

# SPARTA STAFF TECHNOLOGY PAGE

Go to the topics below to get help on using the technology-based systems at Sparta Area Schools.  
Type ctrl+f to search by keyword (e.g. Schoology)



[Get tech coaching and support here](#)

[Sparta District Tech Checklist](#)

[Submit a Help Desk ticket here](#)



## Student Tech Focus Areas

- Develop tech competencies through digital work in independent & collaborative tasks
- Use research and information skills in various contexts
- Learn and practice appropriate behavior when working in digital environments

## Staff Tech Focus Areas

- Represent and facilitate learning in enhanced ways
- Increase access to resources and services
- Identify needs and provide supports
- Collaborate and communicate effectively using digital tools

## Access the links below for guides and ideas

- [New Hire Technology Information](#)
- [PowerSchool/PowerTeacher](#)
- [Formative Assessment Tools](#)
- [Windows 10 / Email](#)
- [General Guides \(Windows, Adobe, etc.\)](#)
- [Misc. Systems and Applications](#)
- [Collaboration / Class Posting Options](#)
- [Clever](#)
- [Remind](#)
- [Schoology](#)
- [Chromebooks](#)
- [GoGuardian](#)
- [Google Apps / G Suite / Google Classroom](#)
- [Classroom Tech \(laptops, iPads, projectors, etc\)](#)
- [Telephones](#)
- [Screencasting Tools](#)
- [Instruction and Content](#)

## PowerSchool / PowerTeacher

- [Using PowerTeacher Pro Quick Reference](#)
- [PowerTeacher Pro Q & A](#) (Sparta Questions)
- [PowerTeacher Pro Q & A](#) (General Questions)
- [Additional Guides](#)


## Chromebooks

- [Basic overview slides](#)
- [Chromebook Support Page](#)
- [Chromebook Keyboard Shortcuts](#)
- [Fix Chromebook Audio Output issue](#)
- Connecting Chromebook to projector (AV/RV)
  - [Change display settings to Mirror](#)
- [Download Clever Badges for K-2 students](#)
- [Reset Saved Passwords in Clever](#)
- [M-STEP Testing](#)

## Formative Assessment Tools

- Schoology will serve as a primary source for assessments. These may be helpful supplements:
- Assessment tool options
  - Online discussions
    - [Schoology / Google Classroom](#)
  - Google Forms Quizzes ([guide](#))
  - Formative ([guide](#))
  - Quizizz ([guide](#))
  - Thatquiz ([FAQ page](#))
  - Desmos -([guide](#))
  - Geogebra ([guide](#))
  - Quizlet / Quizlet Live ([guide](#))
  - [Guide to unbiased overviews on tools](#)

## Google Apps / G Suite

- [Links to guides on different apps](#)
- Use [This Synergyse Extension](#) for an interactive walk through of apps
- [Google Classroom Guide](#)
- Tips for use
  - Use the  for adding pics from the web or webcam
  - Use Add-ons and Extensions in Chrome to boost work
    - [Popular EDU extensions](#)
    - [How to add Extensions](#)
    - [Popular EDU add-ons](#)
    - [Guide to Google add-ons](#)
- [Guide on Google Drive File Stream](#)
  - Add Google Drive file folder to your laptop/desktop file explorer
- [New Google Workspace Features](#)
  - Breakout Rooms, Polls, Q&A
  - Live Streaming
  - Recording
  - Noise Cancellation
  - Attendance Reports

## Email / Gmail / Calendar

- [Gmail support page](#) (guides etc.)
  - The productivity & tips guides are helpful
- [Google Calendar support page](#)
  - The productivity & tips guides are helpful
- [How to remove Outlook & add Gmail to phone](#)

## Schoology

- Login using your district Google account from [this link](#)
- [General Help Guide for Instructors](#)
  - [Schoology YouTube Channel](#)
  - Join the CBD Schoology training site w/ code [SBPKP-8CMC2](#)
- Course setup & management

## Collaboration / Capture Student Thinking

- [Flipgrid](#) (video response site)
- [Pear Deck](#)
- [Recap](#) (video & text response site)
- [Gosoapbox](#)
- [Overview of tool options from CBD](#)
- [Overview of tool options from Edsurge](#)
- [Remind](#)

## General Guides

- Windows / Office 365
  - [Windows 10 Overview](#)
  - [Video Overview on Office 365](#)
  - [Office 365 Training Resources](#)
- [Make Adobe DC the Default PDF Viewer](#)
- [Allow Flash Player in Chrome](#)
- [Extended Desktop](#)

- [How to save existing courses/resources for use in other courses](#)
- [How to get Gradebook to Sync w/ PowerSchool](#)
- [How to link sections](#)
- [How to add Remind to a course](#)
- Designing activities
  - [Student completion guide](#) (set-up sequence of tasks)
- Quizzes/Assessments
  - Import from Examview ([doc](#) / [video](#))
  - [Guide to tests/quizzes](#)
  - [Guide to Enterprise Assessments](#)
    - [Guide to question types](#)
  - [Give a "locked down" assessment](#)
- General
  - [Guide to Google Drive Assignment App](#)
    - [Video Overview](#) (from Schoology)
    - [Shorter video](#) (from Erin K)
  - [Rubric creation video](#) (from Erin K)
  - Mobile app ([iOS](#) / [Android](#))
  - [How to login to Mobile app w/ Google](#)
  - Parent access
    - [How to access parent codes](#)
    - [Instructions for parents](#)

