EdTech Training Guide

https://tinyurl.com/MCIUEdTechGuide

Purpose: The guide is intended to be a resource for educators as they learn to use specific technological tools that are supported by their school district.

How to Use This Guide: Page 2 is an interactive table of contents. Each tech tool has been aligned to a category. Click on the link of a tool you would like to learn more about and you will be pushed down to the curated resources below. There are guides for a range of abilities and use cases for each tool. *We advise that users do not make a copy of this document so you may continue to have access to the most recent set of curated materials.*

Please note: It is important to review and abide by the terms of service for each tool, resource, and content provider. Teachers should follow school and district guidelines for implementation.

Requesting Further Additions: We are accepting contributions and requests for additional tutorial resources to be curated into this document from our Montgomery County, PA school districts. Please email your request to Brandon Langer at blanger@mciu.org.

MCIU EdTech Training Guide

Table of Contents

MCIU EdTech Training Guide

Zoom

Vendor Tutorials	Video Tutorials for Educators
Basics: Introduction to Zoom ● [Using the Zoom Meeting Controls](#) ● [Recording Your Zoom Meeting](#) ● [Manage Your Participants](#) ● [Screen Share and Annotation Tools](#) Advanced: [The Complete Zoom Online Video Tutorial Catalog](#) ● [Zoom Online FAQ's](#) ● [Zoom Youtube Channel](#)	Integrate and Apply to Instruction ● [How to Use Zoom for Remote or Online Learning](#) ○ [How to Use Breakout Rooms for Online Learning](#) Teaching Online for the 1st Time?? ● [How To Teach Virtually in Under 30 Minutes](#)
Tips for Educators	**Accessibility**

Suggestions for NEW USERS
● Practice using Zoom rooms with friends to familiarize yourself with settings and tools to learn the feature set
● If Possible, have another teacher co-host
   ○ *They can help manage waiting room, chat comments, and muting*
● Do not post your join link publically outside of an LMS
 	
Consider Adjusting these ROOM SETTINGS
● Use the WAITING ROOM Feature
● Protect the room with a PASSWORD
● Turn off PRIVATE CHAT (Group Chat will still be live)
● Turn off SCREEN SHARING while establishing group norms
● LOCK your meeting when all participants are present
	● [Zoom Accessibility Features](#)
	   ○ [Automated Transcripts](#)
	   ○ [Closed Captioning](#) *(not automated)*

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Hangouts (Meet)

Vendor Tutorials	Other Video Tutorials
Basics: Introduction to Hangouts (Meet) ● [Quick Start Guide To Hangouts Meet](#) (2 min) 　○ [Different ways to start a video meeting](#) 　　■ *Calendar invite, a web browser, or your phone.* 　○ [Different ways to join a video meeting](#) 　○ [Different ways to add people to a video meeting](#) Advanced: ● [How to Share your Screen in Google Hangouts](#) (2 min) ● [Setting Up Digital Office Hours with Google Hangouts Meet](#) (8 min) ● [Layouts and Live Captions in Hangouts Meet](#) (3 min)	Integrate and Apply to Instruction ● [Google Meet for Online Learning (Tips and Tricks)](#) ● [Using Google Tools To Support Distance Learning](#) Teaching Online for the 1st Time?? ● [How To Teach Virtually in Under 30 Minutes](#)
Document (How-To) Resources	**Accessibility**
● [Hangouts Meet Cheat Sheet](#) ● [Comprehensive Hangouts Meet Tutorials (*written*)](#) 　● Customize video meetings 　　○ [Change screen layouts in a meeting](#) 　　○ [Pin, mute, or remove meeting participants](#) 　　○ <mark>[Use captions in a video meeting](#)</mark> 　　○ [Use a phone for audio in a video meeting](#) 　● Share resources in a video meeting 　　○ [View meeting details and attachments](#) 　　○ [Send chat messages to video meeting participants](#) 　　○ [Present during a video meeting](#) 　● Broadcast video meetings to a larger group 　　○ [Record a meeting](#) 　　○ [Live stream a video meeting](#)	● [Hangout Meets Accessibility Features](#) 　○ [Use captions in a video meeting](#) 　○ Screen Readers/Magnifiers 　　■ [Use Hangouts chat with a screen reader](#) 　　■ [Keyboard shortcuts for Hangouts](#)

