# Technology News

Learning & Information Technology Services January 2023

## Looking Ahead

### Eschool: Unavailable during Spring Break

Eschool plus will be unavailable during Spring Break due to general maintenance and system improvements. Please plan accordingly.

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### Stronger Student Passwords coming in February

New student password requirements will be implemented mid-February for students in grades 3-12 for added protection.

**Why?**
Many students still have their default passwords and that is allowing students to access each other's accounts. Student passwords need to be changed regularly.

It is important that schools promote changing student accounts to strong passwords and instructing students not to share passwords with others.

Building leaders will send out more information soon.

Strong Passwords 2

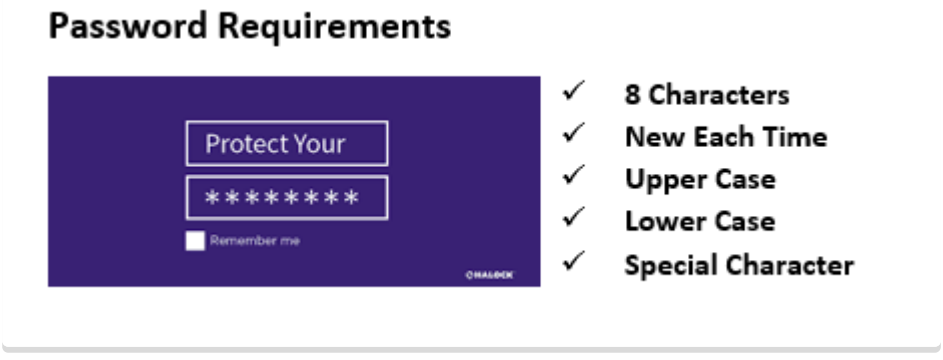
## Did you know about the Password Reset Tool?

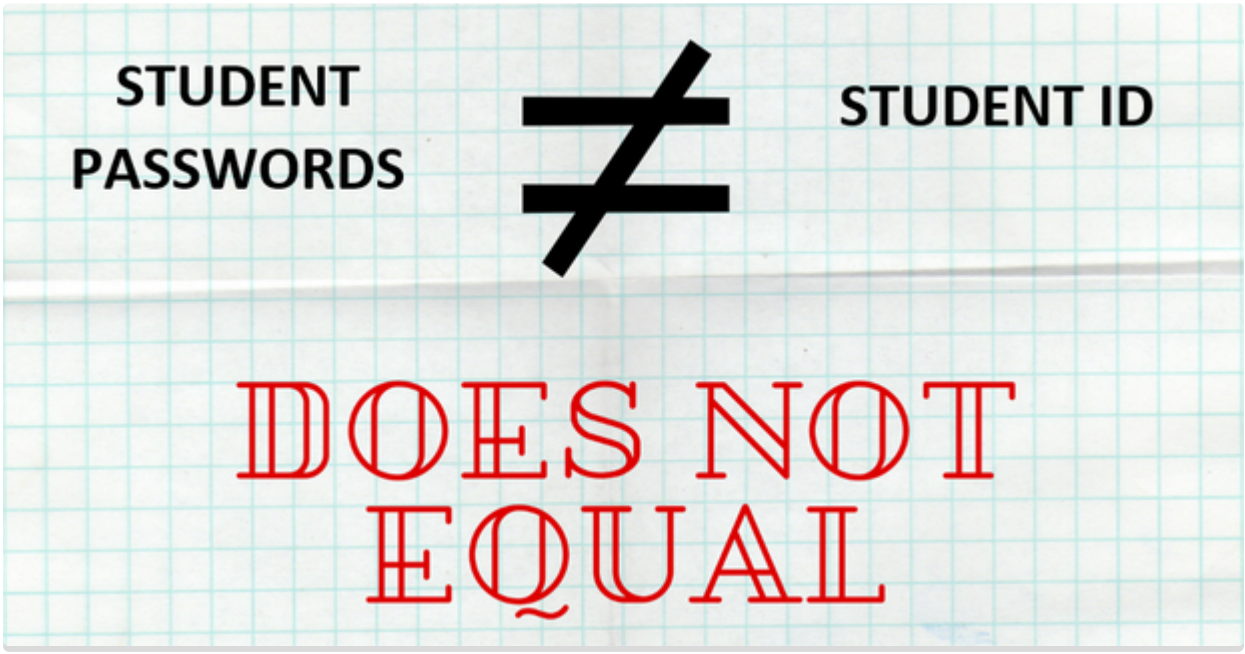
**Who has the ability in each building to reset student passwords:** All certificated staff

Look for the password toolbox on your district laptop. If you don't see it, complete a HelpDesk ticket.

