Learning & Information Technology Services

EVERETT PUBLIC SCHOOLS NEWSLETTER

Technology News

Monthly Newsletter

Learning and Information Technology Services (LITS) congratulates staff on the successful start to another school year. Looking for technical reminders? Don't forget the support you can find in the Tech "How To" folder. Please open support tickets if you have individual needs.

Passwords: First Line of Security

Forgotten passwords at the start of the year do present a definite challenge for staff, students and guardians alike. Strong passwords are the best way to protect identity, sensitive information, email and files. October is our password security awareness time. Some items in place that are important for all staff to remember:

FOR STAFF: Start with your own secure password

- Add security questions responses in our Rapid Identity management tool. Once added, staff can reset their own forgotten passwords. Directions for setting up challenge question responses for self-serve forgotten password option.
- Never share your password information. That is part of EPS Board Procedure 5225P regarding data security. Staff are granted certain security and access to data based on their role and actions are logged by that log in.

FOR STUDENTS: Help students be aware of online safety and help them update their passwords

- Student identification numbers are not secure and so any student who has their password as their student number is open to having others log in and misbehave in their accounts in all platforms (google, Zoom, Canvas and more).
- For our youngest students, the teacher can work out a teachable pattern, but all students at every grade level need a password that is not their ID or name for their own safety. Teachers have the Password Reset Toolbox on their desktops. Any teacher missing the toolbox should open a support ticket for a software install.

FOR GUARDIANS: 2021-22 required challenge responses

- Starting August 31, any new or reset parent account required guardians to add challenge question responses. Now parents can reset their own forgotten password – Parent University has a link to this video to show parents how to do their own reset.
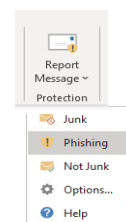
Email Awareness: Phishing and Spoofing

Staff are reminded to be careful with emails that look suspicious. Bad actors are getting bolder and are even using legitimate email accounts to get recipients to download a file or click on a link that gives them access to district systems. Stay alert and informed to protect your information, your colleagues' information, and our families. You can report through Microsoft Outlook. On the Home ribbon is a Report Message pull down menu. Please never forward suspicious emails for verification from others. If you downloaded an attachment or clicked on a suspicious link open a support ticket and attach a screenshot.

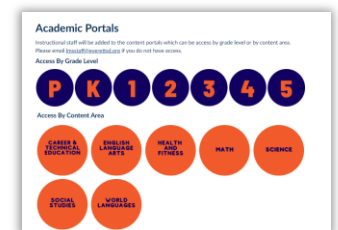
New Software Installation Process

The shift to more secure installation practices is underway and work is being done to gather all information about programmatic software from each department. By the end of fall, all staff will transition to updated secure practice for software installations on district desktops and mobile computers. Approved core applications and programmatic software is being loaded into the Microsoft Store, packaged in the Software Center, or may require a support ticket for technical staff to load virtually or directly onto district devices. Current status on instructional tools can be found in Canvas on the Digital Tools Portal. (*1st time visiting the DT portal may require staff to Self-enroll & accept the invitation in Canvas}.*

Requests for software or online digital resources should be made through a New Digital Tool Review support ticket. Twice a year, in December and in May, building-based or individually requested applications will be reviewed. In January and by teacher return in the fall of next school year, approved products will be technically processed and made accessible based on complexity of preparation. Operational and program's software will be on a monthly review cycle. Learn more about the need for security enhanced practices.

Canvas EPS Portals and Mentors

Log in to Canvas and from the left menu all staff will see the EPS Portal. Learn more about the main EPS Portal and how it links to a wide variety of resources.

Scroll down the page and find easy access to all the content area portals or for elementary staff navigate by grade level. Two new key links are the EPS Portal homepage - the Canvas Portal and the Digital Tools Portal. Each have links for staff to self-enroll. Once enrolled and the staff member has accepted the invitation from the Dashboard, staff can use the icon for each to access a wealth of resources.

