

Toshiba Laptop Hardware List

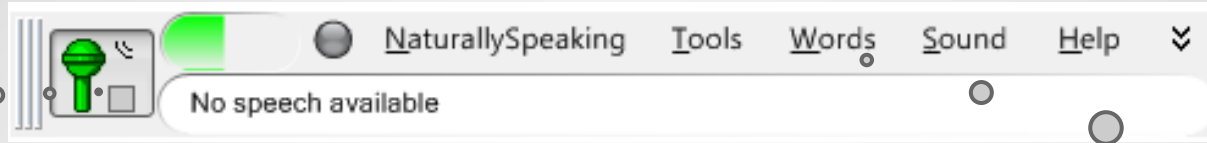
1. Teach the Following
2. 3 USB ports
3. HDMI TV Port
4. Power Port
5. On Button
6. Wireless Icon and Wireless Signal Strength
7. Wireless Network OCSB
8. OCSB Network login and password
9. Windows XP or Windows 7
10. Windows and Virus Checker Updates
11. Enter Key and 4 Arrow Keys
12. Shift and Tab Key
13. Touch Pad (95% of students prefer touchpad)
14. <Esc> Escape key
15. Volume control in tray
16. Power for Battery....> 2 hour charge lasts about 4 hours
17. Closing of 3 to 4 objects that load automatically when Windows starts Ex: BBoard
18. VXI USB Headset and Volume Control
19. Epson V300 USB Scanner hookup
20. Label All Logins and Passwords on Laptop
21. Label Drive D:/Student Name location



Labelled Logins
and Passwords

Dragon Naturally Speaking

On /Off



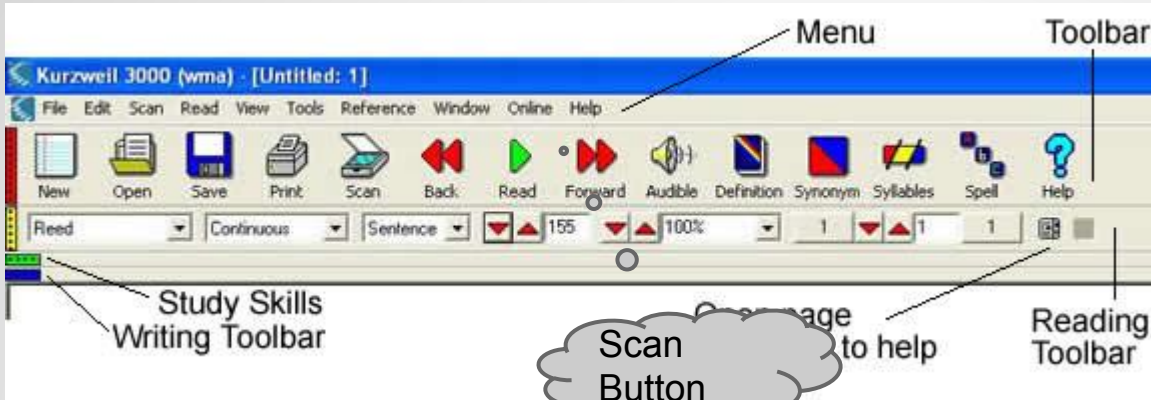
Train a word

1. Hook up VXI USB Headset connector **BEFORE** running Dragon.
2. Takes Windows about 10 seconds to find any USB device,
3. Create **New Voice Profile** NB!!! Make sure you use **USB Mic** in the selection list,
4. Where to place headset mic below lip,
5. Perform Audio **sound and quality** check,
6. Read sample story so dragon learns the students voice,
7. Save the **voice profile**,
8. Practise the Dragon **tutorial** which has about 30 Dragon Commands.
9. Use the 4 word processors **DragonPad** , **Wordpad**, **Open Office Writer**, & **Google Docs Document**.
10. Demo on how Dragon Commands can even **run your computer**.
11. Save files to **D:/ Student Name...** can access files anytime **home** or at **school**
12. Word Processor files should be saved as **Rich Text Format *.rtf** so any wordprocessor can open it
13. **Train** Dragon voice word does not come out clearly Ex: the word "Ottawa" often comes out as "auto"
14. Go to menu, select vocabulary and train the word to come out properly.
15. When closing Dragon make sure students answer **YES** to Save User Profile Question. Dragon becomes more effective and builds a huge word list.

