



# Technology Integration Progress Cards



Additional resources available at [edtech.fun](https://edtech.fun)

# Curriculum Programs



## Utah Compose

*Utah Compose is an online formative assessment tool created to improve students' writing skills by enabling them to submit essays, receive feedback and revise their work. Students compose essays in response to a prompt. After submitting their writing, students and their teachers are given immediate feedback with a holistic score and a standards-based score for each of the six traits of writing.*

[www.utahcompose.com](http://www.utahcompose.com)

[curriculum.edtech.fun](http://curriculum.edtech.fun)

Visit us for additional resources and a complete tutorial!

Access Utah Compose through the Core Applications page of the district Portal or by going to [www.utahcompose.com](http://www.utahcompose.com).

Log in with your Utah Compose username and password. If you have not used the program before you will need to select Teacher Sign-Up. It is important that you sign up using your CACTUS ID in order to associate your classes to you.

All of your courses should be listed. Click on a class from your class list to assign a prompt, print a roster of student logins and passwords, or view and respond to student work.

- To switch courses click on the course selector dropdown in the top left corner.
- Click on the **Students** tab to view or edit student rosters. Click Print to print a course roster including student usernames and passwords. Click on Groups to create groups for Peer Review.
- Click on the **Prompts** tab to view, add, or assign prompts.
- The **Lessons** tab has several writing lessons to use with students.
- Click on the **Reports** tab to view student scores by trait, class averages, progress over time, and other information.

# Basic Computer Skills



## Organizing Files

*A well-organized system for filing all of your computer files can save you time and hassle when trying to locate files in the future.*

**basic.edtech.fun**

Visit us for additional resources  
and a complete tutorial!

### Tips for Organizing the Files on Your Computer:

- Save all of your files on the same drive (eg. your M Drive) so you can find them in one place.
- Choose your organization system carefully and stick to it.
- Organize files based on purpose, not file type.
- Use sub-folders.
- Name files and folders intelligently - short but precise.
- If you want a file on your Desktop or in two locations, create a shortcut to that file rather than have duplicate copies. Delete the shortcut when you don't need it anymore.
- Save your file to the correct location when you initially save it.

### To create a folder:

1. Navigate to where you want to create the folder.
2. Right-click in a blank space and click on New then Folder.
3. Name your folder appropriately.

### Moving files and folders:

- Option 1: Select the file/folder you want to move. Drag it from one window to another while holding down the right mouse button.
- Option 2: Right-click on the file/folder you want to move. Select Cut or Copy from the menu. Navigate to the new location. Right click in a blank space. Click paste.

# Basic Computer Skills



## Basic Windows Keyboard Shortcuts

*Keyboard shortcuts allow you to quickly perform simple tasks so you don't have to switch between your keyboard and mouse quite so often. Knowing a few can help you work a bit more quickly.*

**[basic.edtech.fun](http://basic.edtech.fun)**

Visit us for additional resources and a complete tutorial!

Save	Ctrl + S	Lock Computer	WinKey + L
Print	Ctrl + P	Open File Explorer	WinKey + E
Undo	Ctrl + Z	Show Desktop	WinKey + D
Cut	Ctrl + X	Open Start Menu	Ctrl + Esc
Copy	Ctrl + C	Bold	Ctrl + B
Paste	Ctrl + V	Underline	Ctrl + U
New Item	Ctrl + N	Italic	Ctrl + I
Quit Program	Alt + F4	Select All	Ctrl + A
Switch Between Applications	Alt + Tab	Check Spelling	F7
Activate Task View	WinKey + Tab	Help	F1

**BASIC WINDOWS  
KEYBOARD SHORTCUTS**

# Communication Tools



## Outlook: Create Contact Groups

*Contact groups allow you to email groups of people at once. After creating the contact group, you can select that group to email everyone in it at once.*

[com.edtech.fun](http://com.edtech.fun)

Visit us for additional resources and a complete tutorial!

1. In Outlook, click on the **People** icon in the Navigation Bar at the bottom left corner.
2. Click on **New Contact Group** in the ribbon at the top.
3. Type a name for your group in the **Name** box. (i.e. Parent Contact List, English Department)
4. Click on **Add Members**.
5. If you are adding other teachers or staff *with district emails*: Choose **From Outlook Contacts**. Choose **Global Address List** from the Address Book menu. Search for contacts by name. Click on the name of a contact. Click on **Members** to add them to the group. When you have finished adding them all, click on **OK**.
6. If you need to add parents or others who are *not already in your contacts*: Choose **New E-mail Contact**. Type the name of your contact and the email address in the appropriate boxes. If you would like to add them to your contact list so you can email individually, check the box for **Add to Contacts**. Click **OK**. Repeat for every contact in your group.
7. Click on **Save and Close**.

OUTLOOK: CREATE  
CONTACT GROUPS

# Communication Tools



## Skype Basics

*With Skype for Business, you can message, call and share your screen with others in the district.*

[com.edtech.fun](http://com.edtech.fun)

Visit us for additional resources and a complete tutorial!

You will need to **find Skype in your Start Menu** and open it the first time you log in to a computer to connect your Polycom phone. After you open Skype the first time, it will open automatically.

1. **To find someone through Skype**, begin typing their last name in the “Find someone or dial a number” field. This will search through our district’s global address list.
2. Hover over the profile picture or icon next to the name of the person you would like to contact. This will bring up the quick action buttons.
3. Click on the quick action button for how you would like to contact that person. Quick action buttons include (from left to right):
  - IM
  - Call
  - Video Conferencing
  - Contact Card
  - Other
4. You can also make phone calls by directly dialing a number on your Polycom phone.



# Internet Safety



## Passwords

*Your Granite School District credentials are used to log you into many different applications. To keep your information and your students' information secure, it is very important that you create a strong password - one that is easy for you to remember, but difficult to guess or crack - and keep it secure.*

**digcit.edtech.fun**

Visit us for additional resources and a complete tutorial!

