How to write in any PDF

Open up the PDF

To the right hand side of the screen click on COMMENT

Comment

Combine Files

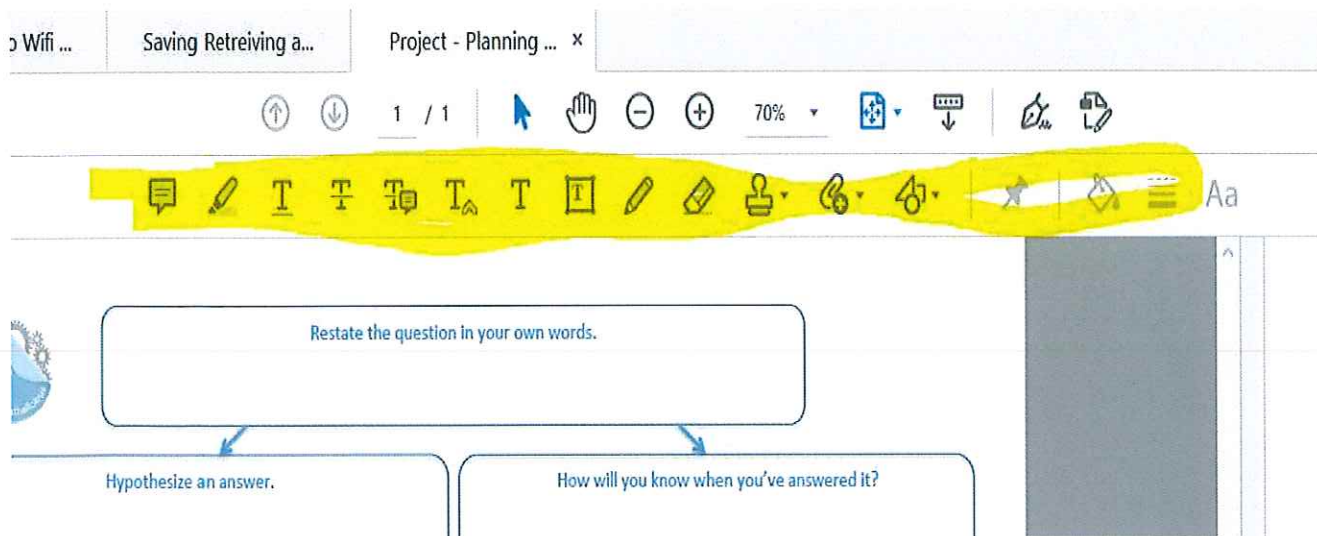Organize Pages

Compress PDF
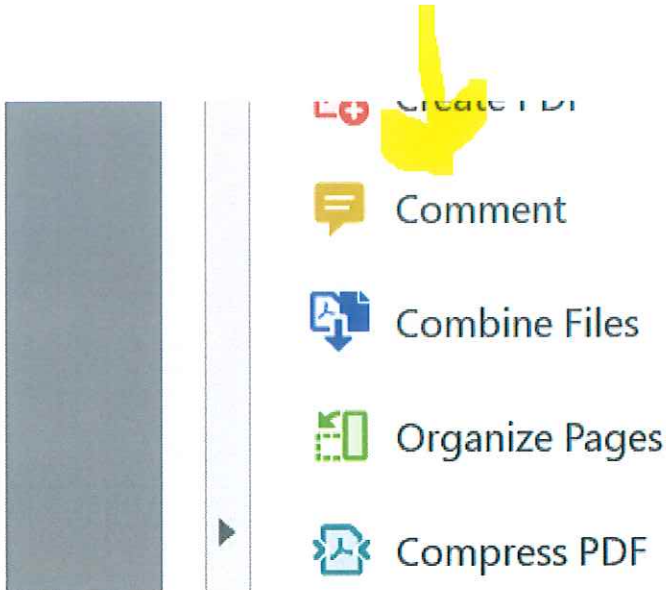
Now you have all the tools you need for you PDF

T is text

T with a box around it is a text box

You just click on one of the highlighted things below and play around in a document to understand what each of them can do. Now you can type in any document you want!!!

Wifi ...   Saving Retreiving a...   Project - Planning ... ✕

1 / 1   70% ▾   Aa

Restate the question in your own words.

Hypothesize an answer.   How will you know when you've answered it?

