Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

Technology News

Monthly Newsletter

In this year's 3rd edition of Technology News for the 2020-21 school year the Learning and Information Technology Services (LITS) department is focused on shifts in schedules and second semester.

Semester and Hybrid Transition Virtual Classroom: Canvas
Whenever new semesters start, schedules are changed, or new course sections are created, there are changes in Canvas. These changes are made through an integration with our student information system each night. New course sections are created as soon as a new section is built and teacher is assigned.

When teachers or substitutes take over an existing course or course section, they inherit the former teacher's Canvas course. This change cannot be updated in the student information system until the last day the teacher/students are set to attend that class and then the updates occur in the overnight integration. In preparation for these changes, the new staff member can be manually added to the course prior to the day before.

- Second semester courses will be active for teachers on January 14 and appear for students on February 1.
- Special Education updates for January 19 will not be made in the master schedule until the last student day prior the start date (Jan. 15). Overnight, the students will be integrated into Canvas and other digital tools. Please read directions here for how to utilize past course content in new or reassigned Canvas courses.

Semester changes:
- If a curricular area is using Canvas Blueprint courses to push out course content teachers will receive second semester content including the Blueprint course homepage when courses are generated through the integration.
- If a curricular area is not using Blueprint course feature in Canvas, then second semester courses will be generated as an Everett Public Schools general course with a template page and content-specific applications (EduApps) exactly as they were first semester.

Starting in a new course or assuming course ownership:
If a teacher wants to use a homepage or any other content from a previous course there are a few options. All links on imported or shared pages should be checked that they are not linking to another course's content.
1. Import the homepage or other content from a first semester course.
   Using the Course Import Tool to Import Course Home Page
2. Share your homepage or other course content to Canvas Commons then import it from Commons into your second semester courses of choice.
   Saving/Sharing Course Content to Canvas Commons

Extending Course Access

If there is a need for students to access your course beyond the end of first semester you will need to adjust the course dates using the course start and end fields in "Settings".

It is important that these dates are adjusted before the end of the Canvas term (February 12th). After February 12th the course CAN NOT be extended to allow student access.
How to adjust the Canvas course end date

Other Canvas support resources can be found in the EPS Portal which is linked on left menu within Canvas.

Gradebook Course Merging

Gradebooks will not be generated until the end of first semester, by end of day January 26. A help desk request can be made in advance to merge gradebooks, but the action cannot be taken until gradebooks are generated.

Setting up new and second semester courses

The Digital Tools Portal within Canvas has set up directions for tools that require teacher-specific connection at the course level for any new or second semester courses. Instructions for how to set up can be found in the Digital Tools Portal linked to the Curriculum Tools page. The link requires log in to Canvas and membership in the Digital Tools Portal. Examples include:

- Cengage Reach for Reading: Required for any new course sections. Staff taking over an existing course should be able to access MyNGConnect using the existing link in the course they take over.
- FlipGrid – this is a course-specific set up for use and available K-12.

Updates for second semester

- Focused Fitness transitioned first semester and will continue second semester to be accessed through Canvas
- Experience State History second semester will be accessed through Canvas
- Middle schools will continue with GoGuardian and resources for use can be found in the Digital Tools Portal

Drop-in Sessions

Teachers looking for support in setting up Canvas may choose to attend one of the following drop-in sessions.

- Friday January 15th. 1:45-2:45   https://everettsd.zoom.us/j/99512229408   Password: Semester
- Wednesday January 20th 8:00-9:00   https://everettsd.zoom.us/j/99512229408   Password: Semester
- Wednesday January 20th 11:30-12:30   https://everettsd.zoom.us/j/99512229408   Password: Semester
- Tuesday January 26th 4:00-5:00   https://everettsd.zoom.us/j/99512229408   Password: Semester
- Wednesday January 27th 11:00-12:00   https://everettsd.zoom.us/j/99512229408   Password: Semester

January Windows Updates

A reminder to look for the monthly Windows updates starting January 16 in the Software Center. The download is not disruptive; you can continue working while the updates install. You will need to do a reboot, at your convenience, that can take about 30 minutes, before the deadline of January 22. After that, the computer will re-boot automatically without your ability to control the time. Contact the Help Desk if you have any questions.

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Have questions about items in this issue of Technology News? For clarifying information email technology@everettsd.org
Need technology support? Please open a HelpDesk Web ticket.