All Staff Lounge: Shared Hints and Tips - Technology Wiki

Aggregation of all the shared knowledge from the Shared Hints and Tips channel on the All Staff Lounge.

General Hints & Tips

'Scan Document' on iPhone - Georgia Kennedy

iPhone users!! You can scan documents!

There are two ways you can do this.

Option 1

1. Open Notes app on your phone.
2. Open a new note.
3. Press the plus button in the top right hand corner or along the bottom, above the keyboard and click the photo icon.
4. Choose Scan Document.

Or Option 2

1. Open files app
2. Pull down on screen until you see a menu bar, including search, sorted by name, three dots icon or list icon.
3. Click the three dots icon.
4. Click Scan Document
5. Scan your documents!

This is really helpful as it then creates a PDF file for you that you can share with students!

Office Lens - James Weber

Office Lens is an app on both iOS and Android that allows you to scan documents on your phone. This will also allow you to save to your Brigidine OneDrive if you log in through the app.
iOS
Android

Production online content - Paul Bennett

One of the best guides to producing online content that I have seen. https://www.youtube.com/watch?v=xBGKWPNEnjo&feature=youtu.be

Downloadable resources - Nicole Kapernick

This UK Educator has many easily downloadable, ready to use resources, though you will have to check through for ones that can be used remotely, it doesn't take long to find something helpful. http://www.theteachertoolkit.com/index.php/tool/category/C7

Online Learning Information - Jordan Whitney

I am just sharing a document that I put together for my Year 7's. It may be helpful for your younger classes who aren't familiar with teams or OneNote yet. Online Learning Information Year 7.docx

Kahoot Premium Free - Christina Ong

In case you missed it, Kahoot Premium is free at the moment. It allows you to use a lot more features and less restrictions on numbers of students etc. Access is available until the end of the US school year.

Microsoft Teams

Quick Start Guide - Paul Bennett

Microsoft Teams Quick Start Guide is a good starting point for learning more about Teams.

Setting Notifications in Teams - Melissa Dever

https://support.office.com/en-us/article/manage-notification-settings-348672f7-9ed0-4b96-86ed-d6fdcecb4096
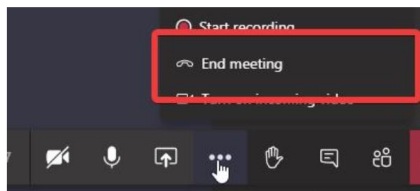
New feature - End meeting - Melissa Dever

Scheduling Teams Meetings - Intervals less have half an hour - Nicole Kapernick
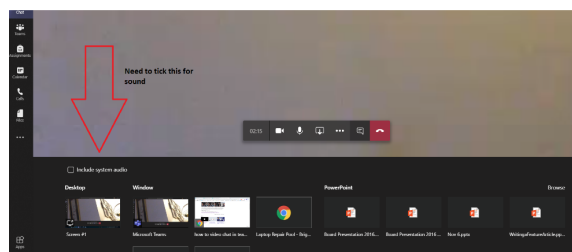
When scheduling you are able to manually type the time inside the drop down boxes - Ben Wilson

Insights and Assignments - Melissa Dever

the following recording might be useful to those of you who want to trial some of the extra features in Microsoft Teams. I have explained how I used Insights and Assignments. If you want to do Polls with your classes, you can choose the three ellipses under the conversation and choose forms.

Teams - Insights and Assignments

Sharing audio from your computer to meeting - John Tomlin

Teams Private Channels - Tamara Haydock

Apple Airpods - John Tomlin

Using Apple Airpods for your audio ?. Because your laptop has Bluetooth you can pair your wireless Apple Airpods to use them for audio, speakers and microphone. This gives you some mobility to move around the room and continue the conversation. Likely you will be able to make a coffee in the kitchen and not miss a word. Reply if you need help pairing but essentially it's "add new bluetooth device" hold pairing button down until "headphone" appears then connect. It should then display the name of your Airpods. Test the sound quality with each other as likely it will be much better than laptop and allow you to move your head without voice voice fading away.