CONNECTING TO WiFi at SCHOOL OR HOME

NO WiFi

RESTART the Laptop

Now log into the laptop

Now see if you are connected – go to chrome and type msn.com

If you are not connected do the following steps:

Click on the bottom right Window Action Icon

Click NETWORK

Make sure connected to:

WCWireless or your home WiFi

If you are connected to school or home

Disconnect and reconnect

NOW

Open up Chrome

Type in

ESPN.com

Now the captive portal will come up

Do not use Local User click on drop down menu to WETZEL COUNTY

Now type in your User Name and Password you use to log in to the computer

If you are connected to the internet and get a page something like this
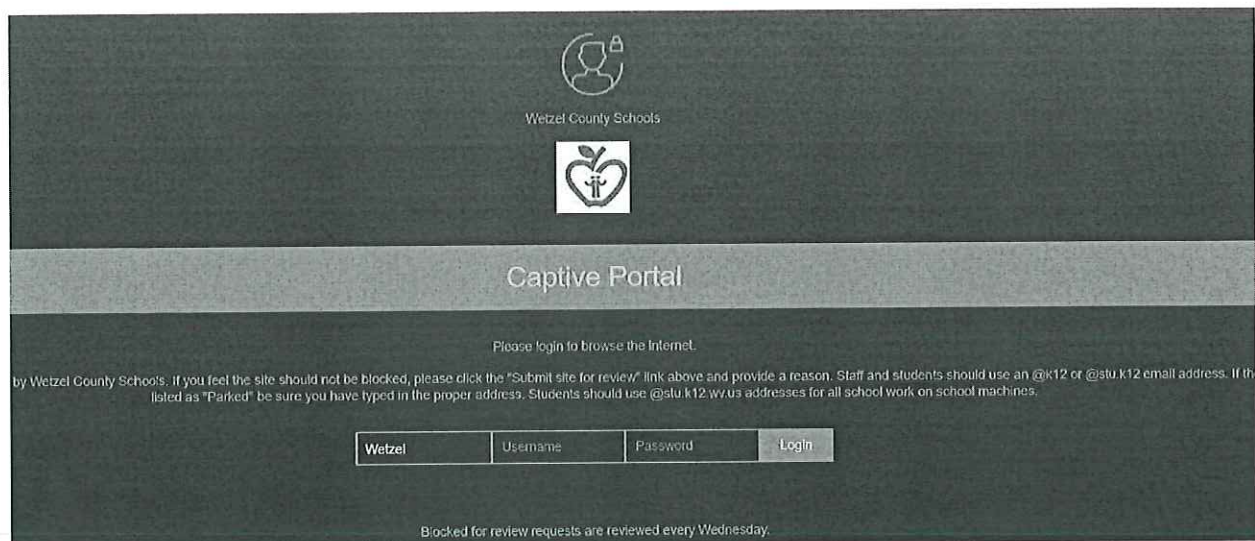
This site can't be reached

The webpage at **https://www.office.com/?auth=2** might be temporarily down or it may have moved permanently to a new web address.

ERR_FAILED

Type in ESPN.com

You will get the Captive Portal Screen below

Wetzel County Schools

Captive Portal

Please login to browse the Internet.

by Wetzel County Schools. If you feel the site should not be blocked, please click the "Submit site for review" link above and provide a reason. Staff and students should use an @k12 or @stu.k12 email address. If th[e] listed as "Parked" be sure you have typed in the proper address. Students should use @stu.k12.wv.us addresses for all school work on school machines.

| Wetzel | Username | Password | Login |

Blocked for review requests are reviewed every Wednesday.

Change LOCAL to WETZEL and put in the username and password you use to log into the laptop

If you are going into Schoology and trying to upload an assignment and cannot find the assignment on OneDrive, do these steps!!!!