Dragon Naturally Speaking Commands

1. **"Scratch That"** Undoes the last phrase you dictated and has a memory
2. **"Select today"** Highlights the word "today" Once highlighted you can change the word
3. **"Comma" "Period" "Exclamation Mark" "@ sign" "# sign" "\$ sign" "% sign" "(open bracket close bracket)"** are all commands
4. **"Tab Key"** Tabs over 4 spaces
5. **"New Line"** gives a single space Similar to touching the <enter key> once
6. **"New Paragraph"** gives a double space.....>touching the <enter key> twice
7. **"Select today" "Cap That"** puts a capital letter on Today
8. **"Bold city"** place **city** in bold letters
9. **"Underline City"** places an underline on the word City
10. **"Italicize City"** place the word *City* in Italicize letters
11. **"Backspace"**
12. **"Spacebar"**
13. **"Goto End"** Places the cursor at the end of the last statement

Kurzweil Color Pro 2000



1. Hook up Epson V300 USB scanner connector **first before** running Kurzweil.
2. Log onto Kurzweil with individual **Internet Web Account Login**.
3. First **3 letters of first name in lowercase** and first 4 letters of last name in lowercase Ex: Jason Smith would be **jassmith**. Use this for both the login and password.
4. Kurzweil login and password is a web login, so this requires an internet connection.
5. **(Red Bar)** Teach Main Menu, Scan Button , Read Button, New Page for Word Processing
6. **(Yellow Bar)** Voice Engine,, Continuous and Sentence, Speed of Reading, Size of Text, Number of Scanned Pages **(Green Bar)** Highlighter Pens and accessories(Elem Children only)
7. **(Blue Bar)** Word Processing tools, Font Style, Size, Colour, Align ect. most students know these already.
8. Select Continuous and Sentence for smooth trouble free reading and 120 to 140 Speed of read
9. 200 % is a good text size for reading
10. Select Julie or Paul **voice engine** for a clear voice
11. Use Yellow stickies to type in and copy and paste in answers

Kurzweil Commands

1. How to **Copy text** from a **Google Search**. Ask student to do a search on anything that is a hobby or interest. Find the link of that hobby and use **Wikipedia**
2. **Copy and Paste** text from first paragraph and paste back into Kurzweil.
3. Introduce the **triple click** with left mouse (it will select the **entire paragraph**).
4. **3 Ways to Copy and Paste...**> Highlight text..> **Right Mouse button click** & select **copy** from the list
5. Click onto your Kurzweil wordprocessor and do a **Right Mouse button click** and select **Paste** with your left mouse button click.
6. Or Use **<ctrl> c** to copy & **<ctrl> v** to paste.
7. Or use **Edit** from the **Menu** and select **Copy** and /or **Paste**.
8. **NB** Introduce **<ctrl> z** to undo...and teach student that undo has a memory.
9. **Scan** a 1 page handout and teach how to save to **Local Disk D:/student name** folder.
10. If its a scanned document save it as a ***.kes file type**. Kurzweil File Type
11. If its a word processing file save it as a ***.rtf (Rich Text Format) file type** (so any word processor can open it up) .

Kurzweil Commands Con't

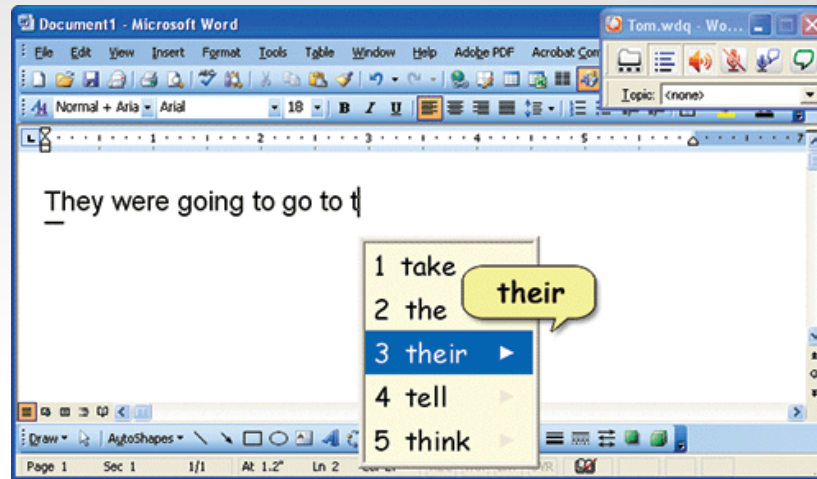
1. Scan a 2 page handout or test and save both pages by 1 filename. Scan a chapter and show how to save 4 or more pages ...>but in 1 filename and as *.kes file
2. Teach how students can answer (activity sheet questions, test or exam questions) onto a **scanned electronic sheet by using a Yellow Sticky**



