

# Technology Tip Tuesday Newsletter

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## Upcoming Training



Some training is held in the computer lab at the Community Education building behind Excelencia. Others are held on individual campuses but are open to everyone. Check below to see what training is coming up in the next several weeks.

- Entourage Calendar (Monte Vista)
- netTrekker & Brain Pop (Papago)
- Introduction to Outlook (LCK)
- Using ASSET (Computer Lab)
- Mail Merge (Computer Lab)
- Introduction to PowerPoint (Computer Lab)
- United Streaming in the Classroom (Loma Linda)

Creighton Training Calendar Address = <http://www.creightonschools.org/edtech/calendar.php>

## Find It

Want to quickly search a document or even a web page for a word or phrase? Click anywhere on the page you wish to search. Then hold down the **apple key** (PC users hold down the **control key**) and the **F key** at the same time. Then simply type in what you're searching for and click "find". If what you're looking for is on the page you will see it appear highlighted on the page you're searching.

## Links Worth a Look

<a href="#"><u>PBS Teacher-Source</u></a>	Over 3000 lessons and activities in numerous subject areas.
<a href="#"><u>PBS Kids</u></a>	Very nice learning activities for early elementary. Be sure your sound is turned on.
<a href="#"><u>NGA</u></a>	The National Gallery of Art for Kids Interactive Website has so much interactive art that you can make online and it's so good that there's not enough room to adequately describe it here. Your students (and the kid in you) will really like this one.
<a href="#"><u>Teachers Helping Teachers</u></a>	If you teach math you might find this website useful. There are about 3 dozen math activities that you can use with your students. All have been created and submitted by educators.
<a href="#"><u>Geosence</u></a>	This is a website where students (upper grades) can test their geography knowledge by playing against the computer alone or by playing against other players online. You might want to test your own geography knowledge on the world map or U.S. map. It's a learning experience. (Mac users - if it gives you problems using Safari try using Internet Explorer.)
<a href="#"><u>Math Active</u></a>	Math Active has a large number of math interactive, standards-based math lessons for your students. You will have to log in to ASSET first to get to Math Active. <a href="#">Click here</a> if you need directions on creating an account with ASSET.

## Sluggish Mac?

Leaving too many programs open at once can cause your system to noticeably slow down. So how can you tell what's currently running? There are two very easy ways. The first is to just look at the Dock. Any running program's icon will have a black triangle beneath it, or the triangle will be beside it if you've moved the Dock to a screen edge.



If your computer is feeling slow, check the Dock to see what's running (as indicated by black triangles beneath the icons).

The second is to press and hold **Command (the apple key)** and then press the **tab key**. When you do, the OS X application switcher will appear on screen. Each time you press tab again (while continuing to hold down Command) the switcher will move to the next open program's icon (the application's name will appear under its icon). If you see a lot of programs listed, and your machine feels slow, quit the ones you're not using. You can do this easily by pressing **Q** when the application you want to quit is selected in the application switcher, or you click once on the icon, go to the name of the program in the upper left and choose **Quit**.

## Email a Word document through Word

Did you know you can email a Word document without having to go into Outlook or Entourage and making the Word document an attachment?

Let's say you want to email your Principal a Word document that you just created called "I'd Like a Raise Please". While in Word go to **File** and choose **Send To** and **Mail Recipient (as Attachment)**.

What happens next depends on whether you're a **Mac** user or a **PC** user.

**Mac Users** - If **Entourage** is open on your computer the program will jump into action and enable you to send the document with it. It will ask you for all the usual information to send your email, but you won't have to attach the Word document. That will be done automatically. If Entourage is not open on your computer, it will start opening automatically in order to help you send the document.

**PC Users** - If **Outlook** is open on your computer the program will take care of sending out your email right away. If Outlook is not open, your email will not be sent out until you do open it, at which time it will be sent out.

**Want to try it out? Why not create a "test" document in Word, and following the directions above, email it to yourself. (Yes, you can send emails to yourself.)**

## Laptop Battery Recall News



As some of you may know, last week Dell and Apple recalled batteries from its laptop lines due to the possibility that they may catch fire. The batteries both companies use are from the same manufacturer; Sony.

Over this last week, site Lab Techs and Network Managers have visited classrooms and offices all over the district to check to see if your laptop battery is one of those affected. If so, they have removed your battery from your laptop and are in the process of obtaining a replacement battery. You will still be able to use your laptop, but obviously it will need to be plugged in to an electrical outlet.


The companies are claiming a relatively quick turn-around on these batteries, but to be perfectly realistic, we are estimating a four to six week turn-around. Hopefully, they will prove us wrong.

As soon as we receive the replacement batteries we will return them to you. We recognize that this is a terrible inconvenience, but for your safety we must act accordingly to resolve the issue.

Thank you for your patience and cooperation in this matter.

## How to find the Grade Level or Readability Level of a Document or Website

When Microsoft Word finishes checking spelling and grammar, it can display information about the reading level of the document, including the following readability scores. Each readability score bases its rating on the average number of syllables per word and words per sentence. It only requires one simple step to set this up:

- Macintosh: On the **Word** menu, click **Preferences**, and then click **Spelling & Grammar** on the right.
  - Windows PC: On the **Tools** menu, click **Options**, and then click the **Spelling & Grammar** tab.
1. Select the **Check grammar with spelling** check box.
  2. Select the **Show readability statistics** check box, and then click **OK**.
  3. On the **Standard Toolbar**, click the **Spelling and Grammar** button. 

When Microsoft Word finishes checking spelling and grammar, it displays information about the reading level of the document.

Teachers will be most interested in the Flesch-Kincaid Grade Level score, which rates text on a U.S. school grade level. For example, a score of 8.0 means that an eighth grader can understand the document.

**Classroom Application:** If you've found a great website to share with your students, but are concerned with the reading level being too high, navigate to the site in any web browser. Go to **Edit** and choose **Select All**, then **Edit** and **Copy**. Open a blank Microsoft Word document and **Edit** and **Paste**. When you run a spell check on this document, it will show you the readability level of the website content.

The readability statistics for this article are shown here:

The screenshot shows the 'Readability Statistics' dialog box with a blue title bar and a close button (X) in the top right corner. The dialog is divided into three sections: 'Counts', 'Averages', and 'Readability'. The 'Counts' section lists Words (218), Characters (1112), Paragraphs (9), and Sentences (13). The 'Averages' section lists Sentences per Paragraph (1.8), Words per Sentence (15.6), and Characters per Word (4.9). The 'Readability' section lists Passive Sentences (0%), Flesch Reading Ease (57.6), and Flesch-Kincaid Grade Level (9.1). The '9.1' value is circled in red, and a red arrow points from the text 'The readability statistics for this article are shown here:' to it. An 'OK' button is at the bottom right.

Readability Statistics	
<b>Counts</b>	
Words	218
Characters	1112
Paragraphs	9
Sentences	13
<b>Averages</b>	
Sentences per Paragraph	1.8
Words per Sentence	15.6
Characters per Word	4.9
<b>Readability</b>	
Passive Sentences	0%
Flesch Reading Ease	57.6
Flesch-Kincaid Grade Level	9.1