

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



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VOLUME 4 ISSUE 5

Technology News

Monthly Newsletter

In this year's 5th edition of the district Technology News publication for the 2020-21 school year we have packed a lot of timely information with several action items included. The LITS department is here to support you and appreciate all you are doing to support our students and families during remote and hybrid learning.

Action Required Technology Notices

Technology functioning effectively and securely requires staff action. The LITS Newsletter is adding an Action Required section with a checklist in the table of contents to help you know when the news involves staff action in addition to the information or coaching items.

Action: Zoom External Authentication

All staff need to review any meeting created prior to February 11. If authentication is selected and it is NOT External Authentication – the meeting needs to be rescheduled. Remind students to link from Canvas and not save the link as you will be updating regularly. You could update a meeting but keep a class-based password for greater ease. When security was updated to block student accounts in Zoom, students encountered an error message where staff had not yet taken this action. The security was rolled back temporarily but will be permanently in place at the end of day March 17. **If teachers have not updated meetings by that time – it will impact student ability to log in.**

Benefits of External Authentication setting for meetings requires students to use their personal password to enter meeting and their full name appears by default. Having students update their password to strong passwords increases meeting security.

Action: Classroom Technology

Since closure staff classrooms have been updated with a Lenovo "Nano." This small red and black rectangle, shown in the picture, is a fully functional computer that operates as a classroom presentation station and guest teacher computer. Technical staff has set this up if all technology is in the room. Teachers should not adjust. If you have questions, ask your building tech or use the "[Ask a Question](#)" ticket in [HelpDesk Web](#). Keep the blue docking stations for your at home/remote use for the time being but keep your presentation station hooked up and in place. View how this [Nano presentation station is set up](#) and [Nano Quickstart](#) for use. (Log in to Office 365 to see links)



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Action: Chromebooks in grades 3, 4, and 5 hybrid classes transported by students

As elementary students who are participating in the hybrid model return to school – third, fourth and fifth graders will have a new habit to develop – bringing their district Chromebook back and forth with them each day. Each school has a limited number of loaner computers if students forget one day but there is not a large enough inventory to replicate the K-2 option of a classroom cart. Please communicate with families, put up classroom reminders, and check backpacks particularly on Tuesday and Friday afternoons so intermediate students can stay connected.

Action: Let's Talk Technology Help Request Form update to any staff-created links

In case you missed it in the Communications email. Let's Talk is an online customer experience solution that makes it easy to engage with school and school district leaders on the topics that matter most. Unlike an email, inquiries are automatically routed to the person or team best suited to respond, ensuring a timely and accurate responses every time. Families, staff and community can share questions, comments, concerns, suggestions, or kudos via the [district website](#) or Let's Talk! Mobile app (on your smartphone, go to the iTunes App Store® or Google Play® and search Let's Talk. (NOTE: If you download the app there are specific codes needed for each department listed on the website.



What it means for teachers: For technology – staff should continue to open tickets directly using [HelpDesk Web](#), but families and students are now being directed to the new Let's Talk technology page to request help. Please update links you may have in your Canvas Virtual Classrooms to direct families to <https://www.everettsd.org/Page/38783>

Action: New Google EPS Landing Page update to any staff-created links

The [new Google EPS Apps landing page](#) and staff who have linked from their website or their Canvas course can update their added links ahead of the March 23 launch date. On March 23 Chromebook tabs, bookmarks and district shortcuts will be updated to this new link: <https://sites.google.com/apps.everettsd.org/epsapps/home>

Action: March Windows Updates

A reminder to look for the monthly Windows updates starting March 13 in the [Software Center](#). The download is not disruptive; you can continue working while the updates install. You will need to do a reboot, at your convenience, that can take about 30 minutes, before the deadline of March 18. After that, the computer will re-boot automatically without your ability to control the time. Contact the Help Desk if you have any questions.



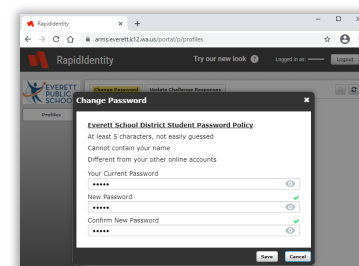
High school teachers – best practice is to have students complete their update at the same time.. Consider making March 16's homework assignment an update and full shutdown. It will help your class run more smoothly.

Password Updates

Staff are reminded to update their passwords every 90 days. Reminder if you access work email or other tools on multiple devices, you need to update your password on all devices.

For students there is an increasing number of older students accessing elementary student accounts and the first line of increasing digital safety is updating passwords.

[Update Elementary Student Password At Home Directions](#)



For our youngest learners consider supporting their password update with a class animal or color with a unique number to create the 5-digit requirement to keep it private but something memorable. Each teacher and office staff have the ability to [reset passwords using Reset Tool for your students](#). Please open a HelpDesk Web ticket if you do not see the utility on your district-issued computer.



Troubleshooting: Help Yourself or Support Your Students

When a staff member or student encounters a challenge many times one of two things will solve the issue. First, try [clearing browser caches](#). If challenges continue fully shut down or power off the computer and restart. Teachers could post these tips in Canvas and reference this information when students report issues.

Canvas Tips

Attention elementary teachers with new homerooms

Staff, students and families needing to view student work from courses which are no longer active still have full access to their past courses. To find prior courses – go to Courses on left menu – scroll down the list until you see the link for All Courses. Scroll past published and unpublished courses until you see Past Enrollments. Find your prior course and open. Once in the past course teachers can go to Grades and view [inactive enrollments](#) to see assignments.

Page History

If you find you need to restore a previous version of a Canvas page – utilize the page history feature and restore a [previous version of the page](#).

Performance Matters Link

Almost every course has Performance Matters already set up on the Navigation page – teachers just may need to move it up to being viewable by students. If for some reason you do not see it on your Navigation as a link already – you can add using the Redirect Link directions.

New features coming soon in Canvas include the option to capture a picture and New Quizzes that can be added to modules. Read more in the [Release Notes 2021.03.20](#).

Certificated Laptops Updated by Fall

Our 2016 capital levy supports the refresh of the certificated computers this year. Based on market value and survey of priority features named by the staff, the next cycle mobile computer will be the [Lenovo ThinkPad L13 Yoga Gen 2](#). This will be the next cycle device for high school students as well. When the computers arrive for staff, the collection of current devices and distribution will be announced.

Learning and Information Technology Services (LITS) newsletters archive now on website 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](#).