Students can **copy and paste, dragon dictate or type** the answer here

1. They can **copy and paste the answer** onto the yellow sticky.
2. Use **Dragon to dictate the answer** onto the yellow sticky.
3. or they can **type the answer** onto the yellow sticky.
4. Then they can use Kurzweil's **spell check**.
5. NB It's really important for the **student to LISTEN to their final answer** so they can find their own mistakes before they print and hand into teacher

WordQ



1. **Word Q** is a **Word Predictor** and a **Text Reader**
2. Double Click on the WordQ Shortcut Icon.
3. Follow the steps. Standard English (15000 words) and save it as the students first name
4. WordQ sits and waits **until any word processor or text box** is loaded
5. As the student types it provides a **list of words**, trying to predict what the student is typing.
6. Terrific for weak spellers. If you **hover** over the word, it **pronounces** it
7. You can also **highlight the sentence** and click the **read** button and it will read it back to the student. Fast and easy to use..but is only loaded on half the laptops.

Google Docs, Google Drive and Gmail

Apps Menu



Store



YouTube




Google Search



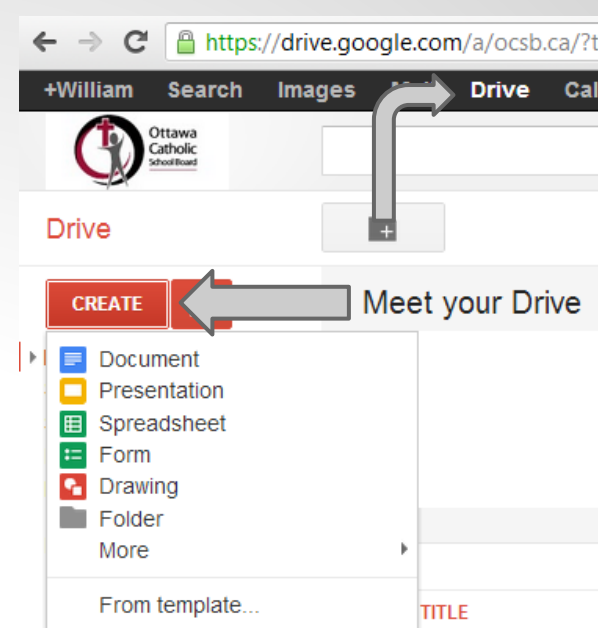
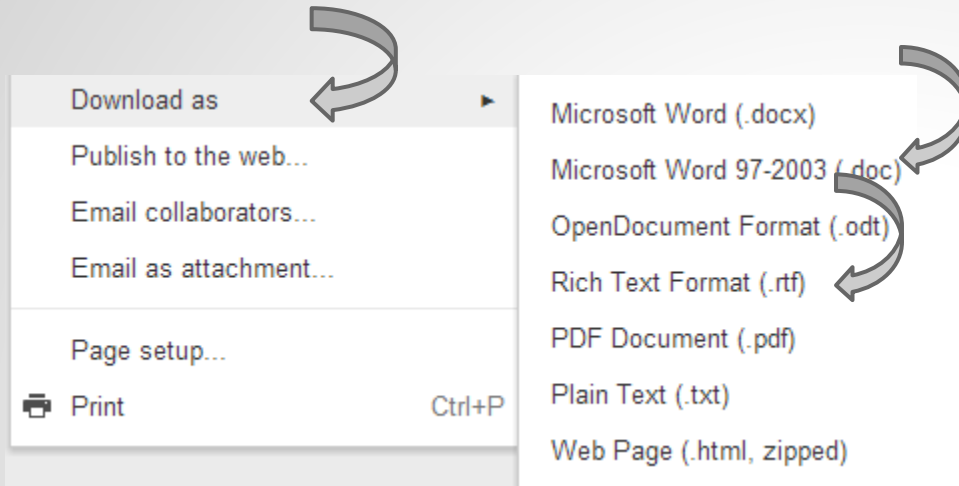
Google Drive



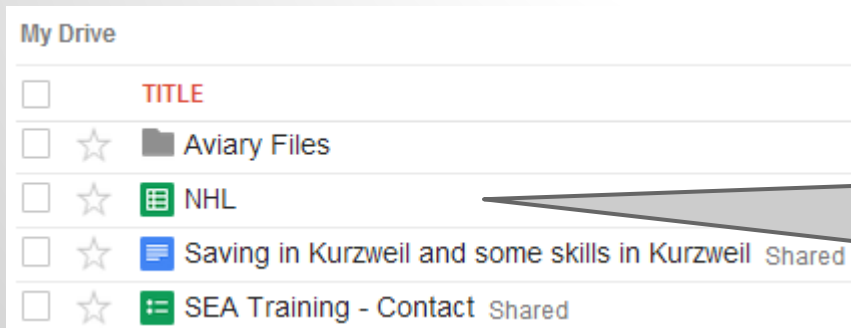
Gmail

1. Use **Google Chrome** If you click on your Apps  All your apps will be displayed
2. Log on to **Gmail** for the first time example jason.smith@ocsbstudent.ca
3. The **default** first time use password is **s and the student number** example s301391
4. After you sign it will prompt the user to **change their password**. I highly recommend something easy for the student to remember ex: **Welcome2JS** the **JS** would be for Jason Smith
5. This email account firstname.lastname@ocsbstudent.ca is for all students in our OCSB...> they can now **share** files and easily **email each other** without knowing their friends or partners email address.
6. Teach the **Google Drive** Apps
7. Search and Images are now easily accessed and available at all times from the menu