For staff users or for students grades four and higher, Granite requires a password be at least seven characters long. It cannot contain three or more consecutive characters from the user's first or last name. You cannot reuse old passwords. Passwords must include three out of the following four requirements:

- an upper case letter
- a lowercase letter
- a number
- a special symbol (For example: !, \$, #, or %)

Staff members are required to change their AD password every 6 months. You can change your password at anytime through Portal or by pressing Ctrl + Alt + Delete on the keyboard of a district computer you are logged into and clicking on Change a Password.

### Suggestions for Creating and Keeping Passwords Secure

- Do not give your password out to anyone. If you do write your passwords down (though not suggested), keep the list in a secure place.
- Do not use a solitary word, derivative or your name, or a name of a family member or pet.
- Begin with a phrase and condense it or change letters to other characters in a way that makes it unique but memorable to you.
- Use a unique password for different accounts.

# Chromebooks & Google



## Signing in to Your District Google Account and Chromebooks

[cb.edtech.fun](http://cb.edtech.fun)

Visit us for additional resources  
and a complete tutorial!

Every teacher and student in Granite has a district Google account. To access it online, go to [google.com](http://google.com). If you are signed into Google with another account, sign out. Then sign in with your district Google credentials.

When signing into Chromebooks, if the sign-in screen is not up, click on

**+ Add person** in bottom left corner of screen.

### Teacher Credentials

Username: district username@granitesd.org

Password: district password

### Student Credentials

Username: 4+4+4@granitesd.org (see your teacher for details)

Password: district password

SIGNING IN TO DISTRICT  
GOOGLE ACCOUNTS

# Chromebooks & Google



## Using LanSchool on Chromebooks

*Teachers can use LanSchool to monitor and manage students' Chromebook usage.*

**cb.edtech.fun**

Visit us for additional resources and a complete tutorial!

In order for a teacher to view students' Chromebooks in LanSchool, students must enter the teacher's LanSchool channel when prompted each time they log into the Chromebook or the teacher must load a Dynamic Class List.

### For teachers to use LanSchool:

Open LanSchool: Click on the arrow in the bottom right corner of the screen to open the systray and click on the LanSchool icon.



Functions of LanSchool are found in the menu of icons across the top of the LanSchool window. Most functions require the teacher to select student Chromebooks before running it. The Ctrl key allows you to select multiple Chromebooks. Ctrl + A selects all of them. A few useful functions include:

- View All - allows teachers to monitor students' Chromebooks
- Show - show teacher's screen on selected student Chromebooks
- Show Student - show a selected student's screen on all student Chromebooks
- Run - entering a URL and clicking "Okay" opens the website on selected student Chromebooks
- Blank Screen - blanks the screen of selected student Chromebooks
- Limit Web - restrict selected student Chromebooks' access to certain websites

USING LANSCHOOL  
ON CHROMEBOOKS

# Chromebooks & Google



## Loading Dynamic Class Lists in LanSchool

*Teachers can use LanSchool to monitor and manage students' Chromebook usage.*

**cb.edtech.fun**

Visit us for additional resources and a complete tutorial!

To load your dynamic class list for the first time:

1. Open LanSchool.
2. Click on **Class List** in the toolbar ribbon. If you do not see "Class List" as an option, you will need to click on the >> at the end of the toolbar.
3. Select **Load Dynamic Class List**.
4. Click on **Options**.
5. Click the radial button for Comma Separated Value (.csv) Exported Files.
6. Click on **Browse** and browse for the class list: This PC > Shared (\\\gsdshared)(S:) > School Name > Staff > Lanschool Classlists.
7. Select the class you want, then click **Load**.

If you have already connected to a class list, you can select your list from the history section of the class list menu to load it.

You must disconnect your class list at the end of class in order for other teachers to be able to successfully load dynamic class lists. To disconnect a class, go to the Class List option and uncheck the list from the recent list.

USING LANSCHOOL ON CHROMEBOOKS  
DYNAMIC CLASS LISTS

# Presentation Tools



## Google Slides

*With Google Slides, you can create, edit, collaborate, and present wherever you are.*

[slides.google.com](https://slides.google.com)

**present.edtech.fun**

Visit us for additional resources and a complete tutorial!

### Step 1: Create a presentation

To create a new presentation:

1. Open the Slides home screen at [slides.google.com](https://slides.google.com)
2. In the top left, under "Start a new presentation," click New +. This will create and open your new presentation.

You can also create new presentations from the URL [slides.google.com/create](https://slides.google.com/create)

### Step 2: Edit and Format a Presentation

You can add, edit, or format text, images or videos in a presentation.

# Presentation Tools



## HyperDocs

*Hyperdocs are carefully crafted digital lesson plans in which teachers use Google Docs or Google Slides to package and present their content in a visually appealing and organized way. They are a transformative, interactive, personalized and engaging tool that offers students choice and voice with their learning. With Hyperdocs, students collaborate, create, reflect, connect and apply their learning at their own pace to meet their individual needs.*

[present.edtech.fun](http://present.edtech.fun)

Visit us for additional resources and a complete tutorial!

In a Hyperdoc lesson, students utilize a combination of online resources, online and in-person activities to meet the learning objective. Hyperdocs can follow a variety of templates, but a general template would take students through the following steps of a lesson:

- **Engage:** Hook students and activate prior knowledge.
- **Explore:** Students explore more information using online resources
- **Explain:** Clarify the learning objective for your students through a whole-group lesson or additional online activities.
- **Apply:** Students create something to demonstrate their learning.
- **Share:** Students share their work and receive feedback.
- **Reflect:** Students reflect on their learning in person or in a digital format.
- **Extend:** Provide additional activities or resources to extend student thinking.

