

## Inside TECH *FOCUS*

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## What's New? SIS and TSC!

### Synergy - Student Information System

Technology staff has been working on the implementation of the new Student Information System (SIS) - EduPoint's Synergy system, which includes a new teacher gradebook (TeacherVUE), and new parent portal (ParentVUE) and a new student portal (StudentVUE) for the past 10 months. With over 25 years of student history in the current CIMS Student Information System, this transition has been a large task.

Training started in mid-April and will continue throughout May and June prior to most staff leaving for summer break. Training will pick up in mid-July to prepare office staff for registration.

Training for TeacherVUE gradebook will begin with selected trainers from each school on July 29th and 30th. These trainers will then take their knowledge back to their schools for staff training during the first few days of in-service in August. Early training will center on basic knowledge staff will need to take attendance, and set up the gradebook for tasks and scores. Additional "just-in-time" training will occur as grading periods get closer. Technology staff is also working to develop short training videos, resource guides and other materials to assist trainers throughout the year.

Many changes will be taking place as we "go-live" with Synergy this July. We appreciate everyone's hard work and patience during this roll-out.

### Technology Support Center

The district's Technology Support Center (TSC), funded through the 2007 bond issue, is located on the northwest corner of the intersection of 143rd Street and Black Bob. The 23,830-square-foot, one-story building will bring together Technology Division employees currently working in the Education Center and at the West Dennis Support Center.

The building has an open design that utilizes natural light to provide a bright and spacious feeling. The TSC will also provide technology training areas and adequate space for the district's network operations center. There are two technology learning centers and a technology lab.

Additional spaces in the TSC will provide adequate space for repairing and servicing technology; a secure dedicated warehouse for storage and deployment and a new video production studio for our Communications Department. Board of Education meetings will be recorded from the studio at the TSC. Staff anticipate moving into the new facility in June.



## EXCITING THINGS COMING in 2014-15

### BYOD - Bring Your Own Device for all High School Students



The Technology Division has been working over the past several years to prepare our network for both student and staff BYOD (Bring Your Own Device). Technology has replaced all WAPs (Wireless Access Points) throughout the district. Bandwidth has also been increased district-wide. In addition, software has been purchased and configured to manage and track all personal devices as they connect to the network. Staff BYOD is available currently in all district buildings. Student BYOD will be available in the fall, 2014, for all high school students, expanding from the current pilot with high school seniors. Wi-Fi network priority will always be given to **district-owned equipment** to meet expectations for robust, reliable performance. This includes all laptops, iPads, and any other wireless devices we currently have or might purchase in the future with district funds. During times of heavy traffic and/or Wi-Fi saturation, BYOD users may find the Wi-Fi network to be slower than normal. *Technology is very excited to offer this service to our staff and students!*

#### Some important reminders regarding BYOD for both staff and students are:

- BYOD will provide the user access to files stored in the cloud (OneDrive - formerly SkyDrive, Drop Box, Google Cloud, etc.). If you have not used cloud storage we encourage you to create an account soon. This gives you much larger storage capacity and access to your files from anywhere you have an internet connection.
- Files on network drives (H:, S:, M:, T:, etc) cannot be accessed from your personal device.
- Network printing from personal devices will not be supported.
- Only one personal device will be allowed on the Wi-Fi per user at any time. (phone, iPad, etc.)

### Teacher Computers are Going MOBILE!

Technology is very excited to announce a new initiative starting Fall, 2014 which will allow teachers increased flexibility by providing mobile computer access. **Classroom teacher's desktop computers will be replaced with laptops and docking stations in order to provide flexible access to technology.** This change will initially begin with high school teachers and then continue at the middle and elementary levels. This initiative will take some time to complete. The logistics of this implementation will be complex as technology seeks to determine the best use of our all current and new resources. More information will be forthcoming this fall.

### Summer Conference Technology Sessions - BYOD, TAPs & More

Summer Conference 2014 will offer many technology sessions related to BYOD, flipped classrooms and the TAPs initiative. Staff who have been involved in the spring Proof of Concept phase will be offering HANDS-ON sessions with the technology they've used this semester to demonstrate and gather feedback from colleagues in all curricular areas and grade levels. Also included in these sessions will be beginning professional development discussions regarding the technology integration model the district will be embracing: SAMR (Substitution, Augmentation, Modification and Redefinition). You will not want to miss the session for your area or grade level as you will be encouraged and re-energized to "Teach Above the Line!"



