



Volume 2
August 2008

Tech-Talk

Dixon-Style

Stowers' Technology Newsletter

Created by
Sue Ann Dixon, ET



Classroom Techies



Teachers in Grades 1-5:

Please choose two students from your classroom to be in my "Techie Club" by Friday, Aug. 15th.

If you are fortunate enough to have a techie from last year, I hope you will consider choosing those students. They "know the ropes" and I would like to have them for the second year in the club.

Techies need to be dependable and have good behavior. Email me their names and I will have Orientation with them next week at which time I will send a form for parent's permission. They are not in the club until parents sign that they can meet every Tuesday & Thursday from 8:00—8:25 a.m. in the computer lab.

Technology Tips



Putting Shortcuts on Desktop

Do you want a shortcut on your desktop to Word, Wiggle Works, Math Traveler, or other programs on your computer so that you won't have to go to Start...find the program and click on it every time you want a program?

First rule: NEVER click and drag to the desktop from All Programs.

Example: If you want a shortcut of *Word* on your desktop: Here's what to do:

Go to....

1. Start
2. All Programs
3. Microsoft Office
4. **RIGHT-Click** Microsoft Word 2003
5. Send to...
6. Click on Desktop (create shortcut)

Your shortcut is now on your desktop. Once you have put the shortcut on the desktop all you have to do is find it on your desktop and click twice on it to open. It will remain there as long as you want it. It's OK to delete it from the desktop—it's just a shortcut.



In a Nutshell

Creating New Folders

Decide on the location that you want this new folder. (Desktop; Teacher Folder; Drive S (Classes Shared))

1. Right-click anywhere in the locations you chose (desktop)
2. Slide down and highlight "New"
3. Click on "Folder"

Renaming a Folder

If you want to rename any folder, shortcut, file, document, etc.

1. Right-click on what you want to rename
2. Click "Rename"
3. Type what you want to name this folder or shortcut

(Note: The shortcut does NOT have to be named exactly as the original. Example: The original is Scholastic Reading Counts. You can name it anything, like Reading Counts or RC. Your choice)





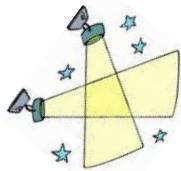
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Spotlight on Software



Enterprise

The first 2 icons below (RC & SRI) will be on ALL computers; SAM (new version is just the dog's face) will be on teacher computers. READ180 is only in the READ180 class.



How we use Scholastic Enterprise at Stowers:

1. Sue Ann will create your classes for SRI and RC and you will receive a list of student log-ins. As new students enroll, these students will be added to your class.
2. All students in grades 3-5 are given the computerized SRI (Scholastic Reading Inventory) at the beginning of the year and each quarter. The students take the SRI in the Computer Lab. The data is sent to DSO as part of our quarterly data. Grade 2 begins SRI the Second Quarter. First Grade teachers have the option to use SRI to test students (see me if you want me to set up a class for you—I can do this any time during the year when get to know your students and find those you want to test).
3. After students have taken the SRI and received their Lexile, they check out and read books from the LRC, take RC test and receive points on the books they read.
4. Our "RC Wall of Fame", managed by our Media Specialist, has pictures

of students and the number of points they have received from Reading Counts. This is changed each quarter.

5. Mrs. Markham & Mrs. Ponivas work with groups of students using the concentrated READ180 program. This program is NOT for faculty use and will not be on your computers.

Just Googling Around

The internet is big, really, really big, and if you want to use it effectively you have to be familiar with search engines.

[Google.com](http://www.google.com) has become the search engine of choice for millions of internet users. . Part of the reason they are the best is that they keep developing new ways of looking at the internet. Below are a couple additional features that Google offers that you might want to check out now and in the future as they continue to develop:

<http://news.google.com/> Need a current event? Forget about the newspaper, use the internet like teenagers do to find stories that are only minutes old.



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<http://maps.google.com/> Looking for a fairly up to date map or satellite photo, check out these amazingly easy to manipulate maps and photos.

<http://video.google.com/> Google recently released a video search engine. Find an educational video on the internet that you can play for your class

<http://scholar.google.com/> Another project that Google is working on is to create a more efficient way to search scholarly papers.

Making Sound Judgments

Did you ever sit down at a computer that had the sound cranked way up? Ever wanted to hear something on the computer but you couldn't because the volume is turned down too low? Here's what to do when you judge the sound on your computer to be wrong.

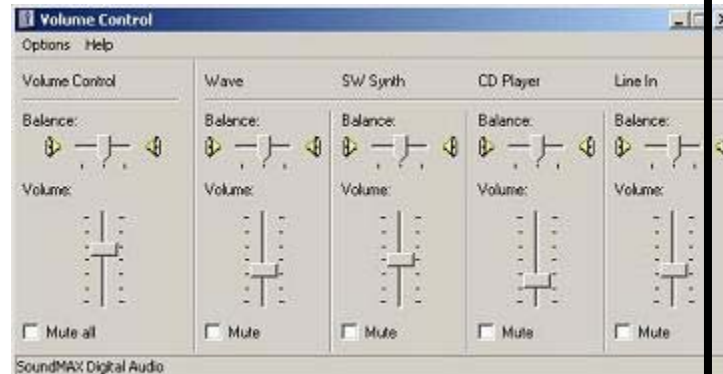


Go to the "Task Bar" at the bottom of your desktop screen. Look for the little gray speaker symbol on the right hand side and left click on it.



This icon should appear on your screen and give you the opportunity to change your sound level or mute it by checking the "MUTE" box at the bottom.

For a more speaker options you could right click on the speaker symbol in the Task Bar. Then select "Open Volume Control" to make adjustments to this menu:



Mousing Around



The computer mouse has become one of the most important and effective tools for interacting with the computer. There are a couple different kinds of computer mice but they all pretty much do the same thing. They move the pointer around the screen so you can select different things.

Mouse Skills include: How to Use the Mouse; Moving the Mouse; Left Clicking; Right Clicking; Double Clicking; Dragging & Dropping;

Here's is a great website that can help you practice these important skill:

<http://www.mouseprogram.com/>

.....until next week