Technology Advisory Committee
District Office – Board Room
January 23, 2019
4:30 PM – 6:00 PM
Notes

Present: Adam Williamson, Alicia Rogers, Bianca Ibarra, Brad Pierce, Brandon Feist, Brian Runnalls, Carolyn Treleven, Joel Zylstra, Joy Hara, Kamesha Herd, Karen Wee, Kristin Holten, Linda DiGiorgi, Lindsey Smith, Liza Klumpar, Lynn Cawthra, Mike Marsh, Serena Christensen, Seth Seastrum, Zack Sjoden

❖ **New District Website**
  o Small changes were made to the District main page this year
  o Currently working with our new vendor Finalsite for a complete redo
  o Meeting with the site/department website liaisons over the next two weeks to review their site maps
  o 70% of our clicks come from a mobile device and the new site will provide a better mobile user experience
  o Current website is built around departments with the new one going to have a more guardian and student focus and have the following tabs – Academic Support, Departments and Schools
  o Along the very top will be a tab for staff, do we want that to say staff or DORA?
    ▪ The group decided the tab should be called Staff and when clicked on go directly to a landing page that has DORA
    ▪ HR, Business Office, LSS and T&L will work with IT to add folders to DORA with documents that staff need
    ▪ T&L would like folders in DORA that are staff grade/course specific for documentation
      • T&L will work with IT to create the folders and to identify folder access
  o Classroom based websites
    ▪ Joel has received several requests from teachers for classroom-based websites
      • Teachers are wanting a way to communicate with their students and parents in a way that shows their own personal style
    ▪ After discussion, it was decided that we steer the teachers towards Canvas and use the features there
    ▪ Teacher Ease also offers a way to email parents
    ▪ Also, may want to investigate a classroom newsletter system that would allow teachers to create and electronically send newsletters
  o DORA also needs to be at the top of the student section as they know to go there to sign into programs
  o **Action:** At the next TAC meeting Joel will have the revised site maps to review

❖ **Approved Software List and Process**
  o IT has created a searchable list of technology that includes the status of the technology
    ▪ Contains information on how to obtain the technology and if there is any cost associated with the technology
    ▪ The group decided that they would like the list to be able to be filtered the list by content area and grade level
  o The page also contains the process of how technology is approved and the approval request form
  o Linda and Adam are going through the list and vetting it for items that are out of date or have been replaced along with adding missing programs/software
    ▪ Also noting who the technology is geared for such as content area and grade level
  o LSS and Assistive Technology will also need to review the list
  o Informed K12 Form

- User fills out the form then it goes to the building/department supervisor for approval, if approved then it goes to the Network Team, IT CTO, T&L and LSS and finally back to IT for final sign off
- Submitter will be able to see at anytime where their application is in the process
- T&L and LSS will work with IT to add in some mandatory drop-down boxes to add in the approval process such as instructional purpose, content intended for, grade levels

❖ **Google for Education**
  - IT has had some conversations with our Google rep an some of their partners
  - This will be a large project and IT has more homework to do before we can move forward but are on a good path

❖ **Classlink Quick Cards**
  - ID cards that have a QR code on it that is intended for grades K-2
    - Students hold the QR code in front of the laptop's camera, automatically signed into the computer and DORA opens
    - Grades K-2 were selected as those were the grades that IT saw were not having laptops assigned to individual students
  - Elmhurst has been testing the cards in the library for the past 2.5 weeks
  - With ELPA testing coming up we will be rolling out the cards to the other elementary schools, grades K-2, except for James Sales by the end of Mid-Winter Break
  - There will be some footwork at the schools that we will need some help with, and that information will be sent out to the schools
  - IT is figuring out how the building level printing of cards and replacement cards will work
  - Quick cards are kept by the teachers and passed out when needed
    - IT will investigate the feasibility of having a set of cards for the teachers and one for the library to keep
  - Linda will talk with the elementary librarians and confirm which grades need the quick cards
    - Those present thought by second grade they should be able to sign into the computers without the quick cards
    - IT will provide Linda with the reports by school grade level laptop assignments and she will work with the librarians to verify what grades need the quick cards
    - Linda suggested that 4th and 5th grades could buddy up with the younger grades to help get them signed into all programs the first time
  - TAC will revisit this at the February meeting

❖ **District ID Badges**
  - IT worked with Katie Gillespie, the Cabinet Team and the district lock smith on the new ID badges
    - The district is standardizing the ID badges that will also double as access control cards
  - Currently the Admin building, Support Services and the Transportation have received the new ID badges and lanyards
  - Katie and the lock smith are working to activate the pin numbers on all the ID cards for the staff at Admin
    - The pin number will need to be used in conjunction with the ID badge to open doors
  - Staff when going to another building will still need to check in at the front office

❖ **OneDrive Migration Update**
  - IT has been able to automate the process of transferring files from the H: Drive to OneDrive
    - Once migrated to OneDrive the users H: Drive becomes a read only folder
  - IT is creating quick guides and training that will be provided to staff
  - Each staff member will have 1 TB of storage
  - The goal is to have all district staff fully transitioned to OneDrive by August 1, 2019
  - Support Services has been migrated

- o   Working with Keithley currently and they should be done shortly
  - ▪   Ford and Christensen are next on the list

- ❖   **LanSchool Update**
  - o   LanSchool is now available to all elementary teachers
  - o   Have received good feedback from those who have used it
  - o   Linda is working with IT on some additional features that are available outside of the classroom management piece

- ❖   **Microsoft Office 365 Suite Training**
  - o   Word, Excel, PowerPoint, OneNote, Outlook and Publisher trainings have been posted on the IT website under MS Office Training
    - ▪   There is a total of 17 courses in Canvas that are a mixture of videos and written tutorials
  - o   Two options for trainings
    - ▪   Onsite and online
    - ▪   The dates for all trainings are listed online, we do not have enough time to do all of them onsite this year but will pick back up with them next year
  - o   All staff can participate in the trainings
    - ▪   Go to the MS Training page and click on the training you want to attend, and you will sign up in Canvas
    - ▪   If someone is unable to sign into Canvas, they need to put in an IT work order, and we will get them setup
  - o   For those who are required to take the training they will need to do each course for the subject matter and then take and pass with an 85% a quiz at the end of each course
    - ▪   Once completed they will be given a code and instructions to contact it at extension 4654 to receive a certificate of completion
  - o   For those who want to take the trainings can jump around as they want
  - o   The first onsite training is on January 24, 2019

- ❖   **Next meeting is February 13th from 4:30 PM – 6:00 PM in the Ridgeway Room at Washington High School**