## TAP GROUPS

### UPDATE

The Technology Action Plan (TAPs) groups have been heavily involved in a Proof of Concept period this spring at all levels (elementary, middle and high) in an effort to determine the best technology for each curricular area and grade level. Summative discovery feedback sessions are scheduled to occur in May with recommendations to follow. As decisions are finalized and approvals are granted, the first level of implementation is scheduled to occur at the elementary level in the fall, 2014, pending BOE approval.

Technology is extremely excited to scale up this initiative as soon as possible. We are fortunate to have the support of the BOE and district patrons as we continue to build and enhance the best possible instructional technology support structure for our District students and staff.

Questions regarding the TAPs initiative, may be directed via email to: Connie Smith, Director of Instructional Technology.

### SUMMER WORK

Construction this summer is having a big impact on the Technology Division. With hundreds of classrooms receiving some kind of renovation and upgrade, many computers, projectors, speakers, and other hardware is being removed in preparation. And of course, it will all need to be reinstalled once the work is complete. Staff is also working to install all technology at Millbrooke Elementary and the Technology Support Center. We are very excited for all the schools receiving improvements this summer and will be working very closely with the Operations Service Center and Greg Thomason to have classrooms ready for students in August.

## OUTLOOK, PASSWORDS, MOODLE and MORE...

### Junk Email Check Reminder



The Junk Email Filter in Outlook is turned on by default, and the protection level is set to Low. This level is designed to catch only the most obvious junk email messages. You can make the filter more aggressive, but if you do, it may catch legitimate messages sometimes. Any message that is caught by the Junk Email Filter is moved to a special Junk Email folder. **You should review messages in the Junk Email folder from time to time to make sure they are not legitimate or important messages you need to read.** If you find an email that should not be in the Junk Email folder, right click on it (**when it's in your Junk folder**), select Junk >Not Junk OR with the particular email highlighted in the Junk Email folder, you can select Junk in the "Delete" section of the ribbon on the Home tab and choose Never block Sender/Never Block Sender's Domain and add their domain (everything after the @ sign is their domain). Once you have sorted through your Junk Email folder, right click on the folder and "Empty Folder."

### User IDs or Passwords During the Summer

Employees of Olathe Public Schools may change, reset or unlock their network IDs and passwords at any time using an application called MyPass. This will help you during the summer if you forget your User ID and password or if they expire. To manage your own user ID and password, you'll need to set up a few security prompts first. Go to: <https://mypass.olatheschools.com>. Detailed instructions are located on the technology website.

### Moodle

- If you want to reuse any of your Moodle course content again in future semesters, do a Backup of your course(s) before leaving for summer and download and save the Backup file. Refer to the Moodle guide, available on the Instructional Technology site in the O-Zone, for details on how to do course Backups, and Restore the content to a new course next fall.
- Class courses should be available through summer until July 26. If you make any changes that you want to save, do another Backup by July 26 and save the Backup file. There will not be a reminder email so put this on your calendar to remember.
- New Fall 2014 class courses will be generated in Moodle early in August, and 2014-2015 students will be imported into Moodle just before the first day of school.
- Questions regarding any of the above items should be directed to Randy Warner at the IRC - [rwarneric@olatheschools.org](mailto:rwarneric@olatheschools.org).

### Edmodo

- Delete existing Edmodo classes each semester or year. This can be done at the end of the school year or when you return in August.
- Create new Edmodo classes each semester or year. Note that class codes now expire in 14 days and course enrollment is locked unless you reset the code.
- Parents should never create student accounts.
- Your Edmodo library is permanent and is not affected by class creation or deletion. Do annual maintenance to remove old files as needed from your Edmodo library.

### WordPress

- All staff and activity sites should now be converted to the new school-specific templates.
- WordPress sites are available year-round and should be kept up-to-date with current and relevant information.

### Office 2013 Roll Out - Windows 7 Remains

- Office 2013 will be rolled out at the start of the 2014-15 school year.
- There is not a significant change to the **Office 2013** applications as compared to **Office 2010**; however, a Quick Tip Sheet will be provided in August for all staff.
- Windows 7** will remain the operating system for all desktops and laptops.