**How to Reset Passwords**

- Video https://www.youtube.com/watch?v=gBL4T4ozH7k
- Handout Teacher Guide for Changing Student Passwords



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## Planning Ahead: New Multi factor Authentication Option in March

Strategic Goals: D.3.a Define, align, implement, and monitor clear expectations and standards for safety.

Multi-Factor Authentication (MFA) adds an extra layer of security to district online resources from Internet attacks, which could result in unauthorized access to staff accounts, when opting to use their personal computers.

There are no expectations that staff work from home, however. As an option to access district accounts on a personal device from home, staff will need to have MFA set up.

District issued devices do not require MFA. If staff choose to access district systems from a personal device, MFA will be a deployed starting in March 2023 and is planned to be completed by May 2023.

https://www.youtube.com/watch?v=0mvCeNsTa1g

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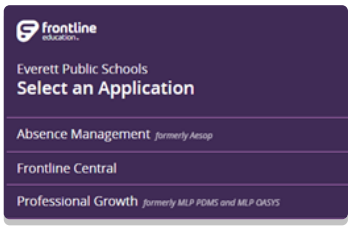
## Introducing Frontline Central




Frontline Central is a place to manage employee-related forms and information.

Central's staff directory keeps track of your position & demographic information, all in one place. You will be able to submit paperless employee-related forms to human resources, payroll, your department, or school.

Forms available in Central

- Retirement and Resignation
- Substitute Feedback

Your login Information has not changed, continue to use the managed bookmark in Google Chrome.

Frontline for Employees

Want to know more? Check out these helpful documents.

- Employee QuickStart Guide
- Accessing and Completing a Form
- Popular Questions for Employees

*Must be logged into Frontline to watch video's*

- Getting Started for Administrators (Start at 1 min)
- "My Forms" Walkthrough
- Getting Started for Employees (Start at 1 min)
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Please contact Ingrid Stafford in Human Resources if you have any questions at extension 4114.

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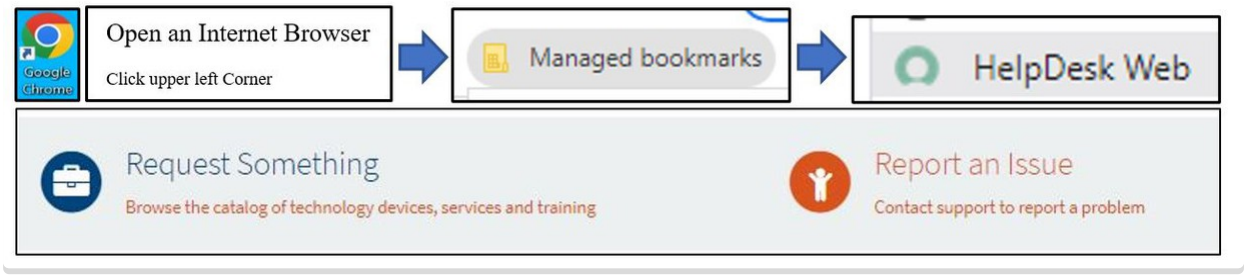
## Resources

Check out the resources below to help connect families to their students gradebooks and more.

Learning and Information Technology Services (LITS) will work in collaboration with schools to assure safe and secure access to instructional resources that support student learning.

Do you need technical reminders? Don't forget the support you can find within our EPS Portal. Please open support tickets if you have individual needs.

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## Semester Preparation

**First Semester Ends**: Friday, February 3rd

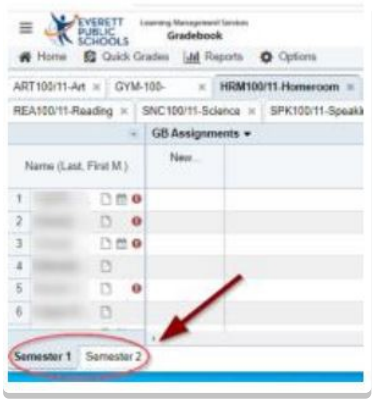
**Second Semester Begins:** Tuesday, February 7

Grading and Gradebooks
Elementary Progress Reporting and Secondary Report Card directions are sent out by office staff.