## Misc. Applications & Systems

- Printing: [FOB printing instructions](#)
- [Think Central Parent Instructions - Appview](#)
- [Think Central Parent Instructions - Ridgeview](#)
- [Big Ideas Math Self Registration](#)
- [Connect Ed - Study Sync Teacher Instructions](#)
- [Moby Max video Overview](#)
  - [Sharing students](#)
- [Typing Club video overview for teachers](#)
  - [Video overview for students](#)
- Accelerated Reader
  - [Teacher Overview](#)
  - [Student overview](#)
  - [Link to text-based guide](#)

## Classroom Tech

- [Projector tips](#)
- Elementary Classroom Tech
  - [Classroom Tech Overview 2017-18](#)
  - [Laptop and iPad quick start guide](#)
  - [1 iPad Classroom ideas](#)
  - [Epson Interactive Projector FAQ](#)
  - [Aver FX 17 doc cam guide](#)
- [Projector info](#)
- [Connect Chromebook to Projector](#)
- HS and MS Classroom Tech
  - [Video Overview](#)

## Screencasting Tools

- Chrome Extensions
  - [Screencastify Extension](#)
  - [Loom](#)
  - [Soapbox Extension](#)

## Telephones

- District Phones
  - [ShoreTel Quick Reference Guide](#)
  - [Voicemail Quick Reference Guide](#)
  - [Phone Use Guide](#)

- [Doceri App](#)
  - iOS app / works on iPad/iPhone
  - Record demonstrations (screen and voice)
- [Screen record on iPad](#)

- [Phone and Client Video Guides](#)
- [Send Voicemail to Email](#)
- [Additional Resources](#)
  - [ShoreTel Communicator Setup](#)
  - [ShoreTel Communicator Guide](#)
- **Non-District Phones:**
  - [Privacy Enhanced Phone Calls from Google Voice and Google Meet](#)

## Clever

- [Logging In / Badges](#)
- [Printing Badges](#)
- [Teacher Pages](#)
- [Adding Applications](#)
- [Clever Support](#)




## GoGuardian

- [GoGuardian Teacher Training Course](#)
- [GoGuardian Certification Exam](#)
- [Announcements](#)
- [Starting a Classroom Session](#)
- [Teacher Chat](#)
- [Off Task Alerts](#)
- [GoGuardian Help Center](#)
- [GoGuardian guide](#)

## Projector Quick Guide

- Click A/V mute to blackout screen temporarily
- Control zoom using the E-Zoom buttons
- Use Freeze button to keep a screen in place (while using doc cam or doing other tasks on computer)
- Use blue arrow buttons to scroll when zoomed

## Additional PowerSchool/PowerTeacher Guides

- Alerts - these are displayed by a student's name to indicate the following:
  -  = Special Ed accommodations
  -  = Medical Alert
  -  = Parent Alert

[FAQ Document](#)

[How to Sign in and Launch Gradebook](#)

[PowerTeacher Portal Basics](#)

[PowerTeacher Pro Basics](#)

[Setup PowerTeacher Pro Gradebook](#)

[Adding Assignments, Grades, and Categories](#)

[Creating Seating Charts](#)

[Running Reports](#)

[How to Take Attendance](#)

[Finding Student Information](#)

[Analyzing Student Performance](#)

[Autocalculate Standard Scores](#)

[Customized Reports](#)

[Filtering and Sorting](#)

[Navigation Quick Links](#)

# Instruction and Content

## Hosting & Facilitating Content

### Steps to Success

1. Establish an online space to provide resources & communicate
2. Add updates, links, docs that can be accessed anytime
3. Organize everything coherently
4. Update regularly and share habitually



### Options for Hosting and Communicating Your Content

- Getting files in Google Drive for easy sharing & updating
  - [How to upload existing files and folders](#)
  - [How to change sharing permissions](#)
- Weekly Agenda Doc ([elementary](#) , [secondary](#))
- Class platform options
  - [Google Classroom](#)
  - [Seesaw](#) (for student creation, sharing, responding)
  - Weebly for Education ([get started](#) / [example](#))
  - Blogger ([get started](#) / [example](#))
- Learning Management Systems
  - [Moodle](#)
  - [Schoolology](#)
- Behavior/Community Building
  - [Class Dojo](#)
  - [Classcraft](#)

## General Engagement Ideas & Tools

### Steps to Success

1. Represent content and concepts in multiple ways
2. Connect learning to real people, places, and opportunities
3. Include students as active & collaborative problem-solvers



### Tools and Ideas

- Be intentional! Tech isn't always the best option.
  - Use this [Triple E Rubric](#) to help guide tool choice
  - Reference the [MITECS](#), [SAMR](#) or [TPACK](#) models for other guides on your tech use
- Creation Tools and Lesson Design
  - [Hyperdoc template for designing activities](#)
  - [Guide to working w/ images, video, audio, and hyperlinks](#)
  - [Some other creation tools and possible uses](#)
- Instructional Tools and Ideas
  - Tools to represent thinking / learning
    - [Autodraw](#)

