

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



September 1, 2021

VOLUME 5 ISSUE 1

Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) has been working this summer to prepare for the start of the new year. This work includes student and staff device preparation, digital resource access and directions, and service support resources. In an ever-changing landscape LITS will work in collaboration with schools to assure safe and secure access to instructional resources that support student learning.

Returning to work and looking for technical reminders? Don't forget the support you can find in the [Tech How Tos folder](#). Please open [support tickets](#) if you have individual needs.

Password Updates

Staff password resets will need to be completed by end of September. You should begin seeing a pop-up notice appear on your screen. Best practice would be to do update prior to September 30. Staff are encouraged to add security questions responses in order to assist if they forget their password in the future. [Directions for setting up challenge question responses for self-serve forgot password option.](#)

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.

Elementary Chromebooks

This year elementary will continue to have the “at home” option for school devices. The plan differs by grade level. For grades 3, 4 and 5, students who need “at home” devices will be asked to carry school Chromebooks back and forth and come to school with a fully charged device. Schools will have additional devices available for check out to ensure all have access to a district device.

Preschool, kindergarten, first and second grade classrooms will have classroom carts for in school student use. During the first weeks of school, staff are asked to check with their families to see how many need a Chromebook or to trade in one borrowed in prior years to have at home.

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Home Internet Access

Families in need of home internet access will have two options depending on their circumstances – Comcast Home Wi-Fi and T-Mobile hotspot. These requests will be part of the Family Help Request from *Lets Talk* after a September 7 update. Students' access to technology enriches their learning. Supported by our community as of Fall 2020, each and every student has daily access to technology including a device, resources and a wireless connection. We invite our families to provide us with general feedback by Sharing an Idea or reaching out for assistance with a challenge or a need including home internet access using Request Help.

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 have begun rolling out with issuance of the new certificated laptops. Core applications and updates will be loaded into the Microsoft Store or Software Center. Program and operational priorities are actively being set up. Requests for software or online digital resources will be made through a [New Digital Tool Review support ticket](#) and twice a year, in December and in May. building-based or individually requested applications will be reviewed. In January and by teacher return in the fall, approved products will be technically processed and made accessible based on complexity of preparation. By end of September plans are for all staff to 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.](#)

Certificated Laptops

Certificated laptops check out started in June and have continued throughout the summer. If certificated staff have not yet picked up the new device, there is still time before school starts!

Where: 3715 Oakes Ave, Everett. It is the old Longfellow Annex Building.

We share the parking lot with the COVID testing. We are in the building on the west side of the parking lot.

- Wednesday, Sept 1 (10am to 3pm)
- Tuesday, Sept 7 (10am to 1pm)

Staff members will need to log in to their new device inside the network, complete some initial set-up steps, and assure email is set-up before taking the computers home. Guidance will be posted on the [Technology Department >Devices > Windows Tablet](#). Certificated staff can keep their current tablets until after the start of school to allow for a smooth transition.

Canvas EPS Portals

Log in to Canvas and from the left menu all staff will see the EPS Portal. [Learn more about the main EPS Portal](#) and how it links to a wide variety of resources. Two new key links are the EPS Portal homepage - the Canvas Portal and the Digital Tools Portal. Each have links for staff to self-enroll. Once enrolled and the staff member has accepted the invitation from the Dashboard, staff can use the icon for each to access a wealth of resources.

- The Canvas Portal will serve as a reference for beginning of the year reminders and self-exploration.
Three key Canvas reminders:
 1. Publish... (course, module, page, assignment)
 2. Proof all links in Student View...
 3. Fill out [Crosslist ticket](#) as soon as possible

The Digital Tools Portal is now a hub for all district-supported software general training resources, the digital tools approval process, current conditionally approved applications, and a status page of currently under review requests.



Start of Year Preparation

Wednesday, September 1 – Canvas courses and gradebooks generated

Staff will find their courses within gradebook and Canvas by the end of day, Wednesday, September 1. Canvas Virtual Classroom set up support can be found linked within Canvas EPS Portal home page. First time to the Canvas Portal? You can select to self-enroll then go to your dashboard to accept your invitation then you can readily link from the Canvas Portal image any time you need access.

The Canvas Portal home page provides links to help staff get started in this year's course set up. Other materials will be added throughout the course of the week. There will be optional dropin support sessions for Canvas this Friday and next Tuesday.

Topic: Canvas Drop In

Time: Sep 3, 2021 11:00-12:00 PM and September 7 - 11:00-12:00 PM

Join Zoom Meeting <https://everettsd.zoom.us/j/99748322978>

Meeting ID: 997 4832 2978

Passcode: Canvas

Digital Tools Portal Highlights

- Reach for Reading MYNGConnect– continues to be available through Canvas and elementary teachers have option to set up in Homeroom or in Reading courses. Resources for teachers are linked within the Digital Tools Portal from the homepage – MYNGConnect icon.
- Remind continues to be our district approved texting option. Staff will have rostered courses and information about staff not assigned to students within eSchool is available. Resources for teachers are linked within the Digital Tools Portal from the homepage – Remind icon.
- GoGuardian will continue to be utilized at the middle school level and will be available for use at all elementary schools. Self-starter resources are available and optional drop-in trainings will be planned starting in mid-September. Resources for teachers are linked within the Digital Tools Portal from the homepage – GoGuardian icon.

Reminders from spring announcements

- 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.

Most applications will be fully available within the first week of classes. A LITS Newsletter dedicated to instructional applications will be sent to school staff prior to the start of school. General information is available in the Digital Tools Portal.

Learning and Information Technology Services (LITS) newsletters archive now on website after logging in- Staff > [Staff News Hub](#)
Suspect something is wrong with Zoom, Canvas or other digital tools? > Check out the [Status Alerts Page](#)
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](#).