



Twitter

Our username is @_____

To send a tweet, click on the app.

Select the square with a feather in the top right corner.

Write your tweet.

Check for spelling, capitalization, and punctuation.

Add your first name at the end.

Have someone proofread it.

Hit "Tweet."

Reminder - you only get 140 characters. (letters and spaces)

If you want to tag someone in the tweet, use their username.

Do not follow anyone unless I have given permission.

Tweeting authors is fun, but you need to tweet classrooms too.

Answer tweets to our classroom.

Reply to people in our feed.

Be kind. Always.

If you wouldn't say it to your mom or grandma, it doesn't go on the internet.

(This applies to photos too!)

Only tweet positive information.

You can delete a tweet, but remember - once you've posted it, someone has seen it.

This is something to remember outside of school too.

Hashtags: #readergrams #writergrams #sages #bookaday #nerdybookclub



Booksource Classroom Organizer

This is how we check out books from our classroom library.

On the computer it is bookmarked, on an iPad it is the app.
Click on it.

To log in:

Username - _____

Password - _____ (on the **computer**) or _____ (on the **iPad**)

Select Student Page

Select if you are checking out or returning.

Checking out:

Put your first name in. Select your name.

On the computer, type a keyword in the title.

On the iPad, you can scan it if there is a barcode.

Select the book for checkout.

Returning a book:

Put your first name in. Select your name.

Select the book you want to return.

Click Finished.

Please try to only check one book out at a time unless you know you will be finishing one before school begins again.

Picture books stay in the classroom unless you have arranged something with me.

Remove covers to hardback books and put your name on the cover with a post-it. Covers are stored in the basket by the computers until you return it. ***Then replace the cover before returning the books to the shelves.***

Please put books back on the shelves where they are supposed to go.
Our library is large. Keep it neat.



Using Padlet

Getting to the Padlet

- In Safari, type the URL for our Padlet → www._____

Log in to your account

- Username → _____
- Password → _____

Making a new Padlet

- Choose “new padlet” by your name
- Click on the wheel at the bottom
- Choose a title (your reading one should be “name’s books”)
- Pick a photo if you want one
- Choose a theme and wallpaper
- Layout needs to be grid for most padlets
- Privacy should be “Mrs. S’s class - can view *unless* you are collaborating with someone else and they need to be able to use it. (This would be rare.)
- Address - pick a padlet address. For your reading record, pick books. Other padlets are your choice.

Adding to an existing Padlet

- Making your box
 - Double click on the page.
A white box will pop up in the top left corner.
- Adding content
 - Look at the directions at the top of the page. Follow them.
Put your name on the top line and last initial.
 - Your main text goes in the larger part of the box.
- Troubleshooting
 - If you click out by accident, tap twice on your box to get back in.
 - If you lose your box, just make another one. I’ll erase the other box later.
 - If the page starts going crazy with boxes moving everywhere, just hit refresh (the circle arrow) in the address bar.
- Finishing up
 - Before finishing, proofread your box. Look for spelling, capitalization, punctuation.
 - Whisper read it to yourself. Does it make sense?
 - Click out of your box when you are done.

Notes for your reading Padlet...

- Every time you finish a book, either take a photo with the book, or of the book itself, and put it on the padlet. This will be your reading record for the year.
- In the text box, put the title (capitalized), author, date, and a 1-2 sentence summary of the book.
- If you want to keep track of the picture books you've read, I recommend doing one photo a week of the stack you read. Otherwise, it will be a cumbersome task.
- Leave it in the "grid" format so that the newest books read are on top.



Using Today's Meet

Today's Meet is a backchannel. We use it to have a conversation during a lesson, usually while I am teaching. Always remember, I will see the entire conversation. Be aware of that as you type. :)

Go to the URL that I post - www.todaysmeet.com/ (and a word will be added to the end)

Type in your first name and last initial. (Not a nickname. This chat will be a grade and I can only give you a grade if I have your name.)

Click "Join"

To speak, type your message in the message box, then click Say. You can scroll through the messages on the left.

