

Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER



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Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) has some key information for you about keeping up to date, addressing security, and tips that support you in your work. If you are still having issues, 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.

Chrome

If you are experiencing issues in Chrome, please try the following troubleshooting tips:

- [Clear Cache](#)
- [Update Chrome](#)
- Restart device while on EPS network

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.

Collecting certificated laptops by Tuesday March 1

Certificated laptop/tablets – our HP Elite with the kickstand – need to be collected from staff. The overlap period allowed us to ensure all certificated staff had a newer device. The outdated laptops need to be removed from the network. Please bring old laptops and check them back in with your office manager. Collection bins along with an assignment list will be available in the primary office of the school. Please note that the laptops will cease functioning at the end of day Friday, March 11.

Virtual Desktop

Expanding the effort to assure the security of our district network and systems, Remote Desktop (RDP) will be formally retired on March 1, 2022. Staff and student Windows laptops are set up with our Virtual Private Network (VPN) and any staff using a non-district device should begin using the [Virtual Desktop](#).

Outlook Scheduling Meeting Tips

The Outlook calendar helps users schedule meetings. Scheduling Assistant can find availability of all who are required to attend a meeting. When participants respond to an invitation it will inform the meeting organizer of each response on the Schedule Assistant page. If you are invited, always send a response so the organizer knows you have accepted. Learn more about [using Scheduling Assistant](#) when creating a meeting in Outlook.

Student Passwords

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It is critical that all students update their passwords so they no longer have a password the same as their username (ID number). Defaults for resetting have transitioned to birthdate, but existing students may still have their six-digit IDs as passwords. These numbers appear as part of the directory in Google and Office 365 so are easily utilized by others. All teachers should have the ability to update their students' forgotten password when needed [using the toolbox icon](#) on their main screen. If a teacher does not see the toolbox icon, please open a support ticket.

Please spend time with your students making sure they recently updated their passwords. Guidance for password updates is included here and linked to the website.

- [Chromebook Password Update](#)
- [Windows Password Update](#)

GoGuardianTraining

Classroom management software allows teachers to manage their class on the computer. This software works best for launching sites on student computers or transitioning students between sites or from computer to face to face interaction. Classroom Policy for grades 9-12 has recently been updated for staff and students.

Preschool – Grade 8:

Elementary-focused optional training will be posted later in the spring. Middle school-focused optional training is listed here. Please sign up in Frontline for a specific course. In the Digital Tools Portal are [Go-Guardian resources](#)

- Friday, February 25 2:00 - 3:00 pm
- Wednesday, March 2 3:30 - 4:30 pm
- Thursday, March 10 3:30 - 4:30 pm

Elementary Interactive Panels

There has been so much excitement about using the panels. Training for all elementary schools has been scheduled and any teacher who missed session one with their school will be invited to join another school's introductory session. Be on the lookout for an email from LMSStaff with the details.

Panel reminders:

- **Cleaning your panel:** Clean with microfiber cloth ONLY. No water or spray.
- **Panel Front:** Do NOT put anything on the front, as this will interfere with touch capabilities.
- **Password:** Do NOT set a password on the panel as it locks others out from being able to use it.
- **Hiding Screen:** Freeze screen using Overlay Tool or Remote; open another app on the panel
- **Turning Off:** Turn off at end of your workday (long press on button). LITS will be setting an automated shut down for panels to account for community use each night at 10:00 PM starting March 7.
Turn off with toggle switch on back of panel for vacations or moving the panel and

Already been trained and want more support? Join us at one of our optional drop-in sessions. We will continue to add drop-in sessions throughout the spring and will post these in Frontline as well as in the announcements within the Instructional Hardware Portal in Canvas.

February 24 - 10:30-1:30 pm	DROP-IN Session https://everettsd.zoom.us/j/97617606997	Passcode: panel
	Meeting ID: 976 1760 6997	
March 1 - 3:00-4:00 pm	DROP-IN Session https://everettsd.zoom.us/j/99004685299	Passcode: panel
	Meeting ID: 990 0468 5299	

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