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

WebEx

Vendor Tutorials	Other Video Tutorials
Basics: Introduction to WebEx • [How to Start or Join a WebEx Meeting](#) • [Recording Your WebEx Meeting](#) • [Sharing Content and Screen in WebEx](#) • [Managing Focus and Participant Views in WebEx](#) Advanced: • [WebEx Youtube Channel](#)	Teaching Online for the 1st Time?? • [How To Teach Virtually in Under 30 Minutes](#)
Document (How-To) Resources	**Accessibility**
	• [Limited Support](#)

★ MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Canvas

Getting Started Tutorials	Other Video Tutorials

Basics:
 	
● User Settings
● Canvas Overview
● Customize a Homepage
● Course Settings
● Build a Calendar
● Create a Class Announcement
● Create/Add Pages
● Edit Content
● Access/Manage Files
● Create Assignments
● Import Content
● Create/Add Modules
● Notification Preferences
● Create/Add Discussions
● Create/Manage Quizzes
● Getting Started Video for Students
● Help Resources
 	
Quick Start Guide Webinar Recording *(30:42)*
	Advanced:
	
	● Find/Share/Connect in the Canvas Community
	● Setting up a Gradebook
	● Grade and Comment on Assignments using SpeedGrader
	● Create rubrics to attach to assignments, discussions, and quizzes
	● Course and Student Analytics
	● Create and manage groups of students in your course
	● Develop learning paths with conditional content using Mastery Paths
	Create a conference to record a demonstration or hold virtual office hours
	
	Canvas YouTube Channel
	● Recorded Webinars since COVID-19 school closures
	● Canvas Playlist for FastTrack Topics
	● "The Cool Things You Can Do With Canvas"
	● "How To" Top Hits including recent demos and full webinars
	● Live Chats!
	    ○ Rubrics 3/26 @ 2:30
	    ○ Keeping Students Connected From a Distance 3/27 @12:30

Document (How-To) Resources	**Accessibility**
● Canvas Basics Guide ● Instructor Guide ● Student Guide ● Mobile App Guides	● Canvas - Accessibility ○ Creating Accessible Exams in Canvas ● Accessibility in Canvas - including UDL in Canvas

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Blackboard

Vendor Tutorials	Other Video Tutorials
[Blackboard YouTube Channel](#) *Blackboard has an extensive catalog of support videos. They are generally titled by "Ultra View" and "Original View," so be sure to select the correct one for your integration.* [Playlist for "Ultra View" Tutorials](#) [List of Tutorial videos for the "Original Course View"](#)	
Document (How-To) Resources	**Accessibility**
[Blackboard Learn Help for Instructors](#) (Written Guides) [Quick Start Guide](#) [Determine your course view](#) [Course calendar](#) [Add a syllabus](#) [View a list of students](#) [Communicate and interact with students](#) [Create assignments](#) [Create tests](#) [Add additional content](#) [Grading basics](#) [Provide feedback](#) [Additional resources](#) [Interact with Students](#) [Course Content](#) [Assignments](#) [Creating Tests, Pools and Surveys](#)	[Blackboard Learn | Accessibility Features](#)

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Schoology

Vendor Tutorial (Basics) *number indicates a time point for the video*	Video Tutorials for Educators

New to Schoology? Learn the Basics for Online Learning
● Navigation - https://youtu.be/iz5ye3DyvqU 0:25
● Communication Tools - 3:10
● Courses vs Groups - 5:11
● Teacher View of Courses - 8:00
● Ideas for Course Structure - 12:15
● Adding Folders - 16:10
● Adding Pages - 19:20
● Assignments and Discussion Examples - 22:20
● Creating an Assignment - 27:37
● Creating a Discussion - 32:26
● Creating a Page - 35:45
● Using Updates in a Course - 41:00
● Student View - 44:03
● Student Completing an Assignment - 45:58
● Student Completing a Discussion - 47:40
● Grading a Discussion - 48:53
● Grading an Assignment - 50:45
● Teacher Gradebook View - 54:09
● Student Grade View - 55:00
● Communicating with Students - 57:10
● Wrap Up - 58:38
	Channels
	● **Schoology Assessment Tools**
	● **Schoology's YouTube Playlists**
	
