Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

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Technology News

Monthly Newsletter

In this year's 4th edition of Technology News for the 2020-21 school year the Learning and Information Technology Services (LITS) department wants to begin with a heart-felt thanks for all you do to support our students and families during remote learning. As we wrap up the first semester and look ahead to the beginning of a new term, we have included some information that will assist you. You are doing amazing work learning how to instruct in a virtual setting with your focus always on how best to support students. The LITS department continues to be here to support you.

Canvas Semester Change Clarification

Students will have access to first semester courses through Monday, February 1 up until 11:00 p.m. at all middle and high schools. IF a teacher wants to extend access to individual courses, they will need to change the settings to extend access for students. This action extends access to all students within that course. Extend Canvas Course End Date for Students.

Zoom Security Updates

IMPORTANT – Action Required

Beginning on February 11, **ALL** meetings whether with students or adults MUST have AT LEAST one of the three key security measures in place; waiting room, passcode, and/or external authentication. To ensure your meetings will work, either go into existing meetings and add one of the three security measures OR schedule new meetings.

NOTE – External Authentication was enabled, and promoted districtwide at the beginning of December, and will become the only authentication option on February 11. If you are using the previous form of authentication, we ask you to switch to External Authentication immediately to avoid any issues. Staff Zoom webpage has directions for External Authentication procedures https://www.everettsd.org/Page/26703

February Windows Updates

- A reminder to look for the monthly Windows updates starting February 14 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 February 18.

- After that, the computer will re-boot automatically without your ability to control the time. Contact the Help Desk if you have any questions.

Reminder

Shutting down

keeps computer updated
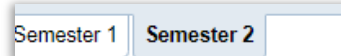
Elementary Staff Updates

Traditionally elementary classrooms are yearlong and mid-year changes are not common, particularly not in digital tools. During this unusual shift, LMS will be hosting coaching sessions to support staff who need assistance. The following dates and times are available to staff who find they need assistance.

URL for LMS Support Sessions **https://everettsd.zoom.us/j/94491081137** **Password: Hybrid**

Wednesday, February 3	7:30 - 8:15 a.m	3:45 - 4:30 p.m.
Thursday, February 4	7:30 - 8:15 a.m	
Friday, February 5	7:30 - 8:15 a.m	3:45 - 4:30 p.m.
Saturday, February 6	9:00 – 10:30 a.m.	
Monday, February 8	7:30 - 8:15 a.m	3:45 - 4:30 p.m.
Tuesday, February 9		3:45 - 4:30 p.m.

Elementary teaching staff reminders

- Semester 1 ends January 29– second semester defaults begin January 30. Please remember the semester tabs in the bottom left of the gradebook screen. Any first semester assignment entries remain on the Semester 1 screen. Access simply by selecting Semester 1.

Semester 1	Semester 2	

- Gradebooks support for elementary staff can be found by signing in to the website and navigating to Grading and Attendance > Gradebook Basics: Elementary. Resources for taking attendance will be added after review on this site in advance of the February 8 transition.
- Teacher EPR deadline is end of the working day Thursday, February 4. Elementary office staff will be running PDF files for printing EPR Narrative Reports on Friday, February 5.

Course Schedule Changes as Hybrid rolls out.

Explaining how the systems work.

District digital tools including Canvas and Gradebook are primarily tied to the course sections set up in the master schedule and not tied to a specific teacher. For example – when a long-term sub comes in - they are assigned to the course/section and then they "take over" in the Canvas course and Gradebook for the course. At elementary schools a course section is set up for the entire school year. (e.g. HRM200.1, REA200.1 ect).

How course/section schedules are being updated for Hybrid in master schedule

1. TEACHERS NOT CHANGING COURSE SECTIONS: *Most* teachers assigned hybrid will stay connected to their current course/section in all digital tools and will see their rosters change on February 6 for Stage 3.
2. TEACHERS GETTING NEW COURSE SECTIONS: Teachers assigned to remote teaching and some who are shifting programs or grade levels will be provided newly created course/sections.Staff will see these new class rosters on February 6 for Stage 3.
3. TEACHERS TAKING OVER AN EXISTING SECTION: Teachers taking over another teacher's existing course/section will not have it assigned to them until the day following the last day of the current schedule. (For Stage 3: Feb. 6)

When Schedules Change in Canvas

Teachers getting a new course section or taking over another teacher's course section may choose from options to import content from another course. New sections will appear the day after they are added to master schedule.

- **Option1:** Import the homepage or other content from a first semester course.
  Using the Course Import Tool to Import Course Home Page
- **Option 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

When using content from another course double check that links on imported or shared pages are not going to old course.