Grading Timelines: Link K-12 grades and comments entered by the end of the working day on February 10.

**Secondary Gradebook Portal**- click here to enroll into this course if your initial access is denied

**Elementary Gradebook Portal**- click here to enroll into the course if your initial access is denied




## 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.

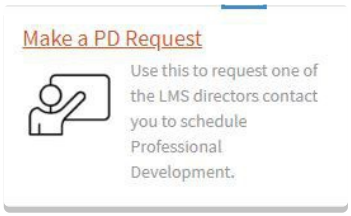
## Combining Gradebooks and Canvas Crosslisting

Help Desk Tickets: Managed Bookmarks >HelpDesk Web

Combining Gradebooks: LINK
Canvas Cross Listing: LINK

## Gradebook Tip: How to View Students Receiving Program Support

## Upcoming Staff Learning Opportunities




LMS provides a variety of training for staff members. Please help us get the message out about these upcoming training and support opportunities. In addition, if you would like a specific training for your staff, please use our new Help Desk ticket at Help Desk Web to request personalize professional development.

**Panel trainings:**

**Substitute Panel Trainings**

- January 3, 3:00 -5:00pm
- February 6, 8:00 -10:00am
- February 15, 1:00-3:00pm

**Classified Staff Panel Training**

- February 2, 4:00-6:00pm
- February 6, 8:00-10:00am

**Other trainings:**

**Remind**

- February 7, 2:45-3:45pm
- February 8, 3:15 -4:15pm
- February 9, 4:00-5:00pm

**Go Guardian**

- February 7, 3:15-4:15 pm

**Class Policy**

- February 8, 2:45-3:45 pm

**Canvas Drop-In Virtual Support** – Need help setting up Canvas for the new semester, drop in to one of the following sessions:

- January 25, 2:30-4:00pm
- February 2, 7:00-8:30am
- February 6, 10:30-Noon and 2:00-3:30pm
- February 7, 7:00-8:30am
- February 9, 2:30-4:00pm

## Zoom links for Canvas Drop Ins:

Find a date and time below that best fits your needs. All sessions will be hosted on Zoom.

- **January 25** (2:30-4:00 PM) https://everettsd.zoom.us/j/95956152363
- **February 2** (7:00-8:00 AM) https://everettsd.zoom.us/j/95956152363
- **February 6** (10:30-Noon) https://everettsd.zoom.us/j/95956152363
- **February 6** (2:00-3:30 PM) https://everettsd.zoom.us/j/95956152363
- **February 7** (7:00-8:30 AM) https://everettsd.zoom.us/j/95956152363
- **February 9** (2:30-4:00 PM) https://everettsd.zoom.us/j/95956152363

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## Canvas Updates

During their December update Canvas has released the following new features:

- New Quizzes: Rich Content Editor in New Quizzes | **All Users**
- New Quizzes: Allow Clearing Selection of Multiple Choice Question Answers | **Instructors, Students**
- New Quizzes: Fill in the Blank with Multiple Word Bank Improvements| **Instructors, Students**
- Pages: Schedule Page Publication Default Status Update | **Admin, Instructors**

For more detailed information about each of these new features follow the links below.
Student Feedback Updates
https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Release-Screencast-2022-12-17-Grades-Student-Feedback-Visibility/ta-p/546320

**Schedule Page Publication**
https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Release-Screencast-2022-10-15-Pages-Schedule-Publication/ta-p/540886

**New Quizzes Rich Content Editor**
https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Release-Screencast-2022-12-17-New-Quizzes-Rich-Content-Editor-in/ta-p/546322