1. Click on the File Explorer Folder at the bottom of your laptop in the tool bar

2.
Double Click on the OneDrive
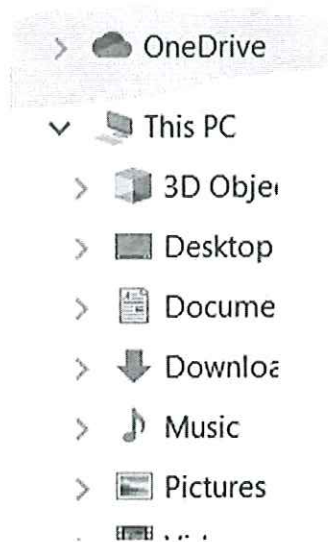
3. You will now come to a screen where you will enter your email address
4. Now you will enter your password
5. Continue to hit next -- then you will say Later to set up app
6. Once you are done it will set up your OneDrive in the folder -- the new folder screen will pop up with your OneDrive folders and documents

▴ ☁ OneDrive - WV Department of Education	🖻 reconcile textbook 1	⊘	10/9/2020 1:51 PM	JPG File	30 KB
> 504 Word Forms	🖻 reconcile textbook 2	⊘	10/9/2020 1:52 PM	JPG File	71 KB
> Class Notebooks	🖻 reconcile textbook 3	⊘	10/9/2020 1:53 PM	JPG File	59 KB
> Consumer Math	🗎 reconcile textbook problems	⊘	10/9/2020 1:51 PM	Adobe Acrobat D...	1,007 KB
Documents	🗏 reconcile textbook problems	⊘	10/9/2020 1:59 PM	Microsoft PowerPo...	176 KB
> Email attachments 1	🗎 Reconcile Word Problems	⊘	10/9/2020 12:59 PM	Adobe Acrobat D...	166 KB
> ENGLISH CORONAVIRUS	🗏 Reconcile Workbook pages hw	⊘	10/9/2020 1:50 PM	Microsoft PowerPo...	184 KB
> Faculty Senate	🗎 Reconcile Workbook Pages	⊘	10/9/2020 12:58 PM	Adobe Acrobat D...	518 KB
▾ Financial Algebra	🖻 wb 2 pix	⊘	10/9/2020 1:15 PM	JPG File	78 KB
Banking Unit Textbook	🖻 wb pix	⊘	10/9/2020 1:14 PM	JPG File	34 KB
	🖻 worksheet	⊘	10/9/2020 1:15 PM	JPG File	28 KB

Now I have all of my folders and my documents are showing up to the right when I click on a certain folder, etc.

7. Schoology

Now when you hit Submit Submission and hit the upload file icon this will now be showing up in your file explore folder and you can select the file you saved to OneDrive!

If you cannot get this to set up correctly, please let me know and we can meet to make sure it is set up and working.

A lot of you are saving to your laptop C drive but if your laptop crashes and burns, you have lost everything!!!!!

SAVING ANYTHING TO ONEDRIVE

(Word, Excel, PowerPoint, Publisher)

Go File

SAVE AS

Click on OneDrive

If your email is not visible underneath the OneDrive

Then you are not signed

Click the SIGN IN Icon located at the top right of the screen.

Do not click on the SIGN IN in the middle of the screen—it will not log you in correctly.

You can now save to your OneDrive

To RETRIEVE your FILE

Click on the Office 365 icon on your desktop.

Scroll down to the bottom of the page. Things you have saved recently will show up there, if not click on the ONEDRIVE icon and it will take you to everything you have saved.

LOGGING INTO LAPTOP

Look at the bottom right of your log in screen.

If you see the picture above, click on it and connect to WCSWireless network. If it asks for a password, please see Mrs. Baker.

CONFERENCES with a Teacher

Schoology

1. Log into Schoology
2. Select your course
3. Click Conference on the left side
4. Click the name of the Conference. Your teacher must start the conference for students to be able to join.
5. Join the conference with Microphone or Listen Only (Depending on how your teacher directs you)
6. Allow the microphone access and complete the echo test.

You are now in a conference with your teacher.

Schoology Guide for Students

Please type in the link below to get interactive pages to show you step by step how to do the following in Schoology.

https://support.schoology.com/hc/en-us/articles/201001273-Courses-Students-Materials

📁 Course Folders

Folders organize course materials, and they're distinguished by the folder icon next to their name.

Inside of a folder, you will find an assortment of course materials:

1. Assignments
2. Tests/Quizzes
3. Assessments
4. Files/Links
5. Discussions
6. Media Albums
7. Pages

Course Assignments

Assignments are graded items. Each assignment may require you to make a submission. Once you've made a submission, the instructor can grade the assignment, provide feedback, and upload a file back to you.

