

WCSD Teacher Skills 2015

Review Dates

| | | | | |
|--------------------------|---------------------------------|------|------|------|
| Novell | | Date | Date | Date |
| | Novell Login | | | |
| | Network Drives | | | |
| Printers | | Date | Date | Date |
| | Printer Client | | | |
| | Installing Printers | | | |
| | Printing to the correct printer | | | |
| File Management | | Date | Date | Date |
| | Home Directories | | | |
| | My Documents | | | |
| | File Cabinet Setup | | | |
| | Local Storage | | | |
| | Network Storage | | | |
| | Creating Folders | | | |
| | Finding Files | | | |
| | Renaming files | | | |
| | Backing Files Up | | | |
| | OneDrive | | | |
| | Sharing Files | | | |
| Laptop | | Date | Date | Date |
| | Power Management | | | |
| | Screen Saver | | | |
| | Security | | | |
| | USB | | | |
| | Trackpad settings | | | |
| Student Device | | Date | Date | Date |
| | Troubleshooting | | | |
| | Plugged in | | | |
| | Wireless connected | | | |
| | Restart | | | |
| | Logins | | | |
| Projector | | Date | Date | Date |
| | Connecting | | | |
| | Duplicate/Extend | | | |
| | Easy Interactive | | | |
| | Changing Sources | | | |
| | Lamp life | | | |
| Wifi Network | | Date | Date | Date |
| | APWS | | | |
| | APWM | | | |
| | Guests | | | |
| | iBoss Filter | | | |
| | Troubleshooting | | | |
| Audio Enhancement | | Date | Date | Date |
| | Tear Drop | | | |

Handheld

Charging

Aux Audio

Direct connection

| Email | Date | Date | Date |
|-------|------|------|------|
|-------|------|------|------|

Outlook

People

Calendar

 Create Other Calendars

 Share Calendars

Tasks

Junkmail vs. Clutter

Rules

Contact List

Options

Conversation Mode On/Off

Folders/Email Management

| Wasatch Connect | Date | Date | Date |
|-----------------|------|------|------|
|-----------------|------|------|------|

My Files/Webstorage (U:\)

LanSchool Access

| LanSchool | Date | Date | Date |
|-----------|------|------|------|
|-----------|------|------|------|

Teacher App

Load/Dismiss Classes

[LanSchool Buttons](#)

Classroom Management

(Coaches Role First for conversation and foundation building)

Customize Buttons

Exit Console

| Centricity (teacher site) | Date | Date | Date |
|---------------------------|------|------|------|
|---------------------------|------|------|------|

Homepage

Page Management

Creating Links

Customizing

RSS Feeds

Calendar

| Windows 8 | Date | Date | Date |
|-----------|------|------|------|
|-----------|------|------|------|

Login

Tiles and Desktop

Window Manager

Customizing Tiles

Desktop

Touch screen use

Keyboard shortcuts

Snipping Tool

Default Programs

| MS Office/Office 365 | Date | Date | Date |
|----------------------|------|------|------|
|----------------------|------|------|------|

Word/Word Online

Excel/Excel Online
Power Point/Power Point Online
OneDrive

OneNote/OneNote Online
Class OneNote Notebook
Share Files/Folders One Drive
View/Edit Rights

| SIS | Date | Date | Date |
|-----|------|------|------|
|-----|------|------|------|

Logging in
Gradebook Conversation with Coach Prior to Training
Gradebook Setup (Templates, Citizenship, and Define a class in Gradebook)
Attendance
Reports

| Acrobat (PDF) | Date | Date | Date |
|---------------|------|------|------|
|---------------|------|------|------|

Save files as PDF format.
Create Form using document.
Adding/Edit fields to form.
Change properties of fields.
Add image.
Add signature.

| Multimedia | Date | Date | Date |
|------------|------|------|------|
|------------|------|------|------|

Audio
Video
Webcam
Saving from YouTube

| Canvas | Date | Date | Date |
|--------|------|------|------|
|--------|------|------|------|

Canvas in the classroom (Coach)
Framing types of Assignments/quizzes/Discussions (Coach)
Canvas intro
Class creation
Adding People
Calendar
Something to Do
Troubleshooting Student Canvas
Canvas Guides
Search Guide
Canvas Community
Notifications
Course Settings
Late work
Missing assignments
Canvas quiz
Question types
Assignments
Submission Types
File Upload
Media Upload

Text Entry

URL

No Submission

Grading/Speed Grader

Outcomes

Assigning Outcomes to each Assignment Type

Assignment Types

Discussion

Basic Assignment

Quiz

Assignments/quizzes in the Classroom (Coach)

Announcements

Assignment Groups

Canvas APP

Pages

Canvas Integration with Digital Curriculum and other Digital tools(Coach)