My Drive



1. Create a Word Processor document that can download as a pdf, word, or rtf file type
2. Create a Slideshow presentation
3. Create a Spreadsheet and Graphic Bar charts to easy explain your data
4. Create a Survey form that returns the data to the creator in the form of a spreadsheet
5. Create Drawing to easy enhance a plain graphic...and download as *.jpg or *.png



Stores and **automatically saves** all your files in the **cloud**. They can be easily accessed on any internet computer, tablet or smart phone



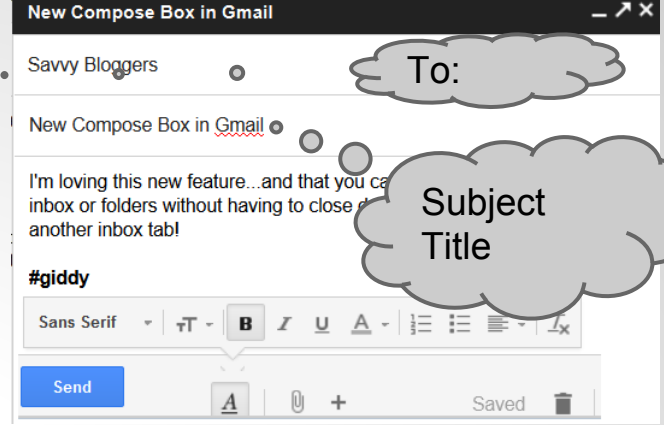
Sign in Google

Username

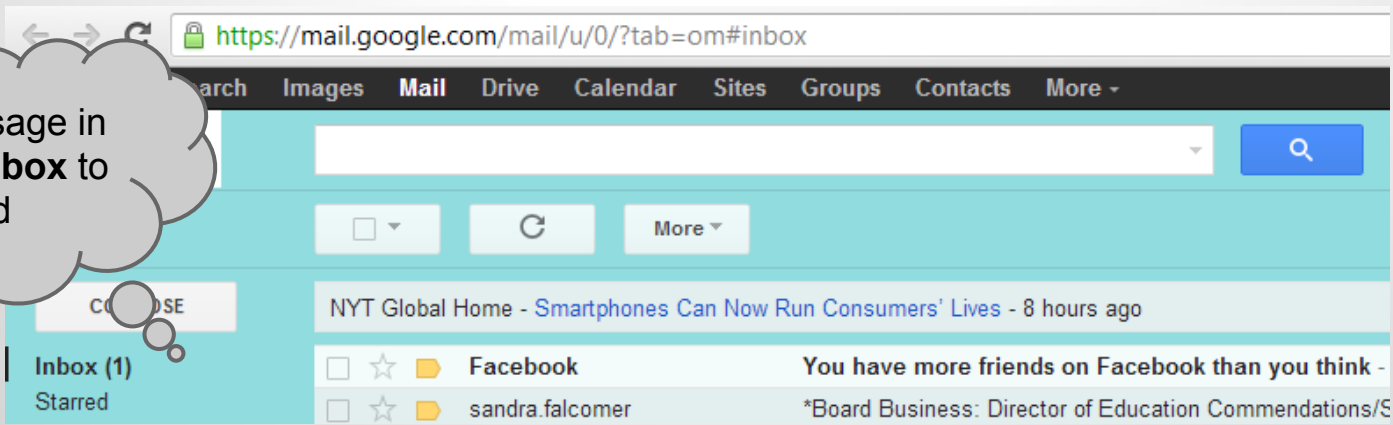
Password

Stay signed in

[Can't access your account?](#)