To submit a file to an assignment, follow these steps:

1. In the Assignment, click **Submit Assignment**.
2. Use the **Add a Comment** area for questions and concerns (optional).
3. Select one of these options:
- **Upload**: Select a file from your computer.
- **Create**: Create a document on the web using the text editor.
- **Resources**: Select a file from your Resources, which can be a Google Doc if you have linked your account (See **Account Settings** for more details).
4. Click **Submit** to finish.

Note: Assignments can also be given a Due Date, which will automatically display the assignment in your personal Calendar and Upcoming area on your homepage. Assignments also might not be graded, depending on the settings set by the instructor of the course.

🧩 Course Tests/Quizzes

The tests/quizzes material is one type of online assessments for courses. These tests/quizzes can have an assortment of the following question types:
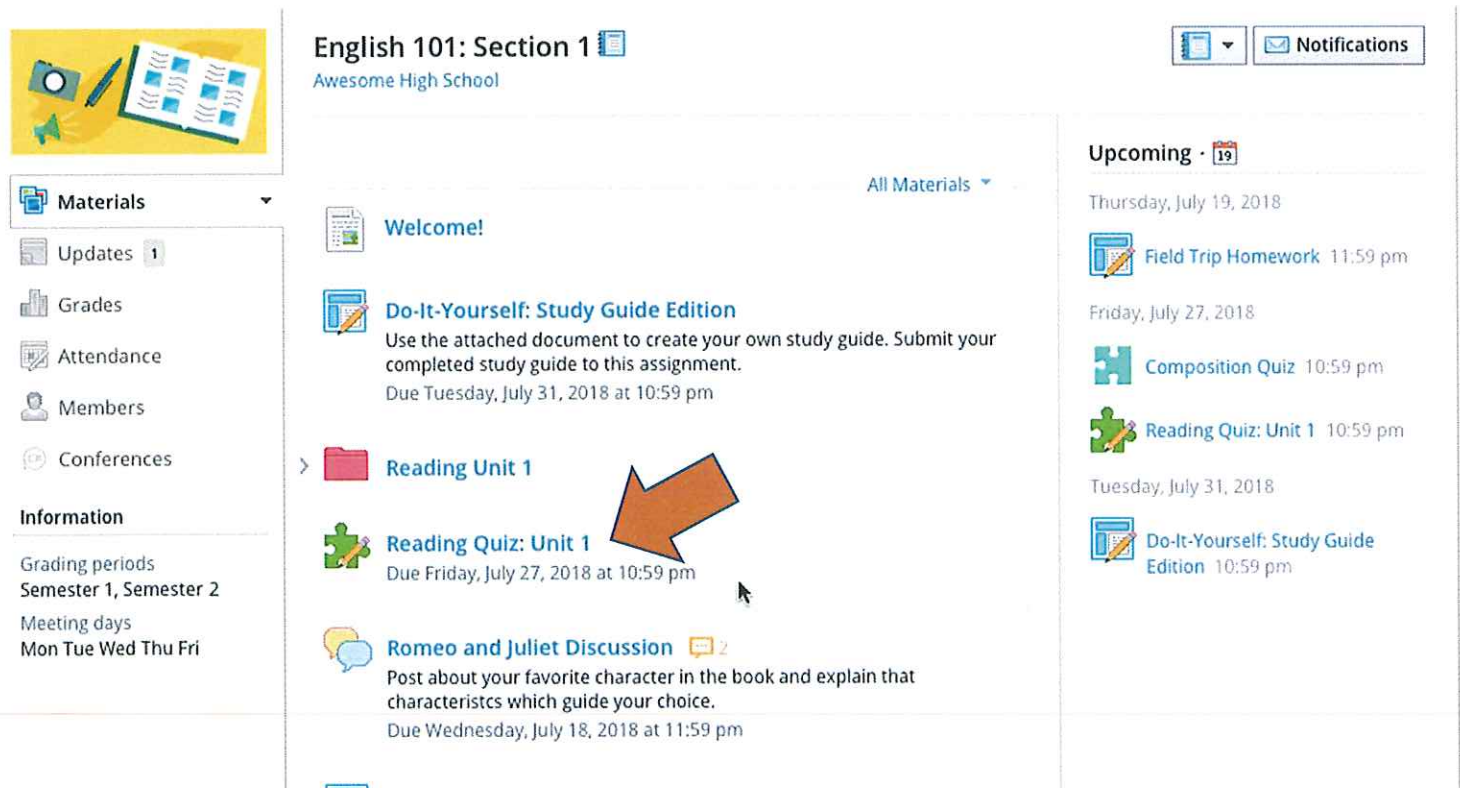
1. True/False
2. Multiple Choice
3. Ordering
4. Short-Answer/Essay Questions
5. Fill in the Blank
6. Matching

Tests/quizzes can remain open for a maximum of 6 hours before the session expires. Please make sure you exit the test/quiz and resume it at a later time if the test will take longer than 6 hours to complete.

