

Teacher Resources

As of August 2020
Afton Central School
Office 365 Environment





Teacher/Student First Steps: Office 365

- ▶ **Logging on** to a device: you will be prompted to change your password upon first logon.
 - ▶ Teachers: username is firstinitial, last name @aftoncsd.org (ex: sgridley@aftoncsd.org) password Afton123
 - ▶ Students: username is lastname, first initial @students.aftoncsd.org (ex: gridleys@students.aftoncsd.org) password Afton####, where #### is their lunch number. **Please have students record new password somewhere safe.**
- ▶ Go to our school website www.aftoncsd.org, click on 'Employees' or 'Students'
- ▶ Using the Office 365 link on the school webpage, log on to your account
- ▶ Online versions of Mail (Outlook), OneDrive, Teams, Word, PowerPoint, etc. are all under this logon.
- ▶ How to logon video (from student perspective):
<https://youtu.be/Z2V977avcQ8>



Power Teacher/Power Teacher Pro (aka the Gradebook)

- ▶ Video Tutorial: <https://youtu.be/KR6YDxtAJjc>
- ▶ Report Card Directions FOR MS/HS Teachers
 - ▶ You will be given due dates and instructions via the guidance office
 - ▶ Make sure you confirm the grades and comments as directed
- ▶ Report Card Directions FOR ELEMENTARY Teachers
 - ▶ Classroom teachers [Elementary Report Card Directions as of Fall 2019](#)
 - ▶ Special Area Teachers [Special Area Report Card Directions as of Fall 2019](#)
 - ▶ Special Education (12-1-1) [Special Education Report Card Directions](#)

USING the TEAMS app

- ▶ For Group Communication
- ▶ Chat
- ▶ Share Files
- ▶ Schedule a Meeting
<https://youtu.be/pFL517MpgOc>
- ▶ Video Tutorial – explains the basics of Teams, scheduling a meeting, and using the video meeting for teachers
 - ▶ https://youtu.be/_nHeFu32aUQ

How to create sections and section

groups: <https://www.loom.com/share/55d2afa2e93946fdab41ad9f221f9bd5>

How to add pages to the

sections: <https://www.loom.com/share/6ef4c71f54f84f738560d2f9c8fc044a>

How to add content under the

pages: <https://www.loom.com/share/f8b05fd04eae4090b9a8622e805097d9>



- ▶ For Class assignments
- ▶ Add a class notebook ms/hs
<https://youtu.be/5W6bobLzv-0>
- ▶ Add a class elem

<https://youtu.be/46vZvFLs0uI>

Class Notebook:

<https://www.youtube.com/watch?v=6C2gFNTHnMs>

Many videos to help with using Teams to teach:

<https://www.youtube.com/playlist?list=PLy3vyltxmmAE8r97eHQhaHl4HytTjhD8s>



Making and Editing Videos

- **STREAM:** part of Office 365, 15 minute limit, includes presenter in corner if desired, CLOSED Caption ready, upload to STREAM where it can then be shared with your TEAMS network. <https://youtu.be/HNVZE6A-a6s>
- **Screen Cast-o-Matic:** 15 minute limit on free version, no presenter window <https://youtu.be/s1jIPo1bWCo>
- **Zoom:** record a lesson, includes presenter in corner <https://youtu.be/Borfphi1dyk>
- **Video Editor** (Windows app): <https://youtu.be/B8-TJQy8dCs>
- **Loom.com** check for free education account (this may change)

Using Windows 10

- ▶ Use the Windows button (lower left) or search bar to look for applications
- ▶ Useful Apps
 - ▶ **Snip & Sketch** – to take a screenshot of any portion of the screen. Copy, then paste where desired
 - ▶ **Camera** – to take still photos or shoot video
 - ▶ **Video Editor** – Video Creation How to: <https://youtu.be/B8-TJQy8dCs>
 - ▶ **Narrator** – text to speech
 - ▶ **Speech Recognition** – speech to text
- ▶ Microsoft Store – process for obtaining other apps
 - 1.Type 'Store' in the Windows search field
 - 2.Locate desired app (example: to-dos)
 - 3.If cost \$ - fill out P.O. request form and submit to supervisor. Do NOT use your own credit card unless you are willing to pay for it yourself.
 - 4.Click 'Install'
 - 5.Enter Microsoft Username/password if prompted.
 - 6.Once Installed, close the app store
 - 7.Open the new app – use Windows search to locate



Library Resources

► ELEMENTARY DATABASE PAGE

<https://auth.orc.scoolaid.net/bin/listdb?sysCode=dcmo&schoolId=1897>

MS/HS DATABASE PAGE

<https://auth.orc.scoolaid.net/bin/listdb?sysCode=dcmo&schoolId=1896ng%3fschoolId=1897>

There is an initial login (both levels) with a populated user name; the password needs to be entered and is **look**.

