Updating Chrome

For consistent functionality and security, ensure that your Chrome browser is always up-to-date!

- **On your iPad**: Open Settings -> iTunes & App Store. On the right side under Automatic Downloads, make sure App Updates is switched on (green). Alternately, you can always re-install from the Self Service portal on your iPad. That will pull down the latest version.
- **On your Computer**: Open Chrome. Click the 3 dots in the upper right. Go down to 'Settings.' Click on 'About Chrome' on the left, and your current version will be displayed. Any updates will install automatically.

Updating Your Computer

'Tis the season to do updates! Updating your computer is important for functionality & security, but you will need to make sure it is updating properly. (Note: Most times this is best done at the end of the day as the update files can be rather large.)

- Click on the Cortana circle at the bottom of the screen to search. Type **Windows Update**. Click on **Windows Update Settings** that appears at the top. In the next window, you will see updates waiting to be installed, in which case, click **Install Now** - OR - you may see a '**Check Online for Windows Updates**' button. Click the button and allow the updates to install. Sometimes you may need to restart the computer to finish the installation. If you have never updated the computer, you may have to

Did you know? Microsoft has a set monthly release for Windows updates on the 2nd Tuesday of each month called 'Update Tuesday' (or unofficially, 'Patch Tuesday.'), although they can come out any time.

Sal Capasso

Sal Capasso, a long time System Specialist – and tech before that - at the TRC has joined CCSB's Food Service team in his new role as Programmer/Analyst.
Sal started at the TRC in the fall of 1999, and says he has enjoyed the people, the experiences and the opportunities to develop a vast skill set.

Those of you who have had the opportunity of working with Sal – whether on projects, or even troubleshooting issues – know him to be courteous, knowledgeable, detail-oriented, and relentless when faced with a challenge. Best wishes from all of us! You will be missed!

Tech Time Wants You!

Be a part of our once/month Tech Time trainings! We are always looking for presenters and tech topics. Here is your chance to share your knowledge and expertise with others. FCE & PGE Tech nights were a huge success- Thanks for your hospitality! FCE won the Tech Time $500 school prize for 15 attendees. Next month's training is at CRPS on Jan. 28th from 5-7 p.m.

Dates & Locations		1-28-20 (@ **CRPS**)
2-11-20 (@ **SRE**)	**3-17-20** (@ **LMS**)	**4-28-20** (@ **CSE**)

Each Tech Time has 2 time slots and allows attendees to choose different sessions to learn and collaborate on a wide variety of topics! December's Tech Time will be held at CRPS. Here's what's being offered at Tech Time! !
Feel free to attend any and all, or to present, e-mail Lisa Paprzycki along with the topic you'd like to present. We always are looking for presenters!

PGE TECH TIME TRIBE

Updating Your iPad & Apps

Keep your iPad up to date to make sure it is working as intended. It might be best to wait until the end of the day to update, depending on the file size and time.

- **To update your iPad**, open **Settings** -> **General** -> **Software Update** on the right. If an update is available, you'll find it here.
- **If you are using an Apple ID, set your apps to update automatically**. Settings -> iTunes & App Store, and turn on App Updates on the right.
- **Update apps via the Self Service portal** by clicking '**Reinstall**.' This can fix app issues, provided your iPad's iOS is also up to date.
- **Teachers with iPad carts**: A good (and fast) way to update is at the end of the day. You can possibly walk the students through the download process during the last few minutes of class before dismissal. If the update has finished downloading, they can tap Install, plug them into their spot in the cart, and they should be ready the next day. If not, the update will be downloaded and ready to install the following afternoon before they leave. The end of the day typically has less network traffic, so the process should be quicker.

Welcome and Congratulations!

Educational Technology has had a couple staff changes in the last two months.

- **Aaron Piazza, Network Specialist**. Hailing from the Allentown, PA area, Aaron brings a wealth of computer education and Air Force, civilian, and state- government networking experience to the district. Welcome aboard, Aaron!
- **Charles Barnes, Systems Specialist**. Born in LA and raised in southwest GA, Charles has performed IT and systems work for a variety of large corporations and governmental and educational institutions. Charles joined us in September 2018.