After you submit a test/quiz, your grades may appear in the Grades area. Tests/quizzes may be timed or may allow multiple submissions. Each test/quiz will vary depending on the instructor and the course.

How do I take the Test/Quiz?

1. Click on the name of the test/quiz.
2. Click **Start New Attempt**.
3. Answer the questions appropriately.
4. Click **Submit** when you are ready to submit the test/quiz to your instructor.

How do I view my past submissions?

For some tests/quizzes, your instructor may allow you to view your past submissions. If this is the case, when you enter the Test/Quiz, you will see an additional tab titled: **My Submissions.** This tab will show you a list of all your submissions, with links on the right to View Assessment.
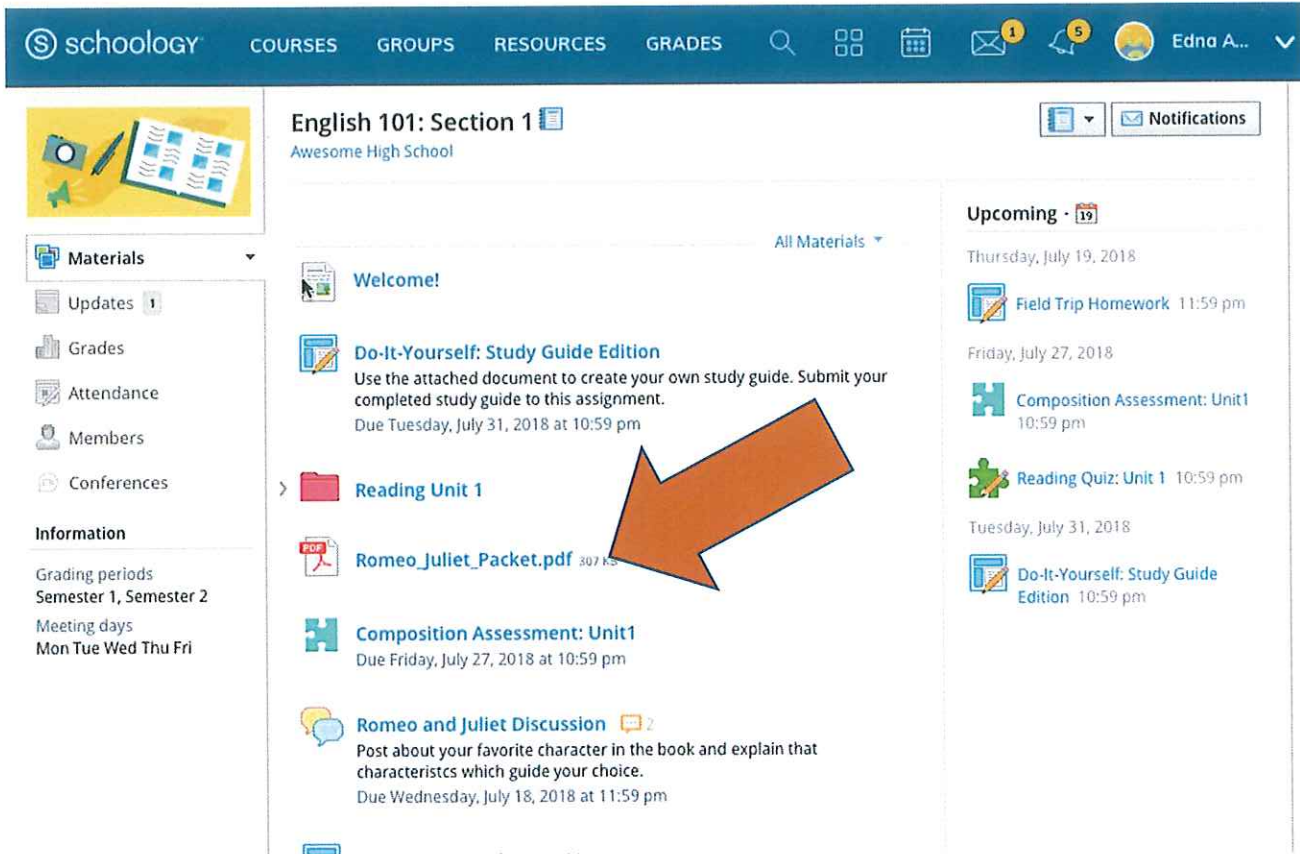
⊞ Assessments

