Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

Technology News

Monthly Newsletter

Summer is almost upon us! This is our last edition of Technology News until the new school year arrives. The Learning and Information Technology Services (LITS) department wishes you all the best as we wrap up the school year.

Brian Beckley
Chief Information Officer

Table of Contents

Getting tech ready for Summer
Even with our unique situation, we can all prepare for summer.

- We won't be collecting certificated laptops this summer as in past years.
- If your laptop is misbehaving, staff can bring their laptop to the CRC to be imaged.
- As indicated in earlier emails, we want to remove the older, surplus computers this summer. These include older classified desktops as well as classroom presentation stations.
- If you have files that need to be backed up, we have created videos for [Backing up Files and Bookmarks](#) and [Uploading Files to One Drive](#). This last video is critical as you have almost unlimited storage capacity with the OneDrive cloud storage.
- Classified staff who have checked out devices can request to keep them over the summer to take advantage of professional development.
- At the end of June, staff and student Windows computers will receive critical updates to their computers. These updates are cumulative and could take as long as an hour and may automatically restart your computer.

Digital exit for graduating seniors
Graduating seniors will be turning in their computers next week and should be encouraged to clean out their "virtual lockers" including EPS Google Apps, Office 365, Canvas and WeVideo. Since network access from home is not available to them and they may also have files in their network accounts LITS will keep their log in active to give them access to network until August 18, 2020. There will be scheduled time when allowable this summer at the high schools for students to utilize onsite computers with a thumbdrive to download files they are not able to download prior to next week. [Link here for full Digital Exit instructions to share with your students.](#)

Accelerated Reader Offline June 22 – June 30
Accelerated Reader (AR) has a mandatory vendor update that had to be delayed from spring break. The process will take over a full week. AR will go offline on Monday, June 22 and students can begin using AR to check their comprehension on their reading and again starting Wednesday, July 1.

Website New Look: Fall 2020
The district website will have a new look by September. Communications and Learning Management Services are kicking off this month shifting to a more modern interface and enhanced navigation for our community. In the month of June LMS will be hosting trainings and providing self-paced tutorials on the newest website editor tool. The current editor is being retired in early July. Over the course of the summer, school and department web editors will be invited to work to update content in a preview mode to make adjustments in anticipation of the new look launched this fall. Find out more as the project evolves by logging in to the district website and looking under Staff tab for Website Updating Project 2020 at https://www.everettsd.org/Page/36276.

Screen recording
Everett Public Schools have four options for staff and two options for students to do screen recordings. WeVideo is available to staff and students and has full editing capability.
- Staff only
  - Everettsd.zoom.us - Using your account you can record a zoom meeting without participants and record the session (Student district Zoom accounts do not allow for hosting meetings)
  - Microsoft Teams – Using your account you can host a teams meeting without participants and record the session (Students do not have Team accounts) EPS options for Team use here.
- Staff and students
  - Microsoft Stream – Screen recording
  - WeVideo – Screen recording
    - Open a HelpDesk Web ticket and WeVideo can be added through Canvas to your classes for students to use.

Elementary email accounts
Elementary email accounts are now enabled for specific uses - receive automated one-way notifications from teachers and our adopted learning platforms, including Canvas and Google Classroom. In addition, enabling these email addresses will allow elementary students to sign-in and use Adobe Spark for multimedia creation.

The limitations around the addresses are as follows:
- **Sending emails**: Students will not be able to send emails to any internal or external email addresses. Any messages they send will be held in quarantine, but not delivered.
- **Receiving emails**: Students will only be able to receive automated notification emails from Canvas and Google Classroom. They will also be able to receive emails from teachers and staff (@everettsd.org accounts).

Directions for elementary email
- For families: Elementary students how to log in to retrieve emails and notifications
- For staff: Staff exporting class list of student email addresses directions

Clever tab opens as tab on Chromebooks
District K-5 Chromebooks now have a new tab that opens automatically on start-up. The tab opens directly to the log in page for Clever. Students using their own personal devices will still need to navigate to applications like iReady and Typing Club using the Student Tools page on the website.

Online enrollment
Did you know that new students can now enroll in Everett Public Schools online? This is a new option for us, but it's available to all and are ideal for new kindergarten students as well as students who are moving into the area, or who are changing from private schools to attending Everett schools. While school offices are closed for any reason, families can still submit their enrollment information from the comfort of their homes. Details and a video walking parents through the process step by step are available on the website. Please help us spread the word.

Secondary staff TAC access for proofing
Now middle and high school staff can access the Teacher Access Center (TAC) to proof submitted grades at end of school year through Office 365. Directions will be posted on the Grading webpage but are linked here for review.

Canvas Corner
Canvas houses much of our online and blended professional learning. Information is available on the Grades & More website. Information is linked for Parents, Students, and Staff. Canvas is evolving and here are some highlights

- Summer school programs throughout the district will utilize Canvas to provide shared content for programs across schools.
- Canvas course access will extend until August 18, 2020. This will allow staff who want students to have access to resources to continue learning. Staff are encouraged to set end dates for assignments they no longer want available to students.
- Reminder to staff that summer course preparation can be achieved using sandboxes as well
- Summer professional development design is underway. There will be online courses offered during the months of July and August for teachers at all levels, stay tuned and review Frontline EPS Online Catalog for course offerings posted by Friday, June 12.
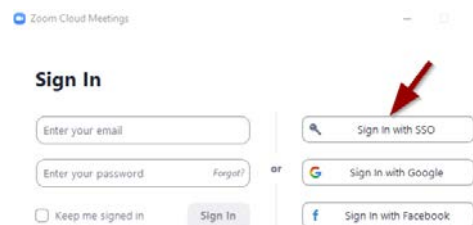
Remind
Everett Public Schools will be onboarding the Remind texting and voice application starting this summer. Procedures, account set-up and use guidelines are under development. There will be an initial use phase during summer school and then in the fall all staff will be asked to only use the tool through the district accounts. Classes and contacts will be rostered for classroom teachers and other users will be set up through Learning Management Services. Stay tuned for more information.

Zoom
Please remember to keep current on all issues Zoom-related on our district webpage. Sign in to the website and find the [Zoom information page](#) under the Staff tab. Zoom's most recent update has caused some challenges for some users. We are still finding users not accessing their account through the https://everettsd.zoom.us. Please only go to this domain to sign in using SSO.

Zoom is diligently updating their software and default settings to address security and other concerns as they arise. The recent update on May 31 changed some defaults that may impact how Zoom functions for you. [Current blog re: recent update.](#)
Please see the [linked blog](#) to keep up to date on Zoom updates.

Additionally, we are seeing some issues with recurring meetings since the updates. You may need to check these and reschedule. For security reasons, we recommend using stand alone meetings with unique meeting codes versus recurring meetings with students. In a few cases, if software had not been updated you may need support to get to the current version. Updates to software do require that a computer is fully shutdown and restarted. If you have challenges, please open a HelpDesk support ticket and include the tag number of your computer.

Certification Opportunities
- Now available through August, 5, 2020
    - Google Educator Level 1 and Level 2 certification options sign up in Frontline to get started.
    - Microsoft Office Specialist certifications in Excel, Word, PowerPoint and Outlook options sign up to get started.
- Available until June 26, 2020
    - MIE certification through Microsoft Beginners to Advanced in Frontline. You can earn clock hours for courses on your way to your MIE certification.

Have questions about items in this issue of Technology News? Email technology@everettsd.org for more information.