Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

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Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) wishes you a wonderful new year. This edition of our newsletter is geared towards a successful transition between semesters and to keep you updated on current and upcoming technology initiatives. Check out the items below and remember you can find support in the Tech "How To" folder. Support tickets are the best way to get support from the LITS department.

Laptops

All staff are asked to log in to their district laptops weekly at their worksite and complete all updates. Updates are accessed through Software Center. Installation of approved software happens through Software Center, Everett Public Schools Microsoft Store or a support ticket. Proposed new software needs to go through the review process which is outlined in the Digital Tools Portal (Use the self-join link to get access to the portal. If you have already done so – click link or icon from EPS Portal).

Semester Preparation

Here are some tips for instructional staff as first semester ends January 28, and second semester begins February 1. Middle and high school teachers, assure you are set up for all online resources with your second semester courses.

Grading and Gradebooks

Elementary Progress Reporting and Secondary Report Card directions are sent out by office staff. Directions for gradebook are available in Canvas within the Secondary Gradebook Portal (Use the self-join link to get access to the portal) for middle and high school staff and for elementary staff, the Elementary Gradebook Portal (Use the self-join link to get access to the portal.). All K-12 teachers have grade and comment entry due by end of working day, February 3.

Secondary Attendance Notifications – begins second semester

Beginning second semester, middle and high school teachers will start receiving an email notifying them if they have not yet taken timely period attendance in a course. In classes where existing attendance from office is already entered, or when no students are absent, the teacher must mark "All Present" which signals to the office confirmation that a classroom teacher has confirmed class attendance. Teachers will see the green checkmark on the period tab after completing attendance in the gradebook. The checkmark is required for the office to know that attendance has been completed for the period. If there is a special schedule or if there is a substitute who takes attendance on paper, teachers will receive notifications for a typical day and can simply delete the message.
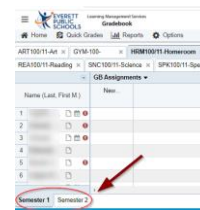
Semester Tabs
Reminder to elementary teachers that your classes are yearlong but in gradebook classes are divided into semesters. Look to the bottom left to make certain you are working in the right semester for assignment scores, assessments and progress reporting. Semester 1 ends January 28 and second semester default begins on Saturday, January 29.

Canvas
The Canvas Portal (Use the self-join link to get access to the portal. If you have already done so – click link or icon from EPS Portal) houses all the information needed for updating and designing courses in Canvas. Whether a newly generated second semester or a class that needs to stay up-to-date in an elementary homeroom to support students both in person or when they are offsite, you can find how to and design tips here.

- **NEW FOR ELEMENTARY**: Teachers will see a second semester math course available on their Canvas dashboard. To make the new elementary math curriculum available and readily accessible for teachers and students, a separate math course in Canvas now appears for all grades with curriculum separated into a first and a second semester course.

- **Extending first semester end date for students***:* Middle and high school classes have new sections as of January 21 which will become active for students at the beginning of second semester. Teachers will not be able to continue using first semester courses as the courses will no longer have integrations updating students. By default, these become unavailable as of January 31. Students will have access to first semester courses through Monday, January 31 until 11 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 should only be done to complete first semester work. This action extends access to all students within that course. Extend Canvas Course End Date for Students.

- **Crosslisting:** Secondary teachers who are interested in crosslisting their courses are reminded to submit a Canvas Crosslisting Request support ticket.

- **Digital Tools accessed through Canvas:** Secondary teachers with curriculum accessed through Canvas that requires teacher-initial set up, will have to repeat the beginning of class steps they did in the fall. Find directions housed in the Digital Tools Portal (Use the self-join link to get access to the portal. If you have already done so – click link or icon from EPS Portal). Use the icon on the Home page for your course-specific product.

- **WeVideo***:* Secondary teachers will find that WeVideo is automatically available in their courses. If a teacher does not want students to have access, go within the course to Settings, select the Navigation tab, and drag WeVideo off the visible menu. Elementary teachers wanting to add WeVideo to their courses can open a ticket or follow the directions to copy WeVideo from their sandbox into their course.

- **Canvas recent updates***:* Since fall Canvas has updated and added some features. Find more about recent updates from the Canvas Current Releases and Deploys page. Of particular interest may be updates to New Quizzes over the last few releases.

GoGuardian

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. Preschool – Grade 8: Go-Guardian resources are available in the Digital Tools Portal. Elementary optional trainings will be posted later in the spring.

Middle school optional trainings will soon be available in Frontline.
- Friday, February 25   2 - 3 pm
- Wednesday, March 2   3:30 - 4:30 pm
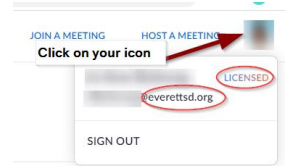- Thursday, March 10   3:30 - 4:30 pm

Digital Tools

For all staff, if you are curious about district-supported digital tools or those reviewed and approved for individual use and guidelines of use, refer to the Digital Tools Portal under Approvals pull down menu for guidelines and status updates. It is important that software whether web-based or downloaded is approved for use, especially when staff or student information is shared with the vendor. Requests for any software should be made through the New Digital Tool Review support ticket.

Zoom

All staff should sign in to https://everettsd.zoom.us/ on their district computer and confirm they are using their district account. Staff should log in usingSSO and ID@apps. Directions are on the district webpage. Teachers and paraprofessionals will want to assure they have a licensed account by checking the icon in upper right after signing in – look for your everettsd.org email and the word Licensed. Open an EPS support ticket if you do not see that you are licensed.

Review best practices in synchronous instruction by logging in to the website and then linking to Staff>Staff Tools>Zoom. Meetings set up with students to require authentication are most secure. Students log in using ID# @apps. the first time and their computers should remember their access in future sessions.

Since last spring, many new features have been added to Zoom that may enhance host functionality. When using Zoom with students on Chromebooks be aware that some features (settings) impact audio and/or video stability for students. Staff are encouraged to keep up to date using the staff district webpages dedicated to Everett Public Schools Zoom utilization. To see these resources, staff need to log in to the website first. New on the Zoom webpages is a Zoom Updates Blog which highlights some features, known issues, and tips for new features.

Elementary Interactive Panels and Sound Enhancement

Panel and Sound Enhancement information can be found on the Instructional Hardware Portal
(Use the self-join link to get access to the portal)

Panels: By March, all elementary school classrooms will have an interactive panel. With these panels, teachers can create more interactive and dynamic instructional experiences for students. Erica Starr, a trainer for the panel company (Boxlight) will be working with LITS instructional team (Daniella, Tavis and Tessa) in advancing use of this amazing new resource. School-specific trainings will be held for all buildings. Building administrators will communicate specifics to staff.

To fully utilize the panels, elementary teachers should
1. Download from the Software Center Unplug' d application onto their classroom computer and laptop.
2. Install from the Everett Public Schools Microsoft Store Lynx Whiteboard application onto their classroom computer and laptop.

Classroom projectors should stay in place until substitutes can be trained to use the panels. Current recommendation is to create substitute plans that use the projector unless you know the substitute knows how to operate the panel. For those wanting to connect a document camera to the panel, please submit a help desk ticket.

Sound Enhancement: Each elementary classroom already has a sound enhancement system. Sound enhancement in the classroom has shown to have a positive impact on students as it assures each student hears instruction and is able to respond with clarity. In elementary schools this system is called Juno and at the secondary level there is the Zoweetek.