Assessments are another type of online assessment in courses. Assessments have a larger complement of question types:

- Multiple Choice
- True/False
- Matching
- Ordering
- Fill in the Blank Text
- Short Answer/Essay
- Audio
- Video
- Fill in the Blank Dropdown (Enterprise only)
- Fill in the Blank Drag and Drop (Enterprise only)
- File Upload (Enterprise only)
- Label Image (Enterprise only)
- Highlight Hotspot (Enterprise only)
- Highlight Image (Enterprise only)
- Highlight Text (Enterprise only)
- Math Short Answer (Enterprise only)
- Number Line (Enterprise only)
- Chart (Enterprise only)

How do I take the Assessment?

1. Click on the name of the Assessment.
2. Click **Start Attempt**.
3. Answer the questions appropriately.
4. Click **Review** to review your answers.
5. Click **Finish** when you have completely reviewed your answers.
6. Click **Yes** to submit your Assessment attempt. Click **No** if you need to continue the review of your attempt.

After you submit an Assessment, your grade may appear in the Grades area. Assessments may be timed or may allow multiple submissions. Each Assessment will vary depending on the instructor and the course.

📚 Course Files/Links

Files that have been added to your course can appear inside of Folders or in the Files/Links area of the Materials Index. Typical file types can be viewed in your browser without having to download the file. These include:

1. Word (.doc, .docx)
2. Excel (.xls, .xlsx)
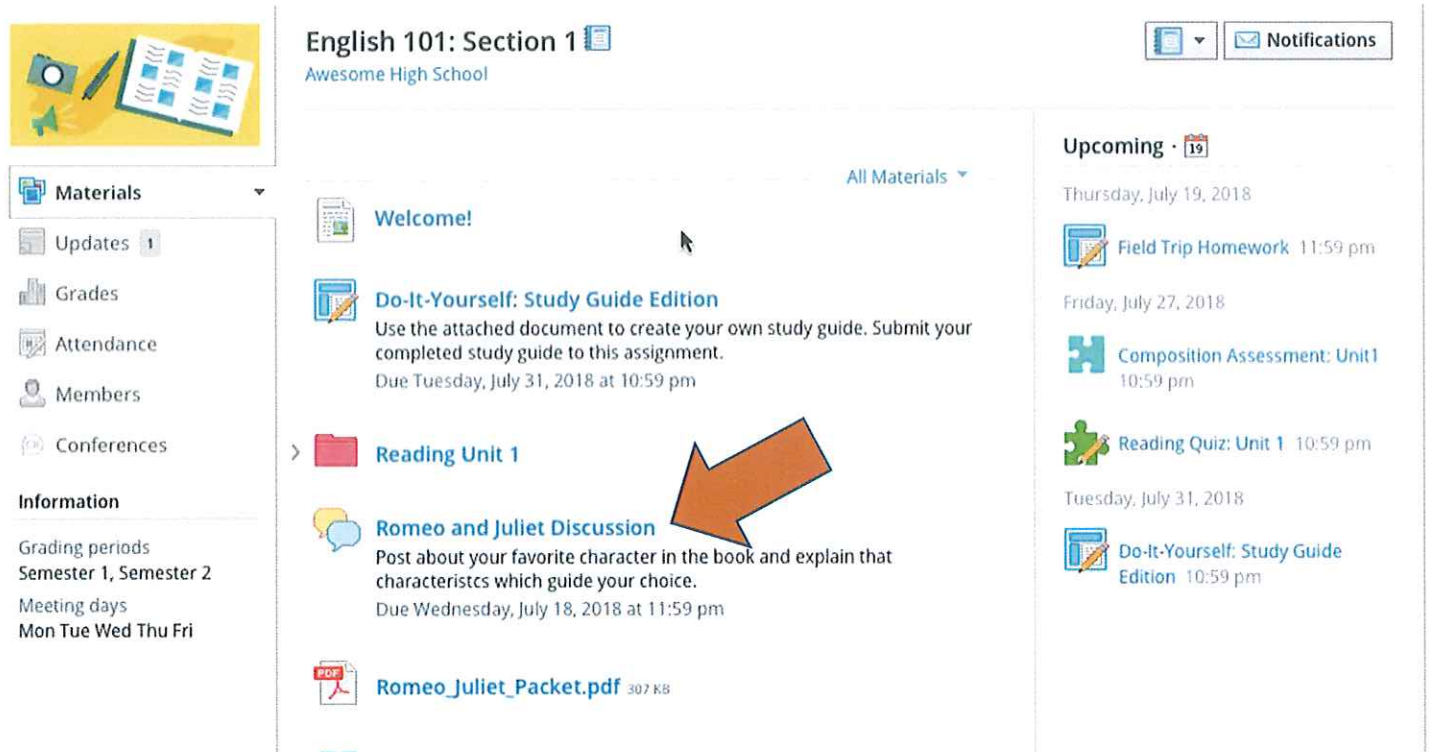3. Powerpoint (.ppt, .ppt)
4. PDF (.pdf)

