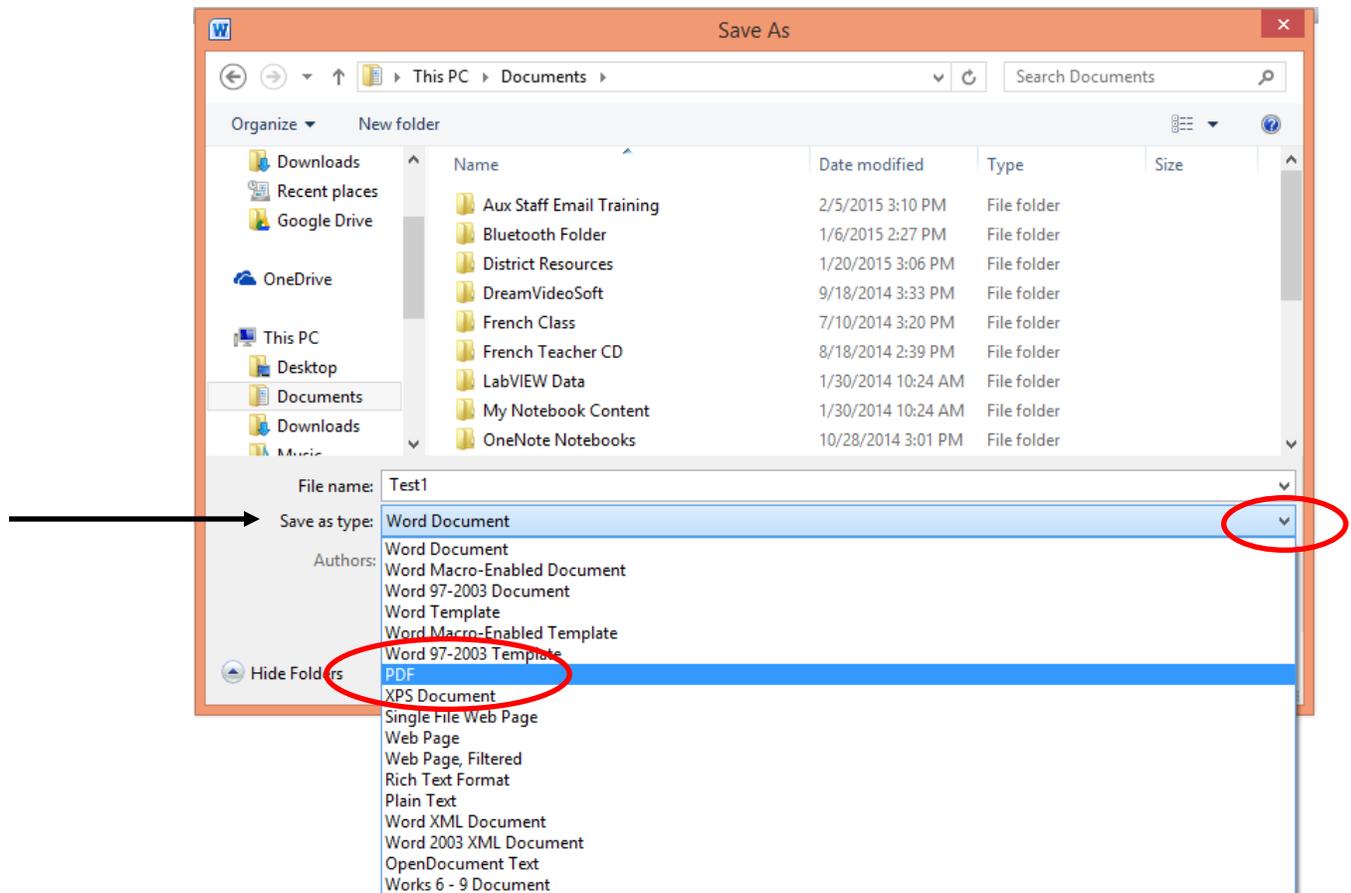**SAVING FILES AS PDF**

When you are posting files on your webpage or sharing as an email attachment, be sure they are in a format that everyone can access. Files created, saved, and posted in MS WORD, EXCEL, POWER-POINT, and PUBLISHER might not be accessible to all patrons that view your webpage if they do not have these programs at their disposal. Conversely, if they do have these programs, it is possible for them to edit a document that you do not want edited. To avoid this problem you will need to save your file as a PDF file and post them in that format.

