



Tutorials and Guides for Digital Tools

A digital version of this document can be found at <http://bit.ly/OSDE-DigitalTutorials>.

As schools transition to distance learning, many districts are in need of professional learning opportunities for teachers. This guide provides links to tutorials and guides for many commonly used educational digital tools. As schools look to add new tools to their educational toolbox, please be sure to thoroughly vet all websites to ensure compliance of student privacy policies related to legal acts, such as the [Family Educational Rights and Privacy Act](#) (FERPA) and the [Children's Online Privacy Protection Act](#) (COPPA).

We would like to send a special “thank you” to Oklahoma’s own, “[The Techy Coach](#),” Shawn Beard, Executive Director of Curriculum for Sand Springs Public Schools, for the use of his videos.

Table of Contents

1. [Discussion Tools](#)
 - a. [Flipgrid](#)
2. [Content Delivery Tools](#)
 - a. [Google Classroom](#)
 - b. [Nearpod](#)
 - c. [Seesaw](#)
3. [Video Conferencing Tools](#)
 - a. [Zoom](#)
 - b. [Google Meet](#)
4. [Screencasting Tools](#)
 - a. [Screencastify](#)
5. [Assessment Tools](#)
 - a. [Google Forms](#)
6. [Other Tools](#)
 - a. [ViewPure](#)

Discussion Tools

Flipgrid



Guidance and Tutorials	What It Can Do
<ul style="list-style-type: none"> ● Getting Started for Educators (1:32) ● Educator's Guide to Flipgrid ebook ● Getting Started for Students (0:48) ● 30+ Ways to Use Flipgrid with your Students 	<ul style="list-style-type: none"> ● Delivering Content ● Video Responses ● Student/Teacher Feedback ● Active Engagement ● Immersive Reader
Notes	
<p>Parental permission is required for students under 18. Teachers may create accounts. Rather than having students create accounts, use the "school" setting on grids. Students can upload videos of themselves. Teachers should keep grids private to maximize security. Caution: the service does allow students to share information; therefore, students should not provide voluntary additional information besides a student's first name and the extent of the assignment. Students will not receive feedback through email from Flipgrid; students will need to log-in to Flipgrid to see any feedback.</p>	

Content Delivery Tools

Google Classroom



Guidance and Tutorials	What It Can Do
<p>Basic</p> <ul style="list-style-type: none"> ● Getting Started with Google Classroom video (10:48) ● Google Classroom Cheat Sheets for Teachers ebook ● Google Classroom Cheat Sheets for Students ebook ● 5 Tips Every Teacher Must Know About Google Classroom (8:23) 	<ul style="list-style-type: none"> ● Delivering Content ● Paperless Communication ● Formative and Summative Assessments ● Reminders ● Chat Room

Please note that the guidance and resources provided in this document are NOT meant to be a directive or limitation, but rather a tool to support teachers and schools as they develop distance learning opportunities responsive to their local context and student needs.



- [Creating a Course and Adding Students](#) (4:31)
- [Posting Assignment to the Classwork Page](#) (11:12)

Intermediate

- [Google Classroom Tips & Tricks](#) (19:49)
- [Make Assignment Copies for Each Student](#) (4:04)
- [How to Use Google Classroom for Remote Teaching](#) (15:09)

Nearpod



EdTech Tool/Tutorial Links	What it's used for
<ul style="list-style-type: none"> • Nearpod Training Webinar Dates/Times • How to Create a Lesson in Nearpod (12:00) • How Students Can Join a Nearpod Lesson (2:37) 	<ul style="list-style-type: none"> • Delivering Content • Active Engagement • Guided Learning • Interactive Activities • Formative and Summative Assessments • Gamification • Student Feedback • Immersive Reader
Notes	
<p>Nearpod does provide terms of service and privacy policy. It does not require parents/guardian permission for student usage. It is recommended that only teachers create accounts. It is recommended that this tool not be used with students under the age of 13. Do not ask questions that require more than directory information from students.</p>	

Seesaw



EdTech Tool/Tutorial Links	What it's used for
<ul style="list-style-type: none"> • Getting Started with Seesaw • How to Use Seesaw-Teacher and Student View (12:00) • Using Seesaw for Remote Learning (9:30) 	<ul style="list-style-type: none"> • Delivering Content • Active Engagement • Guided Learning • Interactive Activities

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	<ul style="list-style-type: none"> • Formative and Summative Assessments • Student Feedback
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Video Conferencing Tools

Due to the liability issues related to using video conferencing tools with students, please refer to the [Suggested Video Conferencing Guidelines](#) document for guidelines.

Zoom



EdTech Tool/Tutorial Links	What it's used for
<ul style="list-style-type: none"> • How to use Zoom for Remote and Online Learning (10:29) • Zoom Tutorial for Teachers (32:25) • Become a Zoom Expert • Creating Interactive Lessons with Zoom (5:10) 	<ul style="list-style-type: none"> • Virtual Meeting • Discussions • Delivering Content • Active Engagement • Breakout Rooms • Chat feature

Google Meet



EdTech Tool/Tutorial Links	What it's used for
<ul style="list-style-type: none"> • How to Start a Video Meeting (2:44) • How to Invite People to a Video Meeting (4:34) • How to Join a Video Meeting (3:55) • Basic Use and Features (6:47) • How to Record a Google Meet (6:37) • Grid View Extension (5:47) • Welcome to Your First Day Using Google Meet • How to Keep Students from Starting or Recording a Meet (4:44) • How to Keep Students from Joining or Rejoining a Meet without You (7:36) 	<ul style="list-style-type: none"> • Virtual Meeting • Discussions • Delivering Content • Active Engagement

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Screencasting Tools

Screencastify



EdTech Tool/Tutorial Links	What it's used for
<p>Screencastify</p> <ul style="list-style-type: none"> • 3 Tips for Creating and Sharing Video Lessons (8:43) • Screencastify Beginner's Guide for Educators • Screencastify Video Tutorial (11:13) 	<ul style="list-style-type: none"> • Create videos • Provide visual instruction • Screen Sharing
Notes	
<p>Screencastify does provide terms of service and privacy policy. Parent permission recommended for use with students under 13 yrs of age.</p>	

Assessment Tools

Google Forms



EdTech Tool/Tutorial Links	What it's used for
<ul style="list-style-type: none"> • Introduction to Google Forms for Teachers (12:44) • Google Forms for Beginners (17:46) • Google Forms-Basics and Beyond 	<ul style="list-style-type: none"> • Formative assessment • Emotional inventory • Data collection • Survey tool

Other Tools

Viewpure



EdTech Tool/Tutorial Links	What it's used for
Viewpure <ul style="list-style-type: none"> • Viewpure Instructions 	<ul style="list-style-type: none"> • Create non-commercial links to YouTube videos • Eliminates advertisements
Notes	
<p>Viewpure is a tool that removes advertisements and links to other YouTube videos and provides users a new link to a clean, pure video.</p>	