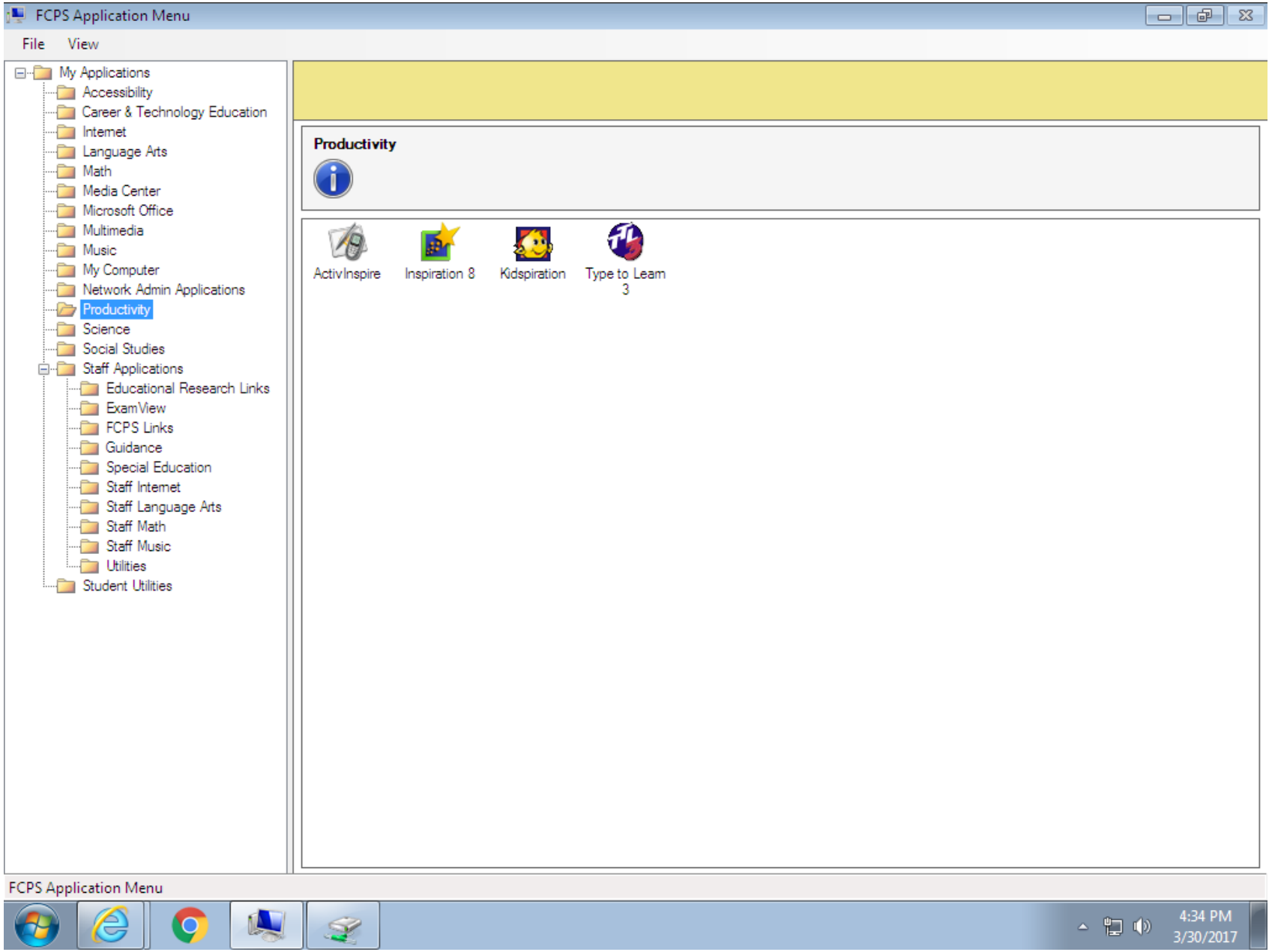
Click on My Computer Folder

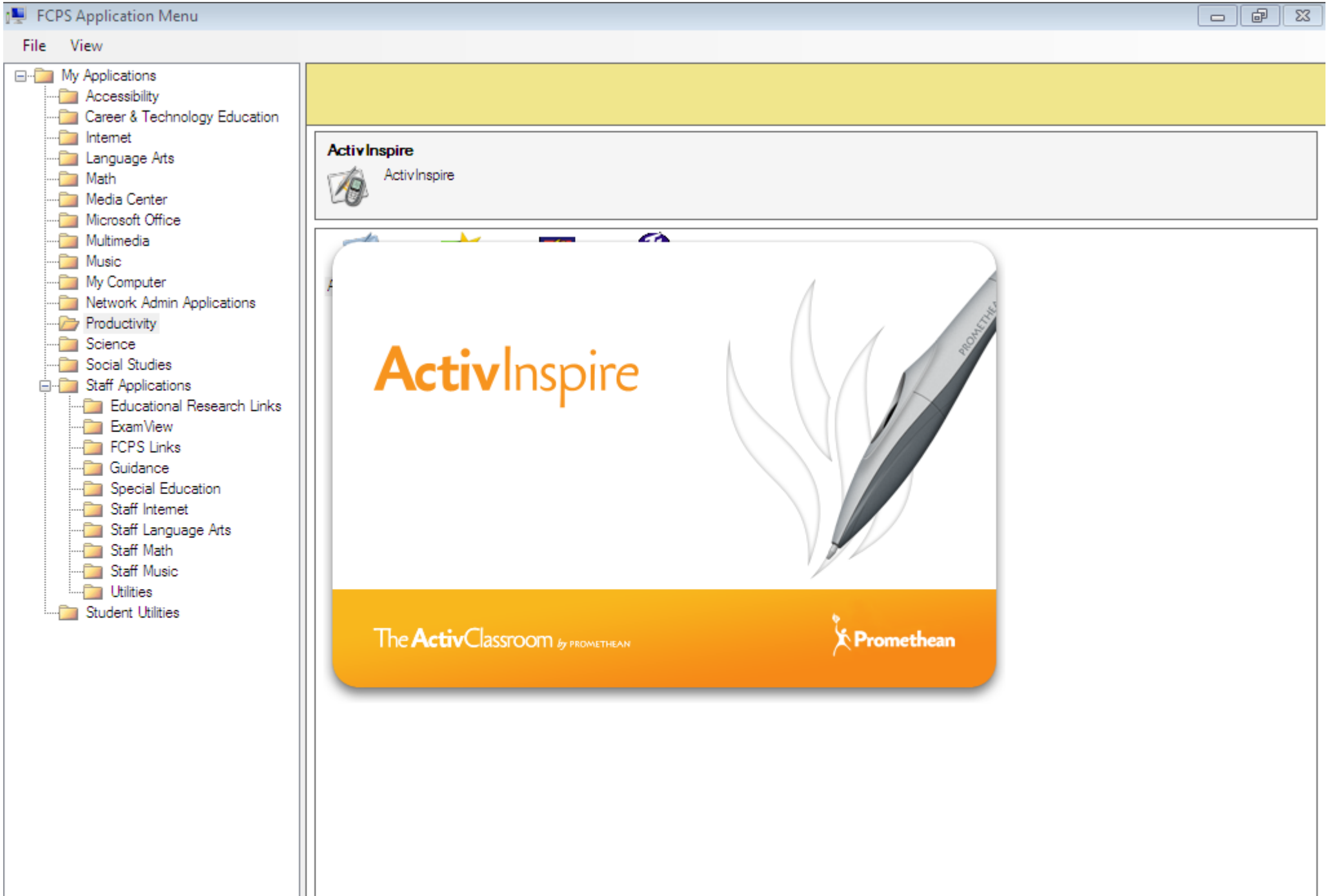
Double Click on My Computer Icon

You Will See a Drive that Says “Removable Disk” (Sometimes It’s the Brand Name of the Flash Drive, such as, SanDisk, Kingston, or Lexur)