How to do this:

- When you complete a document/spreadsheet/presentation/publication in WORD, EXCEL, POW-ERPOINT, or PUBLISHER you will need to save it 2 ways.
- First save in the usual way. This will give you a file that can be edited later if needed.
- Then go to File>Save As
- When the Save As box opens, look at the Save As Type box. Use the drop-down arrow to see a list of possible file types.
- Click on PDF
- Then click on SAVE

Now you have a PDF file that can be attached to an email or posted to your webpage.

RESEARCH CITATIONS

It's almost spring, and that brings out the research bug in most English teachers. So I thought I would offer some suggestions that might make citations easier for your students.

MS WORD has several good reference tools that make the research paper process a little easier for students. They are available on the References tab/ribbon of the program.
One of these is the Bibliography (or Works Cited) tool. The other is a Citation tool. You can choose the style that is required for your assignment (APA, MLA, or others), enter the required information, and the tool will format the citation for you.

There are also online tools that will create the citation for you with very little effort.
- Easybib www.easybib.com will format citations in APA, MLA, Chicago, and other styles. Easybib also is a Google Chrome Add-on that works seamlessly with Google Docs to find and cite your source (book, journal article, or website) directly in your Google Document.
- www.bibme.org
- www.citationmachine.ne

Ck12.org Has Added New Content

cK-12

If you have used www.ck12.org, you know that the content offered by this site was targeted at secondary math and science. Last month ck12.org added math content for Elementary grades 1-6. The concepts include addition, subtraction, multiplication, division, fractions, decimals, place value, time, money, measurement, and geometry.

Most of the topics in the new content include a video and an interactive practice activity. These practice activities can be used individually on computer or other devices, or they can be used with your entire class by projecting onto your SMART Board for students to manipulate.

MR. NUSSBAUM www.mrnussbaum.com

mrnussbaum.com is a website created by Gregg Nussbaum, an elementary school teacher in Virginia. He has created/compiled over 3500 content pages for students and teachers in Pre-K through Grade 6.
The content spans Math, Language Arts, History, Geography, and Science. The content is also sorted by Grade Level. There are printables, videos, games, and interactives available. The activities are accessible on any device including iPads. Many are suitable for presenting on a SMART Board for students to manipulate.

Take a look at what is offered here!

RESOURCES for PERSONAL FINANCE for STUDENTS

Teaching personal finance skills to students has become increasingly important in our curriculum. I would like to offer some online resources for you to use in doing this.

Practical Money Skills for Life http://www.practicalmoneyskills.com/ has a wealth of resources to teach financial skills. There are lesson plans for grades Pre-K through College level, online games and apps for a wide variety of financial purposes, online financial calculators and apps, and free materials that can ordered to receive by mail or downloaded and saved to your computer. These free materials include CDs, DVDs, comics, brochure type money guides, PowerPoint presentations, and PDF files.

CLASS RESPONDER
www.classresponder.com

Class Responder is a free online student response system. It will allow you to collect responses in real time from the students in your class using smartphones, tablets, laptops, or PCs. There are some read-made quizzes and activities available in the program, but you can also create your own multiple choice, true/false, or open-ended questions. Other options allow you to choose self-paced or teacher-paced activities.

Teachers can adjust settings to provide immediate feedback to students. You can also view and email

This tool is super easy to use...not a lot of "fluff". So if you are looking for a very basic, easy to use student response system, take a look at **Class Responder.**

Easy to Use