

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



February 2020

VOLUME 2, ISSUE 3

Technology News

Monthly Newsletter

Surplus Desktop Removal - Update

We are fine-tuning plans for the removal of older desktops no longer being supported by Microsoft. These eight to ten-year-old computers no longer receive security updates leaving them targets for hacking. We will work with schools on a schedule to ensure we are not removing desktops that leave any staff without a computer. We are proceeding cautiously to limit the impact on staff's work. Before switching out computers, staff will be asked to back up all documents and bookmarks to ensure nothing is lost. If anyone needs help with this task, either call the Help Desk or refer to the links below.

- [Help Desk How-to files](#) answer the questions that ensuring you don't lose anything.
- The Help Desk videos
 - [Backing up Files and Bookmarks](#)
 - [Uploading Files to One Drive](#). This last video is critical as you have almost unlimited storage capacity with the OneDrive cloud storage.

Summer Plans

This summer, our staff will be deploying new classified computers to schools and offices throughout the district. We have identified the location of the computers we installed four years ago, and we will use those to replace the older computers destined for surplus. At this time, we will remove all the remaining surplus computers that didn't get replaced during the school year.

HelpDeskWeb Updates

Staff can now see current and past tickets on HelpDesk Web. Simply look for All Tickets on the header menu.



Canvas Updates

Several new features are being launched in Everett Public Schools Canvas LMS including:

- New Quizzes relocating from Assignments to Quizzes
- Direct Share
- EPS Canvas Commons
- Canvas Parent App
- Digital Tools Portal

Table of Contents

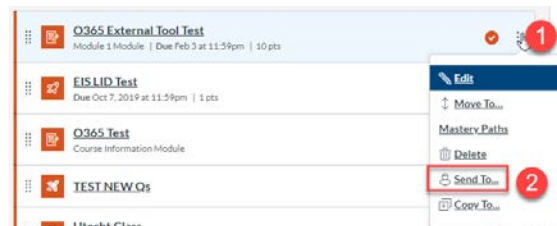
- Surplus desktop removal - update
- Summer plans
- HelpDeskWeb
- Canvas updates
- Reminder why software updates and patches are important
- Phishing – don't take the bait



Canvas Direct Sharing: Now Available

Instructors can now share individual **Announcements, Assignments, Discussions, Quizzes and Pages**. The “Send To” and “Copy To” options are located in the settings menu of the item needing to be shared.

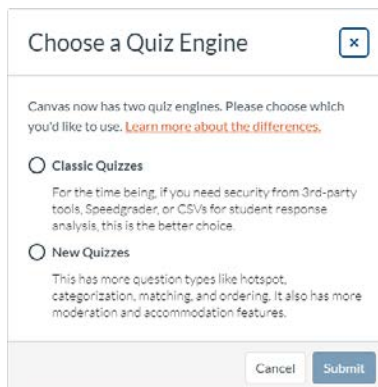
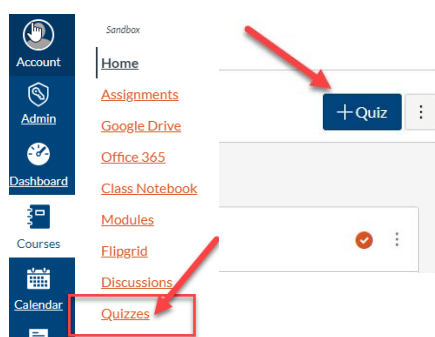
- Sample Teacher Use Cases:
 - “Send To” could be used for quick sharing of common assessments to teachers in your PLC [Link to Guides](#)
 - “Copy To” could be an efficient way to copy something created for one class and import into a different class period. [Link to Guides](#)
- Considerations:
 - Sharing options are not currently available from the Modules view of items
 - LTI content and Quizzes using Question Banks may not copy or send to other users



Canvas New Quizzes button on the move! February 15 Canvas Update

The New Quizzes button moved from the Assignments tab to the Quizzes tab. The Quiz creation process now supports both New Quizzes and Classic Quizzes.

- More intuitive navigation for both teachers and students
- The +Quiz button brings up option for quiz type and includes considerations to help teachers decide the right fit for that quiz.
- Classic Quizzes will be indicated with an outlined icon and New Quizzes will be indicated with a solid icon.



Learn more watching [Tutorial Video](#)

EPS Canvas Commons

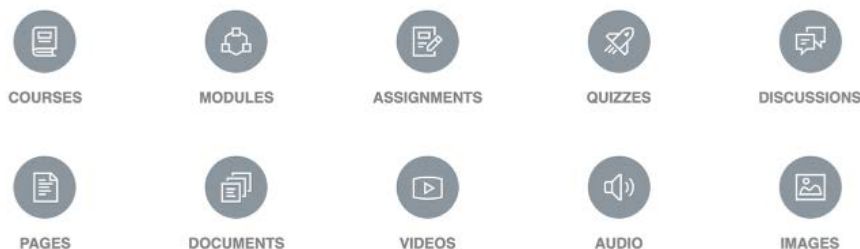
Everett Public Schools (EPS) Canvas Commons is a cloud-based repository that enables EPS teachers to find, import and share resources. EPS Commons allows Everett Canvas users to share learning resources with other users in building or across buildings within Everett Public Schools. EPS Commons also allows teachers to import these shared district resources into their Canvas courses.