How to Open ActivInspire



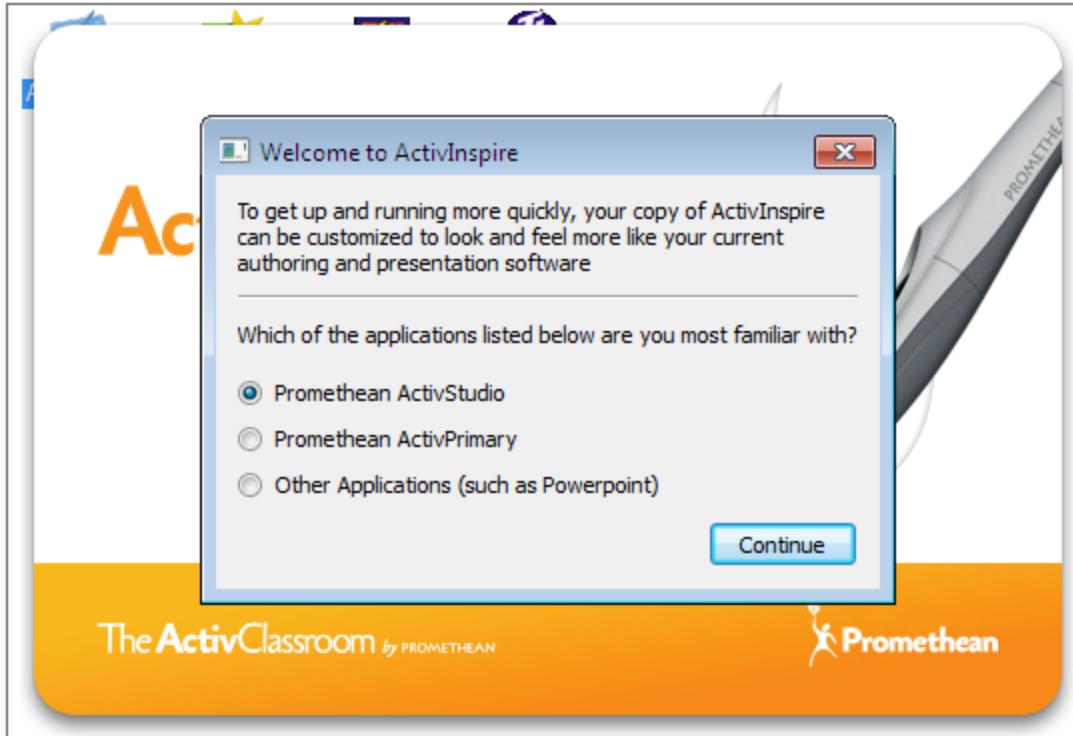

FCPS Application Menu
File
View
My Applications
Accessibility
Career & Technology Education
Internet
Language Arts
Math
Media Center
Microsoft Office
Multimedia
Music
My Computer
Network Admin Applications
Productivity
Science
Social Studies
Staff Applications
Educational Research Links
ExamView
FCPS Links
Guidance
Special Education
Staff Internet
Staff Language Arts
Staff Math
Staff Music
Utilities
Student Utilities
ActivInspire
ActivInspire
ActivInspire
The ActivClassroom by PROMETHEAN
Promethean

File View

- My Applications
  - Accessibility
  - Career & Technology Education
  - Internet
  - Language Arts
  - Math
  - Media Center
  - Microsoft Office
  - Multimedia
  - Music
  - My Computer
  - Network Admin Applications
  - Productivity
  - Science
  - Social Studies
  - Staff Applications
    - Educational Research Links
    - ExamView
    - FCPS Links
    - Guidance
    - Special Education
    - Staff Internet
    - Staff Language Arts
    - Staff Math
    - Staff Music
    - Utilities
  - Student Utilities