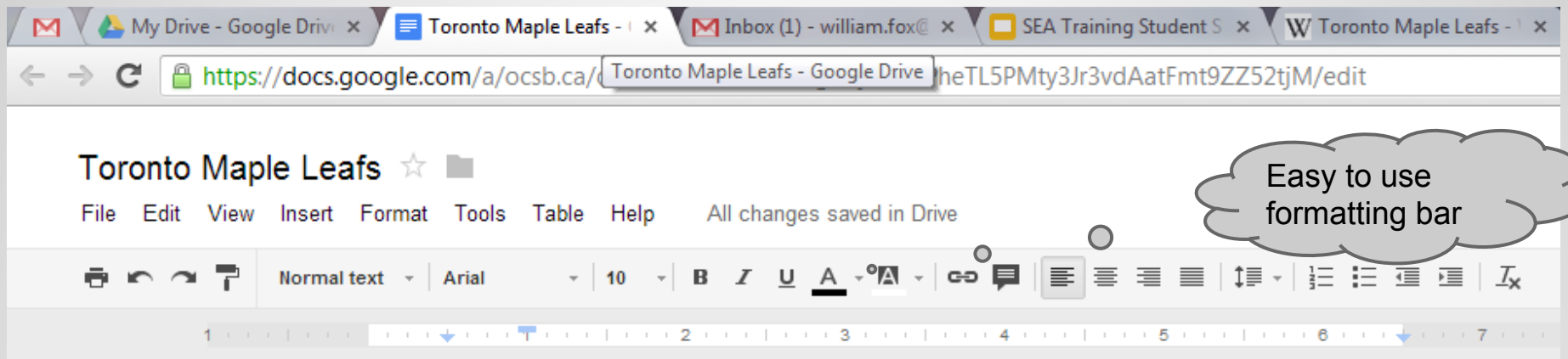


1. Teach **Mail** first (which is **Gmail**) Teach students their **Inbox**, how to read and delete a message and how to **Compose** a message. get them to send a message to their friend or partner in the **OCSB**.
2. In the **To:** Box ...type first 3 letters of friends first name and hit the spacebar to leave one space and type the first 2 or 3 letters of the last name...and simply click on the correct friend and it will load it into the To: section for you
3. Teach to add a proper **Subject Title**.....>on what the email is about
4. Get the student to type something in the message section...and purposely get them to spell something incorrectly to introduce **google docs spell check**..If the incorrectly spelled word has a **red line** under it. Do a right mouse button click on it and select the correctly spelled word from the list.
5. **Ginger Spelling and Grammar check works in Gmail ONLY !!!!!**

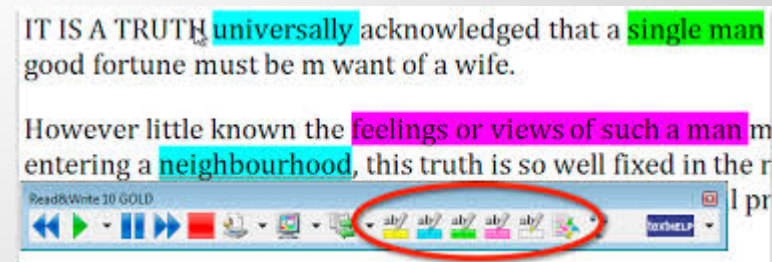


1 message in your **Inbox** to be read

Google Document



1. Teach **Filename** and automatic saving in the **cloud**
2. Teach basic **formatting**, font style and size etc
3. Teach **spell check**..words spelled incorrectly will be underlined in **red**. Perform a right mouse button click on the incorrectly spelled word and select the correctly spelled word from the list.
4. Teach how to copy and paste **text** from Google Search
5. Teach how to copy and paste from **Google images** and to align the image anywhere on the document with the **4 arrow keys** and the **tab** key
6. Teach how to **Insert** from Menu and insert an **image** saved in the students Drive D; Folder
- 7) Teach Read and Write Toolbar and Extension



Presentation

SEA Training Student Skill List Presentation ☆

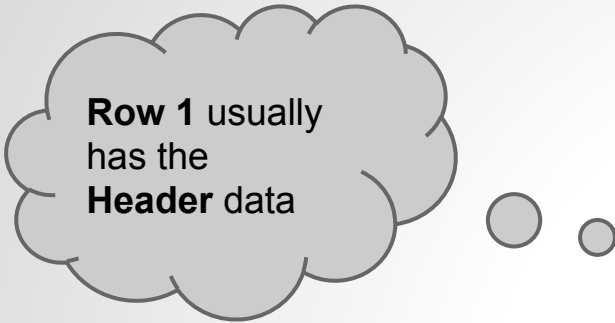
File Edit View Insert Slide Format Arrange Tools Table Help All changes saved in Drive

Type your main heading here

Click to add title

1. Simply click in the **text box** and add the text you want.. Titles usually have larger text
Copy and paste pictures...> but not into a text box!!
2. Insert Image from a saved location...> In the SEA student case that's D:/ student name
3. Add **bulleted** or **numbered** lists easily
4. Add **shapes** such as **arrows** or **callouts** to explain your images easily
5. Easily used formatting tool bar

