

Tech Coordinators Meeting

January 2017

- Intro and Welcome, **Paul Romero**, CTO
- **Bryan Allison**, Specialist, Fixed Assets (allison_b@aps.edu)
 - Technology Refresh (Tipweb)-
 - Refresh computers are tagged before they are delivered to school
 - Items are entered into TipWeb, and placed into the schools receiving room (this is a virtual room, doesn't correspond to any physical room.)
 - If you scan the tag on new equipment, and it isn't already entered into TIPWEB, let Bryan know.
 - Three days after receiving the new products, in TIPWEB please transfer items to an actual room in the school, ie the tech's office or a storeroom. When it gets to the ultimate destination, do a room to room transfer in TIPWeb.
 - If you don't do the transfer in three days, you will be contacted by the assets office.
 - Tipweb passwords
 - TipWeb is on the Active Directory, so when you change your password for your system login, it will also change the TipWeb password. If this doesn't work, again let Bryan know.
 - Tip Web Reconciliation progress
 - Bryan is removing the school's items no longer at the school from TIP Web.
 - Please supply documentation for items that are lost or sent to salvage.
- Testing updates --**Eleanor Andrews**, Director of Assessment and Testing
 - PARCC January Checklist – see below
 - TestNav 8.8 – installation can be found on Tech Forum
 - Eleanor recommended that schools use the test day (Morning in PARCC) for training. If a school did not test online last year, it must participate it Morning in PARCC. Only a few schools, ie College and Career, did not test online last year. Morning in PARCC Feb. 13-14.
 - For each student who has word prediction on their IEP will need a second device and a scribe will need to be provided. Contact UDL.Team@aps.edu for help if needed.
 - Students also need to have co-writer in PARCC mode for the test. Check with UDT.Team@aps.edu
 - EL must be in PNP for student, if not, student will get an error message if they try to use it during testing.
 - Testing Security Training is available Feb. 1 in Blackboard.

- SBA science is fully on line this year. The window for the test is Feb 17 to March 17.
 - Need to have itester. The download is on [APS Tech Forum](#).
- **Aaron Jaramillo**, Director, Enterprise Learning Systems (ELS) (Online learning)
 - North Star online elementary school film festival
 - Details are on [APS Technology Enterprise Learning Systems](#)
 - Also on video: <https://vimeo.com/195993095>
 - Information including rules, guidelines, entry info, etc.: <https://tackk.com/nsstfilmfestival>
 - District is going to a new LMS system Canvas and Structure replacing Blackboard
 - Anyone who uses Blackboard heavily or comprehensively, please contact Aaron to share their experience and knowledge using the LMS.
 - It will be rolled out in phases to get running by October.
- **Updates Jason Johnson**, Executive Director, Technology
 - Password update
 - Staff passwords changed in the last year: **8,447**
 - Student password changed in the last year: **45,944**
 - Staff passwords changed since Jan 6: **3,797**
 - Student passwords changed since Jan 6: **9,501**
 - Feb 1, deadline for Faculty / Staff / HS / MS students
 - Complexity required on all new passwords
 - ES Contact service desk to opt in (ES passwords will be reset Aug 1st)
 - ES- Let service desk know the date you want to change.
 - They will send the formula for the log in and password
 - Based on information in Synergy.
 - TCS Refresh Update
 - TIG is in the process of scheduling and delivering Apple Refresh
 - Dell products are being imaged and will be delivered soon.
 - Wireless update
 - Phase II: 24 of 35 sites completed
 - Phase III: Sites being identified and scopes created for spring. Start date, summer 2017.
- Technology Client Services (TCS) TCS announcements and updates:

Sean Endler, manager, TCS

- Reminder: Hardware process:
 - Apple (In warranty) = Holman's,
 - Apple (Out warranty) = iRepairNM,
 - Dell (In warranty) = T.I.G.,
 - Dell (out warranty) = Dell/NO LABOR CHARGES, ONLY PARTS!

