



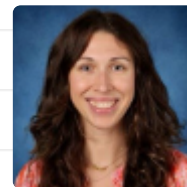
# EduBytes

Empowering Staff & Students  
One Byte at a Time

Your Educational Technology news for November 8, 2024

## Staff Spotlight

### Sarah Manus' Photo Essay Project - Communities in Lak'ech



This month we are thrilled to highlight Sarah Manus, an exceptional educator at Everett HS. She kicked off English 3 examining the essential question: **What are American Values?** Ms. Manus and her students delved deeper into this topic by examining photo essays from the *New York Times* series ["Where We Are"](#), which explores the lives and communities of young people coming of age in America.

Inspired by this series, Sarah envisioned a [Photo Essay project](#) where students create their own photo essays, focusing on local youth communities. She collaborated with one of our Instructional Tech Facilitators, Jen Russell, to bring this vision to life using [Adobe Express](#) as the platform for students to create and publish their own photo essays. Sarah and Jen collaborated and co-taught lessons to students on layout, theme, and tone supporting the English 3 standards on imagery, diction, context, and the writing process, which were integrated throughout the unit.

[The Success Criteria](#) for this project was co-created with the students. Their voices are found throughout the unit from start to finish, including their reflections in the ["Story of My Year."](#) As one student shared, *"I now have a better understanding of the different clubs and communities on this campus. My big takeaway from seeing everyone's products was that Everett's smaller communities are beautiful and special in different ways"* and from another, *"Now I know a little more technology a bit better. I also think the photo essay looks very professional."* To explore the

incredible finished projects created by Sarah's students, click on this link: [Communities In Lak'ech](#) Photo Essay Series.

We'd love to hear more about staff who are using technology in creative, efficient, or useful ways to help do their jobs in or out of the classroom. [Nominate the staff member here](#) and we'll take it from there!

## Synergy Updates

We are moving into Round 4 (out of 8) of our data conversion. Data conversion is the process of transferring parts of our current data from eSchools to the new Synergy platform. This process happens in stages so that we can verify that the information we are moving is transferred over correctly. If we did it all at once it would be much harder to track down where there might be a problem or an inaccuracy. When it comes to data, even small inaccuracies can cause big problems.



In order to make the last data conversion this summer we'll need to shut down eSchoolPlus. **The last day that eSchoolPlus will be available for use will be June 27, 2025.**

**Blackout Period:** There will be a blackout period for all Student Information System (SIS) products from **June 30, 2025, through July 17, 2025**. During this time, no SIS products will be accessible.

**System Transitions:** Several systems are being retired at the same time, including Cognos and Insight. Other systems are being transitioned to Synergy counterparts:

- Synergy SIS will replace eSchoolPlus
- Synergy OLR will replace PowerSchool Enrollment
- Synergy SE will replace PowerSchool Special Programs
- Synergy Assessment will replace Performance Matters
- TeacherVUE will replace Teacher Access Center and the LMS Gradebook
- ParentVUE will replace Home Access Center and the Parent Portal
- Analytics will replace Insight

**Timeline:** The Synergy SIS portion is expected to be available to users after July 18, 2025, based on training and role. Other portions of the system will come online in the days and weeks following as soon as they are available.

## Instructional Focus of the Month



### Analyzing Student Needs Data to Support TPEP Domain 1

Are you looking for long-range data about how your individual students are performing in specific academic areas to best plan for instruction? Are you wanting to see culture and climate survey data about how your students and/or families feel about school

and use the data to plan for meeting their specific SEL needs? Research shows that gathering detailed knowledge of the students we serve, including individual demographic backgrounds, prior






knowledge, interests, academic strengths and areas for growth, allows for intentional lesson/unit planning to meet individual student needs.

We have two digital tools, **Insights** and **Panorama Education** to support you in accessing academic and SEL data to help you plan for instruction aligned to Domain 1b – Knowing and Valuing Students. Both tools can be accessed under Managed Bookmarks.

- **Insights** provides access to detailed class and student data over multiple years for areas including academics, district and state assessments, discipline, as well as MTSS issues and referrals.
- **Panorama Education** compiles student, family, staff, and district culture and climate survey data from Fall and Spring each year into a searchable database. Not only can you drill down to the question level to see how your students feel about topics such as Academic Needs, Engagement, Rigorous Expectations, School Climate and Safety, Diversity and Inclusion, and Student Relationships, but you can also access searchable SEL lessons in the *Panorama Playbook* based on your students' needs.

Please don't hesitate to reach out for training, collaboration, or support on how to use any of the Technology Digital Tools listed above to enhance student learning by completing a [Make a PD Request ticket](#).

## AI in the Workplace

5 Step Scaffolding Scale for Students				
Level 1 No AI Assistance	Level 2 AI-Assisted Brainstorming	Level 3 AI-Supported Drafting	Level 4 AI-Collaborative Creation	Level 5 AI as Co-Creator
				
No AI tools are used at any point. Students rely solely on their knowledge and skills.	AI tools can help generate ideas. Final content must be created by the student without direct AI input. AI assistance must be cited.	AI can help with drafting initial versions. The final version must be significantly revised by the student. Clear distinction between AI input and student's contributions.	AI-generated content can be included. Student must critically evaluate and edit AI contributions. AI usage must be transparent and cited.	Extensive use of AI in content creation. Student provides a rationale for AI use and ensures original thought. Work adheres to academic integrity with proper citations.