### Desktop and Laptop Reimaging

- Student desktop and laptop computers will be reimaged during the summer and into the fall as time allows.
- Staff computers will not be reimaged unless requested, or troubleshooting by technology determines there is a need for doing so.

## DID YOU KNOW?

### Using a Laptop Outside the District Network

If you plan to check out a laptop for use off-site, **you will need to log in with your user name and password from within the district first.** Failure to do so will result in the inability to login to the laptop outside the district. The laptop will need to be used within the district network at least every 60 days to avoid being locked out of use off campus. **Reminder:** You must complete a Technology Checkout Form before removing a laptop from any district building. Equipment removed from district property becomes the full responsibility of the user and is not covered by any district insurance.

### OneDrive - Benefits

Microsoft Windows **OneDrive** (**the new SkyDrive**) is a cloud-based storage location for your personal and/or work-related files. If you currently use another cloud storage application (like DropBox) you will find **OneDrive** works in much the same way. All file types can be uploaded to **OneDrive**. Your account includes at least 7 Gb of FREE storage space, depending on when you accessed the site the first time. Since **OneDrive** is backed up by Microsoft in the cloud, your files are available via the Internet from anywhere at any time. You can download a desktop client to your computer and easily save your files locally as you work. The desktop client will sync your files to the cloud. Microsoft is in the process of making it easier to save files directly to **OneDrive** with some "built-in" features in MS Office. Login to **OneDrive** using your full email address ([csmithec@olatheschools.org](mailto:csmithec@olatheschools.org)). Your **OneDrive** password, however, is not your district network password. If you are unsure of your password, click the "Can't access account" link to reset your password.

For more information, or to start using **OneDrive** go to <http://onedrive.live.com>



### 2014 EOY TECHNOLOGY INFORMATION –Elementary and Secondary

#### Staff and Student Desktop Computers:

**To save energy, make sure ALL classroom computers and all electrical devices in classrooms are completely unplugged from electrical wall outlets.**

This includes desktop computers, monitors, wireless slates, keyboards, mice, DVD players, speakers, projectors, other peripheral devices, tablets, laptops, and any other equipment in the room.

#### Desktop Files:

Confirm that all files have been safely stored on the network (H:/ drive, T:/ drive)

#### Wireless Tablets

- LABEL and store the Airliner, or i-Write tablet, with mouse, pen and power adapter.
- Leave the USB receiver **IN** the computer port.
- All portable devices should be placed in a large, labeled plastic zip-lock. **See below.\***

#### \*Contents of (labeled) large zip-lock bag (Teacher Name & Room)

1. Wireless keyboard/mouse (w/antenna and/or power adapter)  
Batteries removed  
Leave USB receiver for WiFi keyboard/mouse IN the computer port
2. Slide-advance presentation remote (if applicable)
3. Projector remote -- Batteries removed
4. DVD remote -- Batteries removed

**Keep the labeled bag on the teacher's desktop in classroom or notify Technology if an alternate location is chosen.**

**DO NOT MOVE EQUIPMENT ~ DO NOT MOVE THE DESK! PERSONNEL CHANGES /MOVES DO NOT NECESSITATE EQUIPMENT MOVES!**

#### Administrators:

**Make sure that summer custodial staff are aware of the following:**

- DO NOT MOVE ADULT DESKS FOR CARPET CLEANING OR WAXING.
- DO NOT UNPLUG ANY TECHNOLOGY FROM THE **NETWORK DATA PORT** ON THE WALL.

**Equipment that has been moved may not work correctly when school starts.**

#### 2014 EOY Laptop Procedures:

##### 1. Each building should maintain records of laptop fixed asset tag numbers.

Use the district inventory as a baseline, but always remember that technology, especially mobile devices, occasionally needs to be removed from the building for service or repair. If the same unit is returned after repair, then no change is needed in the inventory.

If a comparable unit was returned, replacing the original, it will have a different asset tag number. Noting this change in the inventory is an important maintenance responsibility. In the unexpected event of theft, damage, or loss, the asset tag number is critical for the police report, and subsequent steps to replace the equipment. All building administrators should know the location of the technology inventory for the building. The Technology Division does not keep a building level inventory of fixed assets. If equipment is stolen, we will not have information to complete the police report!

##### 2. Collect all laptops from classrooms, library, and other locations and store safely for the summer.

You may place laptops in any empty spaces in the carts.

