TECH TIME

Peaceful Beginnings in the Midst of the Storm

Serenity is the watch word of the new school year. Maintaining our calm when we could do something else will keep our stress low, our energy strong, and student learning game one. Many teachers are working from home as part of the MYSCHOOL ONLINE project to support education in Okaloosa County Schools. Having your tech work correctly is a big part of feeling calm. This newsletter is focused on some of those details.

How will we handle updates on Chromebooks and iPads?

UPDATES. All devices need them. Devices that connect with the Wi-fi at school will be able to download updates. Be sure **iPads** are set to Auto Update in Settings. Then be sure to have the iPad plugged in and connected to Wi-fi. **Chromebooks** will update when they are charged, connected to the internet, and used regularly by the students.
App Updates are different. App Stores are NOT accessible by students. If an app was added to the iPad by OCSD, it can be re/added or updated by clicking on Moysle icon. Choose update all. For apps added to Teacher Managed devices, go to the App Store and click UPDATE next to the app. **Chromebook apps will auto update too. MACs** will also notify users whenever updates are available!

A word about internet speed. All users are encouraged to use Web Based apps that don't require memory space on the devices themselves. This will ensure a faster upload, instant updates, and no more endless circles waiting for the app to load!

More about meetings…. Here is a workflow suggestion. If you have a Google Classroom, use the Google Meet link to connect with all your students. For everything else use TEAMS/Outlook to connect with parents and colleagues. Obviously, it is more efficient at this point to use TEAMS when working with your colleagues since every school in OCSD now has a Staff Team. BUT, did you know that you can also schedule Chats with Parents using non-OCSD emails? Virtual chats may be recorded with notes and saved for later.
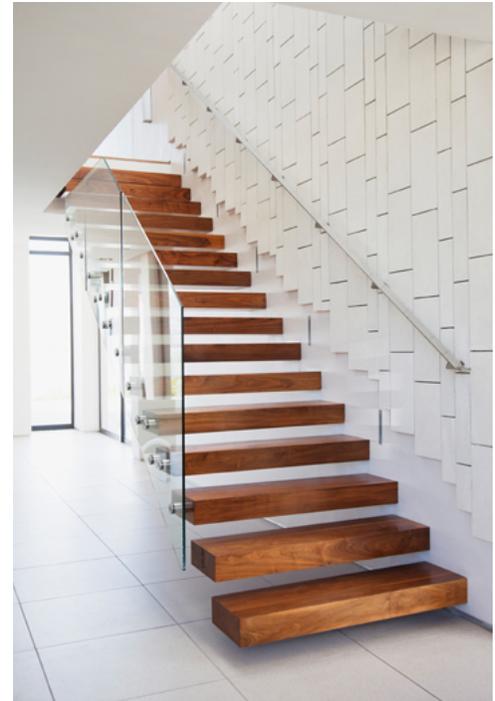
Changing your Teacher Network Password is the number one work order for Telaforce. Why is this such a problem? First, think Network vs. Out of Network. If you are at home, you must not let your password expire. If you do, only Telaforce can fix that. If you are at school (in Network), then you can try to sign in and change it when you are prompted.

Working from home? You NEED to connect your device to a school wifi at least 1 time a month to get updates AND to stay connected to your apps. It may take at least an hour, so bring a book while you sit in the parking lot and connect to the internet at school. Passwords change every 45 days so set a reminder!!!

What is the best way to change it? On your SIGN IN screen, there is a CHANGE PASSWORD link in the lower left corner. Any other location, you can type Ctrl + Alt + Delete and select Change Password from the choices that come up. That's it. If you do it right, you don't have to do ANYTHING else. Classlink will recognize the new password immediately. PAWS will not recognize the change. You WILL have to update PAWS.

You can change an expired password only when you are connected to the school network. You can't at home!

— BRIAN SHACKLEFORD (TELAFORCE)

Delete Skype? Turn on your computer and several programs auto launch. Skype is one of these. Try to schedule an online meeting and you must choose between Skype and Teams. Why do we still have Skype? *Skype for Business will be replaced by Teams.* Until that happens, we CAN stop it from launching on start up. 1) Type 'Start up' in the Search window of your Desktop screen on the bottom left. 2) Click on Startup Apps (System Settings). 3) Scroll down to Skype and toggle the switch to OFF. Notice that under the on/off switch there is a comment: high/medium/low/no impact. Turning it off will have an impact on your use of chat.

Make an Introductory video using the CAMERA APP on your Laptop Then upload it into the Assignment Folder in your OneDrive. Click the title for example.

Texting students or parents is outside the established chain of communication. If a records request is made, you could be asked to share all text information from your phone.

Outlook is one great way is to connect safely. You **CAN** 1) download the Outlook app on your phone 2) attach it **only** to your OCSD email, and 3) **limit** communication to school business.

Google Voice with a personal account is NOT a good solution. Again, you could be asked to turn over your personal accounts or devices.

Protect your privacy and ensure texts are searchable and lawful without having to turn over your devices. Use TEAMS. Every student in the Global Address List is accessible in Teams.