To create a Hyperdoc, create a table on a Google Doc or a Google Slide Deck to organize and outline the activities and resources students utilize during the lesson. Hyperdocs can be created from scratch or by using one of the many templates available.

To learn more about Hyperdocs, visit one of the following websites:

- [present.edtech.fun](http://present.edtech.fun)
- [hyperdocs.co](http://hyperdocs.co)

HYPERDOCS

## PLAN Creating Your PG&E

*At the beginning of each school year, you are required to complete the first two portions of your Professional Growth Plan. This includes completing a self-assessment and creating and planning goals for yourself.*

[granite.truenorthlogic.com](http://granite.truenorthlogic.com)

[plan.edtech.fun](http://plan.edtech.fun)

Visit us for additional resources and a complete tutorial!

1. Access PLAN by going to the GSD Intranet (linked at the bottom of the district homepage) and click on the **PLAN** link under Teacher Links.
2. Log in using your district credentials.
3. Click on **My Professional Growth Plan**.
4. Click on **Start Plan**.
5. Open the **Self-Assessment** container.
6. Click on **Identify Supervisor**. Click on **Add User**. Search for your supervisor by name. After verifying that this is the correct person, **check the box** next to their name and click on **Add Selected Users**. You can add multiple supervisors. When you have added your supervisor(s), click on **Back**.
7. Click on **Teacher Self-Assessment**. Click on **Start New**. Choose a rating for yourself for each standard. Click on **View Rubric** for each standard to see what the ratings for that standard entail. When you have finished rating yourself for each standard, click on **Save Changes**. Scroll up to the top and click on **Finalize**, then **Share**, then **Exit**.
8. Open the **Develop Your Growth Plan** container.
9. Click on **Teacher Created Goals and Activities**. Click on **Edit** for your first goal. Fill out all parts of that form. Click on **Save & Exit**. Click on **Add** below your goal to add any activities that go along with your goal. To add another goal, click on **New** next to Create a Goal to create more goals. When you have finished adding all goals and activities, click on **Mark Complete** at the top.
10. You will notice that there are green checkmarks next to the three tasks you have completed. This means that your Plan is ready for your supervisor's approval.

# Canyon Creek Scheduler



*Canyon Creek Scheduler is used for parents of elementary students to sign up for SEP Conference time-slots. Some Junior High and High Schools use this tool for parents to make appointments with counselors.*

**com.edtech.fun**

Visit us for additional resources and a complete tutorial!

## Access Canyon Creek Scheduler

- Click on the Canyon Creek Scheduler tile on the District Resources page in the district Portal or by clicking the link on your school's webpage. Then, click on the Teachers button in the top left corner of the page.
- Sign in using your district email address and your last name for your password (unless you have already changed it).
- Click on Update Teacher Info at the top of the page to update your information and/or change your password.

## Update your schedule before the parent sign-up window opens.

(This should only be done with administrator approval.)

- To switch a time slot from available to blocked out, check the boxes to each time slot you wish to change, then click on Update Selected Time Slots.
- To add a time slot, click on the + button at the top of the column for the day.

## Make appointments for those who did not sign up during the window

- The Make an Appointment feature is below the schedule.
- Choose the student name and time slot from the two pull-down menus. (These lists only contain students without an appointment and open time slots.) Then click on Make an Appointment.

# Information and Media Literacy



## 5 Ws of Website Evaluation

*An important component of information literacy is the ability to critically evaluate information we have found to determine whether it is credible and accurate. Kathy Shrock's "5 Ws of Website Evaluation" provides an easy way for students to start evaluating the information they encounter online.*

[www.schrockguide.net](http://www.schrockguide.net)

[infolit.edtech.fun](http://infolit.edtech.fun)

Visit us for additional resources and a complete tutorial!

### Who

Who is the author and are they an expert? Is a biography of the author included? How can I find out more about the author?

### What

What does the author say is the purpose of the site? What else might the author have in mind for the site?  
What makes the site easy to use?  
What information is included and does this information differ from other sites?

### When

When was the site created? When was the site last updated?

### Where

Where does the information come from? Where can I find out more about the sponsor of the site?

### Why

Why is this information useful for my purpose? Why should I use this information? Why is this page better than another?

# Student Collaboration



## Sharing Settings in Google

*Students can easily collaborate using any of the G Suite tools - Google Docs, Slides, etc.*

*Sharing settings need to be adjusted to allow for access to collaborative documents.*

*Individual documents or entire folders can be shared. Any item in a shared folder is also shared.*

**gsuite.edtech.fun**

Visit us for additional resources and a complete tutorial!

### Sharing Options

- **Can edit** - others can make changes to the document
- **Can comment** - others will not be able to edit, but will be able to make comments
- **Can view** - others can only view the document

### Sharing with Specific People

- With a document open, click on the blue **Share** button in the top right corner to open the Sharing Settings window. If sharing a folder, right-click on the folder and choose Share.
- In the box labeled **People**, type the names or emails of the people you want to share the document with. If sharing within district, use the granitesd.org email for each person.
- Choose the **sharing option** for those people.
- Add a note if you'd like and click **Send**. An email notification will be sent to that person.
- In the future you can click on Share to change your sharing settings.

### Sharing as a Link

- With a document open, click on the blue **Share** button.
- Click on **Advanced** in the bottom right corner.
- In the "Who has access" section, click **Change**.
- Pick one of the available **sharing settings**.
- Choose the appropriate **Access setting** at the bottom.
- Click **Save**.
- Provide the link to others for access.

# Personal Learning Networks



## Twitter Ed. Chats

*Twitter Ed. Chats take place when a group of educators "meet" on Twitter at an agreed upon time, using an agreed upon hashtag, to discuss topics of interest in education. These chats can help educators improve their professional practice by providing ideas, resources, support and inspiration and provide a unique opportunity for educators to connect with colleagues, and build their PLNs*

**pln.edtech.fun**

Visit us for additional resources and a complete tutorial!