- Win 10 updates: IT updates Friday @ 3:00 AM – Log off, but leave computers on Thursday nights to get updates. Otherwise, it will update 5 minutes after user turns on computer on Friday.

- PARCC assessment info:
 - TestNav app will not work with Sierra OS.
 - Apple refresh computers will be running Sierra OS. Best not to use them for PARCC testing.
 - If there are problems with this, please contact Sean through a service ticket.

- Design Opportunities:
 - Password Tech Forum Development: request opinions, meet with Aaron Hermanson, need volunteers.
 - New Cherwell portal page. Need volunteer to help with simple design.
- Sean is asking for data from Techs on work performed at schools
 - Ways to record data.
 - When a task is performed, log it in Cherwell, even if it is complete. Note that it is complete in the entry
 - Keep a spreadsheet or log of your items – to share with Sean
 - Will be used to document the work load of techs for reports needed to justify expenditures and jobs.

- A+ Certification opportunity (limited, 6-8 openings). Five Day Crash Course. Spring break
 - Techs who want to earn the certification, contact Sean through Google docs. Provide reason why you would like to participate in the course.
- Web accessibility- **Brian Beeler**, Web content specialist (Presented at Jan. 24 meeting only)
 - Mandated accessibility-Because the district gets federal funds, the website must be assessable.
 - Emails from SiteImprove Reports are sent monthly to the principal and main webmasters of the school.
 - It points to misspelling and broken links on the sites. Please correct.
 - If the pages (ie staff page) are archived by an employee no longer at the school, contact the webteam for help to remove the page.

- Web team has simplified some school home pages. Nothing was deleted, but information may be moved off the home page to streamline the site.
 - They let you know when they do that.
- Audits of content for accessibility

Next Tech Coordinator Meetings

2 pm, Tuesday, Feb. 14 in Milne Board Room, First Floor, City Center (Group 1)

2 pm, Thursday, Feb. 16, Highland HS, Lecture Hall (Group 2)

PARCC – MONTHLY CHECKLIST Technology, Logistics, and Instruction

JANUARY

Things You Should Do At Your School:

- Identify computers that will be used for PARCC testing and install TestNav 8.8
- Finalize your schools' schedule for PARCC testing and email to Eleanor.andrews@aps.edu by February 21, 2017.
- Day at the PARCC is **NOT required** by the NM PED. If you have never tested PARCC online your school would need to do *Morning at the PARCC* infrastructure testing Feb 13 -24, 2017
- Test Coordinators and Head Special Ed Teacher:
 - o You should have already reviewed your students IEP's and have a comprehensive list of individual student accommodations
 - o If you have a student who has Word Prediction on their IEP, please contact the UDL Team (udl.team@aps.edu) to make sure it is set up correctly.
 - o If you have accommodations you are not sure of, please contact the UDL Team.
- On February 13, 2017, Testing will be loading current students to the PearsonAccessNext (PAN) live site. This should include accommodations that were set up for the students last year in PAN.
 - Testing will notify you when your school's SR/PNP file has been loaded to Principal Docs.
 - You will need to verify accommodations listed in the SR/PNP and you can add new accommodations in PAN.
 - o Apply EL accommodations only for students identified as ELL. PAN will give you an error if the student does not show as an EL in the student registry.

Resources:

- Special Education - <http://www.intranet.aps.edu/SpecialEd/resources.html>
- Technology Forum: <http://techforum.aps.edu>
- APS Testing Application Download page (hosted by Technology): <http://techforum.aps.edu/index.php/files/category/11-testing/>

Professional Development:

- PARCC/SBA 2017 Training for ES/MS Makeup – OAR Testing
 - o Friday January 20, 2017 9-10:30 am (Rio Hondo)
 - o Thursday January 26, 2017 1-2:30pm (Rio Grande/Rio Bonito)
- PARCC/SBA 2017 Training for HS – OAR Testing
 - o January 25, 2017 – Del Norte HS
- Test Security Training - administered online in Blackboard starting February 1