

PRINTING AND DOCUMENT STORAGE

When using the computers, consider how students are going to get their work to you.

Do you want them to print their work, save the work, collaborate together in a cloud-based application, or upload an assignment to turn in? It is essential that you determine your needs before starting an activity with your students.

**Do not have students save to the computer. These documents are open for any student to access. Multiple documents stored on the computer will also clutter the computer and slow the processing speed.

Listed below are options that can be used for the students.

Saving, Cloud-Based Applications, Uploading Documents

1. USB (Flash Drives)- Students will bring their own flash drives to save information. Teachers can also have a class flash drive that can be used to save work.
2. Use Zoho Documents (Cloud-based) to create and store documents. This is part of the district student email system of Gaggle.
3. Create cloud-based student accounts, such as Google Documents, for students using their Gaggle email accounts. Students can then create and share their documents with the teacher.
4. Use the student backpack within Edmodo. This requires students to save the document to a flash drive or the computer first and then upload into their backpack.

Printing

Students can print to a network printer if it has previously been installed on the computer. Before students print, ensure that they have selected the correct printer. Students should always ask a teacher to print BEFORE printing a document.

If a printer is not installed on a computer, it may be added by following the *Add a Printer* instructions that can be found in the *Troubleshooting* page of the Technology Website.