What to do:

- contribute to the conversation
- type questions you have
- connections you make
- things you wonder
- responses to friends

What not to do:

- use texting abbreviations (LOL, etc.)
- say stuff just to type (Hi, What's up, No, etc.)
- be rude
- hog the conversation

Your goal is a balanced conversation where everyone contributes and it makes you think.

I can't wait to read what you write!



General iPad Guidelines

We are blessed to have access to 27 iPads when needed, nine on a daily basis. We have to take care of them. These guidelines will help keep them in good condition.

Use

Pull down from the top to search for an app. This is faster than looking for it.

Click on the app to open.

Double click on the home button (circle at the bottom) to bring up all apps that are open. Close out of them before returning the iPads.

Photos

Do not take photos or videos unless directed to by a teacher.

When you have been asked to take a photo, do so, use it as directed, **then delete the photo**.

We ask you to delete because these take up storage space. Thank you!

Storage

During class, the iPads go to the front of the room when not in use. There are cardboard holders they stand in.

The iPads are **never** to be left on the floor. If found there, you will lose iPad privileges for at least a day, if not more.

Don't leave the iPad in your stack of folders or notebooks. It is easy to forget and take it to the next class. Remember to return to the iPad at the end of class. If you leave it on your table, you will forfeit the iPad access the following day.

Night Storage

The iPads are returned to the cart every day during study hall. the screen should face to the left with the spot to plug it in facing you. There are stickers in the cart that tell you where each color of cover goes. Please store them correctly. It makes it easier to count them at the end of the day.

Email

I might ask you to email me an assignment from the iPads. If I do, my email is _____

Printing

Do not print without permission.

Photos will not print easily and will cause copier errors. Ask yourself if you really need them.

If asked to print, you select air print and then Old Washington copier. If I gave you permission to print in color, you select Washington Library Color Printer.



Google Drive

Google Drive is a spot to store your documents on the web.

Logging In

Login: _____

Password: _____

Using Drive

On the computer - you have more options. You can easily create documents, and photos, manipulate the photos.

On the iPad, you will need to choose the docs app. It looks like this:



Warning - adding photos to a document on the iPad is difficult to impossible. You often have to do that from a computer.

Proceed with Caution/ Reminders

Remember - share with caution. Once you share a doc with a friend, they can delete it or mess it up.

The comment feature is not to “talk” in class. Please use it wisely.

Share docs with me if you want editing advice - _____

Printing

Do not print without permission.

Photos will not print easily and will cause copier errors. Ask yourself if you really need them.

If asked to print, you select air print and then Old Washington copier. If I gave you permission to print in color, you select Washington Library Color Printer.

A word on copyright & plagiarism

Copying images and using them as your own is wrong. Use your own images whenever possible. If needed, use images that are allowed through creative commons. Some great sites would be:

<http://www.pics4learning.com>

<http://flickrcc.net/flickrCC/>

<http://www.zoo-m.com/flickr-storm/>

Remember - when searching images you can easily come upon images that are inappropriate. If so, hit the back button and look for something else. See me if you need help.

Plagiarism is copying someone’s words as your own. This could be from the inside of a book, the back cover, someone else’s paper, etc. Don’t do it.



Getting into KidBlog

URL address is _____

On the iPad - select the app.

Select your name.

Your password is _____

Create a Post

At the top, select "New Post".

Make a title (capitalize like a title).

Type your post in the large box.

You are welcome to add a header image if you want.

After typing for awhile, you might want to click on "draft" to save it. You can always return to it.

Some people prefer typing in Google Docs and pasting it in. That is up to you.

Hit publish when you are done. (and select public)

Finding Your Posts

Click on your name in the top right.

Click on "my profile."

Click on "my portfolio" at the bottom of the page.

This is where all of your drafts live. You can edit from here.

Commenting

The purpose of comments on blogs is to start a conversation. It isn't just to say "good" or "cool".

Tell the writer what they did well, what you liked about their post, or ask a question.

Check your comment for spelling and punctuation.

Comments are **only** positive. Negative comments will be deleted.