ActivInspire

ActivInspire



FCPS Application Menu

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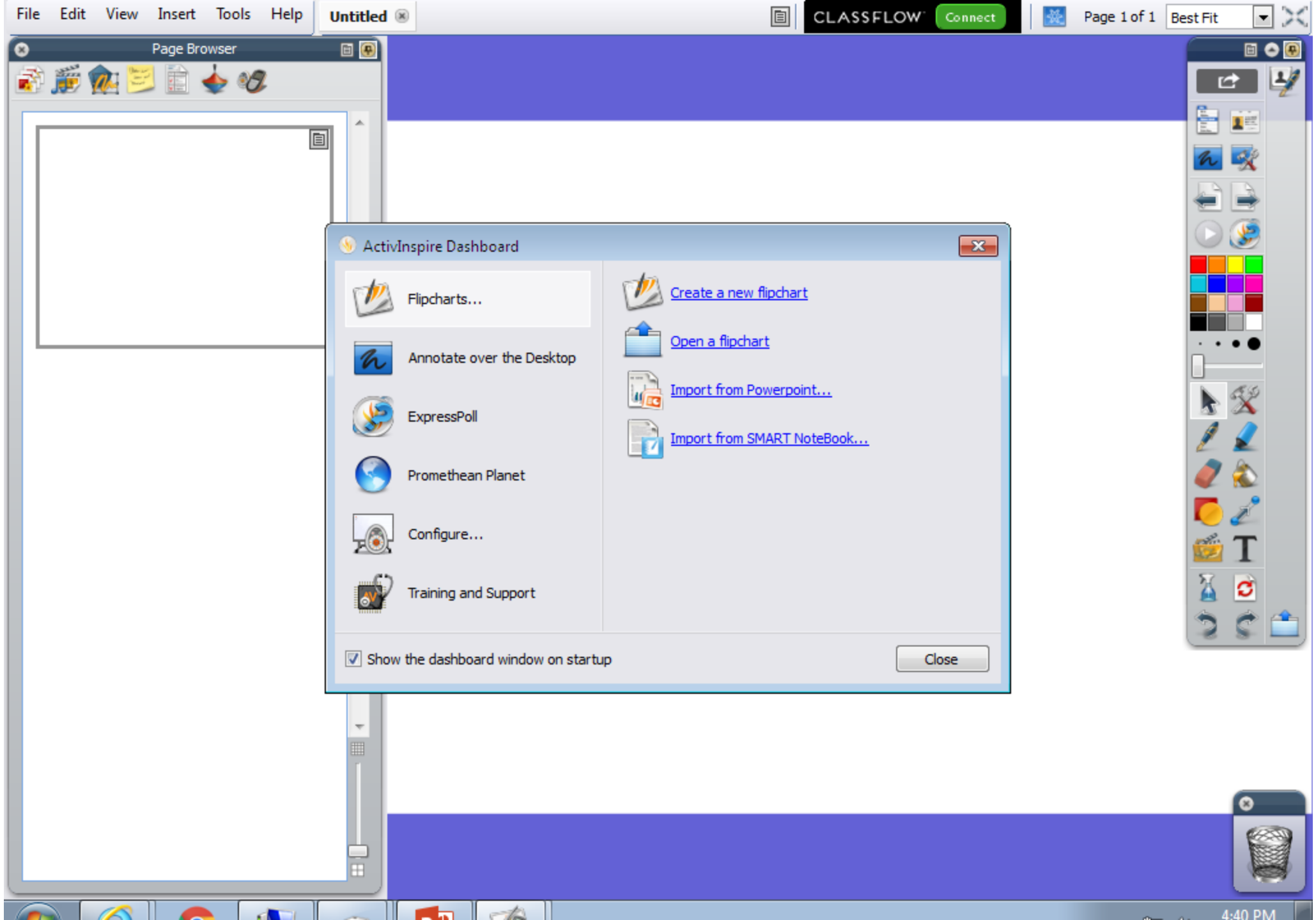
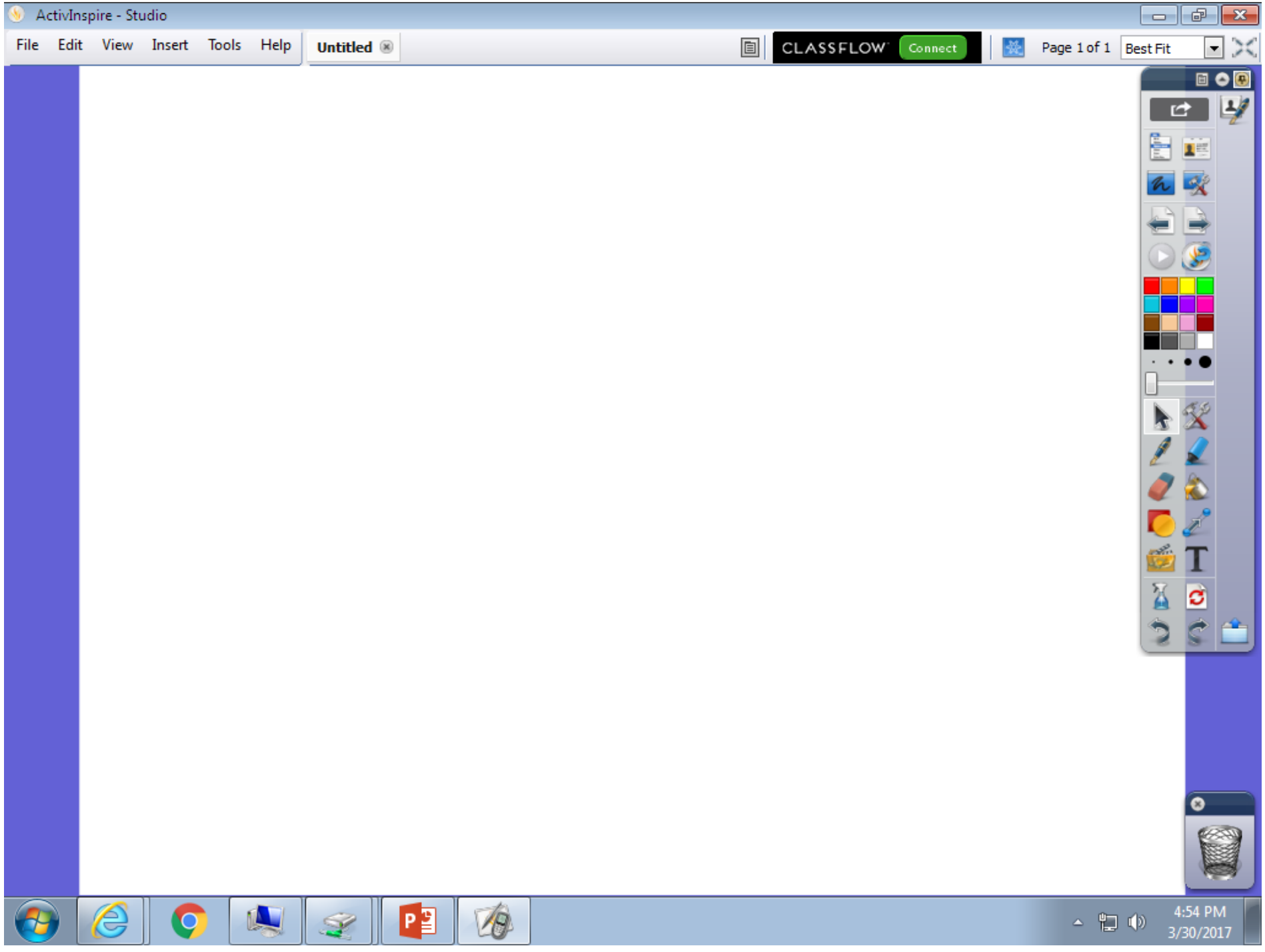

File
Edit
View
Insert
Tools
Help
Untitled
CLASSFLOW
Connect
Page 1 of 1
Best Fit
Page Browser
ActivInspire Dashboard
Flipcharts...
Annotate over the Desktop
ExpressPoll
Promethean Planet
Configure...
Training and Support
Create a new flipchart
Open a flipchart
Import from Powerpoint...
Import from SMART NoteBook...
Show the dashboard window on startup
Close
4:40 PM


ActivInspire - Studio
File
Edit
View
Insert
Tools
Help
Untitled
CLASSFLOW
Connect
Page 1 of 1
Best Fit
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3/30/2017