5 things I've learnt to improve my online live lessons - Nicole Kapernick

5 things I've learnt to improve my online live lessons | Alice Leung https://aliceleung.net/2020/04/20/5-things-ive-learnt-to-improve-my-online-live-lessons/.   This is quite helpful - I'm going to trial setting up breakout groups in teams

https://bciqldedu.sharepoint.com/:v:/r/sites/AllStaffLounge/Shared%20Documents/Shared%20Hints%20and%20Tips%20-%20Technology/Teams%20-%20Private%20Channel.mp4?csf=1&web=1&e=9YKl2w

Microsoft OneNote

Cover Page for Class OneNotes - Estelle Chapman

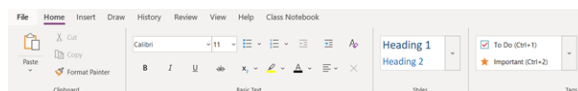Term 2 2020 OneNote Cover Page.docx - Cover page by Estelle Chapman

Online Learning Overview Sample - Year 9 Music.docx - Created by Dani Sprenger

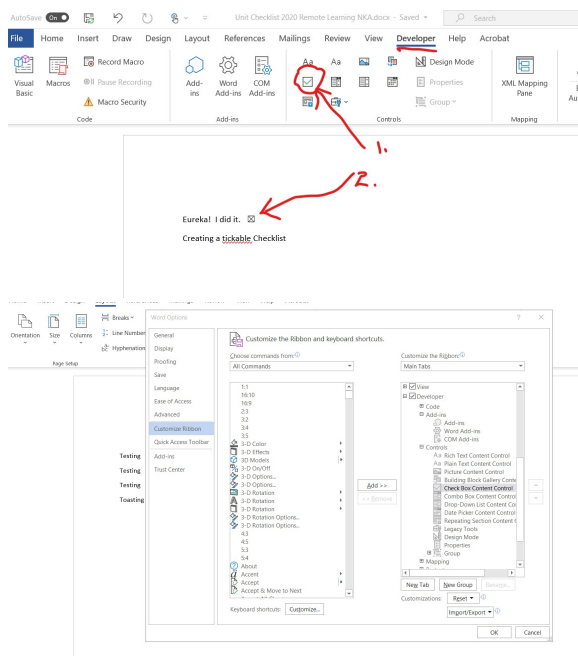### Create tickable boxes - Dani Sprenger

Onenote:

Word (Nicole Kapernick):

SEQTA

Currently Empty!

HomeRoom OneNote Tutorial - Mel Armsden

[HomeRoom OneNote Tutorial](#)

Review Student Work - Allison Johansen

Please see the video for tips on how to quickly check Class OneNotes through 'Review Student Work'. I hope it helps.

[Review Student Work in Class OneNote.mp4](#)

Clickview

Remote learning page - Paul Bennett

[ClickView has put together a page to help with remote teaching](#).

Microsoft - General Hints and Tips

Paul Bennett

More resources from [Microsoft](#)

Automatic Subtitles - Nicole Kapernick

[https://youtu.be/DrLRJlbNlRc   How to video on how to automatically add sub titles to PowerPoint presentations](#)

Remote work trend report - Melissa Dever

Microsoft have produced a range of articles that I will add over the week, if you are interested in looking at them. They are working hard to add a range of features to Microsoft Teams - [https://www.microsoft.com/en-us/microsoft-365/blog/2020/04/09/remote-work-trend-report-meetings/](#)

Write That Essay

Free webinars - Allison Johansen

WTE have created their YouTube channel with free webinars on how to teach different paragraph styles etc. [https://www.youtube.com/channel/UCcmHzWU4ZUI_5iTf_AIDvwg/videos](#) Our Yrs 7 - 9 students have access to the Online Writing Tool as well.

Adobe CC

Adobe Learning from Home - Paul Bennett

Adobe have given lots of links and suggestions for learning from home

- Expanded complementary BYOD access to the Adobe Creative Cloud desktop apps to facilitate distance learning. Click [here](#) to find out if your school qualifies and how you can take advantage of this offer. Click [here](#) for a video that explains more.
- Weekly live [webinar events](#) focussed on creating engaging online teaching & learning experiences and injecting creativity into the curriculum.
- The new [Book an Adobe Expert](#) program for your online class &/or PD program.
- My [latest journal article](#) about online teaching tips
- The new [Adobe Distance Learning Resources](#) on the Adobe Education Exchange
- Free [Adobe Connect](#) access for 90days and this new [Adobe Connect resource](#) for teachers
- [Adobe EduTips](#) on CreateEdu TV
- [Starting Distance Learning? Tips to Reach Students Virtually](#): Blog post helping educators move to a virtual environment. This focuses on live virtual interactions with students (synchronous)
- [10 Tips to Record Instructional Videos](#): Blog post highlighting tips for teachers who are new to recording instructional videos. This focuses on recorded content for students (asynchronous)
- [Move Your Class from Zoom to Rush](#): On-demand video with Adobe Education Leader Justin Hodgson
- The [Adobe for Education YouTube Channel](#)
- [Adobe Live](#) on Behance