### How to participate...

- Use a tool like TweetDeck, TweetChat, or HootSuite (on a mobile device) to follow the chat.
- It's okay to lurk (follow the discussion but not participate), but feel free to jump in when you're ready!
- When participating in a chat, don't forget to include the chat hashtag so others don't miss your Tweets.
- Many chats will be archived for future reference. You can also access the hashtag at any time to see posts from the chat.

### A few of the many Twitter EdChats to try...

- **#gsdedtech** - Granite's Ed Tech chat open to all teachers, held monthly
- **#utedchat** - Weekly Ed Tech chat held by UCET - Wednesdays at 9:00 pm
- **#edchat** - Popular, fast-moving chat on topics related to education - Tuesdays 10-11 am and 5-6 pm
- **#tlap** - Teach Like a Pirate - inspiration from passionate creative educators - Mondays at 7 pm

TWITTER ED CHATS

# Using a Learning Management System



## Google Classroom

*Google Classroom is designed to help teachers and students communicate and collaborate, manage assignments paperlessly, and stay organized. All Granite teachers have access to Google Classroom.*

[classroom.google.com](https://classroom.google.com)

[gsuite.edtech.fun](https://gsuite.edtech.fun)

Visit us for additional resources and a complete tutorial!

Access Google Classroom at [classroom.google.com](https://classroom.google.com). Sign in with your granitesd credentials.

The first time you log in to Google Classroom you will need to select your role as a Teacher.

Click on the + sign at the top right to create a class. Give the class a logical name.

The About tab is where you add the details of your class, including course description, syllabus, materials, invite co-teachers and more.

When you create a class, Classroom generates a unique class code that you can give to your students in order to join your class. This code can be found in the left sidebar of the Stream, and in the Students tab. Students click on the + sign at the top right to join your class using the class code.

The Stream is where teachers view and add announcements, assignments, and questions for discussion. Use the + in the bottom right of the Stream to add any of this content.

Students can submit assignments through Google Classroom.

Teachers can access, comment on, and grade student submissions by clicking on the Student Work tab in the Assignment Details.

# Using a Learning Management System



## Canvas Course Setup

*All courses in Granite secondary schools are created as courses in Canvas. Teachers will need to set up these courses at the beginning of each semester.*

[graniteschools.instructure.com](http://graniteschools.instructure.com)

[canvas.edtech.fun](http://canvas.edtech.fun)

Visit us for additional resources and a complete tutorial!

This is a very general overview of the basics to begin setting up your courses for the new semester. Detailed instructions can be found in the Canvas Help Guides (accessed by clicking on Help in Canvas) or from your LMETS/STS.

1. Select courses to show in your course Favorites and on your Dashboard by clicking on Courses > View All Courses then check the star next to the courses you want to show in your dashboard. Make sure you are choosing courses from the correct year and semester.
2. If you choose to do so, crosslist different sections of the same course to one master section. (This is a bit complicated and tricky to fix if you make a mistake, so please have your LMETS help you with this step if you aren't sure you can do it correctly.)
3. Import content and settings from a previous course into your new course by clicking on Settings > Import Content into this Course. Make sure to only select the specific content you want to import and choose to not import due dates.
4. If not importing content, click on Pages > View All Pages > Add Page to create a welcome page for your course. Set it to show as your Course Homepage.
5. Before creating and grading assignments in Canvas, make sure that your Granite Gradebook categories are from the Canvas Categories list. Make Assignment Groups for each of those categories in Canvas and set the weighting to be the same if weighting your categories.

# Connecting with the Community



## Twitter

*Twitter is a social media tool that allows you to connect with parents, students (over 13), and other educators. You can share information about your classroom and find communities of educators to develop your Professional Learning Network (PLN).*

**community.edtech.fun**

Visit us for additional resources and a complete tutorial!

### Sign up for Twitter

- Go to <https://twitter.com>
- Click on Sign Up.
- Follow the steps to create an account. Use your GSD email for a professional Twitter account. Select a Twitter username that is professional and easy to remember. A profile picture and short bio will help you get followers.

### Using Twitter

- You don't need to have a Twitter account. You can start using Twitter just by searching for educational hashtags such as #digcit, #edchat, #elachat, #gsdedtech, #scichat, or #sschat.
- Follow other educators to see their Tweets in your Twitter feed.
- Tweet - Post to Twitter. Each post is limited to 280 characters.
- Retweet - Share others' Tweets with your followers.
- Use hashtags (# followed by a word or acronym) to make your Tweets searchable.
- Mention another user in your Tweet by including the @ sign followed directly by their username.

TWITTER

# Connecting with the Community



## Google Sites

*With Google Sites, you and your students can easily create classroom websites, student e-portfolios, and websites for assigned projects. It includes easy click-to-add and drag-and-drop editing features and is part of the G-Suite so you can easily integrate all of your Google Apps.*

[community.edtech.fun](http://community.edtech.fun)

Visit us for additional resources and a complete tutorial!

### Create your site:

1. From Google Drive, click **New > More > Google Sites**.
2. Name the different parts of your site: Site Document Name, Site Name, and Page Title.

### Choose a look for your site:

- Hover over the background image and click on **Change image** to select a new image from the Gallery or choose another image to upload or click on **Header type** to change your header.
- Click on **Themes** in the top-right corner to change the theme and font style.

### Add pages:

- To add a page, in the top-right corner, click **Pages**, then **Add page**. Name the page and click done.
- In the Pages pane, drag the pages up or down to reorder them. Drag pages on top of each other to nest them.

### Add content:

- Select the page that you want to add content to. Click on **Insert** in the top-right corner to access the insert pane. Choose the content you want to add or double click on the page to add content.
- Move content by clicking on the parallel dashed lines to the left of the section and dragging it to where you want it.