Mackinvia – first initial, last name – e.g. Imcgraw

Discovery Education <https://www.discoveryeducation.com/>

► Use the passcode, **D3D7-00DE** to set up your account; or log in if you have an account.

► SWANK movies <https://www.swank.com/k-12-schools/>

If you have any questions or need further help with any of the resources, please contact Leslie McGraw Imcgraw@aftoncsd.org

Using Your Digital Toolkit

► QUIZ creation Tools

► Teams – create quiz using Forms

► Socrative www.socrative.com – MORE DATA ANALYSIS

► Sign up – get class code

► Kahoot <https://getkahoot.com/> - FAST RESULTS, game oriented

► Quizzizz www.quizzizz.com – CAN BE GIVEN FOR HOMEWORK

► Behavior Management Class Dojo <https://www.classdojo.com/>

► Communication

Remind101 www.remind101.com

► What is it? App available for texting, keeps phone numbers private

► Send a message out to group.

Chat/Meet within TEAMS

Digital Learning Sites with passwords

1. <https://www.abcmouse.com/> : I K-2. The username is sgridley@aftoncsd.org, password is Afton123.
2. Brainpop: we continue to pay for both regular **Brainpop and Brainpop Jr.** This is great for introducing a new topic – ALL subjects are available, with activities, quizzes, etc. included.
 - a. Username, password are **BOTH** aftonschool – Students are allowed to have this pswd
3. Brainpop for Educators: you can build your own classroom and assignments.
 - ▶ Here's how:
 1. Log in to your individual account.
 2. Click **Dashboard** at the top of the screen.
 3. Click **New Class**.
 4. Create a class name. A Class Code will be automatically generated for you.
 5. Click **Create Class**.
 - ▶ Students will use the Class Code to join the class. To join your class, students should:
 1. Click **Enter Code** at the top of the screen. If they are already logged in with their individual account, they can click on their username at the top and select **Enter Code** from the menu.
 2. Enter the Class Code and click **Submit**.
 - ▶ If students are creating their individual accounts for the first time, they should click **Sign Up Now!** and complete the form.
4. Brainpop News (Current Events): <https://www.brainpop.com/socialstudies/news/>

Please check the **Student Links** page <https://www.aftoncsd.org/Students.aspx> and Remote Learning Page <https://www.aftoncsd.org/RemoteLearning.aspx> for many more resources.

Text-to-Speech and Speech-to-Text

- ▶ Text to Speech <https://dictation.io/> OR app 'Speech Recognition'
- ▶ Speech to Text <http://text-to-speech.imtranslator.net/> OR Windows Narrator (windows-enter)
- ▶ Microsoft Word 'Speak'.
 - ▶ You can add the Speak command to your Quick Access Toolbar by doing the following:
 - ▶ 1.Next to the Quick Access Toolbar, click Customize Quick Access Toolbar.
 - ▶ 2.Click More Commands.
 - ▶ 3.In the Choose commands from list, select All Commands.
 - ▶ 4.Scroll down to the Speak command, select it, and then click Add.
 - ▶ 5.Click OK.
 - ▶ 6.When you want to use the text-to-speech command, click the icon on the Quick Access Toolbar.

How to remember all those passwords

– Excel Spreadsheet

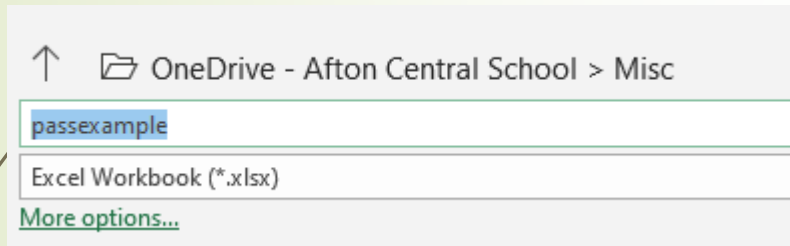
Set up a spreadsheet for passwords, that is password protected

- Click **File > Save As**

- Choose the location for the file

- Select 'More options'

- In the **Save As** dialog box, go to the folder you want to use, then open the **Tools** list and click **General Options**.



You can enter either of two passwords here, one to open the file, another to change the file.

