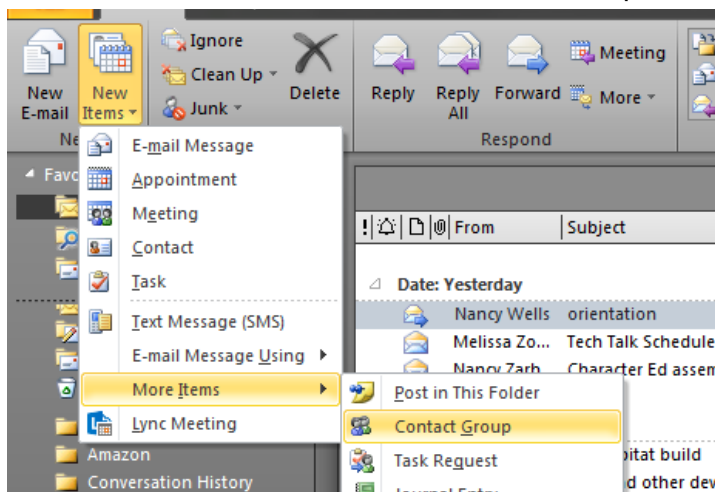# Classroom Hacks: Part One

Local Hacks:
- Add a printer to your classroom computer
  - Type \\popfps1 in the windows search, hit enter & you will see all of the printers show up
  -
  - They are organized by location
  - Double click the one you want to add and it will automatically install
  - *Note* You will need to check that the color printers (782's) are still functioning. Most are not.
- Create a contact group in Outlook
  - Go to New Items > More Items > Contact Group
  -
  - Type the name of your group in the Name bar
  - Click "Add Members" to add members from your email contact list
  - Press Save & Close when you are done
  - When typing an email to the group, simply type the name of the group in the To: bar

PowerPoint Hacks:
- Use a picture as your background
  - Insert > Picture > Choose file
  - Press "Send Backward" until the picture is behind everything else on the slide
  - Click "Color" and choose a recolor option that allows you to see the text in front of the picture (you may have to change your font color, depending on the image you choose)
- Embed a YouTube video to play in your slideshow
  - Go to the URL of the YouTube video and click Share (under the video), then Embed
  - Copy the code that appears
  - In PowerPoint, click Insert > Video > Video from Website

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- Paste the code in the box that appears and hit Insert. Resize as needed.

Other Awesome Hacks:

- Snipping Tool
    - Windows Button > Accessories > Snipping Tool
    - Hit New and Draw the box around your selection
    - Copy or Save the selection and then insert it into your email, document, PowerPoint, whatever!
- Pin/Unpin an Application to your Task Bar
    - Simply drag the Applications you use most often down to the task bar and drop them.
    - To unpin, right click on the application and click Unpin
    - Organize them using drag/drop
- Take a Screenshot
    - Press the "PrtScn" button on your keyboard (or FN + PrntScrn on your laptop)
    - That copies what you see on your screen
    - "Paste" it where you want it. If you want it saved as an image file, paste it into Paint and save.
    - Crop/Save as needed
- TubeChop (create a short selection of a longer YouTube video)
    - Go to www.tubechop.com and paste the URL of the YouTube video you're using.
    - Type in the times you want it to show (ex. 00:45 to 01:25)
    - Click "Chop It"
    - You can link it into a PowerPoint (the embed option won't work) or you can embed it onto a website like Weebly using the codes they provide. You can also embed the link in email, on your website, or into a document.
    - You can also add a comment to your video selection
    - I have looked around and am not sure how long this snip will stay active, so you'll need to check it each semester or year as you use it.
- Screencast-O-Matic
    - Go to http://www.screencast-o-matic.com
    - Click Start Recording (make sure to allow the pop-ups)
    - Once you hit record, anything inside the lines will record (have the opportunity to split screen with a webcam to show you as you do it and discuss it)
    - Pause as needed to open new applications and then continue. Hit stop when finished.
    - You can save it as a video file, upload it to your account, or upload it to YouTube.
    - Max length of 15 min per video (great to do with a PowerPoint and then upload to your blog)
    - This works with the mini laptops as well (and they record sound automatically, just like your laptops!) and the students love its simplicity. So many options, so little time…
- TinyURL (shorten a long URL into a short one - customizable)
    - Go to www.tinyurl.com
    - Paste the long website into the box.
    - If you want to customize the URL, do so below where it says "Custom Alias"
    - Hit "Make TinyURL" and it will automatically remake the link into something short and sweet for you to use as you please.