Transferring Photos from the iPad

The iPad takes beautiful pictures and allows you to make myriad edits, but how do you get them from your iPad to a place where you can permanently save or print them?

- **Save them to 'The Cloud**.' The Cloud is not some ethereal dreamscape; it's simply services that exist or run on the internet. Google Drive and Microsoft OneDrive are 2 places we use regularly. **Upload to Google Drive**: If not installed on your iPad, download Google Drive from Self Service. Sign in using your district Google email (@citrusschools.NET) address & password. Open Google Drive, tap "**+**" on the bottom, tap **Upload**, tap **Photos & Videos**, tap to select the photos and videos you want and tap **Upload**. *(Uploading to OneDrive coming next issue…)*
- **Download pictures from the iPad to computer (PC)**: Connect your iPad to a USB port on your computer using the iPad Lightning cable. On the iPad, tap **Trust this Computer**. You may need to wait a few seconds. Windows should recognize the iPad as a hard drive and AutoPlay may prompt you with Device Options. Click on **Cortana** (circle) at the bottom. Type in PC. Open **This PC** at the top. The iPad will show as a drive. (If not, disconnect the iPad and try it again.) Open it, click **DCIM** then **100APPLE**. Your pictures will be in there. Cut, copy, or select with your mouse and drag with your mouse to the folder where you want to move them.

CCSB Innovates Podcasts

Find out what's going on with technology in the district! Learn more about fellow tech educators, initiatives, apps, and pick up a few tips! Tune into the district podcasts. Google CCSBInnovates, or click here to listen to the podcast. You can listen to it anywhere you're connected on virtually any device you own except kitchen appliances!

Citrus Springs Middle – FNN

The Falcon News Network at CSM is an entirely student-led, student-produced almost daily news broadcast covering the happenings at CSM. It is student-led at every step: from generating ideas, scripts, filming, editing all the way to the final production. The filming & editing is done entirely on iPads. We recently interviewed three FNN students: Honor Griffin: Planner for "Sports & Upcoming Events," Julia Harrigan: Planner Lead, and Neveah Recta: Planner for "Life on Campus" features.

FNN Crew (from L to R): Honor Griffin, Neveah Recta, Julia Harrigan

They described the class as being structured like the 'real world'- everyone has a job – and everyone is committed to making the show the best it can possibly be. Since the class is just one period a day, they admit that time can be a challenge, but they make sure that the day's show is produced and ready to go on time.

Dave Goddard, the TV production teacher, says that the program must be student-led & student-owned in order to make it great. Dave (and his students) see his role as that of a facilitator and a logistical 'behind the scenes'-style executive producer. The students organize themselves and coordinate to ensure their segments are ready to go come production time. FNN uses Padcaster for recording and procured some additional equipment such as green screens and a walkie-talkie system to use with the crews across campus. Although FNN has been strong at CSM for a number of years, the appeal and professionalism continue to grow. FNN is open to 7th and 8th grade students, so typically 6th grade students 'apply' to FNN in the spring and must complete an application, submit references and go through an FNN student-led interview. Check out their broadcasts here.

EdTech Apprehension?

Does the thought of using technology make you uneasy? If so, you are not alone. According to Carlson's EdSurge article (2019), teachers look at the 'return on investment' before using technology, which falls under three main categories:

- Will the technology meet learning objectives and standards?
- Will it increase student engagement?
- Will it facilitate instruction?

If the answers to the above questions are yes, secondary considerations include cost, time required to learn, and ease of integration into the curriculum.

Most technology tools fit under several different categories and some are better suited for certain subject areas and aspects related to classroom management and communication. Many technology apps, programs and sites that have been around for more than a few years have survived and thrived due to their usefulness, price, adoption by teachers, and effects on student achievement and engagement. While some EdTech has a higher 'learning curve' than others, teachers can often focus on one or two aspects with it or find a similar tech tool with the necessary features. Teachers should not feel they must be the 'expert' with EdTech (even more so with regards to creativity tools). Students can be shown the 'basics' and then explore them on their own. Most students love to share out what they have learned and how they did it. Focus on one tool you can use, and get comfortable with it, then branch out.