	5 Ways to Move Face-to-Face Instruction Online
	● Updates - 0:12
	● Discussions - 7:57
	● Assignments - 17:45
	● Media Albums - 27:43
	● Pages - 37:21
	
	3 Ways to Hold Virtual Office Hours in Schoology
	● Discussions in Schoology - 36:52
	● Accessing the App Center - 1:50
	  ○ Backchannel Chat App in Schoology - 5:20
	  ○ Conferences App in Schoology - 21:50

Document (How-To) Resources	**Accessibility**
Teacher Tutorials from *(Turtle Creek Elementary STEAM Academy)* ● Navigating Schoology ● Parent Association with Student ● Assignments Resource Center ● Calendar ● Sharing Discussions ● Grade Book ● A Beginner's Guide to Schoology ● Getting Started on Schoology for Instructors ● Schoology - Distance Learning Readiness Kit	● Extended Time Modifications in Schoology

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Slides

The Complete Google Slides Tutorial for Beginners	Teacher Uses for Google Slides
0:45 How Do I create a new Slideshow? Different ways of creating the files. 1:05 URL Shortcut for New Slides 1:20 Name your File 2:13 What are Themes or Templates in Google Slides? 3:04 How do I add a new Slide to Google Slides? 3:15 Add a Slide with pre-arranged object and placeholders 4:00 What can we add to our Slides? 4:20 Insert and image into your Slide 4:45 Insert with Safe Search 5:20 Format Images 5:40 Use the Explore function in Slides for easy design 6:34 Speaker Notes 7:00 What is different about the Presenter View in Slides? 7:30 Timers when presenting in Presenter View 7:43 Audience Tools 7:50 Q&A in Presenter view with Google Slides 8:50 How to hide of Skip a slide 9:30 Insert Video from YouTube 10:00 Format Options for Start and End Times 10:30 Video Playback Options 11:30 Version History and Version Info 12:30 Insert a Chart from Scratch or Use charts from Spreadsheets 13:15 Animations and Transitions in Slides 14:20 How to Auto play a Presentation by Publishing the Slides 15:00 Auto advance the slides at a set time 16:40 Link within the Slideshow to different Slides	Presenting - Record A Live Presentation with Screencast-o-Matic - Record A Live Presentation with Screencastify extension in Chrome Build in Slides to Deploy in a 3rd Party App - Nearpod (*more info about Nearpod*) - PearDeck Advanced - Create an Animation Challenge Student Project Ideas 16 Ideas for Student Projects in Google Docs, Slides, and Forms
Document (How-To) Resources	**Accessibility**
20 Uses for Google Slides in Your Classroom - Launch a Live Q & A in Google Slides	- Edit presentations with a screen reader - Video: Using Google Slides with a screen reader - Use keyboard shortcuts in Google Slides - Present slides with captions - Use Braille support in Google Slides - Make a presentation more accessible - Type with your voice

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Docs

Google Docs Tutorials	Docs Tutorials for Educators

Google Docs - The Basics
● This is a top to bottom overview of Google Docs, check the YouTube description for more time markers to advance to specific areas of focus.
● Highlights:
  ○ 1:55 Overview of the interface
  ○ 2:06 An overview of all the View menu options
  ○ 3:12 Different modes of working within Google Docs (Editing, Suggesting and View mode)
  ○ 5:07 Text Styles with titles, headers and paragraph styles
  ○ 8:17 Insert images in different ways(Upload, Drive, Photos, built-in search and Webcam or camera)
  ○ 9:24 Insert a table
  ○ 11:00 All about headers and footers including some advanced formatting.
  ○ 12:10 Hyperlinking or linking words/sentences
  ○ 14:00 All about share settings and collaboration with others
  ○ 15:45 Download the file as different file types
  ○ 16:15 Version history and revision history
  ○ 16:40 Page settings for Background color, Margins and orientation
  ○ 17:36 Complete overview of the Tools menu in Google docs
  ○ 21:59 Voice typing works great for dictating text
	Videos for Teachers
	● Google Docs for Students
	● Create Worksheets with Fillable Lines in Docs
	● Move and overlap images
	
	Facilitating Feedback in Google Docs
	● Review comments and contributions
	● Narrative feedback in Docs using Keep
	