Laptops that exceed the quantity the carts will hold may be placed on top of the carts. Be sure to secure and store all power cables with the laptops/carts. With so many buildings under construction, technology will **not be reimaging elementary laptops** this summer. Please let the Help Desk know the location of all laptop carts in middle and high schools. It can be challenging to locate the laptop carts in the summer for re-imaging.



### SUMMER SCHOOL

#### Are you working?

If you are working during Summer School and are a retiring/resigning employee, long-term substitute or student teacher, **please email Ruth Hall** to ensure your Network Account and Email Account are not deleted by Technology.

### STUDENT ACCOUNTS

#### Are they deleted?

Student network accounts are deleted every summer. **This includes student email and all files on the H: and M: drives.** New accounts will be created for all students after enrollment is complete for the new school year.

### OUR HELP DESK

#### It's in the Numbers...

Did you know we service over 20,000 District devices with only six field-level technicians?

Did you know we have approximately a 24-hour turnaround rate for service completion?

Did you know we answer over 1,000 Help Desk calls per month?

How are we doing? Let us know if you are ever dissatisfied with our service. We aim to provide the best technical service possible to all District staff.

### 2014 END-OF-YEAR TECHNOLOGY INFORMATION

If you are:	Read and remember this:	Take this action:
-Retiring -Resigning	-Network user ID, e-mail and H: drive will be deleted on the effective date sent by HR.	-Burn any files you wish to keep on a CD/DVD and take them with you. - Before you leave please review any files you have saved on a shared drive (S:/, T:/, O:/) - If no other staff member will need these files, delete them.
-Long-term Sub -Building Sub -Student Teacher	-Network user ID, e-mail and H: drive will be deleted on the last day of school. -If you are hired as a full time employee, a new account will be entered at your assigned location when HR notifies Tech Department.	- Burn any files you wish to keep on a CD/DVD and take them with you. - Before you leave please review any files you have saved on a shared drive (S:/, T:/, O:/) - If no other staff member will need these files, delete them.
-Transferring to a different building	-Your account will be transferred to the new location when HR notifies Tech Department. -Your network user name will be changed to reflect the new location, i.e. John Smith transferring from Olathe North to Olathe South would change from jsmithon to jsmithos. -Password will not change.	-None (All files on your H:/ drive, and your email, will be transferred to the new location.)
-Changing your name	-Over the summer, network user ID will be changed to new name when HR notifies Tech Department. -Password will not change. -Files on your H:/ drive, or shared drives, will not be affected. -Email messages will be in your Exchange/ Outlook account. -You will need to notify anyone who emails you from outside of the district of your new email address.	-None
-ALL STAFF	-Confirm that all files have been correctly saved in a network location (H:/ drive, OneDrive, etc). -DO NOT MOVE ANY TECHNOLOGY EQUIPMENT (including teacher's desk, computer, cables) Reassignment to a different room, area, or building, does not require moving equipment. Contact the Help Desk. -REMEMBER – ALL STUDENTS' ACCOUNTS (AND FILES) ARE DELETED EVERY SUMMER.	-Review all files on your H:/ drive and shared drives. -Delete files not used in the past year. -To save files before deleting them from the network, burn them on a CD/DVD, save to a USB device or save them in SkyDrive.
-Taking a Leave of Absence Without Guarantee	-Your network account is deleted (leaves with guarantee are not deleted).	

If you have further questions, contact Ruth Hall at hallr@olatheschools.org



### WEB BROWSERS

#### Internet Explorer

The default web browser for all district computers is Internet Explorer Version 9. Testing for moving to IE 10 will take place over the summer months to verify compatibility with various district software applications. Favorites should be automatically saved. However, it is always a good idea to save your Favorites before leaving for the summer. You may find directions for saving Favorites to your **H: Drive > Favorites folder** on the O-Zone on the Instructional Technology website as well as detailed instructions on how to reload Favorites in IE 9.

### COMING SOON...

#### New Technology Website

The new technology website will debut in the fall of 2014 to coincide with the opening of the Technology Support Center.

If you have suggestions for new content for this site, please email Rita Summers in the technology department.

#### New O-Zone Website

The communications and technology departments are working together to develop a new and improved internal web portal for all district staff based on feedback from district staff this spring. Look for this change to occur in the Fall.