Links to ActivInspire Tutorials

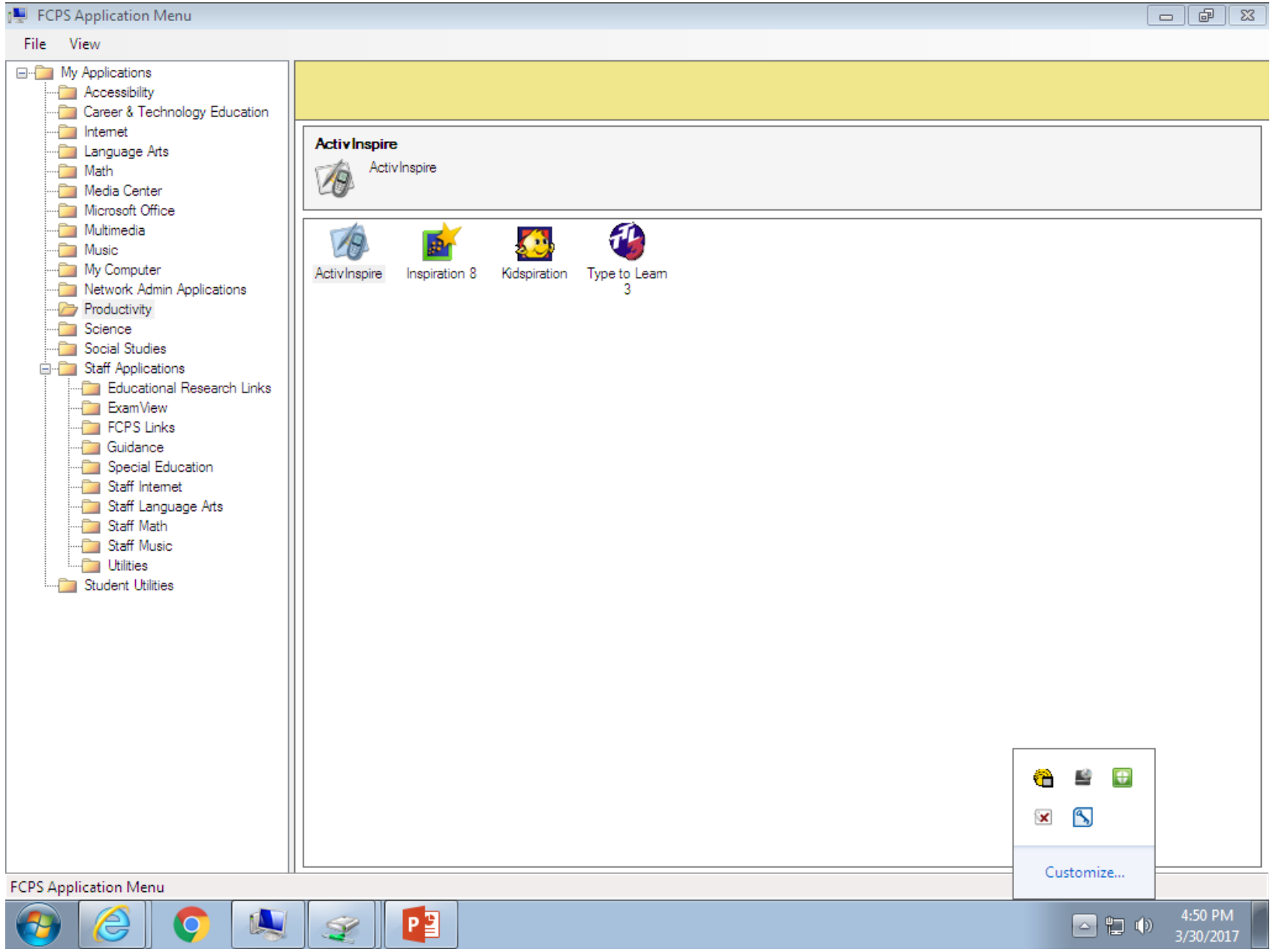
https://www.youtube.com/watch?v=lkoJYUuTKoU

https://www.youtube.com/watch?v=EGsBwOF3kAI

https://esmstechnologytoolbox.wikispaces.com/file/view/Promethean+Level+1+Core+Essentials.pdf

