

Professional Development Day - August 20, 2012
Carver Computer Lab
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Objectives:

1. Demonstrate submitting a technology services request online.
2. See what's new in PowerSchool.
3. Activity: Collaborate using Google Docs.

I. Technology Services Requests

- a. Multiple Ways to Get to Online Form:
 - i. www.smusd.us, under "Links"
 - ii. Within your email, on the top navigation bar, click "More"

II. What's New in PowerSchool

- a. Bookmark this website: <http://smusd.powerschool.com/teachers>
- b. Know your PowerSchool Login
 - i. If you don't know it, submit a request to District Office to reset your "PowerSchool Password"
- c. Attendance
 - i. Daily Attendance is the same as before,
 1. Click on the chair icon,
 2. Mark those that are absent or tardy,
 3. Remember to click "Submit".
 4. Do Lunch counts
- d. What's new?
 1. Language
 2. "Multi-day" feature is new BUT do NOT use.
 3. Seating Chart is new. YES, DO use.

III. Using Google Docs

- a. Part of Google "Apps", Google "Docs" is aka Google "Drive"
- b. Introduction: Google's version of Office in the "cloud"
 - i. word processing, spreadsheets, presentations, drawing.
- c. Everyone has access to it
 - i. <http://docs.smusd.us>,
 - ii. or login to your email, click "Docs" or "Drive" on top navigation.
- d. Activity – Create and share a Potluck list using Google Docs:
 - i. Watch me do it first:
 1. Create a new document
 2. Give it a name
 3. Share the document with two other individuals
 4. Start collaborating!
 - ii. Now you do it!