- [Flipgrid](#)
  - [Screencastify](#)
  - [Google Drawings](#)
- Combine content w/ interaction
  - [Pear Deck](#)
  - [Desmos Teacher](#)
  - [Nearpod](#)
  - [Gosoapbox](#)
  - See other options in the [digital assessment tools](#)
- Content Area / Skill-based Tools and Ideas
  - [NGSS Phenomena](#) (use in class activities)
  - [GVSU Math Page](#) (see links on right side)
  - [Docsteach](#) (Social Studies primary source docs & activities)
  - [Digital Texts Resources and Guides](#)
  - [Writing Sites and Tools](#)
  - [General Instruction Sites](#) (multi-purpose)
- Connect to the World
  - [Flipgrid Explorer Series](#)
  - [Remind](#) - send updates and reminders by text
  - [Skype in the Classroom](#)
    - [Guide from 4th grade teacher Amy Constant](#)
  - [Google Hangouts Ideas](#)
  - [ePals](#) (global pen pal program)

## Assessment & Data

### Steps to Success

1. Choose a platform that fits your content and needs
2. Provide ways to check understanding within learning process
3. Utilize data to target supports
4. Collaborate w/ others to share and store what you make/use



### Digital Assessment Tools/Platforms

- [Edulastic](#) (pre-made content / M-STEP question types)
- [Plickers](#) (no student devices needed)
- [Google Forms](#) (gather input, give quizzes, sign-ups, etc.)
- [Goformative](#) (drawing questions w/ versatile uses)
  - [Guide for more](#)
- [Quizzizz](#) / [Kahoot](#) (gamified quizzes)
- [Edpuzzle](#) / [Playposit](#) (embed questions in videos for engagement & assessment)
- [Desmos](#) (graphing calc, pre-made & custom math/science activities)
- Use formative strategies with options from the [Instructional tools and ideas section](#)
- See this review of [different platforms](#) for unbiased overviews

## Collaboration Tools and Ideas

### Steps to Success

1. Understand how collaboration works in different digital formats
2. Learn how to create, convert, share, and organize cloud content
3. Use system features to communicate and assign tasks
4. Support others in their use of collaborative tools



### Collaboration Options and Guides

- [Difference between network drives, email, & Google Drive](#)
- Using Google Drive
  - [Upload existing files & folders](#) (Word, PowerPoint, PDF's, etc.)
    - Note conversion process - not all will convert perfectly
  - [Create files in Google](#)
  - [Share files/folders in Google Drive](#)
  - [Organizing Google Drive content](#)
  - [Commenting, mentioning, and assigning tasks in Google Apps](#)
- [Other collaboration tools to consider](#)

## Productivity Resources

### Steps to Success

1. ID tech that can increase efficiency and effectiveness in digital work
2. Practice use of tools and strategies to improve skill
3. Share and support others in their use of productivity tools



### Productivity Resources

- [Shortcuts and Search Tips and Tools](#)
- [Web Browser Tips and Tools](#) (tab use, bookmarks, extensions, etc.)
- [Operating systems and File MGMT Guide](#)
- Chrome Extensions and Add-ons
  - [Popular EDU extensions / How to add Extensions](#)
  - [Popular EDU Add-ons / Guide to Google Add-ons](#)

## Digital Citizenship

### Steps to Success

1. Understand how to be safe and responsible online
2. Determine guidelines for students to use when online
3. Teach, model, & reinforce guidelines during online activities



### Resources

- [Digital Life Guide](#) (student reference doc)
- [Digital Citizenship Overview Video](#)
- Guideline examples
  - [Poster 1 - general safety and responsibility](#)
  - [Poster 2 - THINK before posting](#)
  - [Poster 3 - guidelines for posting/commenting](#)
- [Common Sense Media lessons by grade band](#)
- [Google Digital Citizenship training for Educators](#)

## Steps to Success

1. Improve methods for finding, evaluating, and organizing information
2. Incorporate those methods into your work & teaching



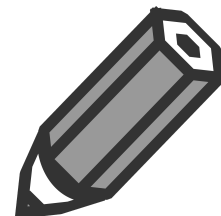
## Resources

- Simple tips
  - Use ctrl+f to search for keywords in any site or document
  - Use [Google Search filters](#) to get to specific search needs
  - Use [kiddle.co](#) for younger students - reading level & simplicity
- Student research guides - linked on student links pages students ([elementary](#) , [secondary](#))

## Available Resources & Staff Examples

### Available Resources

- Maker Resources (coding robots, Breakout EDU, etc.)
  - Complete [this form](#) to check out an item(s)
- [REMC Lending Library](#) (devices, resources, etc.)
  - Search to see what's available
  - Create an account to reserve something
  - Items can be sent to your building
- Webcams & Mics for Video Calls (Skype, Google Hangouts)
  - Submit a Help Desk ticket, and we will help you locate equipment.



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