	ELs
	● Translating in Docs
	
	Advanced/Creative Uses for Google Docs
	● Make a timeline in Docs
	● Voice Typing
	● Adding Fonts to Google Docs
	● Leaving a Direct comment to notify someone of a change
	● Email Collaborators instead of re-sharing the files!
	● Header Styles *Using and adjusting them to match formatting*
	● Use the Explore button to research, Cite, and insert images
	● Using and creating your own Templates
	● Download your Document as a different file type

Document (How-To) Resources	**Accessibility**
● 10 Google Docs Tips Every Teacher Should Know ● Switching to Docs from Microsoft Word ● Creating a Table of Contents in Docs Student Project Ideas ● 16 Ideas for Student Projects in Google Docs, Slides, and Forms	Video: An Overview of Accessibility in Google Docs Google Docs Accessibility Features ● Type with Your Voice ● Braille Support ● Make a document more accessible ● Edit documents with a screen reader ○ Video: sing Google Docs with a screen reader ● Use keyboard shortcuts in Google Docs

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Classroom

Vendor Tutorials	Other Video Tutorials

Google Mini-Course
● [What is Google Classroom? (A Nuts and Bolts Run-Through)](#)
   ○ [What is Google Classroom](#)
   ○ [Accessing Google Classroom](#)
   ○ [Creating a Class](#)
   ○ [Adding Students to a Class](#)
   ○ [Viewing the Stream Page](#)
   ○ [Viewing the Classwork Page](#)
   ○ [Viewing the People Page](#)
   ○ [Viewing the Grades Page](#)
   ○ [Creating Assignments](#)
   ○ [Providing Feedback and Grades](#)
   ○ [Reviewing the Basics](#)
	The Stream
	● [How To Use The Stream in Google Classroom](#)
	
	The Classwork Tab
	● [Organizing Your Assignments in Google Classroom](#)
	
	People
	● [Overview of the People Tab](#)
	
	Tips and Tricks
	● [5 Tips Every Teacher Should Know](#) *(# 1, 2, 4, and 5)*

Document (How-To) Resources	**Accessibility**

● [Using Google Tools To Support Distance Learning](#)
● [Google Classroom Features and Benefits](#)
   ○ Save Teachers Time
   ○ Communicate and Collaborate
   ○ Easy Support for Administrators
● [Google Classroom Community Forum](#)
	● [Use screen readers with Classroom](#)
	
	*See additional accessibility features for each Google Doc editor: Google Docs, Google Slides, Google Sheets.

https://tinyurl.com/MCIUEdTechGuide

MCIU EdTech Training Guide

SeeSaw

Navigation and Activity Creation Tutorials	Communication, Attendance, and Tool Kit Tutorials

Navigation & Settings
● Navigate the Seesaw interface
● Navigate the Seesaw settings
● Add a co-teacher to my classroom (e.g. EL, Special Education, etc)
● Add students to your class
● Add/invite family members
 	
Activities: Learning & Student Feedback
● Access the Seesaw Activity Library
  ○ Website Directions ● 2-minute video
● Save a Seesaw Activity to my own Library
  ○ Website Directions ● 1-minute video
● Assign a Seesaw Activity to my students
  ○ Website Directions ● 2-minute video
● Schedule a Seesaw Activity
● Approve & give feedback on completed activities
  ○ Website Directions ● 1-min. video
● Create an activity
  ○ Utilize Seesaw Shortcuts to make directions more visual
● How parents see feedback for their children
	Announcements: Communicating with Students and Families
	● Create/send an announcement to students, families, or both
	  ○ Instructions
	● Respond to Seesaw messages from families
	  ○ How A Family Replies
	  ○ How to Disable Replies
	● Utilize an announcement to launch students into other tools
	  ○ (e.g. Google Classroom, iReady, etc.)
	
	Taking Attendance in SeeSaw
	● Taking attendance in Seesaw during distance learning
	  ○ View the same information in slides
	  ○ Sample Attendance Seesaw activities
	    ■ How are you feeling today?
	    ■ K-2: Monday, Tuesday, Wednesday, Thursday, Friday
	
	Creative Tools: Ways Students Can Show Learning
	● Drawing tools in Seesaw
	● Create & Reflect with Chromebooks
	● How to use Multipage

Document (How-To) Resources	**Accessibility**

1. 10 Tips for Home Learning with SeeSaw
  a. Example: PK-5 Home Learning Activities
	Seesaw Accessibility Features
	● Make activity directions accessible with icon shortcuts
	  ○ Seesaw Icon Shortcut

Return to the Table of Contents *(Double Click)*   https://tinyurl.com/MCIUEdTechGuide

MCIU EdTech Training Guide

Screencastify

Screencastify is granting all impacted educators **free access to its suite of products** through at least April 30.

