

Tech Coordinators Meeting Notes

February 2017

- Intro and Welcome, **Paul Romero**, CTO
- Testing updates --**Eleanor Andrews**, Director of Assessment and Testing
 - PARCC February Checklist (See attached checklist)
 - Morning in the PARCC practice time (Feb. 13-24) is optional, but recommended for schools that haven't tested on line before, have a new lab, for testing infrastructure, or for training personnel.
 - Issue of Apple watches in testing—should not be allowed unless the device is an in student's accommodations, ie in the case of diabetes.
 - For first week of SBA testing the week of Feb. 27 there will be a help desk. Eleanor will email number for help desk.
- **Bryan Allison**, Specialist, Fixed Assets
 - Technology Refresh (Tipweb)- Please contact Bryan if refresh delivery is made and the items are NOT in the TIPWEB system.
 - There are two audit rooms for the schools in TIPWEB. The Audit room has the items that have gone missing since TIPWEB was instituted two years ago. You should account for these items.
 - The second Audit Missing Room in TIPWEB has items from the previous inventory system that are missing. If you know where the items are; indicate in TIPWEB they have been salvaged or moved to a room. But less of a priority than the more recent audit room.
 - Two items in this refresh were tagged, but don't need to be because they are under \$1000 threshold -- The Bretford counter top charger (for 10 iPads) and the LockNCharge iQ 10 charging station. They were tagged for the first deliveries; however, Bryan will take them out of the school's inventory. From now on, they should arrive untagged.
- **Erica Morrison**, READ 180 Coordinator, Curriculum and Instruction and **Eric Parker**, Systems Administrator, Technology
 - Read 180 is adaptive software accelerates the growth of **MS and HS readers**.
 - Title 1 high schools and middle schools plus a couple of other schools (total about 30 schools) have the software.
 - It is a tier 2 intervention for students; it should NOT be used with special ed (tier 3 students)
 - The software has been upgraded recently
 - Minimum requirements: computer less than 5 years old, 4 GB RAM and a web browser with flash.
 - If problems, send screen shot of error message to Cherwell service desk.
 - Read 180 seems to run slower on iPads; run well on Chromebooks
 - Mini switches or running on wireless can cause problems

- Web accessibility- **Gretchen Kramer**, web team manager, at Tuesday's meeting **Brian Beeler** at Thursday meeting
 - Audits of content for accessibility—only links and misspellings
 - The web team is modifying the home page of school sites when needed, some information may be moved to inside pages, but it is not removed. Do not move back. Web team will inform the web manager for the school.
- **Jamie Owens**, Managed Print Services, GES
 - Update on printer/copier RFP-
 - New vendors will be announced soon and she will start first wave of printer/copier replacement.
 - Jamie is visiting the first 60 schools to get the new printer/copiers (see list of the first wave below)
 - She is emailing principals and tech coordinators to set appointments.
 - She is looking at ALL Printers/Copiers, on or off the Xerox contract, including Dell, HP, and any other copier or printer bought by the PTA or other organization or any donated equipment to get an idea of printing needs. She is also looking at Gesteners and laminators.
 - Have a spreadsheet of the printers/copiers with the equipment and location ready for her visit.
 - If you have a lot of supply inventory of toners and supplies, you can start sending back.
 - New equipment will be the latest new models available.
- DEMO ClassLink Single Sign On, Kate Anastario, VP of Educational Success, ClassLink
 - Class link is a Single Sign in to be used district wide. User can access websites and files on the cloud on or the network from anywhere on any device from ClassLink. It is in pilot mode for district now, full version may be up at end of March with final approval from Finance.
 - To access Class Link-- my.aps.edu Login with APS login info. Domain is APS.
 - Things that might help in troubleshooting. If user says ClassLink is not working it may be an extension that is not installed. When the message that the ClassLink Browser extension is not installed or enabled comes up, click on install extension, continuing to click through the prompts. Then click check again.
 - Can use ClassLink for two users by using incognito feature.
 - It is managed at the site level.
 - Tutorials are in ClassLink videos and on YouTube.
- Updates Technology Client Services (TCS) **Sean Endler**, manager, TCS
 - Updates
 - TestNav app is not going to work with Sierra OS for Apple products for this year's PARCC.

