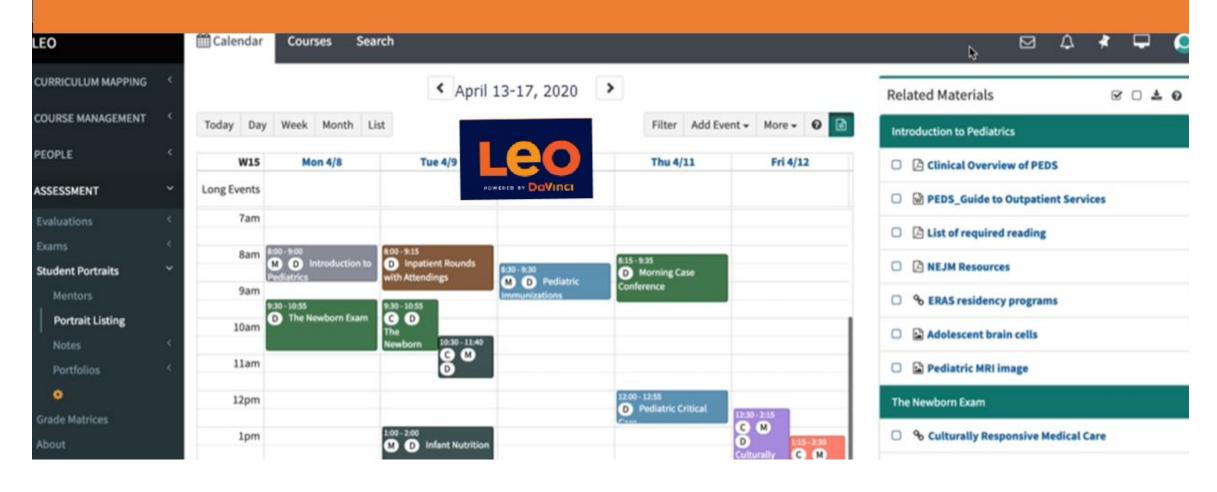
Tips and
Tricks for
the
Teacher's
Toolbox

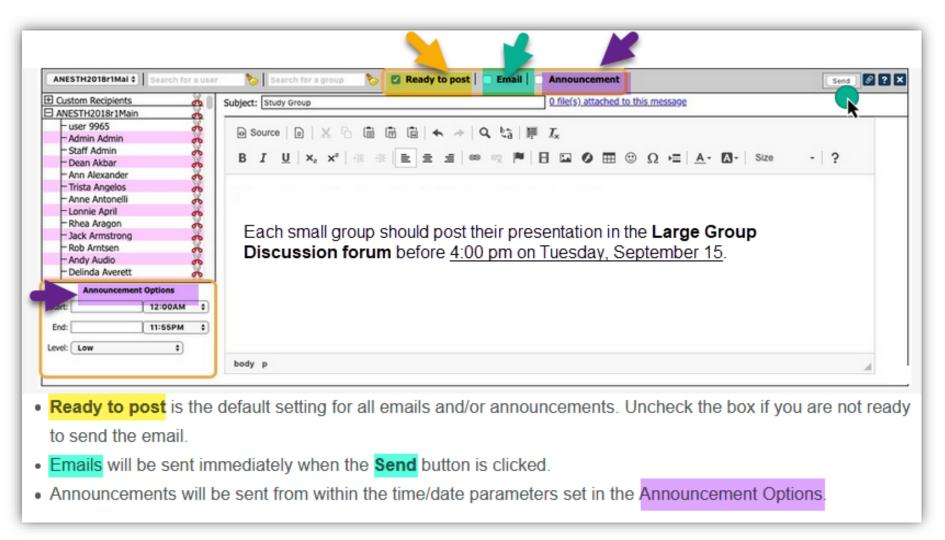


Shortcut keys in Zoom to mute and unmute, share screen and stop sharing screen, and many more. For smoother sailing in Zoom, write down these shortcuts on bright yellow paper and place by your computer.

Leo Tips

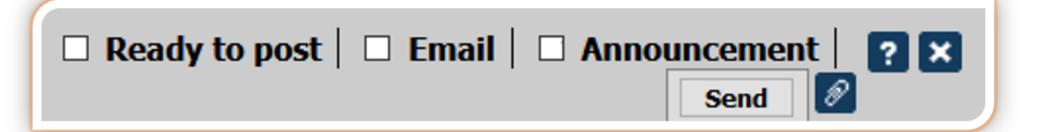


Leo Tip 1: Email or Announcement?



Leo Tip 2: Email or Announcement?

- If a message is selected as an Announcement only, the communication stays within Leo.
- If a message is selected as an Email only, it will be sent to the user's email address that is listed in their User Profile.
- If both options are selected, the recipient will receive an Email (at the Email address listed in their User Profile) and a copy (of the Announcement) will be in their Leo Inbox.





Camtasia



Interested in using Camtasia to capture your screen or record your webcam video, or to edit audio or video?

We have an institutional license for Camtasia.

Contact CSOM-IT to get the software installed on your computer.





H TOSSABLE DIGITS

Hesitant about sharing your personal number with students or other people?

Try using a virtual number that comes with several features including screening for callers.



^{*} I am not affiliated with the company. I do not receive incentives for promoting the product. I am a satisfied consumer who has used the product for 10 years.



^{*} I am not affiliated with the company. I do not receive incentives for promoting the product. I am a satisfied consumer who has used the product for 5 years.