Vendor Tutorials	Apply to Teaching Practice
- Help and Learning Center - Initial Setup - Recording - Editing - Saving and Sharing - Tips and Tricks - User Guide - Troubleshooting - FAQ	Steps for Teachers - Screencastify for Remote Teaching Tips and Tricks 3 Screencastify Features You Probably Didn't Know About - Record Your Webcam Video and Post to Google Classroom
Document (How-To) Resources	**Accessibility**
How to use Video to Master Distance Learning	Captioning to Increase Accessibility

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Flipgrid

Vendor Tutorials	Other Video Tutorials
Basics: **Flipgrid Help Center** • Getting Started for Teachers ○ How to Add, Edit, Remove Students • Getting Started for Students *(How to Record and Submit a Video)* FAQ's/Support • Educator FAQs • Student and Parent FAQs • Technical Issues Extended Learning Opportunities • Upcoming Webinar Opportunities • Engage and Amplify with Flipgrid - a 1 hour course	• How to Create a Flipgrid for Students Integrations with Other EdTech Tools • Embed FlipGrid in **Nearpod** presentations (how it works)
Document (How-To) Resources	**Accessibility**
• Remote Learning with Flipgrid • Embed Flipgrid in an LMS or Website	• Flipgrid and Accessibility • Camera Shy? Tips for all Students

Additional FlipGrid Resources:
- 50+ Premade discussion prompts for "At Home Learning"
- Subject and Age-Specific Integration Ideas
- 30+ Ideas for using Flipgrid (Ditch that Textbook)

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Newsela

Vendor Tutorials *(Video links may require you to login to Newsela)*	Other Video Tutorials

Join Now!
 	
Content Set Overviews (click "watch" button)
● *Essentials* Overview
   ○ Finding Content on Newsela Essentials
● *ELA* Overview
   ○ Finding Content on Newsela ELA
● *Science* Overview
   ○ Finding Content on Newsela Science
● *Social Studies* Overview
   ○ Finding Content on Newsela Social Studies
 	
Platform Tutorials
● Creating Text Sets
● Text Sets for Elementary Students
● A series of student facing videos
 	
Advanced:
● Stay connected through choice, content, and community
	Newsela Resource Folder
	● Print and Package (Grades 2-12)
	
	Remote Learning Office Hours and Topics
	
	Newsela Educator Center
	Newsela Support Center
	
	Newsela YouTube Channel
	● Getting Started Playlist
	● How to Annotate a Text
	● How to Review Student Work
	● How to Search and Navigate
	● How to Edit a Writing Prompt
	● What's The Binder:
	   ○ Student Reading Progress
	   ○ Student Performance to Share Feedback

Document (How-To) Resources	**Accessibility**
Getting Started Toolkit for Remote Learning with Newsela Gradual Release of Responsibility Tips, Tricks, and Tools for Remote Learning Finding and Using Text Sets and Collections Quick Links to Newsela ELA, Science, Social Studies, SEL Collections Distance Learning ToolKit for Admin.	Accessibility on Newsela

Return to the Table of Contents *(Double Click)*   https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Discovery Ed

Discovery Education is offering access to the Discovery Education Experience to affected schools and school systems through the remainder of the school year**. To request access, principals and superintendents of affected schools or school districts are encouraged to follow the link below to the [Experience Access Request form](#).

