

New Teacher Technology Scavenger Hunt

Wifi Password: spfld186

(Access the [New Teacher Toolbox](#) on the Springfield School District Instructional Technology Website for information pertaining to these tasks.)

First Task: [District Homepage](#)

- Access a district departmental website under **Programs** on the Dist.186 homepage.
- Download your 2016 - 2017 school calendar (**Information**). You may Subscribe to this calendar if you wish.
- Access the Springfield Public Schools Foundation website (**Information**).
- Look at the District 186 Policy Handbooks (**Information**)
- Bookmark your school website.

Second Task: Intranet

- Bookmark the Intranet (Intranet link found on menu bar of webpage)
- [Customize your Intranet Prefs.](#)
- [Adjust your Intranet menu to fit your needs.](#)
- [Familiarize yourself with taking attendance.](#)
- [Add yourself to an email list \(new teachers, sp. ed....\).](#) Note: You have already been added to your building and all-district email list by the Tech Dept.
- Know how to enter a tech repair request

Third Task: Teacher Webpage (“Login” on the webpage)

- [Activate your teacher webpage.](#)
- [Add a blurb with contact info.](#)
- Add an introduction to your students and parents under the Info page.
- [Set Feed Settings.](#)
- Browse other teacher websites and take note of features you would like to add to your own website.
 - [Rusa Naylor - Kindergarten](#)
 - [Megan Anselm - 1st Grade](#)
 - [Melissa Campbell - 1st Grade](#)
 - [Melissa Beck - 2nd Grade](#)
 - [Melissa Reavy - 3rd Grade](#)
 - [Jessie Totura - 4th Grade](#)
 - [Megan Hays - 5th Grade](#)
 - [Bridget Schaefer - WMS - Math](#)
 - [Layne Zimmers - LMS - History](#)
 - [Chelsey Ziebler - LHS - Foods/FAC](#)
 - [Neil Calderon - SSHS - Social Science](#)
 - [Jake Stapleton - SHS - Art](#)

NOTE: If you do not have a teacher website, visit your school(s) webpage as well as the teacher webpages in your building(s).

Fourth Task: Google

- Login to Google Drive - Use your district login. Agree to the terms and enter CAPTCHA code.
- Go to this [Google Doc](#) and follow the directions. ([Click for help with Google](#))
- Now make a copy of the doc and add it to your Drive
- Will you use [Google Docs with your students](#)? Make sure you know the process for logging students into Google Docs as well as basic guidelines for using Google Docs with students.

Fifth Task: SAMR

- Watch [Video](#), as a whole group.
- Talk with a partner about the following scenarios. Where would you place them on the SAMR model, and why?
 - Ms. Kincaid's class has been studying fairy tales. To show their understanding of fairy tales, each student will write their own fairy tale in Book Creator. Within this electronic book, students will add text, images, video, and audio. Once the books are complete, they will be posted on their own student webpages.
 - Mrs. Wong uses her subscription to the RAZ Kids website to assign leveled reading to her students. The students read electronic books from their "leveled shelf" during independent reading time.
 - After her math focus lesson, Mrs. Jones divides her class into groups. While she is working with a group in a guided instruction lesson, the other students are working on math problems independently. Each student must work out a problem in Explain Everything (a screencasting app). Once they have recorded their thinking and problem solving they are required to post the screencast on their student website. Mrs. Jones watches the screencasts and sends each student feedback via email.

Sixth Task: Email

- Add your district [signature](#) to your email

Seventh Task: Odds and Ends

- Access the [Insurance](#) doc and determine your next steps to cover your device.
- What is one unacceptable use of technology, per the [District Telecommunications Policy](#)?
- Review the basics of the Gradebook and write down questions you have. ([K-5 Gradebook and Report Card](#))

Extra, Extra... If you would like, investigate some of our favorite tech tools.

- [Padlet](#)
 - [Answer Garden](#)
 - [Todaysmeet](#)
 - [Kahoot!](#)
 - [EDpuzzle](#)
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<p>~Janel's Bldgs~</p> <p>Butler, ELC, Enos, Laketown, Lee, Southern View, District-wide Assistive Technology needs</p>	<p>~Jill's Bldgs~</p> <p>Addams, Dubois, Fairview, Harvard Park, Lindsay, McClermand, Ridgely, Wilcox</p>	<p>~Bob's Bldgs~</p> <p>Blackhawk, Feitshans, Graham, Hazel Dell, Iles, Marsh, Matheny-Withrow, Sandburg</p>	<p>~Carrie's Bldgs~</p> <p>Franklin, Grant, Jefferson, Lincoln, Washington, Lanphier, Springfield, Southeast, Douglas/Prep, SLA, Lawrence</p>
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