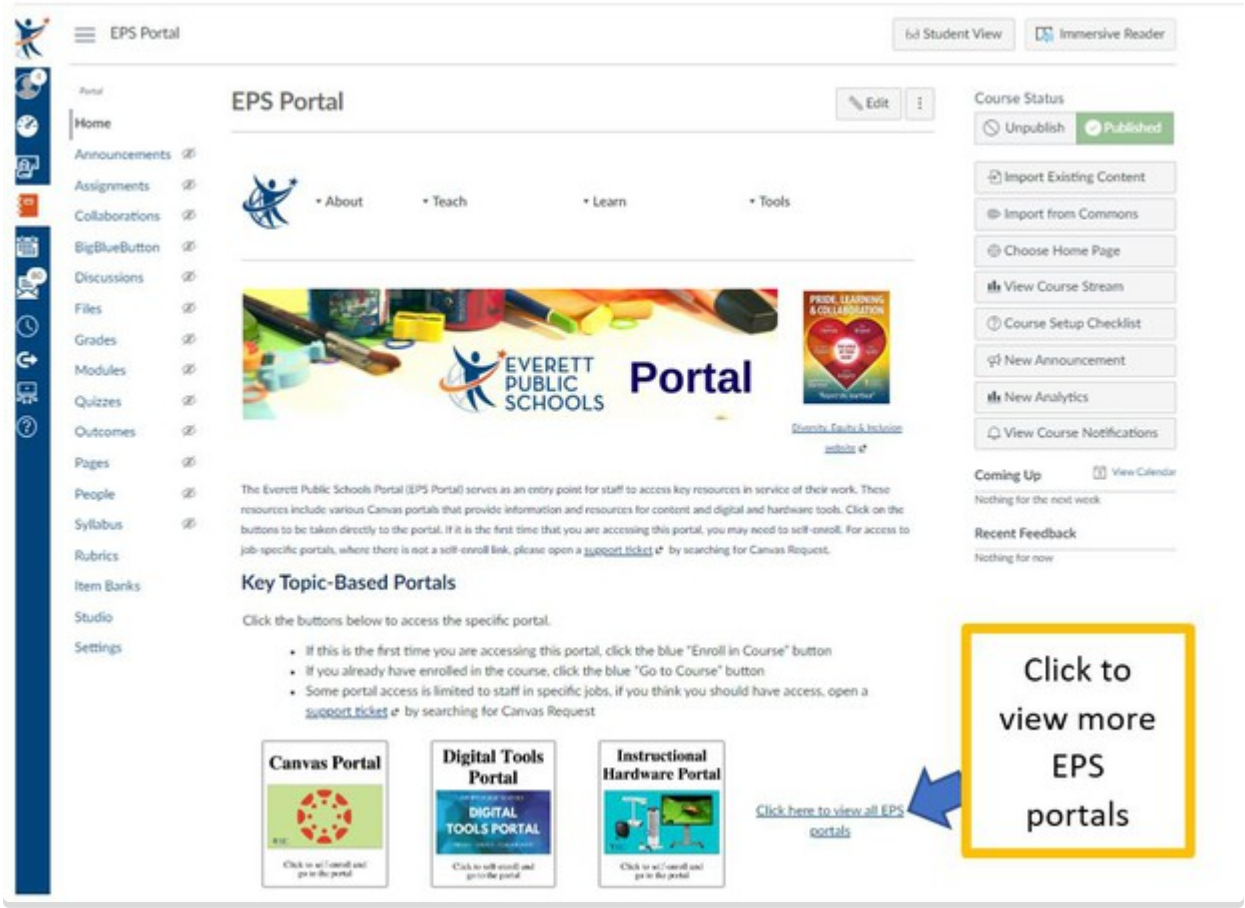
**New Quizzes Fill in the Blank Improvements**
https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Release-Screencast-2022-12-17-New-Quizzes-Fill-in-the-Blank-with/ta-p/546325

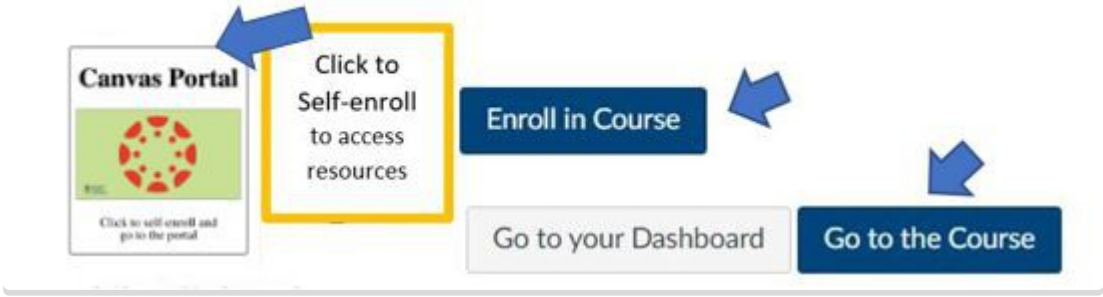
**Account Calendars**
https://community.canvaslms.com/t5/Canvas-New-Feature-Screencast/Canvas-New-Feature-Screencasts-2022-11-19/ta-p/545654