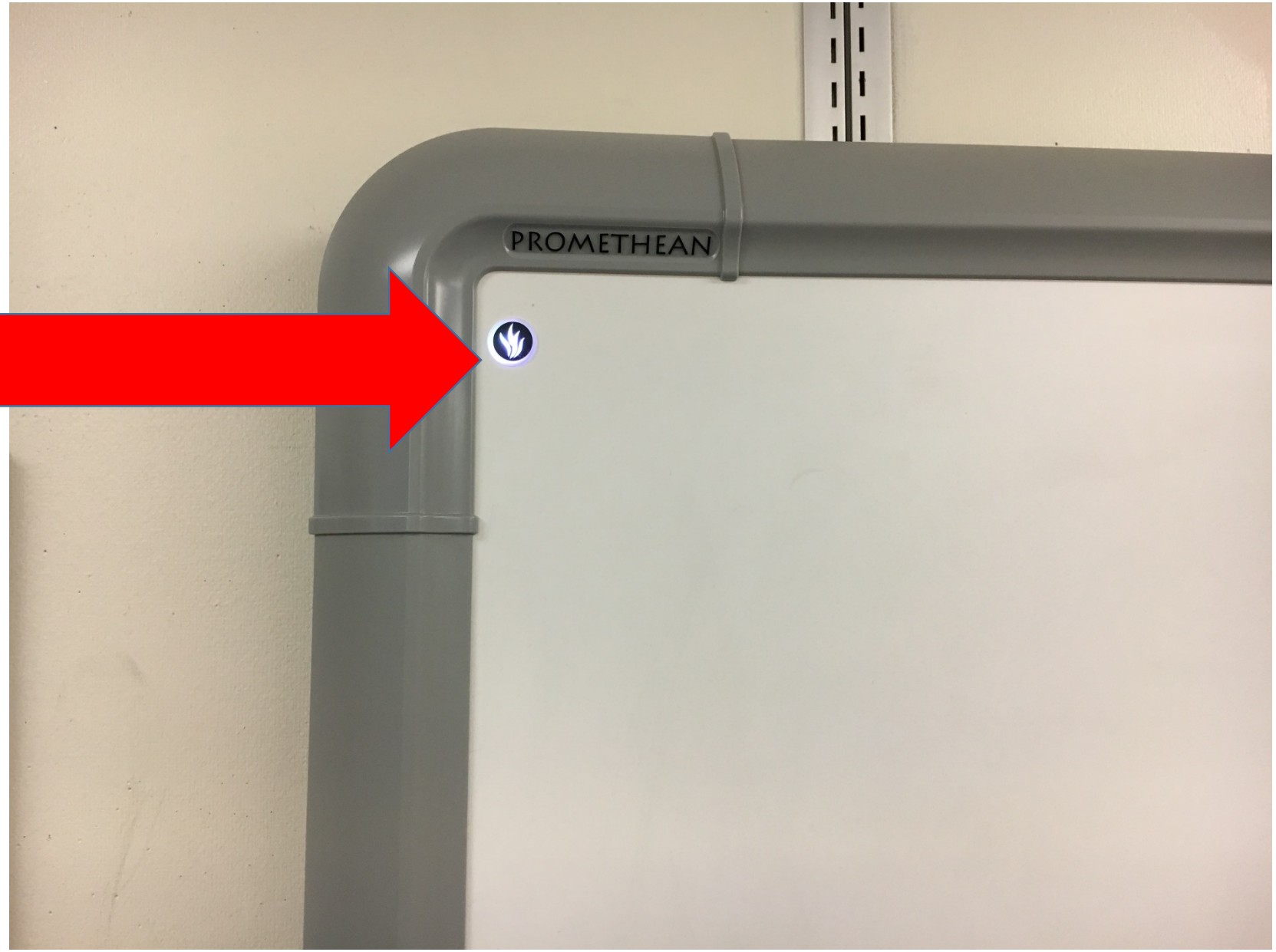
http://www.amelia.k12.va.us/common/pages/DisplayFile.aspx?itemId=2911029