Spreadsheet



The screenshot shows a Google Docs spreadsheet with the following data:

	A	B	C	D
1	Team	Wins	Losses	Ties
2	Toronto	43	7	2
3	Ottawa	34	16	3
4	Montreal	12	38	6
5	Boston	42	8	4
6	Chicago	35	15	8

1. Add **Field Data** under Main Header Data

Ex: Toronto under Team

2. **Number** values can be used

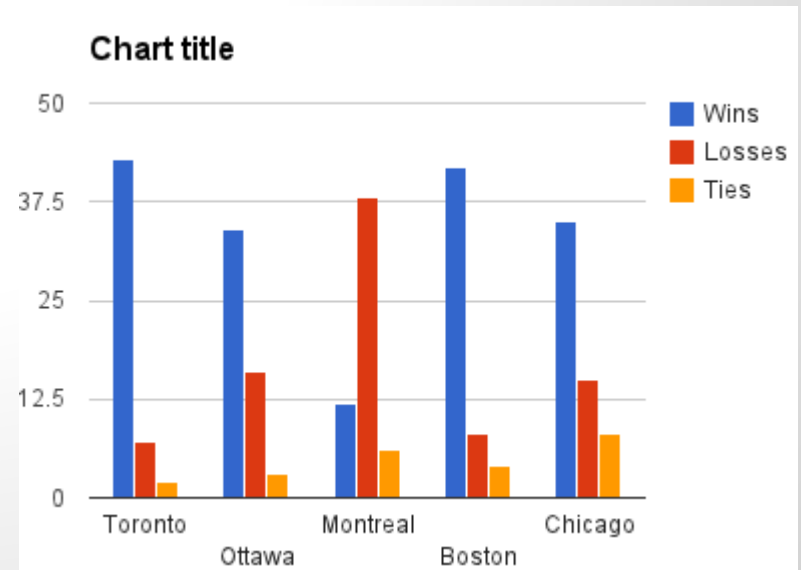
3. Teach students the cell structure

Ex: **Cell A4** is Montreal B4 is 12

5. Teach student to **highlight** the data

by **dragging** from cell A1 to D6 ..

6. Then add **chart** easily ..>by Insert Chart




Forms and Surveys

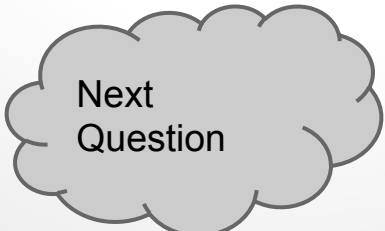
1. Create a Survey of questions...
2. **Email** the form survey to anyone you wish
3. They **answer** and **reply**
4. Theirs answers which is now **data** comes back to the **owner** in the form of **spreadsheet data**

QUESTION TYPES

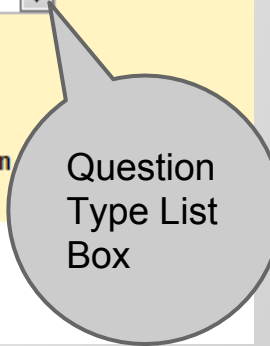
1. Text Question
2. Paragraph Text Question
3. Multiple Choice
4. Check Boxes
5. Choose from a List