Moderation

Our blog is open to the whole world. Your parents are welcome to read your posts. So are strangers. I do this for a reason. I want you to begin to realize that what you put on the internet is a reflection of you. Be cautious.

To help you learn this, all posts go through me before they are published. So do all comments. If you have poor spelling or have rushed your post, I will still publish it. That was your choice. However, if I worry about the content of your post, or a comment, I will not publish it.



Using Sonic Pics

Open the app. (swipe down from the top of the iPad to search)

The app does a good job giving directions.

Warning - To use this app, you will need the photos of the image (or text) you want to talk about already in the camera roll.

Tap to create a project.

Give the project a title with your name (for example: Summary by Katherine) and a description.

Click create.

Add the images you want to use.

Hit done.

You can label each image if needed.

If not, you are ready to record.

Recording

Click the red button in the top right.

Make sure you are in a quiet area.

Click the red button below the first picture.

Swipe to advance the photos as you talk.

Click pause to stop the recording.

Click the box with the arrow in the bottom right if you are finished.

Finishing

Click Save.

Hit play to listen to your recording and ensure you are happy with it.

To send to me, click on the box with the arrow to the bottom right of the photo.

Pick mail.

Put _____ in the "to" field.

Type your name and Sonic Pics in the subject field. (Katherine - Sonic Pics)

You don't need a message.

Hit send.

Clean Up

Delete the photos you used from the iPad Photo App. If I have received the video, you can also delete the video from the Sonic Pics App.



Digital Citizenship - Choose Kind

Digital citizenship simply refers to how you live your life online. What kind of person you are. What you share. How you interact. Here are some simple rules we will live by in our class. I recommend you apply them to your life outside of the classroom as well.

Be kind.

There is no room in our classroom - or the internet - for negativity. We will not tear others down. We will build others up. If you can't say anything nice, don't say it.

Be aware.

Don't share unnecessary information online. If you use your photo - for example to tweet an author a pic, use only your first name or your initials. Don't tell people where you live. Don't give out personal information.

Also, don't overshare. You don't need to flood the internet with twenty tweets or thirty selfies. :)

Be informed.

Think before you share. Is this necessary? Why are you sharing this? If you are feeling down or just want attention, is there another way to feel better? Check your purpose.

Be vigilant.

You are constantly creating your digital footprint. What you do online can always be traced back to you. This includes social networks like Instagram, Snapchat, Twitter. It also includes text messages and photos you post. You don't want to lose out later in life for mistakes you made, stuff you posted, when you were a teenager. Think before you post. If you wouldn't share it or say it to your mom or grandmother, don't post it. (***Even if it is just to one friend. It takes one click for them to forward it!***)

Be present.

Social media and our online lives can be fun, but it cannot replace real life. Get out, live, experience life. Live it for you, not for the online world.

Be conscientious.

What image are you creating online? Think of your online life like an Instagram feed. If we were to scroll through your tweets, comments, images, etc - what does it say about you? Someone will do this one day when you apply for a job, or apply for college. You control who you are online, what do you want it to be?



Using Audioboom and Creating QR Codes

To make an Audioboo

1. Click on the Audioboom app.
2. Login – _____
Password - _____
3. Click on the red “record” button in the top right. Then press record again.
4. Click “pause” and then “publish” in the top right corner
5. Choose “uncategorized” for your category.
6. Title your “BOOM” – Book title (Capitalized and spelled correctly) reviewed by **your name**
7. Click “Upload” in the top right (this will take some time)

To make a QR CODE

1. Go to the three lines in the top left. Click on them.
2. Click on “your account” at the bottom.
3. Select “your posts”
4. You will see all of the audioboos from our class. Tap on yours.
5. Select the square with an arrow coming out. Click “open in safari”.
6. Copy the URL at the top on the page.
7. Open a new tab. Click in the search box and type QR Stuff and hit search
8. Select QR Code Generator
9. Paste your URL in the box that says “website URL” in the middle of the page.
10. Click Download on the right under the QR Code
11. Select the box with the arrow at the top and print to the old wash upstairs copier
12. Click Print
13. Put your name, title (Capitalized and underlined) and cut off the bottom half.