OCTOBER 2025

Tech talk

Monthly-ish

Google

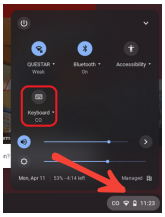
Resource Roundup

CHROMEBOOK KEYBOARD ISSUE

chromebook

Are the keys "off" when a student types?

Click on the Chromebook system tray then change the Keyboard to US Keyboard



GMAIL TIP: ORGANIZE YOUR INBOX

Group similar messages by creating labels/folders

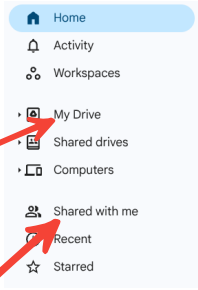
Create: Gmail Dashboard → Labels: Click + → Name Label

Move: Select Message → → Select the folder

DRIVE: HOME TO ALL THINGS GOOGLE

Your Google Drive can be accessed through the "Waffle" icon.

- Anytime you create a file in Google Docs, Sheets, Forms or Slides, your file will automatically be saved and available in your Google Drive.
- Anything that is shared with you can be found within "Shared with me"



GAME CHANGERS

BENQ

Casting Quick Fix

Having problems with your laptop staying connect to your BenQ ? Try this:

1. For interactive learning, hard-wire connect using both the HDMI and the sound cable
2. For screen mirroring, up by clock icon:

→ Screen Mirroring → Your BenQ

GROUPSPOT

View Calendar & Upcoming Events

You can view a full monthly calendar OR just upcoming events

Full Month View → Upcoming Events Only ← SWIPE LEFT on feed screen

CANVA

Remove Background

Don't like the background on an image? Simply place the image into your document and select it. Then, choose BG Remover from the image menu.

CYBERSECURITY

Software Updates

Your devices should always be updated to the lates software and security patches. Always check for (and install) both Apple Operating System updates as well as Chrome updates.