



The EdTech Times

Volume: 3
Sept 2019

ClassLink

ClassLink is the district's new "single sign-on," or SSO. Teachers, students, and staff can sign in to ClassLink and access everything they need from one whether at school or at home. Click the ClassLink shortcut on your desktop or Home Screen, or navigate to <https://launchpad.classlink.com/citrus>, click on "Sign in with ADFS", use your network username followed by @citruschools.org & your network password. Many 'apps' in ClassLink have been pre-populated with our district's most used sites and textbooks, but the end user can also add any other sites. You can find out more about it here: <https://support.classlink.com/hc/en-us/sections/115001611988-LaunchPad>

Feel free to check with your district tech trainer or your school tech for more information.

Tech Time Needs You!

Our Tech Time trainings start this month, and we need you to be a trainer (and an attendee)! Here is your chance to share your knowledge and expertise with others. Trainings will be once a month from 5-7 P.M. The dates are

9-19-19 (@ LPS)	11-19-19 (PGE)	1-28-20 (CRPS)	3-17-20 (LMS)
10-22-19 (@ FRE)	12-10-19 (FCE)	2-11-20 (SRE)	4-28-20 (CSE)

Each Tech Time has 2 time slots (5-6 & 6-7) and allows attendees to choose between different sessions on a wide variety of topics and is a chance for attendees to learn and collaborate! October's Tech Time will be held at FRE. Receive in-service points and special recognition. See what sessions are being offered [here](#). Feel free to attend any and all Tech Time events if you'd like to be a trainer, or if you have any questions, [contact Lisa Paprzycki](#). There will be prizes for those that attend all 8, 5 sessions, or 3 sessions this year!

iPad Insurance

Our district has identified a company called Securanty to offer optional iPad insurance to our students. Accidents do happen, and with this insurance plan, parents have three options for repair: Ship it to the company (free shipping); use a local authorized repair facility, or same day local repair service (the family is responsible for transportation). The company will cover repairs up to \$350.00 with a **zero deductible**. The school district does NOT have any affiliation with the company. The deadline to buy the insurance is **September 30, 2019**. For more information:

- [Securanty](#) – The insurer;
- [Sign up link](#) for the insurance (at the bottom of the page). [Here](#) is the direct link;
- [More information](#) about the district's iPad initiative and student responsibilities.

Password Management

Teachers and staff can now reset and manage their own passwords. Located on the [district webpage](#) under "Staff," users must first enroll using their network (computer) username and password. You need to enroll now before you need to use the tool!

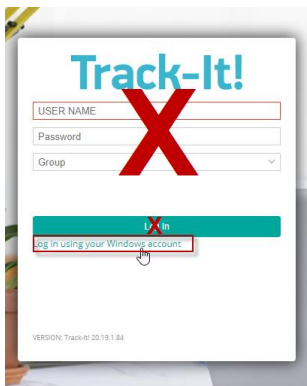


Once enrolled, users can unlock their accounts and change their passwords from anywhere themselves.

Did you know? Teacher, staff and student accounts automatically unlock, but the time may vary; be sure to register using the Password Management feature; otherwise, contact your tech or the Help Desk at 1616.

TrackIt!

All district staff can now submit work orders for a variety of technical issues through the district's work order program, TrackIt! This system allows the district to identify trends and address problems as they arise before becoming critical in nature. All Staff members have a link on their Desktops. Click on the 'Login using your Windows account' link.



Click 'Create a New Ticket.' Be as descriptive as possible in the 'Note' section; including as much information as possible. This – along with any steps already taken - will expedite the ticket and cut down on the necessity for further 'back and forth' communication between the submitter (you) and the assigned tech.

Under 'Category,' be sure to use the arrow(s) to expand the top level choices and then make the appropriate selection. Leaving the ticket at the top level will result in the ticket being lost in the 'void of no response' until someone stumbles upon it.

Staff can submit work orders for a wide variety of issues including

- ClassLink;
- Computer and iPad issues;
- Computer and classroom hardware;
- Skyward

If in doubt, choose your school from the appropriate category. Your school tech will forward it to the appropriate recipient. To check the status of your previously submitted work order, log into TrackIt! and click "My Work Orders." You will also receive emails as the ticket progresses/is resolved.

For more information, ask your school tech specialist or check out [this PowerPoint](#).

Tech Tips

- iPad Accessibility Options: Settings --> General --> Accessibility. The iPad has excellent native Accessibility options, including text-to-speech, magnification settings, color enhancements for color-blind and visually impaired individuals and many more. Read more about them [here](#).
- When you change your network password, make sure to change it on **all** your devices you use to access your work account: computer, cell phone, iPad, etc. If you have a device that has the old password still on it, you can be locked out of your account as the device will try to log in periodically with the incorrect password. Be proactive & change your password when you have some time & **before** it expires!

Please join us in welcoming Aaron Piazza as the newest member of the Educational Technology team! Aaron is replacing Cliff Hendrickson as Computer Network Specialist. Welcome to Citrus County!

9-19-19
10-22-19
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1-28-20
2-11-20
3-17-20
4-28-20

CCSB ED TECH PRESENTS

TECH TIME!

5-6 PM
6-7 PM

Come to one or come to both!

POP-UP INNOVATION STATIONS WHERE EDUCATORS CAN LEARN, COLLABORATE & INNOVATE.

COME EARLY FOR FOOD @ 4:15
PROVIDED BY: CITRUS COUNTY
EDUCATION FOUNDATION

CLICK BELOW FOR UPCOMING
SESSION DETAILS
[HTTP://BIT.LY/CCTECHTIME](http://bit.ly/CCTECHTIME)