### Preview and publish your site:

- Click on **Preview** (the eye icon at the top) to see how your page will look.
- Click **Publish** at the top-right. Add a name to the end of the URL and choose who can visit your site.

TWITTER



## OverDrive Basics

*Teachers and students have access to a large selection of eBooks and audiobooks through Granite's OverDrive Digital Library.*

[granite.lib.overdrive.com](http://granite.lib.overdrive.com)

**overdrive.edtech.fun**

Visit us for additional resources and a complete tutorial!

1. Download the OverDrive app to your device. You can also browse our OverDrive library and check out books on your computer by going to <http://granite.lib.overdrive.com>.
2. Click on either "I am under age 13" or create an OverDrive account. This allows books on multiple devices.
3. Click on the menu icon.
4. Click on Add a library.
5. Search for your school and click on it.
6. Click the star and then "Granite District."
7. Enter your district credentials for the username and password.
8. Browse or search for books using the menus and filters available.
9. Click on Borrow to check out an eBook or Audiobook.
10. Visit your Checkout page to download the book to your device.
11. Enjoy up to 3 books at a time. They will automatically be removed from your device at the end of your checkout period.

# Destiny Library Catalog



Follett Destiny™

## Searching Destiny Library Catalog

*Students and staff in Granite School District can use the Destiny Library Manager to search for books, eBooks, and other resources available to them from their school library.*

destiny.graniteschools.org

reading.edtech.fun

Visit us for additional resources and a complete tutorial!

A Basic Search lets you use simple search terms or phrases to find materials and set limiters to narrow your search results. To conduct a Basic Search:

1. From any computer, open a web browser and go to the following web address:  
**<http://destiny.graniteschools.org>**.
2. Select your school from the list.
3. Click on **Catalog** (in the menu across the top) > **Library Search** (in the menu on the left) > **Basic** (in the tabs that appear in the library search tool).
4. Enter a search term in the **Find** field.
5. Select any of the limiters to narrow your search in the box below the search buttons.
6. Select one of the following search buttons:
  - **Keyword:** Searches all title, author, subject, series, and note tags in the the district's title records.
  - **Title:** Searches for the term anywhere in a title.
  - **Author:** Searches for authors and illustrators.
  - **Subject:** Searches for titles about a particular subject, topic, person, or place.
  - **Series:** Searches for titles in a particular series of books.

SEARCHING DESTINY  
LIBRARY CATALOG

# Research for All Ages



## Utah's Online Library

*"Provides access to newspaper articles, magazines, professional journals, periodicals, encyclopedia content, animation, audio, videos, photographs, maps, charts, graphics, and more."*

**uol.edtech.fun**

Visit us for additional resources and a complete tutorial!

Utah's Online Library can be accessed at

<http://onlinelibrary.uen.org>

To access from outside of the school network you or your students will need to enter a home access username and password. For the 2018-19 school year, the home access login is:

**Login Name:** *Cannot be posted publicly;*  
**Password:** *please contact school technology or library staff.*

This password changes each year. If you need additional help you can ask a member of the library or technology staff at your school, or contact the Utah Educational Network at [resources@uen.org](mailto:resources@uen.org) or 1-800-866-5852.

# Research for All Ages



## eMedia

*With eMedia, teachers and students can search, preview, and download educational videos and supporting media. eMedia includes a large collection of videos licensed by the UIMC, local programs from KUED-7, national PBS programs, and other trusted education partners.*

**video.edtech.fun**

Visit us for additional resources and a complete tutorial!

To access eMedia, go to Utah's Online Library (<http://onlinelibrary.uen.org>) and click on **eMedia**.

### **Search:**

Search for videos and resources by typing a search term in the Quick Search box then clicking on the magnifying glass to perform the search. You can also browse for content by Utah Core Standards or by Grade Level.

### **Preview:**

Before you download a media item, you'll want to preview it first by clicking on the play icon.

### **Favorites:**

To easily access content in eMedia later, add resources to your Favorites folder by clicking on Add to Favorites in the top right corner.

### **Download**

To save an item to your computer, click on the version of the item you would like to download or click on the download icon for the video. The item will be saved to your default browser download location.

# SAFARI Montage



## SAFARI Montage

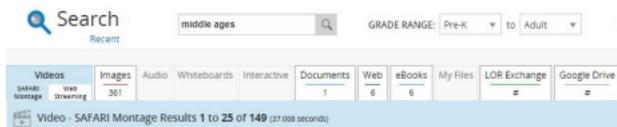
*SAFARI Montage is an educational video library and digital content management system available to all students and teachers in Granite School District. It provides thousands of educational resources that can be played instantly in the classroom or accessed from home. It also provides a place for teachers to upload their own content to share with students.*

**video.edtech.fun**

Visit us for additional resources and a complete tutorial!

### Search for Resources

1. Visit <https://safari.graniteschools.org>. Log in with your district credentials.
2. Enter a quick keyword search in the top search bar, or click on the **Search** tile on the **Dashboard** for more options. Search results are divided by tabs for content types.



3. You can also click **STANDARDS** to drill down through specific core standards to find aligned content.

### Share Resource with Students

1. From search results, click on the title of the item.
2. Click the PERM-LINKS icon in the Actions area.
3. Right-click the URL for the desired chapter/section and choose "Copy Link Address."
4. Paste this copied URL into a class web page, CANVAS assignment, etc.
5. When students follow the link it will ask them to log in and then take them directly to the resource or segment.

SAFARI MONTAGE  
SEARCH AND SHARE LINKS

# SAFARI Montage



## SAFARI Montage

*SAFARI Montage is an educational video library and digital content management system available to all students and teachers in Granite School District. It provides thousands of educational resources that can be played instantly in the classroom or accessed from home. It also provides a place for teachers to upload their own content to share with students.*

**video.edtech.fun**

Visit us for additional resources and a complete tutorial!

Teachers can upload videos and other digital files to SAFARI Montage. The content can be shared with students at the teacher's school, or optionally with the entire district.