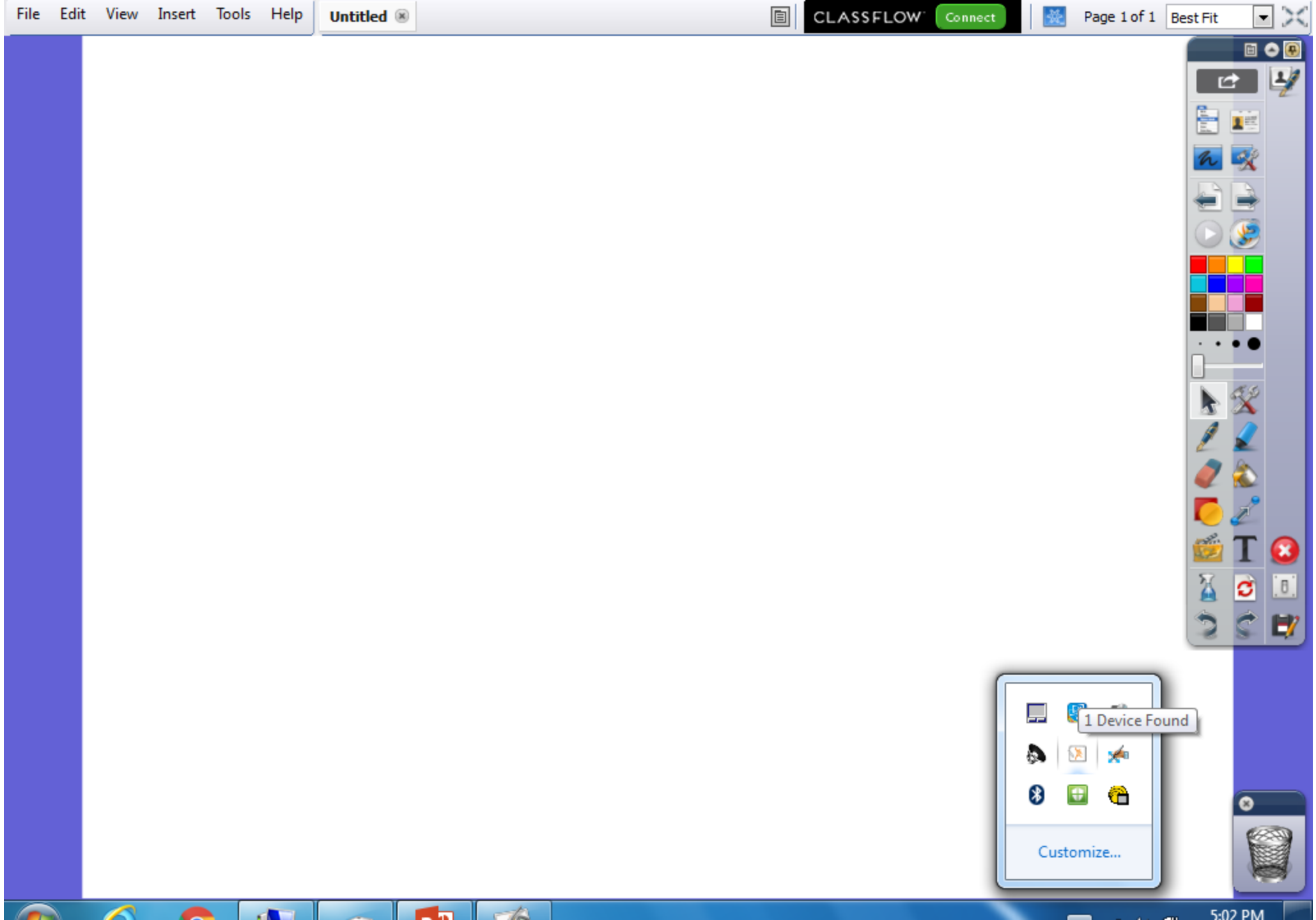
Troubleshooting ActivInspire

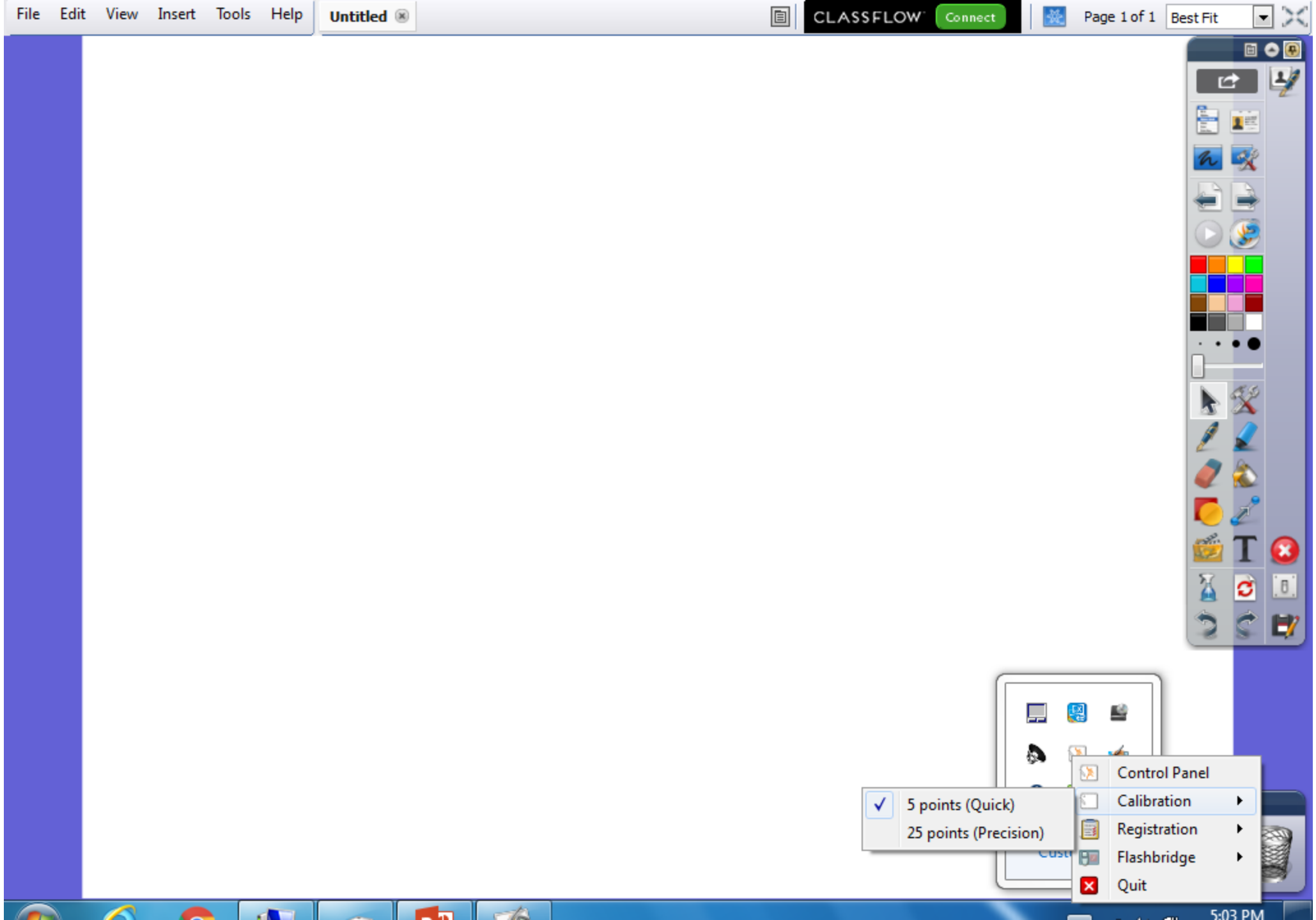


The Flame Must Be Lit with a White Light

If It Is Red, Purple, or Blue – There Is An Issue




File
Edit
View
Insert
Tools
Help
Untitled
CLASSFLOW
Connect
Page 1 of 1
Best Fit
1 Device Found
Customize...
5:02 PM

