

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



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Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) want to keep staff updated on current and upcoming technology initiatives. Don't forget the support you can find in the [Tech "How To" folder](#). Please open [support tickets](#) if you have individual needs.

GoGuardian and Class Policy

Classroom management software allows teachers to manage their class on the computer. This software works best as a method for launching sites on student computers more effectively at the start of class or as a method for transitioning them from site to site or from computer time to face to face interaction. The software can be used to support individuals as well as pause them for important instructions. A brief description about each level's introduction to this software is outlined below.

Preschool – Grade 8: Online, self-paced [Go-Guardian resources](#) are available in the [Digital Tools Portal](#). (1st time visiting the DT portal may require staff to [Self-enroll](#) & accept the invitation in Canvas).

- Elementary schools – GoGuardian launched September 2021 in all elementary schools across the district. Optional training sessions have been and will continue to be scheduled. Schools can also request a 30-minute training during LIF time by completing a support ticket.
- Middle School – GoGuardian continues in its second year of use at the middle schools. For school-based training and support, consult your Instructional Technology Facilitator.

High School: Online, self-paced [Class Policy resources](#) are available in the [Digital Tools Portal](#). (1st time visiting the DT portal may require staff to [Self-enroll](#) & accept the invitation in Canvas). Schools can also request a 30-minute training during LIF time by completing a support ticket.

Software Installation Requests

After curricular software is loaded, individual staff requests already submitted and any received prior to November 30 will be reviewed in December. Individual requests for software should be made through a [New Digital Tool Review support ticket](#). Once reviewed, all requests that meet the [guidelines](#) will be packaged for use beginning second semester through either the Microsoft Store, Software Center, or by completing a support ticket for technical staff to load virtually or directly onto district devices. Current [approval status](#) and the [review process](#) on instructional tools can be found in Canvas on the [Digital Tools Portal](#).

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Interactive Panels – Elementary Schools

As the district 2016 Integrated Technology Plan enters its final year and plans for classroom system updates are underway, Dr. Saltzman has set a priority for the project solution for district classrooms to begin as soon as possible. Equipping teachers with greater innovation than projection, the LITS department worked with representative teachers in the selection of the [Boxlight Interactive Panel](#) to replace current projectors. These panels will be a district standard in elementary classrooms and offer mobility to allow for various classroom configurations. The panel deliveries will be school by school beginning this fall and LITS anticipates all elementary classrooms will receive a panel by the end of March. Secondary classroom projection upgrades are proposed as part of the next levy.

By late November, the first schools will have a couple of panels which will be accompanied by demonstration videos for staff trials. As each building's panels are delivered there will be accompanying training and professional development options. There will be an orientation period in second semester. Once staff receive their panels, they will be asked to begin orienting to different features of the panel in a staged learning plan. At the end of the year, projectors will be removed from the classrooms.

Staff Online Collaboration and Communication

There are a variety of district-supported resources for communication amongst staff and for outreach to families. The LITS department wants to assure staff know of these options and where to learn more about their use.

Google Drive and *Office 365* allow for shared documents for all staff and students. It is important to note that both [Google](#) and [Office 365](#) have security settings. Any student or staff data should be shared with individuals rather than the organization or "anyone with a link".

Outlook email is available for staff and [students](#) with age-based restrictions. Outlook is our primary communication with families and several of our other software applications email using this mail service. Work emails are archived following retention practices outlined by the state.

Remind is our district's approved texting option named in Board Policy 5225 [Procedures](#). It does require parents to download the app. Teachers use of student cellphones for Remind should be tied to parent providing cell numbers and approval for use within the student information system (viewable in Teacher Access Center (TAC) and gradebook demographics. Remind messaging is archived following retention practices outlined by the state. Information about [Remind](#) and its use can be found in the Digital Tools Portal within Canvas.

(1st time visiting the DT portal may require staff to [Self-enroll](#) & accept the invitation in Canvas).

Microsoft Teams – Everett Public Schools utilize Microsoft Teams for staff-to-staff collaboration only. Staff can create their own chat groups that share files, message, and host virtual meetings. Information about [Microsoft Teams](#) and its use in Everett Public Schools can be found in the Digital Tools Portal within Canvas.

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Zoom – Zoom meetings are utilized in staff-to-staff interactions, staff-to-student interactions, staff-to-family interactions, and staff-to-community interactions. [Zoom](#) use guidelines, best practices and updates can be found after logging onto the district website, under Staff Tools.





Adobe Suite

Adobe Creative Cloud Suite is a collection of 20+ apps for photography, video, design, web, UX, and social media. The suite is available for staff use and several applications can be used on the web, others require download and will only download to a PC. Classroom teachers will be added to the user group and can download applications from the Software Center. Please note that the applications take up memory so best practice is to only download the specific applications you plan to use. Information about [Adobe Creative Cloud](#) and its use can be found in the Digital Tools Portal within Canvas.

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Ablebits Ultimate

Ablebits Ultimate used by staff working extensively with Excel is an upgrade from the previous version offered by the district. Staff wanting to upgrade need to complete a support ticket request. See [Ablebits Ultimate directions](#) for more information.

Important Canvas Updates

Gradebook Assignment Enhancement for Students

Canvas is releasing an update to the student assignment user interface. This Assignment Enhancements modifies the Classic Assignment Details page improving the interface and submission workflow for students. [What is Enhanced Assignments?](#) The following are highlights of the enhancements.

- The assignment summary header is always visible when viewing the assignment and floats at the top of the page.
- The submission process is summarized in a circle timeline at the top of the assignment.
- Assignment details can be minimized within the page.
- Submissions can be drafted in the assignment without requiring an immediate submission.
- Submission types, comments, and any rubric grading is retained with each attempt and viewable by both the student and the instructor.
- For instructors, SpeedGrader displays comments based on submission attempt, [Release Notes](#)

Speedgrader (status label edits)

The SpeedGrader sidebar includes an Edit icon to be used for submission statuses. Statuses can be edited the same way as in the Gradebook. Additionally, adjusting a status in SpeedGrader also applies to the Gradebook.

- Setting the status to Missing displays the Missing label.
- If a late policy is enabled, setting the status to late displays the Late label. Additionally, a text field allows the grader to enter a value for the days/hours late.
- Setting the status to excused displays the Excused status, and the grade field displays as EX and is grayed out.
- Setting the status to None removes any labels that were previously displayed for the assignment.

The Edit Status icon is not displayed in the following assignment scenarios:

- Previously submitted submissions (only the most recent submission is supported)
- Concluded and Inactive student enrollments
- Assignments that require moderated grading
- Assignments in a closed grading period [Video Tutorial](#)

Gradebook Assignment Search

This new feature allows assignments to be searched in addition to student names. The gradebook includes two search fields: one for student names, and one for assignment names. Using the Assignment search field displays any search results that match an assignment in the course. [Video Tutorial](#)



Microsoft Immersive Reader

This new feature allows additional resources to be used with the Microsoft Immersive Reader. In individual assignments (RCE), the Course Home Page, and the Syllabus, the Microsoft Immersive Reader button displays for users. In each location, Microsoft Immersive Reader button is in the page header. For instructors, the button displays next to the Student View button, when applicable. [Video Tutorial](#)

Course Notification Customization

This change allows course notifications to be adjusted without having to access the course-level Notifications page for each course. The User Notifications page displays all notification options for a user's entire account. However, if a user has any active course enrollments, the menu displays the name of each course. Users can navigate between their courses and set specific notification options for each course, if preferred. Any updated notifications also sync to the course-level Notifications page. [Video Tutorial](#)

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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](#).