## Zoom

The LITS team advises users to open Zoom on their district devices in order to receive and install any required updates. If Zoom requires an update, it will force this update before you can join a Zoom meeting. If you have a meeting scheduled, LITS suggests opening Zoom the day before, just in case any updates may be required. This will cut down on any delay in joining your meeting.

## On Demand Resources: EPS Portal



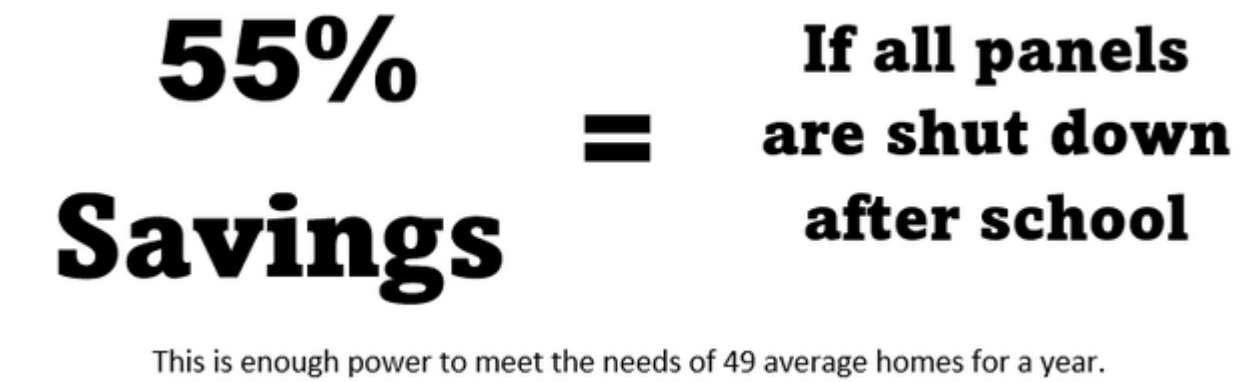


## Panel Resources

Access training resources on demand via our Hardware Portal

Request additional PD for your school, PLC, and/or grade level via the Request Panel Help Desk Ticket