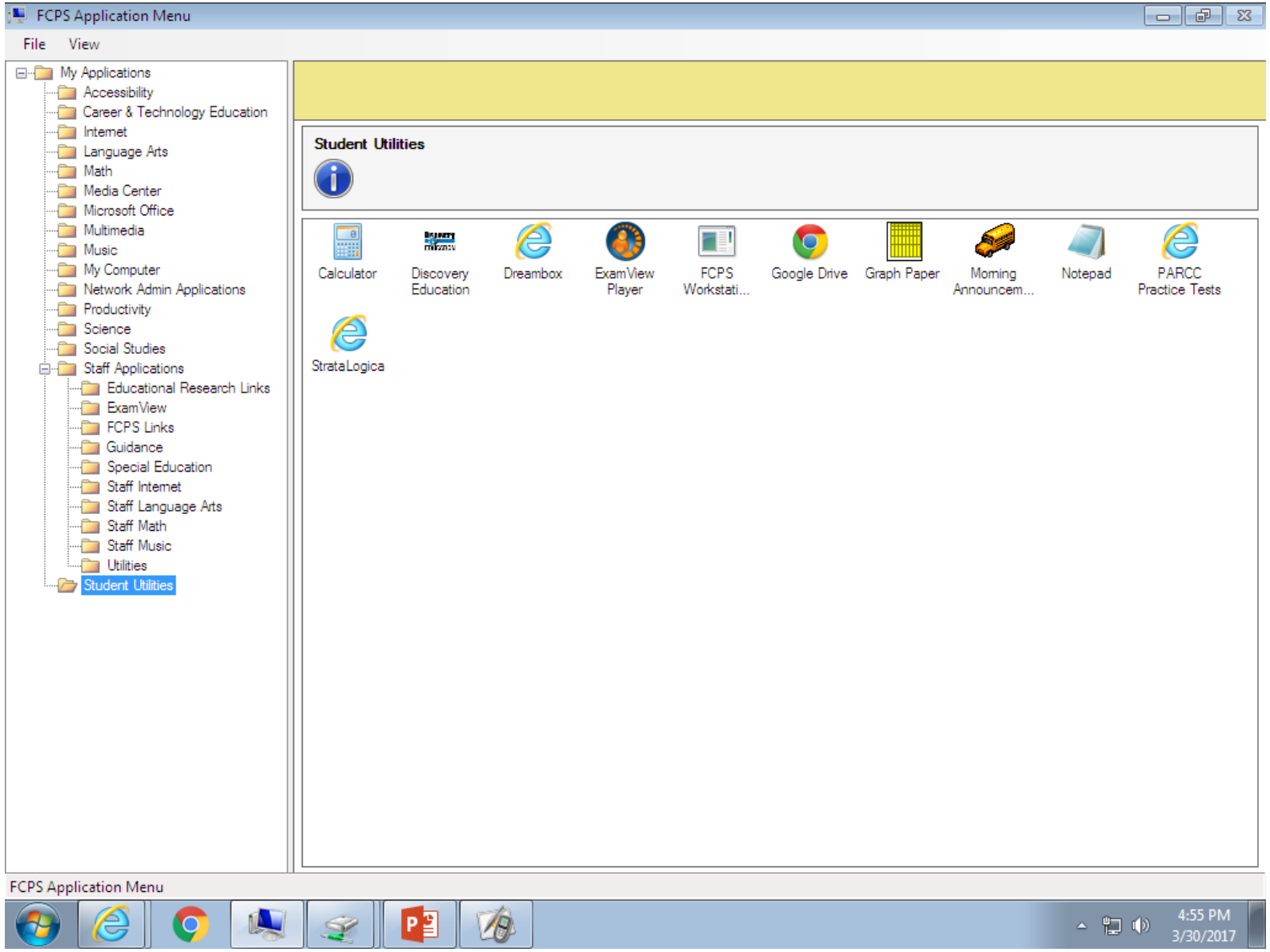

File
Edit
View
Insert
Tools
Help
Untitled
CLASSFLOW
Connect
Page 1 of 1
Best Fit
Control Panel
Calibration
Registration
Flashbridge
Quit
5 points (Quick)
25 points (Precision)
5:03 PM

How To Work with the Document Camera

Cable on right goes to laptop

Cable on Left goes to wall or board

An Example of how Morning Announcements Might be Done at the School



Don't Let the Students Lead You Astray - How to Help Them be Good Digital Citizens

https://scratch.mit.edu/
https://code.org/

Walk Around – Proximity
Engage Students – Ask Questions
Look at Screens and Tabs
Sites that Sound Educational Might Have Embedded Chat Rooms

Meet the User Support at The School

Questions?