Vendor Tutorials & Document (How-To) Resources	Other Video Tutorials

Getting Started
   ● [10 Step Guide to using DE](#)
   ● [How to use My DE Homepage](#)
   ● [How to use Channels to find the most-searched topics](#)
   ● [Search for Resources](#)
   ● [Subscribe to Channels and Bookmark Content](#)
   ● [Playing and downloading videos](#)
   ● [Viewing and downloading images](#)
   ● [Listening to and Downloading Audio](#)
   ● [Interactive and other resources](#)
   ● [Getting started with Board Builder](#)
      ○ [Adding content to boards](#)
      ○ [Sharing and assigning boards](#)
      ○ [Student uses for Board Builder](#)
      ○ [Review and share student boards](#)
      ○ [Teacher uses for board builder](#)
 	
Discovery Ed Builder Tools
   ● [DE Studio](#)
   ● [Techbook Assessment Builder](#)
   ● [Assessment Builder](#)
   ● [Assignment Manager](#)
 	
Additional resources:
   ● [SOS Instructional strategies](#)
   ● [Virtual field trip archives](#)
	● [Using Discovery Ed with Google Classroom](#)

	Accessibility
	● Offers closed captioning on some videos.

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Forms & Quizzes

Vendor Tutorials	Tutorials for Educators
Google Forms - Getting to Google Forms - How to Add Questions to Google Forms - Customizing Google Forms - Password Protect Your Form - Linking Forms to Google Sheets Making Quizzes - Creating A Google Quiz - Setting Up A Locked Quiz - How to Provide Feedback to Student Responses in a Google Quiz	A Comprehensive Look at Using Google Forms to Create A Quiz - Blank form - 0:32 - Overall settings - 1:57 - Multiple choice - 4:26 - Short answer - 5:39 - Checkboxes and Drop-Downs - 7:43 - Previewing the Quiz - 8:37 - Multiple-choice and checkbox grids - 11:02 - Add a Section - 13:05 Student Project Ideas - 16 Ideas for Student Projects in Google Docs, Slides, and Forms
Document (How-To) Resources	**Accessibility**
- Organize Form Response Data Using Google Sheets	- Edit Google Forms with a screen reader

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Microsoft Teams

Vendor Tutorials	Educator Tutorials
[What is Microsoft Teams?](#) [Intro to Microsoft Teams](#) [Setup and customize your team](#) [Collaborate in teams and channels](#) [Work with posts and messages](#) [Upload and find files](#) [Start chats and calls](#) [Manage meetings](#) [Setup and attend live events](#) [Explore apps and tools](#) [Manage team schedules with Shifts](#) [Manage your activity feed](#) [Teams on the go (mobile)](#) Microsoft-Led Webinar Trainings [Instructor-led training for Microsoft Teams](#)	[Using Microsoft Teams to Support Remote Learning](#) Teaching Online for the 1st Time?? [How To Teach Virtually in Under 30 Minutes](#)
Document (How-To) Resources	**Accessibility**
[Getting started guide to support remote work](#)	Supports a screen reader such as [JAWS](#) and [NVDA](#)

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Google Drive

Video Tutorials	Educator Tutorials
- Google Drive/Docs Tutorial 2020 - Beginner's Training Guide - Organizing and Managing Files *(17:07)* - Creating a Folder *(17:25)* - Receiving Shared Files *(18:23)* - Viewing Recently Used Files *(19:03)* - Deleting Files *(19:42)* - Searching in Google Drive *(19:59)* - Sharing Files and Documents *(20:43)* - Sending Docs in Other Formats *(24:55)* - Viewing Storage Usage *(26:54)* - Downloading Files *(27:05)* - Accessing Drive Settings *(27:25)* - Connecting Apps to Drive *(27:40)* - Organize Your Files with Colors and Icons	Tips and Tricks 13 Tips to Organize Your Google Drive - How to edit Microsoft files in Google Drive 8 Ways to find anything in Google Drive
Document (How-To) Resources	**Accessibility**
- How to use Drive - Upload files and folders to Drive - Work with Office files - Create, edit, and format Google Docs, Sheets, and Slides - Share files from Drive - Share folders from Drive - Make someone else the owner of a file	

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

EdPuzzle

Vendor Tutorials	EdPuzzle LMS Integration Tutorials

The Basics
- What is EdPuzzle?
    ○ How to Create an Account
- How to Find A Video on EdPuzzle
- How to Edit A Video with EdPuzzle
- How to Create A Class on EdPuzzle
 	