1. Visit <https://safari.graniteschools.org>. Log in with your district credentials.
2. Click on the **Upload** tile of the Dashboard.
3. Click the **Browse/Upload File** button. Drag the desired file into the white dotted-line box on the page. The system accepts many file formats without size limits.
4. When the upload has completed, you will see the **Guide for Editing Media** screen. Click **Add Descriptive Information and Rights Management**.
5. On the **Descriptive Information** tab, you can edit the title, description, grade range, etc.
6. On the **Rights Management** tab, check the **Share** box to make the item accessible to students and teachers at your school. (No approval required.)
7. Click **Save and Continue**.
8. To share content with the entire district, click **Publish Media** from the **Guide for Editing Media** menu. You will be notified after approval.
9. Click **My Files** to view your uploaded content.

SAFARI MONTAGE  
UPLOAD CONTENT

# Immersive Technologies



## Augmented Reality (AR)

*Augmented Reality blends digital information into real-world spaces. The most common use of AR can be seen through mobile apps. Point your device's camera at something that the app recognizes, and it will generate a 3D animation or video superimposed over whatever is on your camera's screen. The effect makes the computer-generated item appear like it's really there.*

**vr.edtech.fun**

Visit us for additional resources and a complete tutorial!

### Ideas for Using AR in the Classroom

- Make an interactive display. Rather than putting up work with explanations from teachers, examples of work could be used to trigger video explanations from the children.
- Link video tutorials or further explanations to problems or activities. (For example, a student could bring up a video tutorial on how to solve a math equation by scanning the equation.)
- Bring topics to life. Rather than just using a book, students can scan an image to reveal videos and images packed with more interesting facts and information.

### Creating and Viewing Augmented Reality

Two AR apps you can use to create your own AR experiences are HP Reveal ([studio.hpreveal.com](http://studio.hpreveal.com)) and Layar ([www.layar.com](http://www.layar.com)). Create an account and set up your AR content on the website, then use the app to view the content.

### Other AR Apps to Try

Several apps are available that allow you to view premade AR content. Here are a few examples to try that shows the diverse range and potential of AR:

- Starwalk and SkyView - Learn about the sky by pointing your device at it using one of these apps.
- Elements 4D & Anatomy 4D - Bring science alive.
- Quiver - 3D coloring app
- AR Flashcards- Animal Alphabet
- Augmented Reality Freedom Stories

# Student-Produced Multimedia Projects



## Adobe Spark

*Adobe Spark is a free tool that you and your students can use to easily create beautiful social graphics with Spark Posts, web stories with Spark Pages, and narrated videos with Spark Video.*

[spark.adobe.com](https://spark.adobe.com)

[multi.edtech.fun](https://multi.edtech.fun)

Visit us for additional resources and a complete tutorial!

To get started visit [spark.adobe.com](https://spark.adobe.com). You can also download the Spark Apps to your iOS devices.

Sign in with your granited Google account.

Click on the yellow + button to create a new Spark.

Choose whether you want to create a Post, Page, or Video.

- Spark Posts are images optimized for social media. Use when you want to grab people's attention when posting links or ideas.
- Spark Pages are ideal for text-based projects that included lots of images.
- Spark Videos are perfect for the type of storytelling you may have used slideshow software for.

There are a few differences in the functionality of each tool; but, in general, to add content click on the + button and choose what type of content you would like to add. You can format your Spark creation by clicking on Themes.

When you're ready, click on Share to publish your Spark.

# Project-based & Inquiry-based Learning



## What is Project-Based Learning (PBL)?

*"Project Based Learning is a teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to an authentic, engaging and complex question, problem, or challenge."*

*PBL helps students develop the skills to be successful in the 21st century.*

**pbl.edtech.fun**

Visit us for additional resources and a complete tutorial!

## Elements of Project-Based Learning

- The project is focused on student learning goals including standards-based content and skills such as critical thinking, problem-solving and collaboration.
- The project is framed by a meaningful problem to solve or a question to answer, at the appropriate level of challenge.
- Students engage in an extended process of asking questions, finding resources, and applying information.
- The project is authentic and based in real-world context that is meaningful to the students.
- Students have some voice and choice in making decisions about the project and what they create.
- Students and the teacher have opportunities to reflect on learning.
- Students give and receive feedback to improve their process and products.
- Students present their work to people beyond their classroom.

(Buck Institute for Education, [www.bie.org](http://www.bie.org))

WHAT IS PROJECT-BASED LEARNING (PBL)?

# Blended Learning



## Blended Learning Models

*"Blended learning is a formal education program in which a student learns at least in part through online learning, with some element of student control over time, place, path, and/or pace; at least in part in a supervised brick-and-mortar location away from home; and the modalities along each student's learning path within a course or subject are connected to provide an integrated learning experience."*

*-Christensen Institute*

[blend.edtech.fun](http://blend.edtech.fun)

Visit us for additional resources and a complete tutorial!

There are several different models for Blended Learning in the classroom. Some models to try when incorporating blended learning are:

**Flipped Classroom:** Students receive the primary delivery of content and instruction off-site in place of traditional homework. Classroom time is devoted to face-to-face, teacher-guided practice or projects.

**Station Rotation:** Students rotate through stations within the classroom, at least one of which is online learning. Other stations might include activities such as small-group instruction, group projects, individual tutoring, and pencil-and-paper assignments.

**Lab Rotation:** Students rotate through stations. This is similar to the Station Rotation model, but the online-learning station is held in a computer lab.

**Individual Rotation:** Each student has an individualized playlist for learning that is set by the teacher or an algorithm and does not necessarily rotate to each available station.

**Flex Model:** Online learning is the backbone of student learning within a course or subject. Students may participate in offline activities at times. Students move on an individually customized, fluid schedule among learning modalities.

