KCISD Tech Tips

December 2021 Episode 2



Time For An Oil Change

Well of course you don't change the oil in a computer, but there is basic maintenance that should be done daily, weekly, and monthly just like your car has a maintenance schedule. The computers checked out by teachers & staff need to last for several years, so a little maintenance by

the user will go a long way in keeping it performing at its best.

Daily Maintenance - a) <u>Restart the computer daily</u>. This will release memory holds and clear out temporary files that can cause slowness. We have found that many computers that are having issues or running slow haven't been restarted in days, weeks, and sometimes months!
b) Save files to Google Docs instead of the computer Desktop or Documents folders.
Weekly Maintenance - Allow updates to run and restart the computer when requested.

We know that Windows updates seem to show up at the most inopportune time, but those updates need to be run as soon as possible. a) Microsoft has begun to add consequences to not restarting to let an update run. We have seen strange Network issues as well as slowness issues that started happening after an update has downloaded, but the computer wasn't restarted to allow it to complete the installation. Once the computer is restarted and the updates run, the issues go away. b) Another reason updates are important is for security reasons. Microsoft learns of exploits that hackers can use to gain access to computers and creates "patches" for these exploits. They send them out on Tuesdays as updates for computer systems. Monthly Maintenance - Clean up the storage on the computer. a) Clear out the downloads folder. b) Move files that have been saved to the Desktop or Documents folder up to the Google Drive for storage. This allows freed up storage on the computer and

protection of your documents from being lost due to a hard

drive failure. Daily saving of files to the Google Drive can minimize the need for some of this monthly maintenance.

Cybersecurity Awareness

Today our focus is on student cybersecurity awareness. It is important that each teacher includes digital citizenship and cybersecurity training in their classroom along with their subject matter. Our students are out on the web where there are a lot of unscrupulous actors who are always looking for unknowing



victims. It's all of our jobs to protect our students from physical, mental, and online harm.

KCISD Cyber-Safety Page Common Sense Media Digital Citizenship



I Wish I Could Show The Students Material While I Take Attendance

Well you can, and it's built right into your laptop! It's called Extended Screen on a Windows laptop. With your laptop

connected to your projector through the dock, hold down the Windows Key and tap the "P" key. This will bring up the menu below on the right side of your screen. Simply choose "Extend", and a blank desktop will appear on your projector screen.



To access this screen move your mouse off your laptop screen to the left and you will see it appear on the projector screen. To place information on the projector, just drag a browser window tab or programs over to the projector and maximize it there for students to view. This frees up the laptop screen to do other work that students don't need to view.

Just remember to turn off the projector and reset to either "PC screen only" or "Duplicate" when you are done.



The position of the screen may be changed if you wish. See the next Tip for more information.

How Can I Move My Extended Screen Around?

If you are using extended screen mode with either a second monitor or projector and don't like moving the mouse to the left of your screen to get to the 2nd screen, you can change the position of your displays. Not physically, but virtually. By doing this, you can choose to move your mouse to the right, top or bottom of the screen to access the 2nd screen. Simply right click on your desktop, then click Display Settings. Then drag monitor 2 (projector or extra monitor) either above, below or to either side of monitor 1 (laptop) and click apply. That will allow the cursor to go off the laptop screen to the external monitor in that direction.

Display

Rearrange your displays



Select a display below to change the settings for it. Press and hold (or select) a display, then drag to rearrange it.







YouTube videos getting blocked?

Since purchasing YouTube about a year ago, Google has been increasing the safety of younger students attempting to use YouTube. As a result, more and more videos are getting blocked by filters like GoGuardian. If you have a YouTube video

that you need for class, please have a student attempt to access it prior to assigning it to the class. If the video is blocked, you will need to enter a Helpdesk request and include the URL address of the video so that we can check it and allow it through the filter. We generally suggest always testing a video a week before you need it in order for us to have time to test and allow the video in time for it to be used in class.

Chromebook Corner

Tips & Tricks



The Everything Key or search key will allow you to search for apps, websites, and even get answers to specific questions.

Manage open apps with the apps key. Tapping this key shows open apps in thumbnails and allows you to move another app by clicking it's thumbnail.

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Restarts, Shutdowns, and Updates, Oh My!

The best preventative medicine for a Chromebook is to Shut Down Daily! That shutdown helps keep a Chromebook running at its best by doing a couple of things:

- Memory Refresh: Chromebooks have limited memory compared to laptops. The shutdown helps to clear the memory and allow a fresh start each day.
- Software Updates: Chromebooks download updates automatically. Once an update is downloaded, the system will request a restart. If the Chromebook doesn't get restarted or shutdown, then the update can't load. After 2 missed updates, Chromebooks stop automatically updating and then require a manual update.

If you need assistance with technology, KCISD has many resources available for you.

Like to learn on your own? Check out our <u>Technology Webpage</u>. There you will find resources such as our <u>KCafe</u>, <u>Instructional Technology Resources</u> and our Tech Tips Newsletters.

Need assistance from a technician? Enter a <u>Helpdesk Request</u> and we will take care of your technical issues and needs.

Need some help integrating technology into your classroom or lessons? Contact our amazing Instructional Technologist Leslie Williams by email at <u>Iwilliams@kirbyvillecisd.org</u> and she will schedule a time to meet with you.

KCISD Tech Tips is a monthly newsletter designed to help our teachers troubleshoot and integrate technology quickly so that they can spend more time doing what they are here to do...Educate Kids.

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