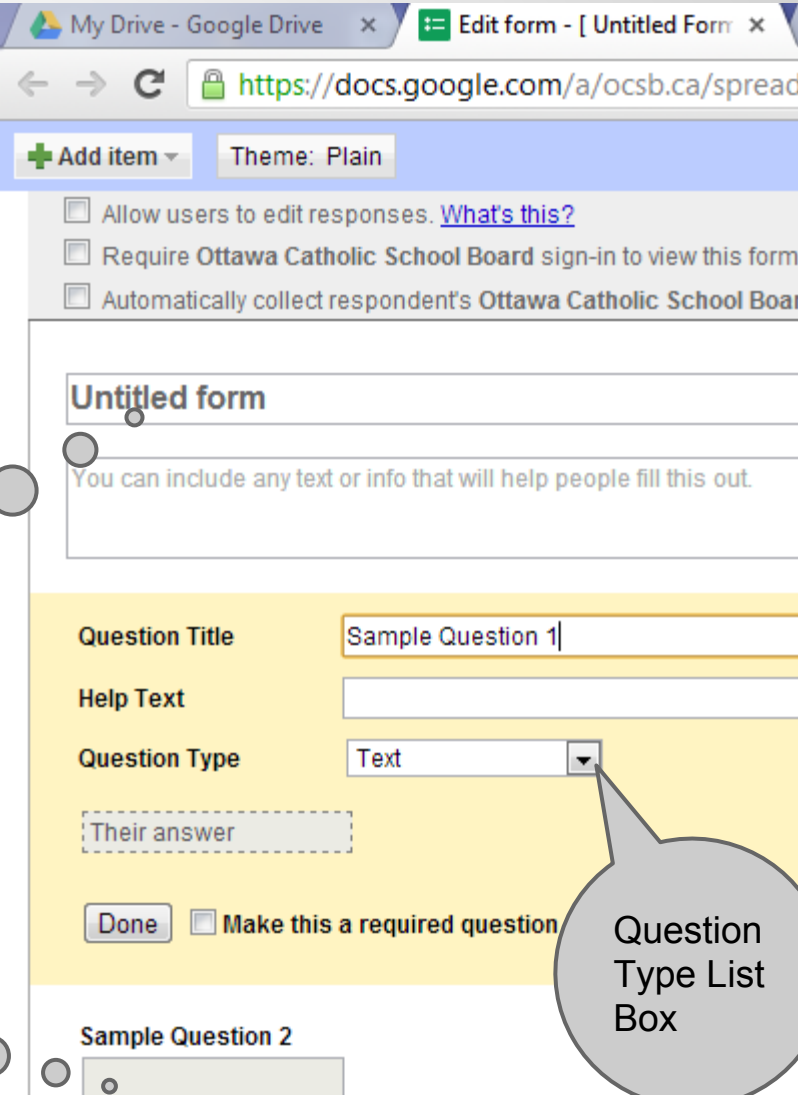
Name of Survey



Next Question

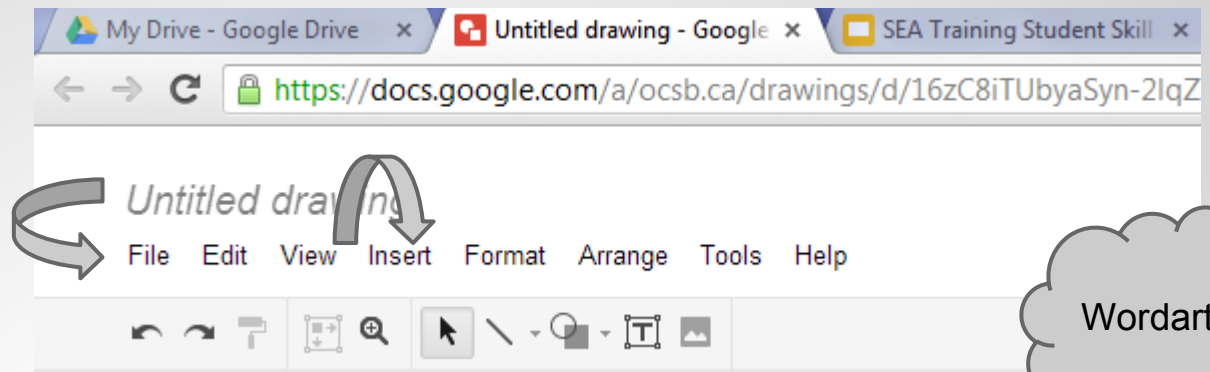


Question Type List Box



The screenshot shows the Google Forms editor interface. At the top, there are browser tabs for 'My Drive - Google Drive' and 'Edit form - [Untitled Form]'. The address bar shows the URL 'https://docs.google.com/a/ocsb.ca/spread...'. Below the browser tabs, there is a blue header bar with a '+ Add item' button and a 'Theme: Plain' dropdown. The main content area is divided into sections. The first section is for the form title, labeled 'Untitled form', with a text input field containing 'Sample Question 1'. Below the title field is a 'Help Text' field. The 'Question Type' is set to 'Text' in a dropdown menu. A dashed box labeled 'Their answer' is shown below the question type. At the bottom of the question configuration area, there is a 'Done' button and a checkbox for 'Make this a required question'. The second section is for 'Sample Question 2', with a text input field.

Drawing



1. Teach that you can copy and paste a graphic(**image**) onto the drawing area.
2. Teach that you can **Insert>Image**from Main menu
3. Teach that you can enhance the graphic by adding **wordart** or by adding 100's of **Shapes** such as Stars or **Banners** with type info inside the object to explain to the viewer what the image is about
4. Teach that you can go **File...> Download as...**and save anywhere>but in this case **D:/Student Name.**
5. **File types** for graphic should be *.jpg or *.png
6. Free google extension PicMonkey is an excellent Photo Editor.