The Canvas Portal will serve as a reference for beginning of the year reminders and self-exploration.	The Digital Tools Portal is a hub for all district-supported software general training, digital tools approval process, conditionally approved applications, and a status page of currently under review requests.

Canvas Mentors

To date, we have over 100 teachers trained across the district as Canvas Mentors. These critical friends completed a three-hour review of some of the best tips and quick Canvas troubleshooting checks to save their colleagues time in having an "ask a friend' before needing to open a support ticket. Ask at your building who your mentors may be for general how to – and reach out through a support ticket if you would like to set up further Canvas trainings with LMS at your building.

Join us for one of our Canvas Drop In sessions – also posted as announcement in Canvas Portal

- October 13 – 3:30 – 4:30 PM   https://everettsd.zoom.us/j/93317572595?from=addon   Meeting ID: 933 1757 2595 Passcode: 132045
- October 14 – 7:00 – 8:00 AM   https://everettsd.zoom.us/j/97553029358   Meeting ID: 975 5302 9358
- October 19 – 3:30 – 4:30 PM   https://everettsd.zoom.us/j/94720010815   Meeting ID: 947 2001 0815
- October 20 – 3:30 – 4:30 PM   https://everettsd.zoom.us/j/93814500638?from=addon   Meeting ID: 938 1450 0638 Passcode: 603936

Starting this Year

Canvas Studio – Students and staff on their Windows devices can install the Canvas Studio Screenrecorder on their computers. Directions found in the [Canvas Portal](#) and under Canvas in the [Digital Tools Portal](#).

GoGuardian and Class Policy – 1:1 Classroom Management for Teachers
Now that we are fully 1:1, our students can more readily engage in class with teachers launching them to Canvas or another course resource URL. Our high schools continue to utilize [Class Policy](#) and our elementary and middle schools are equipped with [GoGuardian](#). Self-learning resources for each are within our Digital Tools Portal and elementary staff will soon have options for GoGuardian launch training alongside refresher options for middle school staff. Look for announcements on the [Digital Tools Portal](#) and notices from your school's leadership.
(*1st time visiting the DT portal may require staff to [self-enroll](#) & accept the invitation in Canvas}.*

Gale Resources
Library resources sponsored by the state shifted this year to Gale. From each school's student tools page, students are guided either to Gale in Context – Elementary or Gale in Context – Middle School. At high school, students are guided to the forty-eight different Gale databases on a wide variety of topics. Learn more about [Gale in the Digital Tools Portal](#).

Family Resources on the Website
Direct your families to website resources and highlight Parent University and Chatbot Chet.
Parent University is an on-demand resource created to help parents and guardians become full partners in their child's education. Chatbot Chet is the newest member of our communications family and is available 24/7 to help answer questions. Don't forget that our families can [Request Help](#) for their school technology needs as well.

Home Internet Access
Families in need of home internet access will have two options depending on their circumstances – Comcast Home Wi-Fi and T-Mobile hotspot. These requests will be part of the Family Help Request from *Let's Talk*. Please invite families you feel are in need to reach out for assistance with a challenge or a need including home internet access using [Request Help.](#)

Interactive Panels for Elementary Classrooms

Excitement is building as we enter year six of the integrating technology capital levy. Shifting projection to interactivity is part of our next phase for updating classroom technologies and will begin in several of our elementary schools this academic year. Selection is underway with feature testing and feedback as part of the ongoing collaboration between our teachers and our Learning and Information Technology Services department. Stay tuned for news updates.

Tracking Elementary Computer Checkout

Elementary homeroom teachers now have a custom demographic field in Gradebook to use when checking out student computers. The custom demographic field titled Computer Tag # can be found by selecting student name and navigating to the Custom tab. This field can be used to record the computer asset tag (barcode number) on each school computer. This allows for reports to be run at the building and district level for computers checked out to students. Once a computer is returned – teachers can simply clear the field.

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