



July Training

Odds and Ends for All



Training Documents

- PortaPortal
 - My link is cj007
- School Website under Staff → Training



Nuts and Bolts

- USF Registration
- Certification Credits
- Schedule for training
- Lunch



Members Site and Webmail

- Go to <http://members.k12.sd.us>
- Change email password
- K12 Email Webmail new look
 - Activate new webmail
 - Click on.....



Odds and Ends

- Microsoft and Symantec Updates
- Power Options in Control Panel
- Sound → Loudness Equalizer
- Email on phone (Link to FAQ or put in slide)
- Syncing files/folders to school network
- Check your Smartboards and doc cams in July



K12 Email

- Email on phone (Link to FAQ or put in slide)
- Email using BCC
- Sending email to students as a group using advanced filter
- Creating a distribution group



Microsoft Office

- Open and save PDF's: Save As → Save As Type = PDF
- Templates: File → New → Search or choose
- Email from Word/PPT/Excel:
File → Share → Email → Send as Attachment
- Office 365 and Office at home



Copyright & Phishing

- Copyright
 - Images
 - Info from websites
 - Educational use doesn't always apply to websites
 - Wayback machine.
 - Be wary of free copyright images.
- Phishing



Training on Own

- Youtube
- Lynda.com
- Ted Talks
- Kahn Academy
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