- If your school has Sierra on new equipment, which is needed for testing, contact the service desk to put in ticket to help to roll back to earlier OS.
- For mounted Promethean boards, put a ticket into School Dude maintenance to take down and to patch walls
- Promethean boards and projectors have to stay together for inventory purposes. When a projector is end of life, it must be turned in with a board for salvage.
- Investigating a way to use odd pieces together; or use for parts. Will be announced.
- Updates, Jason Johnson, Executive Director, Technology
 - TCS Refresh Update
 - Computer Refresh is 40 percent (55 schools) completed with 64 percent (92 schools) remaining.
 - Promethean Refresh is 24 percent (22 schools) completed with 76 percent (79 schools) remaining.
 - Migration to office 365- Some users have been migrated to O365, so emails in Outlook could be migrated to the cloud for more space. However, now all applications of O365 migrated and are visible and usable. Technology is not yet ready to support the other applications, so if users, they will have to find online demos and help for now. APS is also working on training materials.

Next Tech Coordinator Meetings

March 14 – 2 pm, Location to be announced.

March 16—2 pm, Highland HS, Lecture Hall

PARCC – MONTHLY CHECKLIST

Technology, Logistics, and Instruction

FEBRUARY

Things You Should Do At Your School:

- STCs Complete mandatory test administration/security training
 - o TAs can complete in the Feb/March timeframe, by March 31, 2017
- Review all testing accommodations/accessibility features with students who have the appropriate documentation – be ready to enter accommodations
- Make sure Test Nav and iTester applications are installed on all testing devices:
 - o Test Nav 1.5.2 (installer), 8.8 (app once installed)
- Morning at the PARCC (optional infrastructure testing) runs Feb 13 – 24, 2017
- If needed, have TAs and technology coordinators practice with students logging into the training site <http://trng.pearsonaccessnext.com/>
- SBA Science portal - Once you receive an email from Claudine Sanchez (week of Feb 13) about your students being loaded, you can begin assigning accommodations and creating classes
- PAN Live – students to be loaded Feb 17. If you are not changing session names, you can begin to update PNPs
- Review policies and instructions in the [PARCC Spring 2017 Test Administration Manual](#)
- Review the [PARCC Calculator Policy](#)

Resources:

- ✓ PARCC Test Administration Manual – found on the Assessment website: <https://www.aps.edu/assessment/parcc/parcc-resources> scroll down to the PARCC Administration section
- ✓ PAN Training site <http://trng.pearsonaccessnext.com/>
- ✓ PARCC Calculator Policy – Go to the Assessment website, scroll down to PARCC Administration <http://www.aps.edu/assessment/parcc/parcc-resources>

Professional Development:

Drop in Training Sessions

Training on SBA Science Portal, PAN, MS/HS using SR/PNP to create custom session names

All Labs located at City Center, East Tower 4th Floor, RRR

- February 17, 2017 1-3pm
- February 21, 2017 9-11am
- February 22, 2017 1-3pm
- February 24, 2017 9-11am

Schools in the first wave of printer/copier replacement

SCHOOL/DEPARTMENT	# OF MACHINES
A. MONTOYA	9
ALAMOSA	5
ALVARADO	7
ATRISCO	7
CARLOS REY	10
DENNIS CHAVEZ	4
E G ROSS	6
EDWARD GONZALES	4
GOVERNOR BENT	8
HODGIN	8
INEZ	8
KIRTLAND	6
LA LUZ	7
LAVALAND	5
LOS PADILLAS	7
MARIE HUGHES	9
MARY ANN BINFORD	7
MATHESON PARK	4
MISSION	4
MITCHELL	3
MONTE VISTA	14
MOUNTAIN VIEW	8
ONATE	8
PAINTED SKY	8
PAJARITO	4
PETROGLYPH	10
RUDOLFO ANAYA	11
S Y JACKSON	5
TIERRA ANTIGUA	8
ZUNI	8
CLEVELAND	14
DESERT RIDGE	7
ERNIE PYLE	11
GARFIELD	8
GRANT	12
HOOVER	11
JACKSON	8
JAMES MONROE	20
JIMMY CARTER	8
MADISON	12
ROOSEVELT	7
TAFT	8
ALBUQUERQUE	3

CAREER ENRICHMENT	4
COLLEGE & CAREER CTR1	
E-ACADEMY	1
FREEDOM	3
HIGHLAND	15
MANZANO	20
NEW FUTURES	2
Next Gen	1
RIO GRANDE	12
WEST MESA	12
APS JDC2	
DESERT WILLOW	3
SCHOOL ON WHEELS	1