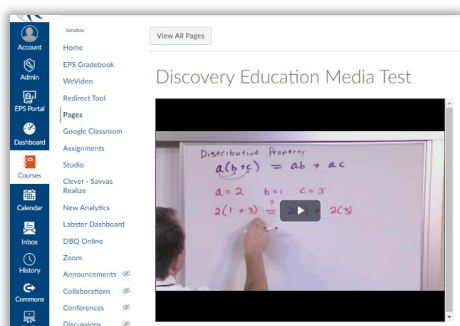**When Schedule Changes for SeeSaw, DRA, iReady, Performance Matters and Other Digital Tools**
Teachers will lose access to students in these platforms for Stage 3 on February 6. It is important teachers gather any information they need from their current students to complete progress reports no later than February 5. This includes core tools like SeeSaw, DRA, iReady, and Peformance Matters. Student performance information in most systems will follow the student and be accessible ONLY to their new teacher beginning February 6.

Elementary Password Update
In December families and staff were encouraged to have elementary students update their passwords. Increases in misbehavior is due to the ease of access to other student accounts. It is important that staff encourage families to change account passwords from the default. Update Elementary Student Password At Home Directions

Digital Tools
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.

Remind: 2nd semester unclaimed class notifications:
Remind is the district-provided app for teachers for texting, calling, and messaging. All teachers have district generated Remind classes updated nightly with both students and their guardians. February 1 an automatic notification email will be sent to any teachers who have second semesters classes waiting to be claimed. The email will include instructions of how-to login using Google Single Signon and claiming district generated Remind classes. If teachers already have classes, or do not wish to use Remind, the email can be ignored. Resources for using Remind can be found in our Digital Tools Portal (Remind).

Discovery Education in Canvas
All courses Preschool through 8th grade have access to Discovery Education through Canvas. Teachers can embed Discovery Education videos directly into Canvas pages, modules, and assignments. These videos play right inside Canvas, just like media embedded from Canvas Studio.
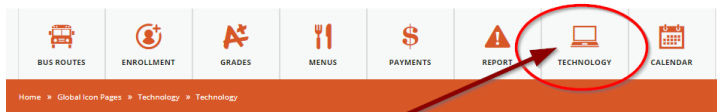
Discovery Education has an immense library of videos, images, audio, and other media covering *Science, Social Studies, ELA, Math, Health, Careers/Workplace Skills, Visual and Performing Arts, Multi-Language Resources*. Teachers can search for items by Keyword, Subject Area, or State Standard, and can then filter further by age group, and topic. Video overview of how to add Discovery Education content to Canvas.

Coming Soon
Destiny Library Catalog will be available through the Canvas course navigation under Destiny Search. Students will be able to launch the library app to search for books, view collections, research, etc. right from your Canvas page. Librarians will begin trying out the feature and the full launch is planned for March. Stay tuned.

Technology Assistance
- **Technology Support Information**: This is a great place to find how-tos and is easily accessible on the district website. The site links to instructions for how to change your password offsite, Chromebook troubleshooting steps, common Zoom troubleshooting tips, among others.
- **Password Updates:** Teachers and office staff can use use the Password Reset Tool on the desktop to reset their students' passwords. Look at Helpdesk How-To: Reset Passwords using Reset Tool for your students

Technology Icon: The Technology icon link on every webpage includes key information for students, families, and staff.

Family Tech Support:
More indepth family troubleshooting and form for parents and students to request support.

Status Alerts:
District known issues and key digital tools status pages are linked here for staff and to share with students and families if they encounter issues of access or dropping off – check product information before reporting to district.

FAQs:
FAQs include the top student troubleshooting - clearing browser caches. If status of product is good, this is first troubleshooting step with Zoom issues, sites not loading or unable to access assignments. FAQs include middle and high school technology staff appointment links for students who are having hardware issues where they can schedule to meet with onsite school field tech.

PSESD Data Event
Some of you may have received notice by mail from Puget Sound Educational Services District ("PSESD") of a data privacy incident that may impact the privacy of personal information for certain current and former employees. We've determined that the notice is legitimate. For more information, please see their website announcement at https://www.psesd.org/notice-of-data-event

Individuals seeking additional information and advice on how procced regarding the event may call thier assistance line at 1- 800-223-0837.

Everett Public Schools remains committed to ensuring all employee and student private information managed within its data systems remain protected and secure.

Learning and Information Technology Services (LITS) newsletters archive now on website Staff > Staff News Hub

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.