Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

April 30, 2020 VOLUME 2, ISSUE 5

Technology News
Monthly Newsletter

As we close out April it is hard to believe most of us have been working or teaching from home for over six weeks! In that time, we have all had to make major adjustments and had the opportunity to learn and use some technology we have not used in the past. Our hope as a technology team is you are getting the support you need to do your jobs in new and creative ways, and that we are all developing new skills that are not only beneficial now, but will be helpful into the future.

Thank you for the support you have shown the team as we distributed Chromebooks and Hotspots for district families. We appreciate being part of Everett Public Schools team! Please stay well and stay safe.

Brian Beckley
Chief Information Officer

Tech Help for families
Families have some common technology challenges when working from home.
The following initial troubleshooting steps can be shared by school staff to get them help more quickly:

- TOP TECH TIP: Clearing cache Often a browser holds on to past log ins – this will clear those out and allow a new user or a new session to begin
- Log out of all personal accounts for anyone who works on the computer
- Google account name is ID#@apps.everettd.org. For Rapid Identity screen the user name is simply ID# and computer password
- Share with them the Family Tech Support page from the website including a form to request help directly from the tech department
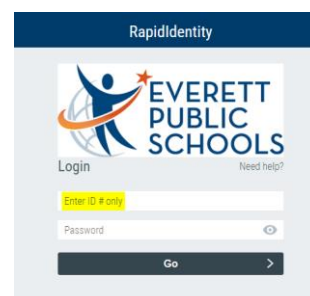
Staff can find technology help by logging in to the website and linking to Technology Help.

Email BCC
An important reminder to staff emailing large groups or class lists of parents directly from outlook: you want to send the list using Bcc (Blind carbon copy). This limits the group member's ability to reply all. It also prevents sharing email addresses to all recipients.

Khan Academy available for elementary students

There is now the option for elementary students to use Khan Academy from the Khan Academy website. DO NOT share the link from the "Copy Link" feature because that is a Youtube link. If you go to the lessons page you can go to the area below the video and use the Google Classroom or Email option to get a link that begins with https://www.khanacademy.org/. See here for screenshots and more on Khan Academy links for elementary students.

Microsoft Teams for staff use

Office 365 offers staff the option to chat, call and have meetings through the Teams application. Limited to internal staff conversation, this resource can be a quick way to connect or work connected while we are remote. Sign in to the website and learn more about EPS options for Team use here.

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

- Parents can access Canvas using the Canvas Parent App for their phone or log in to view assignments, grades, and announcements.
- Each Canvas user sets up their own notifications. It is recommended that teachers, students, and parent observers set their announcements and conversations to send a notification daily. Find out how to set notifications in Canvas here.
- Now it is easier to share content between courses through Direct Share and Commons. To find out how easy, read about sharing here.
- With the closure of school buildings, more staff are using the messaging feature within Canvas. As a result, account names needed to be updated from first name only for students and last name only for staff. LMS has updated how people are named to be their full name in Canvas to support messaging functionality in professional development and classroom courses
- New Quizzes is now offering partial credit on quiz items.

Zoom

In this dynamic situation, we are closely monitoring updates and new guidelines for software. To keep you informed, we are regularly updating the website with current information and date stamping so you can see what is new. Sign in to the website and find the Zoom information page under the Staff tab. This page is updated weekly. Please know that polling is not an option for the teacher Basic accounts.
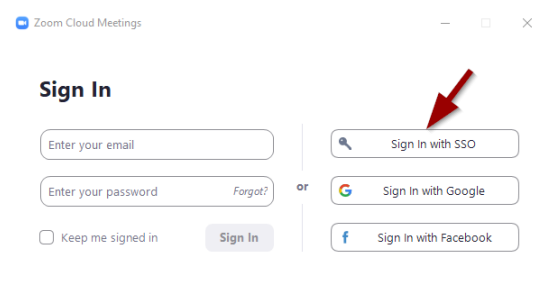
Building principals and librarians have licensed accounts if there is a need to host a session in partnership to allow for polling. All staff hosting meetings want to assure your account is within the Everett domain. You should always start at https://everettsd.zoom.us and only ever sign in with SSO option from your app. Staff are asked to only host professional meetings using their school district Zoom account.

Social Media Guidelines

The Communications Hub contains all kinds of good information about the website and social media. You can find this link on the Staff Tools page.

- **Social media resources**
  - Social media account request form
  - Public record retention guide
  - Facebook guide
  - Twitter guide
  - Social media response guide
  - Other tips and resources

Online Professional Development in Frontline

- Looking for classes in Frontline? Watch this video.
- In this unprecedented time our professional development offerings have all be set up as Online. This is a new experience for many so we wanted to share some key differences.
  - Finding a course is not easy by calendar – you want to go to the Catalog – select EPS Online Catalog to see what is offered. Check here for start and end dates
  - Course credit is not documented until after the end date. For some courses this is end of April – other courses this will be end of June. Check your specific course end date.
  - Courses which are blended will have some webinars and some content that staff can complete on their own.
  - Several instructors are using Canvas to hold their content. This requires you to sign up in Frontline – but use the link with the course description to access the online content.
  - While courses can have a maximum earned (up to 20 hours), staff only need to complete 1 hour.
  - Assignments or reflections are within the course to earn each of the hours.
  - Online course evaluations will not be completed until after the end date of the course.

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