

# Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



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## Technology News

### Monthly Newsletter

In this year's 6th edition of the district Technology News publication for the 2020-21 school year we are highlighting closing out our year, summer school preparation and a look ahead to next fall and the hopes for gathering again as a community.

#### **June 29: Department Workshop**

The LITS department will be working together in a full day workshop with a focus on assessing current status, preparation for summer work and charting the course for the coming school year. On June 29 phones will be forwarded. Full operations will resume June 30.

#### **Action Requested: Technology Notices**

Technology functioning effectively and securely requires staff action. The LITS Newsletter is adding an Action Requested section with a checklist in the table of contents to help you know when the news involves staff action in addition to the information or coaching items.

#### **Action Requested: Digital Exit**

Exiting staff should assure that any files they own are transferred to colleagues and those files staff want to keep are saved on a thumb drive or copied over to a personal cloud service. Exiting employees will lose access to files in their district network, Google, Office 365, and email accounts. [Find out more about how to prepare for preserving your digital work to take with you.](#)

Graduating seniors and other students leaving the district will also need a digital exit. [Use this information to work with students on saving their files.](#)

#### **Action Requested: Certificated Laptops**

Certificated laptops are being distributed to building staff with school-by-school roll outs starting June 7. Staff members working from home will need to come on site, log in to their new device, complete some initial set-up steps, and assure email is set-up within the network before taking the computers home. Guidance will be posted on the [Technology Department > Devices > Windows Tablet](#). Certificated staff can keep their current tablets until August if they are planning to return in the fall. Collection of old devices will occur late August 2021.

Certificated laptops will roll out with the new software installation process in its first phase. Read on for more information about the new software installation process.

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### **Action Requested: New Software Installation Process**

In response to the need to improve safety and security of personal information and the district network, new software installation procedures will begin rolling out with issuance of the new laptops. Core applications and updates will be loaded into the Microsoft Store or Software Center. Requests for software or online digital resources will be made through a request ticket and twice a year, in December and in May, we will formally process building-based applications. At that time approved products will be technically processed and made accessible based on complexity of preparation. By fall, all staff will transition to the new software installation process with district and program level applications being reviewed monthly. [Learn more about the need for security enhanced practices.](#)

Since the software installation process is new, a [simplified process using an online form](#) will be in place from June 7 through July 31 with approval notification sent to applicants by August 13 to address needs for the start of the school year.

### **Action Requested: Progress Reports and Grades**

For families we now offer online access in addition to printed reports at the end of the school year.

- Elementary school progress reports will be available in the EPS Gradebook Internet Viewer.
  - Elementary school staff need to complete narrative comments by Tuesday, June 15 end of workday.
- Middle and high school report cards will be available in the Home Access Center (HAC).
  - Middle and high school staff need to complete grades by Sunday, June 20 no later than 5:00 p.m.

### **Last day attendance**

Asynchronous attendance rules for the last day will include either following remote guidelines with participation cutoff at the end of the school day or students will be asked by end of student day to complete a school specific online participation form, More to follow from LMS working with building leadership.

### **Action Requested: End of Year Preparation**

Each staff member at year's end should assure all their classroom and office technology is visible in their classroom and on their desk. For staff leaving the district or going on leave we wish you good fortune and request you turn in any mobile equipment to your office or department managers.

### **Virtual Classroom: Canvas in the new year**

*Wondering what to expect as the end of the school year approaches?*

- Students will have access to this year's courses until June 21 at 11:59 p.m. After that, students will have read only access to all past courses [unless the teacher manually extends the course end date](#). Teachers will have access to make edits, score assignments, and make changes to grades in courses until June 28 at 12:00 a.m. After that, you will have read only access.

Next year preparation: Don't worry though, you will still have access to import that content into next year's courses, so you won't need to start from scratch or to download, or to save to Sandbox or save to Commons.

- **Build new content in your Sandbox-** Since course shells for next year's classes won't be ready until late August, teachers can create content in their sandboxes. To edit existing content, import content or shared resources from your colleagues directly from other courses or from Commons into your sandbox. Once imported the content can be edited.
- All student grade information used for end of year reporting should be entered in the Everett Public Schools gradebook. To retain a copy of your Canvas gradebook: [Exporting Canvas Grades to a CSV File.](#)

### **Canvas Studio**

Videos remain in the user library or in any courses where they were placed. That said, it may be a good time to recommend that users put collections together to make videos easier to find in the following years: [How do I create a collection in Canvas Studio?](#)



## Getting ready for fall - Changes for 2021-22

- Elementary mathematics will transition from SuccessNet to Illustrative Mathematics.
- SeeSaw will no longer be rostered for preschool, kindergarten or first grade. Continued free use is approved following guidelines listed in the Digital Tools Portal approved list.
- Google Voice licensing will be discontinued. Staff can use their district room and office phones along with Remind text and voice options in its place. Log in to Canvas and link to Digital Tools Portal for [Remind resources](#).
- DRA2 and STAR Reading assessments are being discontinued.

Join us for a variety of professional learning opportunities listed by logging into [Frontline](#) now and those being added in the next two weeks for deepening understanding of the key four elements of blended learning as we move forward in our return to school in the fall. Canvas will continue as our virtual classroom and this summer will be a chance to review the basics and learn even more about how best to blend the virtual and in person learning to leverage technology in transforming learning.

## *For online resources here are some announcements and reminders*

- Students remain in 20-21 classes except summer school students until mid to late August when products begin to be set up for the new year.
- Remind will set up for summer school separately and 20-21 school year class will be in place until roll over to the next school year in mid-August.
- Accelerated Reader will be available until August 25 but not required for summer reading.
- iReady is available and will be promoted for use for elementary students until set up for new year on August 14.

## Student Device Collection

All high school students, fifth and eighth grade students and students leaving the district will be turning in their devices for the summer. Exceptions are being made with individual students who need their computers to participate in summer school. Building leadership have more details about each building's collection plans.

## Password Updates

- Staff password resets will be paused starting June 14. If you have not updated your password recently, we recommend doing so before June 11 to assure a new password is used enough to remember or wait until fall.

## Phishing and Spoofing

Staff are reminded to be careful with emails that look suspicious. Please do not forward these for verification – take a screenshot if you need to ask questions. Bad actors are getting bolder and are even using legitimate email accounts to send emails to get personal information or have recipients click on a link that gives them access to district systems. [Stay alert and informed](#) to protect your information, your colleagues' information, and our families.

## Key Dates for Summer Work

- June 28 - July 2: Destiny Library Manager is scheduled for updates and will be unavailable during this window.
- July 6 – 9: BusinessPLUS and Employee Online upgrades to a new look and will be offline during this window.
- July 20-21: eSchoolPLUS will be rolling over to the new year so eSchool, Teacher Access Center and Home Access Center will be offline during this window.
- July 26 – July 30: IEPPlus will be replaced by PowerSchool Special Programs. The scheduled cross over to the new product will mean both systems will be offline during this window.

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