Click on the pdf and it will take you to a new page to read the pdf.

💬 Course Discussions

Discussions are interactive conversations that allow participation between you, your classmates, and your instructor. Each discussion has threaded commenting, allowing you to respond to any post by another student.

English 101: Section 1 📖
Awesome High School

📋 ▾ ✉ Notifications

Materials ▾
- 🗂 Updates **1**
- 📊 Grades
- 📋 Attendance
- 👤 Members
- (•) Conferences

Information

Grading periods
Semester 1, Semester 2

Meeting days
Mon Tue Wed Thu Fri

All Materials ▾

📄 **Welcome!**

📝 **Do-It-Yourself: Study Guide Edition**
Use the attached document to create your own study guide. Submit your completed study guide to this assignment.
Due Tuesday, July 31, 2018 at 10:59 pm

› 📁 **Reading Unit 1**

💬 **Romeo and Juliet Discussion**
Post about your favorite character in the book and explain that characteristcs which guide your choice.
Due Wednesday, July 18, 2018 at 11:59 pm

📄 **Romeo_Juliet_Packet.pdf** 307 KB

Upcoming · 📅 19

Thursday, July 19, 2018

📝 Field Trip Homework 11:59 pm

Friday, July 27, 2018

🧩 Composition Assessment: Unit1 10:59 pm

🧩 Reading Quiz: Unit 1 10:59 pm

Tuesday, July 31, 2018

📝 Do-It-Yourself: Study Guide Edition 10:59 pm

For some courses, instructors may choose to moderate the discussion posts. Moderation requires a course admin to approve each post before it is published. When this feature is turned on, your posts will not be immediately visible to other students.

Course Media Albums

Media albums can contain photos, videos, and/or audio files. With your instructor's permission, you may comment on each item within the album or even upload your own files. Your instructor can also tag you and your classmates in specific photos. Tagged photos of you will also appear on your profile page.

English 101: Section 1 📄
Awesome High School

📋 ▾ | ✉ Notifications

Materials
- 📰 Updates **1**
- 📊 Grades
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🖼 **Class Album**

📁 **Reading Unit 1**

💬 **Romeo and Juliet Discussion**
Post about your favorite character in the book and explain that characteristcs which guide your choice.
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📕 PDF

Upcoming · 🗓

Thursday, July 19, 2018

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Friday, July 27, 2018

🧩 Composition Assessment: Unit1
10:59 pm

🧩 Reading Quiz: Unit 1 10:59 pm

Tuesday, July 31, 2018

📝 Do-It-Yourself: Study Guide
Edition 10:59 pm

Course Pages

Pages are resources created by your instructor to supplement the course. These pages are highly versatile, allowing for the inclusion of text, image, outside link, and video information.

English 101: Section 1
Awesome High School

Notifications

Materials

Updates 1

Grades

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Mon Tue Wed Thu Fri

All Materials ▾

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Commets & Meteors

Reading Unit 1

Romeo and Juliet Discussion
Post about your favorite character in the book and explain that characteristcs which guide your choice.
Due Wednesday, July 18, 2018 at 11:59 pm

PDF

Upcoming · 19

Thursday, July 19, 2018

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Do-It-Yourself: Study Guide
Edition 10:59 pm