# Blended Learning



## Recording PowerPoint Slide Shows

*PowerPoint has long been a tool for presenting information to others. With its recording features, teachers can take PowerPoint to a new level by turning slideshows into interactive video lessons to share with students in a blended learning environment or for review.*

**multi.edtech.fun**

Visit us for additional resources and a complete tutorial!

Once you have created and saved your PowerPoint presentation, click on the **Recording** tab to access tools to turn your presentation into an interactive online video:

**Record Slide Show:** Record audio and video of yourself giving your presentation. Use digital inking tools to write on your presentation.

**Apps & Quizzes:** Insert a poll, quiz, learning simulation or other educational content by adding Office Add-ins.

**Screen Recording:** Create a video recording of your computer screen and insert it on a slide.

**Video & Audio:** Insert video and audio from your computer onto slides in your presentation.

When you are finished adding content to your presentation, you have a few options for how to save and share it:

**Save as Show:** Create a separate Slide Show file to share that opens automatically in presentation mode rather than edit mode.

**Export to Video:** Create a video of your presentation. This video will not include the interactive elements, but will include your slide and screen recordings.

**Publish to Stream:** Share your video with others in Granite.

# Formative Assessments



## SchoolCity: Activating Benchmark Tests

*Granite teachers can use SchoolCity to conduct district-wide benchmark testing, review test results, and create their own tests.*

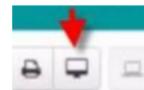
[granite.schoolcity.com](http://granite.schoolcity.com)

**[cfa.edtech.fun](http://cfa.edtech.fun)**

Visit us for additional resources and a complete tutorial!

To activate SchoolCity district benchmark assessments:

1. Access SchoolCity by clicking on the SchoolCity Teacher shortcut on your desktop, the LANDesk Workspace, or Portal or by going to [granite.schoolcity.com](http://granite.schoolcity.com).
2. Log in with your district credentials.
3. Click on Assessments.
4. Click on the District tab to view district benchmark assessments.
5. Find the benchmark assessment you want to activate for your students, and click on the Online Admin icon.
6. Check the box to select all students or check the box for each student you wish to assign the assessment to.
7. Click on Activate. All students should now have a pink color next to their names.



Follow these steps to reactivate a test for any student who started and exited a test before finishing.

SCHOOLCITY: ACTIVATING  
BENCHMARK TESTS

# Formative Assessments



## Create & Grade Quizzes with Google Forms

*You can easily create, send, and grade quizzes with Google Forms.*

*Question types include multiple choice, checkboxes, dropdown, and short answer. Some question types automatically award points based on the correct answer. Students can quickly see their results after they submit their answers.*

**cfa.edtech.fun**

Visit us for additional resources and a complete tutorial!

### To create a quiz in Google Forms:

1. Go to forms.google.com.
2. Click New Form. 
3. At the top right, click Settings. 
4. Click **Quizzes**.
5. Click **Make this a quiz**.
6. Click **Save**.
7. To add a question, click Add question. 
8. Fill out your question and answers.
9. In the bottom left of each question, click **Answer key**.
10. Choose the answer or answers that are correct.
11. In the top right of the question, choose how many points the question is worth.
12. To edit the question or answer options, click **Edit question**.

### To see quiz results and grade individual responses:

1. Open the quiz.
2. At the top, click **Responses**.
3. To see a summary of quiz results, click **Summary**. To look at individual responses, click **Individual**.
4. To assign points or add feedback to individual questions, click **Individual**. Find the question you want to grade. In the top right, enter how many points the response earned. Under the answer, click **Add individual feedback**. Click **Save**.

CREATE & GRADE QUIZZES  
WITH GOOGLE FORMS

# Global Collaboration



## Skype in the Classroom

*Global collaboration projects allow students to work with peers around the world and teach valuable skills like communication, collaboration, research, and information literacy.*

**global.edtech.fun**

Visit us for additional resources and a complete tutorial!

- You have a free Skype account using your Granite School District credentials.
- Complete the Skype in the Classroom section of your Microsoft Educator Community Profile ([education.microsoft.com](https://education.microsoft.com)).
- Go to the Virtual Field Trip page and check all the available virtual field trips.
- Choose one of the virtual field trips and register for it.

SKYPE IN THE CLASSROOM

# Sound System Troubleshooting



*Knowing a few basic technology troubleshooting skills will help you quickly solve some of the common technology issues you may face.*

*Please place a work order for any technology issue you cannot resolve yourself.*

**basic.edtech.fun**

Visit us for additional resources and a complete tutorial!

## Problem

## Cause/Solution

No Sound

Check source volume and audio settings. Check to make sure audio receiver (blue box mounted on wall) is powered on. Check connection of audio cable at computer and wall plate.

Feedback

Check microphone volume and OptiVoice setting (one or both being too high can cause feedback). Make sure teacher and student mic are on different channels.

Dropout/Static

Fully charge or replace microphone battery. Ensure line of sight to receiver or ceiling sensor. Ensure ceiling sensor light is on.

Sound system goes to sleep while playing audio from computer

Turn computer volume to 100% and adjust volume on the audio receiver.

SOUND SYSTEM  
TROUBLESHOOTING

# Projector Troubleshooting



*Knowing a few basic technology troubleshooting skills will help you quickly solve some of the common technology issues you may face.*

*Please place a work order for any technology issue you cannot resolve yourself.*

**basic.edtech.fun**

Visit us for additional resources and a complete tutorial!

Problem	Cause/Solution
Won't turn on	Batteries in remote are dead Projector is unplugged Dead projector lamp Power surge caused issue. Unplug projector for up to 5-10 minutes to reset it.
"Replace lamp" light is on	Projector lamp failure or filter needs cleaning; place a work order for your STS/LMETS to check the projector.
500 hour filter message is on	Place a work order for your STS/LMETS to clean the projector filter.
Colors projected are incorrect	Check the display cable(s) at every junction (computer, VGA splitter, wall port) to make sure it is securely connected.
Projector is on but nothing projects	Check display cables to make sure all display cables are connected. Press the Search button on your projector remote to search all inputs. Press the Blank button on your projector remote to make sure the projector is not set to blank.