### Using AI to Break Down Tasks or Concepts

Sometimes projects can be overwhelming and some students, and adults, don't finish them on time not because they aren't capable of producing the content but because they don't have the skills or expertise to break down the project into manageable tasks. Using AI can help, even just to give you a starting place that helps your

project feel less overwhelming. This can be a great way for students to use AI not to do the work but to help them manage the parts of a project.

**Try using a prompt like this but insert your own project:**

- "You are a 5th grader. Break down the steps needed to write and record a book trailer for a favorite book. Include a timeline and suggested time needed to complete this project in 2 weeks."
- "You are a 7th-grade student taking a social studies class. Give me a step-by-step guide to researching and digitally presenting a comparison of how treaties in Washington state affected both the local tribes and the early settlers."
- "You are 10th-grade student taking a biology class. What are the steps needed to write a research paper on climate change and its impact on the Amazon Rainforest?"
- You are an event planner. Break down the steps needed to plan a department holiday social event for St. Patrick's day. Suggest a timeline starting next week that includes a planning committee."



This could be considered **Level 2 AI-Assisted Brainstorming** on [OSPI's Scaffolding Scale for Students](#). It helps a student plan and organize but doesn't do the work for them.

## Supporting Equity with Technology

### Audio and Ebooks Available with our new Public Library Partnerships

The new [Universal Design for Learning 3.0](#) (UDL) guidelines suggests that offering multiple ways of perceiving information is one way to support all learners. For example, some students may benefit from hearing a book read alongside having the physical book in front of them. This can also support fluency and vocabulary building.



Our new partnership with the public libraries has made their entire collections of audio and ebooks available to our students. The students can use both services using ES+Student ID (ex: ES98765) and the password: 1234. We are encouraging K-8 students to add the libraries to the SORA app (see managed bookmarks) so their access is filtered to their school level. Please see your librarian if you are interested in getting your class set up with the SORA app.

## Digital Citizenship & Media Literacy

### I'm a Digital Citizen



### Digital Citizenship in 5

Digital Citizenship doesn't have to be about taking a whole class period to teach a lesson that may feel disconnected or punitive. The best way to teach Digital citizenship is through just-in-time reminders, class discussion, or short tips as you start into a lesson using a digital tool. Last year, the district developed a portrait of a Digital Citizen that includes 5 sections: I'm Inclusive, I'm Informed, I'm Engaged, I'm Balanced and I'm Alert. Over the next 5 months we'll provide you with some resources to learn more about each of these areas and provide you some tips for having short, authentic conversations with your students as part of your teaching and lesson planning. Stay tuned for more but if you are interested, check out the [Standards](#) they were built from or watch the short video below.

[https://www.youtube.com/watch?v=15zvAiGeW\\_E](https://www.youtube.com/watch?v=15zvAiGeW_E)



# I'm inclusive.

*I'm open to multiple viewpoints,  
and I'm respectful and empathetic*





with others online.



## Digital Tool Tips

### Set Chrome as your Default Browser

Do you prefer using Chrome over Edge and want to stop Edge from opening as your web browser? Are you missing your Chrome Managed Bookmarks when Edge opens up? You can control which web browser application opens by changing your Default Web Browser in settings. Follow these [instructions](#) in the HelpDesk Web Knowledge Base to set Chrome as your default web browser.



### Stop the Teams Pop-up

Are you frustrated that Teams opens each time you start up your device? Follow these [instructions](#) in the Help Desk Web Knowledge Base to stop Teams from automatically opening each time you power on your device.

### Use Format Painter to Make Document Editing a Breeze

The format painter tool is like magic but not everyone knows it's there! Whether you are in Google or Word Docs you can usually find the paint brush icon in the top left of the tool bar. Use it to automatically copy the format of text in your document and then highlight the new text you want to apply it to. This tool is especially useful, and time saving, when you are trying to get text in a document or presentation to look the same. It doesn't change the words, just the format like Bold, Italic, color, font, size, etc.

### Chromebook Reminders

Please make sure you have your students restart their Chromebooks on a regular basis so that they'll get updates. If students are having issues with a device, updates and clearing cache and cookies in the browser can often resolve them quickly.

Please don't hesitate to reach out for training or support on any of the **Tool Tips** listed above to make your work efficient and stress-free by completing a [Make a PD Request ticket](#).

## What Changes are Coming?

### Change is the new normal!

#### Self Enrollment to Content Portals

Staff are now able to self enroll in the Content Portals on the EPS Portal site. If you are already enrolled, this shouldn't affect you. For new staff or staff that change roles, it will allow you to immediately access the content instead of having to submit a ticket!

#### HP Office Desktop Upgrades

As part of our regular lifecycle replacement plans, the HP office desktops in the district are due for an upgrade! In early November, Field Techs will be reaching out to your buildings to discuss any desktops slated for replacement, and how that process will proceed. Field Techs will work individually with staff to ensure files are backed up safely and that new devices are configured as needed for office staff. More information to come as we get closer!

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**Karen Hickenbottom**

Karen is using Smore to create beautiful newsletters