A resource in Commons can be a course, module, quiz, assignment, discussion, page, document, video, image, or audio file. Each resource has a unique icon making it easy to identify the type of resource available for preview or import.

Learn more about the EPS Canvas Commons by logging into the district website and going to

<https://www.everettsd.org/Page/25890>

or your school's Canvas course.





Canvas Parent App: March 3 – district-wide

Parents will have access to Canvas at the beginning of March. Phase 1 has begun and all staff whose students may have the initial field test of 250 parent observers received an email announcing the field test.

Parent App feature highlights

- See all children and courses where Canvas is in use
- View upcoming or past Canvas assignments by course or week.
- Opt-in for alerts regarding Canvas missing work

Staff will know when parents are observing their course by selecting People on the course navigation menu and reviewing the list or filtering to see observers.



What will parent see if they log in to the web version of Canvas?

- Parents are observers and see almost everything a student sees but cannot submit content
- Pages and content
- Discussion board directions and posts made by the students' they observe but they cannot see entries made by other students in the class
- Comments made to their students by teachers

More information will be posted on the district website and Canvas Teacher Users will receive further updates as implementation continues.

Digital Tools Portal in Canvas for Staff

New for staff is the Digital Tools Portal. This portal provides:

- Outline of the review process for having digital tools approved for classroom use
- Guidelines for working with free and paid tools
- Repository of approved digital tools and any limits to use of those products

This portal is set up for self-enrollment. All instructional staff have been added to the EPS Portal.

1. You should find this on your dashboard or by selecting the new icon on the left navigation menu within Canvas.
2. Once in the EPS Portal – look for the [Digital Tools Portal icon](#) to link to the course. First time connection will require user to <https://everettsd.instructure.com/enroll/LG774T>
 - Enroll in Course
 - Go to course
3. After initial enrollment the Digital Tools Portal will be listed under All Courses for user.



For all things Canvas related:

We ask staff to direct any questions they may have to LMSStaff@everettsd.org.

Parents should be directed to email lms@everettsd.org for log in support.



Why software updates and patches are important – A Reminder

You're probably no stranger to those pesky little pop-up windows telling you software updates are available for your computer, laptop or tablet. You might be tempted to click on that "Remind me later" button. Don't do it. Don't put off updating your software. You're given a certain amount of time to update at your convenience but if you wait too long you may find yourself with a computer rebooting at an inconvenient time.

Software updates are important to your digital safety and security. The sooner you update, the sooner your device is more secure - until the next update reminder.



Why are software updates so important? There are a lot of reasons. Here are just two that show why it is important to update your computer regularly.

1. Updates help patch security flaws

Hackers love security flaws, also known as software vulnerabilities. A software vulnerability is a security hole or weakness found in a software program or operating system. Hackers can take advantage of the weakness by writing programs to target the vulnerability. The program is packaged into malware — short for malicious software. An exploit sometimes can infect your computer with no action on your part other than viewing a rogue website, opening a compromised email message, or even playing infected media.

What happens next? The malware can steal data saved on your computer, allow the attacker to gain control over your computer, and even infect the district network. Software updates often include software patches. They cover the security holes to keep hackers out.

2. Software updates help protect your data

You probably keep a lot of documents and district information on your devices. Your files and district information are valuable to cybercriminals. They can use it to commit crimes in your name or sell it on the dark web to enable others to commit crimes.

Updating your software and operating systems helps keep hackers out.

You could ignore, for a while anyway, those reminders to update your software, but you might be missing out on a lot, starting with your cyber security.

Phishing: Don't Take the Bait

Have you ever received an email message that looks odd or suspicious? If so, it's very likely you're a potential victim of an email phishing scam. A phishing scam is a form of social engineering where cyber criminals attempt to fool you by sending fake emails that appear to be from an authentic source, such as a reputable business, a supervisor or colleague. The email might ask you to confirm personal or district account information such as a password or prompt you to open a malicious attachment that infects your computer with a virus or malware.

HERE'S WHAT TO LOOK FOR:

- say they've noticed some suspicious activity or log-in attempts
- claim there's a problem with your account or your payment information
- say you must confirm some personal information
- include a [fake invoice](#)
- want you to click on a link to make a payment
- say you're eligible to register for a [government](#) refund
- offer a [coupon for free stuff](#)

For more detailed information on email phishing and how to avoid becoming a victim, see the [How to Recognize and Avoid Phishing Scams](#) website.

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

Report individual issues or requests to [HelpDeskWeb](#).