## Shutting Down Panels at the End of the Day Saves Energy

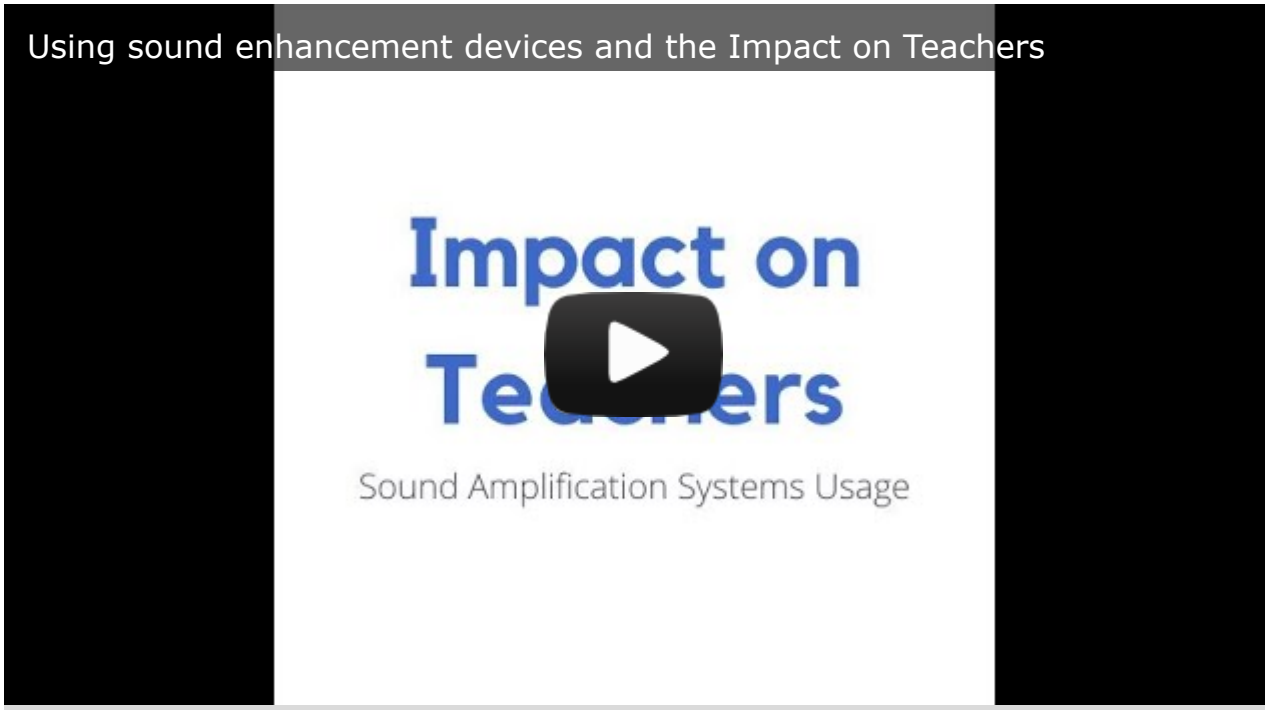



## Audio Enhancement Devices

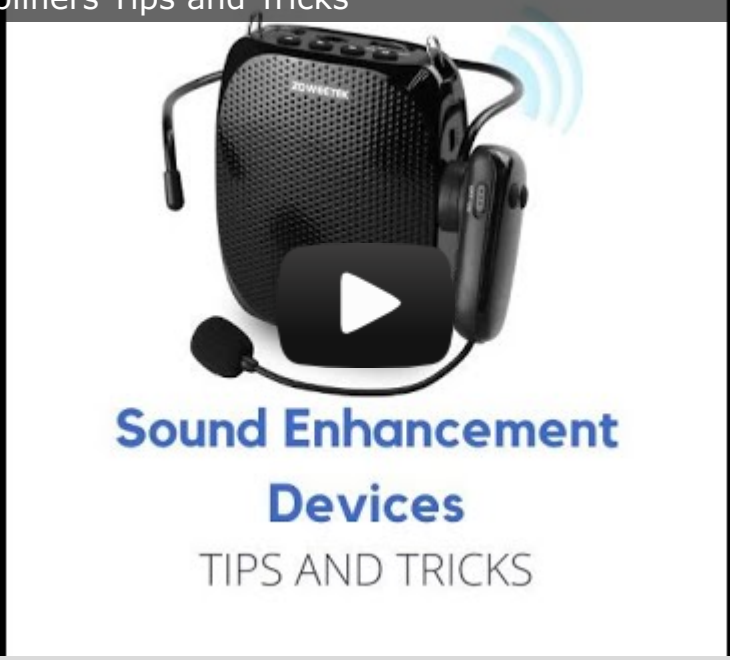
The district provided sound enhancement systems to support both staff and students. These devices help staff to project teacher voice for all students to hear without compromising their vocal cords. This also ensures that students can hear the full lesson to engage in the learning.

Check out the videos below to learn more about how these devices help all (students and staff).

**On Demand Resources:** Available on our Instructional Hardware Portal in Canvas Link



Secondary Amplifiers Tips and Tricks




Elementary Sound Health Benefits

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## Software Installation Process

To improve safety and security of personal information and the district network we use our software installation procedure.

Core applications and updates are loaded into the Microsoft Store or Software Center.

Review of requests for software or online digital resources occurs twice a year: December and May

- Digital Tool Review support ticket -building-based or individually requested applications will be reviewed.
- Current approval status and the review process on instructional tools can be found in Canvas on the Digital Tools Portal.
- Learn more about why we the need enhanced security practices

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## Status Alerts Page

- Our Status Alert page provides an opportunity for our staff and families to see if the challenges they are having with technology require support from the district or are part of a larger issue

**Stop - Think - Verify:** This email message originated from outside of Everett Public Schools. Please do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

## Stop - Think -Verify Banner

Any email originating outside of Everett Public Schools will have the banner above. Please be sure that the email is from a known source before opening the email and/or clicking on any links.


## Learning & Information Technology Services

@Technology_EPS

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