PROJECTOR  
TROUBLESHOOTING

# Basic Computer Troubleshooting



*Knowing a few basic technology troubleshooting skills will help you quickly solve some of the common technology issues you may face.*

*Please place a work order for any technology issue you cannot resolve yourself.*

**basic.edtech.fun**

Visit us for additional resources and a complete tutorial!

If your computer or monitor won't turn on:

1. Check the power cord where it attaches to the back of the computer or monitor to make sure it is plugged in tightly.
2. Check the power cord where it attaches to the surge protector to make sure it is plugged in tightly.
3. Check to make sure the surge protector is plugged into the outlet and turned on.

If your computer will not log in or connect to the Internet:

1. Check the back of the computer where the blue Ethernet cable attaches to see if the lights are flashing.
2. If there are no flashing lights, check the blue Ethernet cable to make sure it is plugged in correctly both the the computer and the wall port.

If your computer is operational but a program seems to be running improperly or won't open, restart your computer.

If these steps do not resolve your issue, please put in a work order to inform your STS or LMETS of the issue so he/she can help you to resolve it.

# Technology Work Orders



## Placing a Technology Work Order

*Work orders are the best way to request help from your STS or LMETS.*

**basic.edtech.fun**

Visit us for additional resources and a complete tutorial!

There are several ways to access the technology work order system:

- Click on the Technology Work Order icon on your desktop.
- In the district Portal, click on the Technology Work Order tile under District Resources.
- Open an Internet browser and type in helpdesk.graniteschools.org in the address bar.
- Many STSs have placed the link on their webpage or in their email signature.

Log in with your district credentials.

Click on Submit New Work Order.

In the Case Details section, make sure to enter the correct location and room number and enter a detailed description of the problem or work being requested. It is helpful to complete the Associated Equipment section of the work order as well.

When you have completed all sections of the form, click on Submit Work Order.

You can return to the Help Desk website to check on the status of your work orders at any time.

PLACING A TECHNOLOGY  
WORK ORDER

# Printers



## Adding a Network Printer

**basic.edtech.fun**

Visit us for additional resources  
and a complete tutorial!

1. Open Internet Explorer and click on the star in the upper right corner for a list of your Favorites.
2. Select the Granite School District links folder and click on Printers for Elementary or Secondary Schools.
3. Find the printer you wish to connect to by the school code followed by the room number. Click on the printer name you wish to connect to.
4. Click on Connect in the left-side menu.
5. Click Yes to install the printer.
6. To add another printer, click on All Printers to go back to the list of printers.

# Student Management



## New Student Technology Checklist Elementary

*When a new student is assigned to your class, there are a number of things you need to do so that the student can properly access and use all of the technology tools used in our district.*

**basic.edtech.fun**

Visit us for additional resources and a complete tutorial!

- ❑ **Computer Login:** If the student is in grades 4-6, you will need to help them create a new password by logging in to the Technology Work Order System ([helpdesk.graniteschools.org](http://helpdesk.graniteschools.org)).
- ❑ **Gradebook:** Add your new student into each of your concepts.
- ❑ **Go Math:** Add your new student to your class.
- ❑ **SchoolCity:** Your student should be added automatically. If you are in the middle of a testing window, you may need to assign assessments to the student.
- ❑ **Wonders:** Your student should be added automatically. You will need to set a reading level for the student.
- ❑ **Utah Compose** (grades 3-6, optional): The student should automatically be added to your homeroom class. Assign prompts as needed.

NEW STUDENT TECHNOLOGY  
CHECKLIST ELEMENTARY

# SMART Troubleshooting



## SMART

### SMART Board Orient/Align

*The first step to troubleshooting the SMART Board is to Orient/Align the Board. Orientation ensures that your touch is registered accurately when you are using your board. If you press your finger somewhere on the board and the cursor appears somewhere else, you will need to orient the board.*

[iwb.edtech.fun](http://iwb.edtech.fun)

Visit us for additional resources  
and a complete tutorial!

To open the Orientation Screen on the SMART Board choose one of the following options (depending on your model of board):

1. Simultaneously press and hold the Keyboard and Right Mouse buttons on the Pen Tray of the board.
2. Or, press the Orientation button on the Pen Tray.
3. Select **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Orient/Align**.



With your finger or a SMART Board pen, touch the center of each orientation target on the board in the order specified on the board.\*

*\* If the Orientation Screen does not show on your SMART Board, check your dual monitors. If the Orientation Screen is showing on the non-projecting monitor, press the Space Bar to move the Orientation Screen to the correct monitor. Then proceed with orienting the Board.*

SMART BOARD ORIENT/ALIGN

# SMART Troubleshooting



## SMART

### SMART Ink Troubleshooting

*The SMART Ink Settings window includes a tab that lets you troubleshoot common issues with SMART Ink.*

[iwb.edtech.fun](http://iwb.edtech.fun)

Visit us for additional resources and a complete tutorial!

Open the SMART Ink Settings by selecting **Start > All apps**, and then scroll to and select **SMART Technologies > SMART Ink Settings**.

Click on **Troubleshooting** from the choices in the menu.

SMART Ink verifies the following:

- Is SMART Ink currently running?
- Is your computer currently connected to a SMART interactive product?
- Does your version of Windows operating system have inking tools?
- Does your version of Microsoft Office have inking tools?
- Are the SMART Ink plug-ins for PowerPoint, Word and Excel enabled?

If SMART Ink identifies an issue with any of the above points, it displays a red X beside the point and provides information about resolving the issue.

Follow the on-screen instructions to resolve any issues.

SMART INK  
TROUBLESHOOTING