For EdTech ideas, teachers can turn to the district tech coaches, fellow teachers, educational publications, and even search online. Many of the enduring EdTech apps and programs are appropriate for use across subject areas and grade levels and allow teachers to increase student learning, reduce grading time and 'housekeeping,' and renew enthusiasm even for mundane (yet necessary) topics.

Look for some useful EdTech apps in our upcoming issues, join us for Tech Time, and be sure to reach out to your EdTech coaches for ideas!

Carlson, T. (2019, May 29). "Here's Why Teachers Adopt New Tech - and Why They Don't". *EdSurge News*. Retrieved from https://www.edsurge.com/news/2019-05-29-here-s-why-teachers-adopt-new-tech-and-why-they-don-t.

NIE Teacher of the Year Contest!

Shouldn't you be recognized for what you do for your students?

The deadline to enter the Tampa Bay Times Newspaper in Education Teacher of the Year contest is February 3!

The 2020 NIE Teacher of the Year contest will recognize educators who:

- Use the *Tampa Bay Times* to enhance student learning and the learning environment
- Employ innovative newspaper-based lessons, strategies or projects to develop students' literacy skills
- Integrate the close reading of news into classroom instruction

The winner will receive $1500 in cash & other prizes and an invitation to present at the 2020 Florida Media Conference. Up to 5 runners up will receive $300 Visit tampabay.com/nie for official rules and to [enter](#)!

Tax Season and You – A Few Words of Caution…

Based upon casual observation, most people generally like being themselves. Based upon statistics, ALL scammers want to **be you**, and the number of scammers and schemes increases and evolve every year. If you use a tax preparation service, make sure they are reputable. If you are promised a windfall of a tax return, be wary. The IRS will never contact you via email. Do not send your personal information via email. Keep your computer updated. Be careful of the sites you visit. Be careful using public Wifi. Use strong passwords. Monitor your credit. You can read more about the threats and preventative measures [read the article at cisesecurity.](#).

Transferring Photos from the iPad

The iPad takes beautiful pictures and allows you to make myriad edits, but how do you get them from your iPad to a place where you can permanently save or print them?

- **Save them to 'The Cloud**.' The Cloud is not some ethereal dreamscape; it's simply services that exist or run on the internet. Google Drive and Microsoft OneDrive are 2 places we use regularly. **Upload to Google Drive**: If not installed on your iPad, download Google Drive from Self Service. Sign in using your district Google email (@citrusschools.NET) address & password. Open Google Drive, tap "**+**" on the bottom, tap **Upload**, tap **Photos & Videos**, tap to select the photos and videos you want and tap **Upload**. *(Uploading to OneDrive coming next issue…)*
- **Download pictures from the iPad to computer (PC)**: Connect your iPad to a USB port on your computer using the iPad Lightning cable. On the iPad, tap **Trust this Computer**. You may need to wait a few seconds. Windows should recognize the iPad as a hard drive and AutoPlay may prompt you with Device Options. Click on **Cortana** (circle) at the bottom. Type in PC. Open **This PC** at the top. The iPad will show as a drive. (If not, disconnect the iPad and try it again.) Open it, click **DCIM** then **100APPLE**. Your pictures will be in there. Cut, copy, or select with your mouse and drag with your mouse to the folder where you want to move them.

Why Should You Lock Your Desktop?

If you walk away from your computer and do not lock it or log off, it poses a security risk to you and Citrus County Schools. Someone can use your computer in an unauthorized way even if you are away for a few minutes, such as:

- Send email from your account
- Tamper or delete your files
- Access and download Confidential data

The easiest way to prevent unauthorized access to your desktop is to lock it when you are away, because this will not shut down any programs or close any files you are working on.

Locking Your Desktop Is Easy!