"Tech Topics
w/MAJ Gibson"

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January 2022 Tech Topics

1. **How to Prevent Students from Hijacking Your Meeting**

   https://web.microsoftstream.com/video/1d2a28f0-2e8f-4baa-8cbc-3840b7b2a079

2. **How to Split Screen Into 2 or 3 Parts for Productivity**
   https://web.microsoftstream.com/video/6ab8030d-31e6-499e-9fbc-562b64ee2111

1. **How To Use Two Screens**
   https://web.microsoftstream.com/video/99425e30-aeda-40d5-9509-df3255ac1c1c
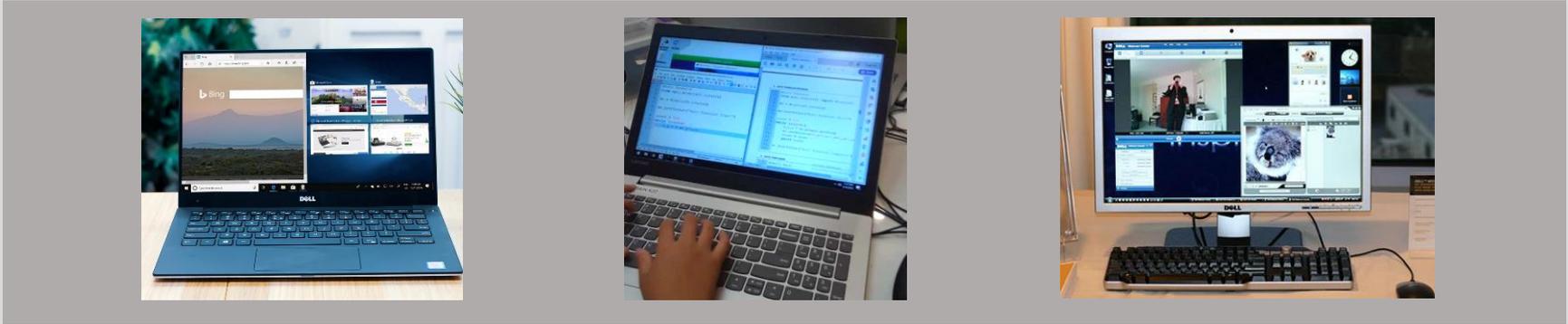
2. **How Schedule Recurring Meetings To End On A Specific Date**
   https://web.microsoftstream.com/video/f2b8176b-8867-4acb-9de6-b67c1730c81e

3. **How To Remove Meetings From Your Teams Calendar**
   https://web.microsoftstream.com/video/9587e542-5f25-4810-816f-3c4cfcdeb7bb

https://detroitk12-my.sharepoint.com/:f:/g/personal/cordell_gibson_detroitk12_org/EhTR-_qG0ntIqXJJh66Ic1gBMXlDImZLFzYmoH9GTGOAuQ?e=KkoI1e

1. SNIPPING TOOL
2. MY CONTACT INFO Cordell Gibson on Teams or cordell.gibson@detroitk12.org.
3. EFFICIENCY TIPS (To remember these long term do them. It literally takes no more than 5 sec)
   a. 4 finger swipe up on the mouse pad to see everything you have open
   b. 2 fingers on the mousepad to scroll up or down
   c. How to get to desktop with bottom right corner
   d. Print with CLTR P
   e. Find (any word or phrase in a document with CLTR F
   f. Copy with CLTR C,
   g. Cut with CLTR X,
   h. Paste with CLTR V,
   i. Save with CLTR S j.) Erase cancelled calendar invites
4. POWER SCHOOL For students and parents & view report cards
5. 2 SCREEN & SPLIT SCREEN
6. IMMERSIVE READER, make word read to you
7. STEP RECORDER
8. FAVORITES BAR
9. VOCABULARY
10. RICE FOR A WET PHONE
11. ONE DRIVE & GOOGLE DRIVE
12. INTERNET & TECHNOLOGY SECURITY
   a. Choose GREAT passwords (capital & lower case letters, numbers & special characters) and don't share your password
   b. Choose a VPN on public websites
   c. Keep updated Software
   d. Check privacy settings on social media
   e. Monitor bank accounts regularly
   f. 2 factor authentications
13. How to save information so that it can be easily found and used again