

# Technology Tutorial

## Chromebooks

It is expected that students follow all school policies when it comes to using their Chromebooks. Please remember that Chromebooks are the property of the school and teachers can take your Chromebook away from you at any time or restrict your use if you are violating these policies. Students will have to use the paper and pencil method until further notice.

Expectations:

- Students will use Chromebooks and other devices only when and how they are directed to do so in English 7 and 8.
- Students will respect their Chromebooks and not cause damage or harm to them in any way.
- Students will bring their Chromebooks charged to class every day. Do not rely on outlets here!
- Students will not play games in English or any other class.
- Students will not be on social networking, messaging or email in English or any other class.
- Students will not be on any inappropriate content in school.
- Students will follow all rules set forth by the technology director and the school regarding Chromebooks.

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## Important Apps/Websites

### Email: GMail

As part of middle school English class, students should be prepared to use and frequently check their email accounts. Email exchanges that occur within my class should be about assignments, questions about academics or anything related to group projects or English work in general. Chatting with friends over GChat or Email is prohibited in the middle school English classroom.

When writing an email to a teacher, use the following template to write your emails.

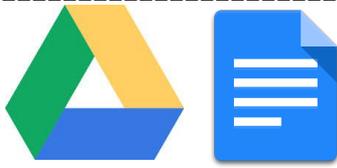
- Greet the teacher/person you are emailing: Hi/Hey/Hello Ms Settles.
- Say please and thank you. Be polite in email communication.
- Try to keep your email to a few sentences.
- Don't send emojis to teachers, bosses, coaches, etc.
- Use appropriate language in emails.
- Write your name at the end or use a signature.
- PROOFREAD your emails for spelling, grammar, etc.

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### Class Website

Go to the class website at [danvillemsenglish.weebly.com](http://danvillemsenglish.weebly.com) and add it to your bookmarks. All unit materials as well as homework and reminders will be posted on this website. Explore this website now and make sure you understand how to navigate it. Planners/Reminders/Homework will always be available on the front page of the website. Please plan on using this website frequently throughout class. Practice navigating throughout this website.

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### GoogleDrive/GoogleDocs (App or [www.drive.google.com](http://www.drive.google.com))

Google Drive/Docs will be used for the writing of all documents in class. Students will also be expected to share documents with teachers and other students for editing and revising purposes. Google Drive is accessible at all times and saves automatically.

#### Directions:

1. Go to your Google Drive and create a new folder for English class. Title the folder with your name and your class period such as, "Jessica Settles 7A English". Then share the folder with me and give me editing privileges.
2. If you haven't already done so, add your Choice Prompt #1 to your English class folder or create a document in your folder on which you will write the final draft of your first Choice Prompt.



### Socrative:

1. Go to <https://b.socrative.com/login/student/> and bookmark the page.
2. Enter the room name SettlesEnglish.
3. Enter your full name when the site prompts you to do so.
4. Answer the quick question!
5. This is how you will sign into Socrative each time we use the site.



### NoRedInk.com

1. Go to [noredink.com](http://noredink.com) and click "Sign Up for Free".
2. Click "I'm a Student".
3. Enter the class code.  
7th Grade- ready music 46 8th Grade- upbeat road 74
4. Enter the information about yourself and write down your username and password in your planner.

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### Typing.com



1. Go to <http://www.typing.com/student/join#59A4BAF8ADA29>
  2. Enter the information about yourself.
  3. Create a student account and write down your username and password in your planner.
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### Kami

Uses: Kami will be used for annotating, writing on or marking up documents.

1. Up near the address bar on Google Chrome, there should be an icon with a blue K on it. Please click the icon or go to <https://chrome.google.com/webstore/detail/kami-pdf-and-document-mar/iljojpiodmlhoehoecppliohmpfbgeii?hl=en> and press Add to Chrome.
2. You should then be brought to the homepage where it says KAMI and click Sign in with Google.
3. Enter any necessary information about yourself and then click Open Blank Document.
4. Generally, you will use this app to write on documents. However, right now you can just play around with the tools on the left sidebar for now.



### Blogger

Uses: Students will use blogger as a digital portfolio of their work as well as a place to share their work as a writer. At times, students will also be asked to use their portfolios as a journal or an actual blog.

Directions:

1. Go to Blogger.com and click "Create Your Blog".
2. Click the button that says "Create a Limited Blogger Profile".
3. Title your blog "Your Name English Portfolio." such as in Jessica Settles English Portfolio.
4. Click create new blog. Then your title again should be the same thing as well as the address. The address will have no spaces! Select a theme and then create your blog.
5. Next your blog will be created and you can change the template, layout, designs of the blog. It is up to you to make your blog appealing to the eye.
6. When you are told, you will upload final draft documents to the website along with other information required for your portfolio posts.

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Look forward to learning about additional apps that will be used throughout the year!