Remote Learning Support
- Using EdPuzzle for Remote Learning
- Remote Learning Webinar *(43-minute Overview)*
    ○ *Learn how to make the most of your time teaching remotely. Easily create beautiful interactive video lessons for your students you can integrate right into your LMS. Track students' progress with Edpuzzle's hassle-free analytics.*
	- Integrate EdPuzzle with Canvas
	- Integrate EdPuzzle with Schoology
	- Integrate EdPuzzle with Google Classroom
	- Sharing an EdPuzzle with Your Class

Document (How-To) Resources	**Accessibility**
-	

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Screencast-O-Matic

Vendor Tutorials	Videos for Educators
[Beginner's Guide to Screencast-O-Matic](#) [Easy Video Editing Guide](#) [Removing Your Background with the Green Screen Tool](#) [Chromebook Support: Uploading Your Video into the Editor](#) [Full Screencast-o-Matic Tutorial Page](#) - Scroll down to "All Tutorials"	
Document (How-To) Resources	**Accessibility**

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

QuickTime Player *(Apple only)*

Vendor Tutorials	Videos for Educators
● [Mac Tutorial: Use Quicktime Player to record your screen](#)	●
Document (How-To) Resources	**Accessibility**
● **Shortcut**: How to Record the Screen on Your Mac ● **Quicktime Player**: How to Record the Screen on Your Mac	●

MCIU EdTech Training Guide

PowerPoint

Beginner's Guide & Tutorials	Videos for Educators
[Full Beginner's Tutorial](#) Launch and Save ● [0:52](#) Getting Started with PowerPoint ● [2:45](#) Choosing a template ● [25:09](#) Saving your PowerPoint Layouts, Tools, Creating Content ● [3:14](#) Tabs, ribbon and launch button ● [4:19](#) Help/Search Bar "Tell Me" ● [4:45](#) Adding text in the title slide ● [5:18](#) Inserting new slides ● [6:54](#) Insert text box ● [7:10](#) Moving text box ● [9:14](#) Reorder slides [Presenting your PowerPoint](#) ● [Creating a Presentation Recording to Distribute](#)	Formatting Your Presentation ● [10:10](#) Add a quick design ● [11:14](#) Make your fonts look great! ● [12:20](#) Customizing your background in PowerPoint ● [15:02](#) Text options ● [16:37](#) Inserting WordArt ● [17:15](#) Insert images in PowerPoint ● [17:40](#) Formatting images ● [20:15](#) Remove background in an image Presentation Effects ● [21:47](#) Adding animations to images ● [23:36](#) Adding slide transitions
Document (How-To) Resources	**Accessibility**
●	● [Present with Real-Time, Automatic Captions in Powerpoint](#)

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

LMS-Based Assessment Tools

Schoology Overview	Canvas
- Full Assessment Tutorials Playlist (Every question type covered) - Overview - Creating Assessments in Schoology - Multiple Choice Question - Ordering Questions - True/False Questions - Matching Questions - Schoology Discussions: Part 1 | Part 2 - Schoology Assignments: Part 1 | Part 2 - Schoology Rubrics: Part 1 | Part 2 | Part 3	
Google Classroom	**Blackboard**
see Google Forms and Quizzes - Grading Student Work in Google Classroom	
SeeSaw	**Accessibility**

MCIU EdTech Training Guide

Class Dojo

Vendor Tutorials	Videos for Educators
Educators ● [An Overview Class Dojo](#) ● [Portfolios Walk-Through](#) ● [5 Ways to Make the Most of Class Dojo Messaging](#) ● [How to Share Your Class with Another Teacher](#) Families ● [What Families See on their Class Dojo App](#)	Remote Learning ● [Creating Remote Learning Communities with Class Dojo](#) (5 min) ● [Class Dojo Remote Learning Webinar](#) (45 min) Use Cases ● [Supporting PBIS with Class Dojo](#)
Document (How-To) Resources	**Accessibility**
For Teachers ● [Class Dojo Step-by-Step Guide](#) ● [Class Dojo Basics](#) ● [Classroom and Messaging](#) For Leaders ● [Class Dojo for School Leaders](#) For Families ● [Student Help Desk](#) ● [Parent Help Desk](#) Everyone ● [Creative Ways Class Dojo Supports Remote Learning](#) ● [What Can Class Dojo Do? *A School-Wide Community Guide*](#)	●