Share

web address to file

1. Teach **Share** button Top Right Corner. simply click on it
2. **Add people...** by typing in their email address...students in OCSB will appear on list...simply click on student friend or work partner
3. Students can actually let **teachers share** or **receive** the **file** by the student owner placing in the teachers email address



Sharing settings

Link to share (only accessible by collaborators)

ocsb.ca/presentation/d/1GPI9xpfluxbAX4cOyY0XMEAAE4fbmdaFCHK0Py34Zf-o/edit

Who has access



Private - Only the people listed below can access

[Change...](#)



William Fox (you) william.fox@ocsb.ca

Is owner

Add students and or teachers email address here

Add people:

Enter names, email addresses, or groups...

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Done

Click Done when finished

Share Settings

3 Permission Settings

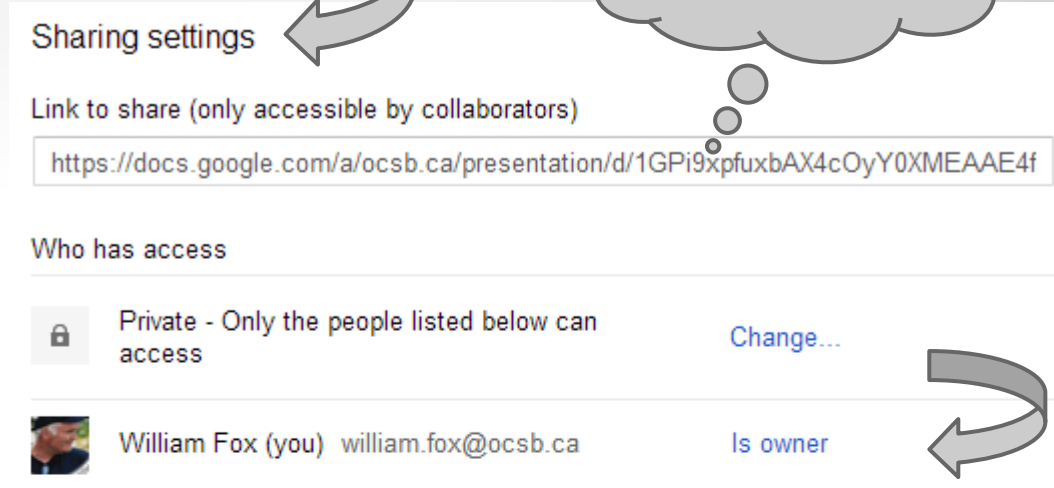
Can edit... allows that person to edit any or all of your file

Can comment.. allows only a comment

Can View... allows only viewing of your file to that email address

Click **Share & save ...** to save the email addresses you entered.

Email addresses can be added to or deleted at any time !!





Sharing settings

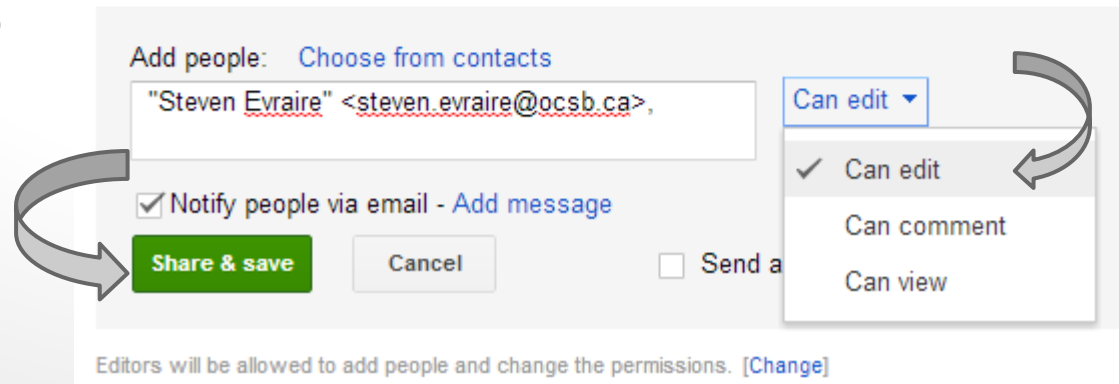
Link to share (only accessible by collaborators)

<https://docs.google.com/a/ocsb.ca/presentation/d/1GPi9xpfxbAX4cOyY0XMEAAE4f>

Who has access

	Private - Only the people listed below can access	Change...
	William Fox (you) william.fox@ocsb.ca	Is owner

A thought bubble above the link field contains the text: "Web Address to the shared file".



Add people: [Choose from contacts](#)

"Steven Evraire" <steven.evraire@ocsb.ca>

Notify people via email - [Add message](#)

Send a message

[Share & save](#) [Cancel](#)

Editors will be allowed to add people and change the permissions. [\[Change\]](#)

Can edit dropdown menu:

- Can edit
- Can comment
- Can view