

MACBook – Student Implementation Tools  
Tuesday, April 16, 2013  
Mid-West High School - Room 220

Airdrop  
Dropbox/Google Drive  
Syncing iCal  
Responsible Use & Monitoring-Cyberbully ToolKit  
Saving Documents  
Powerpoint/Keynote Recorder

Resource Websites:

- [mwsd.cc](http://mwsd.cc)
  - (Forms & Documents)
  - Calendar Section
- [mwsdtech.wordpress.com](http://mwsdtech.wordpress.com)
- [minute.maine121.org](http://minute.maine121.org)
- [commonsensemedia.org/educators/cyberbullying-toolkitDafont.com](http://commonsensemedia.org/educators/cyberbullying-toolkitDafont.com)
- [dropbox.com](http://dropbox.com) and [googledrive.com](http://googledrive.com)
- [twitter.com/MidWestSchools](https://twitter.com/MidWestSchools)
- [facebook.com/midwestschoolsdistrict](https://facebook.com/midwestschoolsdistrict)

1. Airdrop
  - a. Dropping to
  - b. Receiving from
2. Cloud Storage
  - a. Dropbox
  - b. Google Drive
3. Using iCal
  - a. Syncing with MWSD calendar
4. Cyberbully Toolkit – signup and resources
5. Saving Documents – Explanation of shared drives, home folders
6. Powerpoint to Keynote.....1 step closer to multi-media presentations

## 1.0 Airdrop

Using AirDrop is the quickest way to transfer files between two Macs, even if they're not on the same network or if there is no Wi-Fi network available to connect to. This is done by creating an instant Ad-Hoc network between the Macs, and there is practically no configuration required. For those who have never used AirDrop before or who have ran into problems with it, here's how to move files between Macs the easiest possible way.

### AirDrop Requirements

- All Macs must running Mac OS X 10.7+ and have AirDrop support (here is how to enable AirDrop on older unsupported Macs or over ethernet too)
- Macs must be within reasonable range of each other, but not necessarily on the same network
- Both Macs must open the AirDrop window before they will be visible to each other – this seems to be the primary point of failure for most users who can't get it to work

### Using AirDrop to Transfer Files Between Macs

- Open AirDrop on both Macs, you can do this through any Finder window by clicking "AirDrop" in the sidebar or by hitting Command+Shift+R from anywhere on the Mac OS X desktop

- Wait a few seconds for the Macs and their user icons to appear in the AirDrop list – all Macs wishing to transfer files must open AirDrop to become visible to each other
- Drag and drop files to the Mac you want to send files to, click the “Send” button when asked to confirm
- A file transfer progress indicator appears around the user icon of the Mac, and you can watch progress in the “Downloads” icon of the Dock
- Transferred files are stored in the recipients “Downloads” folder, located in their user home directory or accessible from the Dock

Assuming all the Macs are running OS X Lion, the primary point of failure in nearly every instance of AirDrop troubleshooting is the lack of both users opening the AirDrop folder. Such a simple mistake causes frustration and people to believe the service doesn’t work, but it’s just as simple to resolve.

## 2.0 Cloud Storage

Dropbox is a free service that lets you bring your photos, docs, and videos anywhere and share them easily. Never email yourself a file again! 2 GB is free.

Google Drive is the new home for Google Docs. Access everywhere; Store files safely; Collaborate with Google Docs. Google Drive is everywhere you are—on the web, in your home, at the office and on the go. So wherever you are, your stuff is just...there. Ready to go, ready to share. Get started with 5 GB free.

Google Drive is available for:

- PC and Mac
- Chrome OS
- iPhone and iPad
- Android devices

## 3.0 Using iCal

Syncing your iCal to things such as the MWSD district or building calendars  
Multiple Calendars

## 4.0 Cyberbully Toolkit

“Use this kit to stop cyberbullies in their tracks. It has the materials you need to show students how to stand up when they see digital harassment happening and to help you create a positive school culture where kids can thrive – both online and off.” Commonsensemedia.org

Plus –tuning into social sites such as Facebook and Twitter

## 5.0 Saving Documents {See Heather’s example on the district website-Forms/Documents/Technology}

## 6.0 Keynote recorder - To record a voiceover narration:

1. Select any slide on which you want the recording to start. If you select a skipped slide, recording starts with the nearest previous slide that is not skipped.
2. Do one of the following:
  - Open the Document inspector, click Audio, and click Record.
  - Choose File > Record Slideshow.

The slideshow begins to play. A pulsing red light in the upper-left corner of the screen indicates that recording is in progress.

3. As the presentation plays, speak clearly into the microphone to record your narration.

4. To advance to the next slide, click the mouse button or press the Right Arrow key.
5. To pause the recording, click the red recording indicator, or press any of the following keys:
  - W: White screen
  - F: Freeze
  - B: Black screen

Press any key to resume the recording.

6. When you've finished recording all the slides you want to include in your voiceover narration, press the Escape key to stop slideshow playback and save the recording.

In the Document pane of the Document inspector, notice that the Recorded option appears in the Presentation pop-up menu. A recorded slideshow plays only from the first recorded slide (the one you selected in step 1, above). If you click Play in the toolbar and the presentation doesn't play as expected, make sure you've chosen Recorded from the Presentation pop-up menu in the Document inspector.

7. To listen to the narration without playing the slideshow, click the Play button on the Audio pane of the Document inspector. Adjust the volume by dragging the Volume slider.