

Hans-On Technology

Websites

You would think that I'm getting revenue from Google, but I keep suggesting their services for a reason: they are useful.

Google Docs is Word, PowerPoint, Excel, plus a form creator and drawing pad-all online for FREE. This means you and your students can create, share, collaborate, and store files online for free. You never have to worry about which version something was created in again. Look for an upcoming workshop.

Tips

Save Time with Preview

When you need to see a file, you can open it, wait for the program to launch, and then look at the file. Or, you could simply click the file and hit the **spacebar**. For most files, this gives you a preview that quickly allows you to see if the file is indeed the one you are looking for. It even works by previewing videos!

Article:

[Changes Schools Should Make to Better Serve Students: A Student's View](#)

MAKE Time

"The feeling of being hurried is not usually the result of living a full life and having no time. It is on the contrary born of a vague fear that we are wasting our life. When we do not do the one thing we ought to do, we have no time for anything else—we are the busiest people in the world." - Eric Hoffer, philosopher and author (1902-1983)

While I disagree with part of what Mr. Hoffer says, (I think we ARE living full

lives), there is also quite a bit of truth to what he is saying.

I often use this space to editorialize about the need for change. Sometimes I focus on societal factors holding back the education machine, sometimes budget constraints, but this time I'm taking aim at the front lines.

Let's say you need surgery. All of the surgeons you talk with say

they can only do so much, because they just haven't had the time to learn the latest techniques your surgery requires.

I have always felt teaching is the noblest of all professions; creating all others. Is it really fair for us to deny students a complete education by today's standards just because we won't take the personal initiative to learn the latest tricks of our trade? Surgeons are busy, too.

The SuperBook of Web Tools

"There are teachers around the world who want to use technology in their classrooms, but they're just not sure where to start." That's why this e-book was written by prominent teachers, administrators, and experts. In it, they highlight the best web tools for grades K-12, all subjects, and even alternative school settings and ESL/ELL. Additionally, there are sections on using Skype in the classroom, social media for educators, and more. It is definitely worth a look! [Read it online HERE.](#)

The Mac Manual

Last month, I wrote about [makeuseof.com](#)'s great guides and resources. This month, I want to highlight a book created by [makeuseof's Jackson Chung](#), [the Mac Manual \(shared via Google Docs\)](#). This pdf file contains tons of useful information about using your Mac to its fullest potential. If you want more advanced tips, tricks, and how-to's on just about everything Mac, check out the [Mac Tips and Tricks blog](#).

Suggestions

Please email or call with any suggestions you have for this newsletter. The goal of this publication is to keep you informed about technology topics in USD #418, provide simple and quick tips and tricks, and hopefully you get something useful here or there.