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Khan Academy

Vendor Tutorials	Videos for Educators
- How to Use Khan Academy for Remote Learning - Quick Start Guide (slideshow) - Overview of Khan Academy Content - How to set up your class on Khan Academy - How to use Course Mastery on Khan Academy - How to use Assignments on Khan Academy Implementation strategies - In-class practice - Homework - Review and test prep - Differentiation and remediation	Khan Academy Webinars - How one teacher helped his students ace math… by taking them back to kindergarten! 7 tips for effective remote learning — from setting up a schedule to addressing the emotional impact - How to engage and motivate your students… even when you're remote! Remote Learning Resources - Schedules for School Closures
Document (How-To) Resources	**Accessibility**
- Ideas for using Khan Academy in your classroom - Overview of Khan Academy content - Finding the right content for your students - Using Khan Academy for personalized practice and mastery - Strategies to engage and motivate students on Khan Academy - Our courses, standards, and classes	

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Nearpod

Vendor Tutorials	Tutorials for Educators
How-To Tutorials • [How to join a Nearpod lesson as a student](#) • [How to find ready-to-teach lessons](#) • [How to add Lesson Library content to "My Library"](#) • [How to use Nearpod with Zoom](#) • [How to use Nearpod with Google Hangouts](#) • [How to use Nearpod with Google Classroom](#) • [How to access Student Reports in Nearpod](#) FAQs • [What is the difference between "Live" and "Student Paced" lessons?](#) • [What file types can I import to Nearpod?](#) • [How do I create a new lesson in Nearpod?](#) • [How do I set up a "Time to Climb" gamified quiz?](#) • [How can I launch Collaborate Boards in student-paced mode?](#) • [How do I reset my password?](#)	Assessment Features • [Nearpod Features Explained](#) ○ What does it mean? And what does it do? Live Webinars • [Daily Live Webinar Calendar](#) • [Recorded Distance Learning Webinars](#) • [Nearpod 101 Recorded Session](#) • [Nearpod 102 Create & Edit Recorded Session](#) • [Gamification in the Classroom Recorded Session](#) Integrations with Other Ed Tech Tools • **Google Classroom** integration ([download extension](#)) • Build lessons directly in **Google Slides** ([steps to install add-on](#)) • Embed **FlipGrid** in Nearpod presentations ([how it works](#))
Document (How-To) Resources	**Accessibility**
General Resources • [Join a Student Paced Nearpod lesson](#) to see how it works • [Home-Based Resources for Teachers](#) (K-12) • [Home-Based Resources for Parents](#) including a [daily activity planner](#) • COVID-19 Related School Closure? Request Complimentary Access [here](#) • Updated Running List of [Nearpod Product Updates](#)	• Microsoft Immersive Reader ([how it works](#)) • Add audio narration directly to slides and activities ([video](#)) • Students submit audio responses to open ended questions ([how it works](#)) • Students take notes during presentations ([how it works](#))

https://tinyurl.com/MCIUEdTechGuide

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide

Flocabulary

Start a 60-day free trial here

Vendor Tutorials	Tutorials for Educators
General Resources • Creating Classes and Student Accounts In Flocabulary • Creating Assignments on Flocabulary • Flocabulary's Integrations with Google & Google Classroom • How to Find Content on Flocabulary **FAQs** • What types of activities are included in each lesson sequence? • How do I schedule lessons ahead of time? • What is the "Week in Rap" and "Week in Rap Junior"? • How does the Comprehension Analysis tool work? • How can I reset my password?	**Webinars** • Flocabulary: Make Home-Based Learning Creative and Engaging (daily) • Recorded sessions (scroll down to the bottom of the page) **Integrations** • **Google Classroom** integration (how it works) **Resources** • Home-Based Resources for Teachers (K-12) • Home-Based Resources for Parents
Document (How-To) Resources	**Accessibility**
How-To Guides • How teachers create classes in Flocabulary • How students join classes in Flocabulary • 5 ways to find content in Flocabulary • How to assign lessons to Google Classroom • How to use Microsoft Immersive Reader in Flocabulary • How to create assignments for individual students • Flocabulary Self-Guided Training Deck	Accessibility • Teachers may differentiate the activities assigned to students (how it works) • Microsoft Immersive Reader (how it works) • Use captions and adjust video playback speed (how it works)

MCIU MONTGOMERY COUNTY INTERMEDIATE UNIT 23

MCIU EdTech Training Guide