

# TECHNOLOGY TIDBITS

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## Microsoft Team App Popup

By Kathy Couillard

We don't use Microsoft Teams, so why is it popping up on my desktop? Because Microsoft pushes updates to our apps regardless of what we use!

In fact, Colchester has disabled Microsoft Teams because we currently use Google Shared Drives (Teams). We are researching how Microsoft Teams may benefit Colchester in the future.

Confusing right? Here is how you can just stop the Microsoft Team app from popping up on your computer:

- Select Start, the Settings gear, Apps, Startup
- Find the Microsoft Teams app and select the button to turn Off

No more popup!

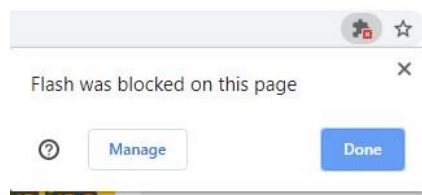


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## Adobe Flash Player is Retiring December 2020

By Kathy Couillard

Have you seen this message when opening a web page?



You are not alone! Folks around the globe are grappling with the fact that browsers like Google Chrome, Microsoft Internet Explorer and Edge, are **disabling Flash by default** this year.

Worst yet, in **December of 2020 Adobe is retiring Flash for good!** If your favorite website or game or teaching tool has not moved to a new web platform like HTML5, WebGL, etc. it will no longer work with updated browsers in 2021.

Now is the time to find new websites that are not dependent on Flash Player. If you see "Flash was blocked on this page" you need to find a new website!

**This year you can enable Flash and your website will work.** 2021 Flash will be gone from our browsers and those websites will be lifeless!



# SBAC TESTING

By Chris Whittaker

SBAC testing is right around the corner, and there's a few things you should do before opening the application and taking the tests.

## CHS:

- ❖ On **windows devices** it's a good idea to run windows updates, to ensure your computer doesn't try to install them when you boot your computer up on testing days. This should be done at home, or at a time when you do not need to use your computer for a bit. This is done by typing "windows updates" in the lower left search bar of your screen, and then clicking "search for updates." At this next screen you'll want to click "check online for updates from Microsoft update." Complete this step until you have rebooted, and your computer says it is up to date.
- ❖ Try to open the SBAC application. If it does not open and run as expected, it is usually because you either do not have the updated version of the app, or there is something running in the background that it prohibits. The easiest way to fix this, is to just restart the computer. Restarting the computer closes all other apps you may have open, that are not allowing the app to run. If the SBAC app is out of date, it will be updated to the newest version if you are connected to the CSDX network on reboot. You may have to do this once or twice. The number one fix for SBAC not running is to restart the device! It is recommended that you restart your device before opening the SBAC app.

## CMS:

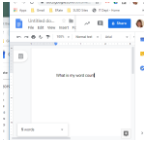
- ❖ If the AirSecure app does not open, restart the **Chromebook**. The only fix for AirSecure issues on chrome devices is to restart the device. The IT department has pushed out the latest version of the app and it gets installed on a reboot. You may have to do this once or twice.

As always, if you are having any issues with your device, submit a helpdesk ticket or stop by the Help Desk for assistance!



## Google Tips

By Pam Barclay



Here are some tips for quickly doing some tasks in Google.

### Google Doc Word Count:

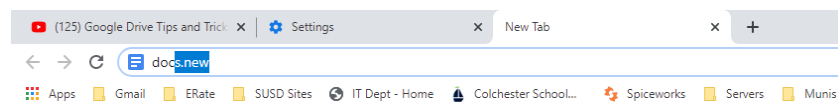
If you would like to see your Word count as you type in Google Docs, a new update to Google now allows you to do this. Here's how:

Select Tools > Word Count > Display Word count while typing. Now your word count will show in the lower left of your document.

### Start a new Doc or Sheet or Slide quickly:

When you are in Google Chrome and you decide you need to create a new Google Doc, Sheet or Slide you can do the following in your web browser.

For a new Google Doc type in the address bar > **Docs.new**



For Sheets, type in **Sheets.new** and for Slides type in **Slides.new**

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## New outside Wireless Access Points

By Peter Keenan

You may notice new devices on the exterior of some school buildings soon. These are wireless access points which provide Wi-Fi for the sports fields. They will be installed on the tower by the football field, on the back corners of the High School and outside the Central Office building.

They are a little more obvious than the old versions which are mounted flush to the building walls and the antenna are mounted within the protective cover.



# New Staff in IT

By Richard Bird

## Jeremie Paquette IT Helpdesk



Jeremie is the new face and voice of our IT Help Desk. If you stop by or call 5727, he is who you will be talking to.

Jeremie comes to us with a combination of experience in customer service and technical knowledge gained while working towards an IT degree.

### How to Submit a Ticket

Go to <http://helpdesk.csdvt.org>

Send an Email to [helpdesk@colchestersd.org](mailto:helpdesk@colchestersd.org)

Call 5727

## Trevor Lombard Backup Data Manager



Trevor is a new member of our Data Team. He is the backup data manager meaning you have an extra person to help with your data management questions.

Trevor comes to us with various customer service and technical experience with a master's degree in Computer Forensics.

### How to submit a website update request

(or anything you would send to Richard or Trevor)

Send an email to [Webmaster@colchestersd.org](mailto:Webmaster@colchestersd.org)

This will email Richard and Trevor and create a ticket.



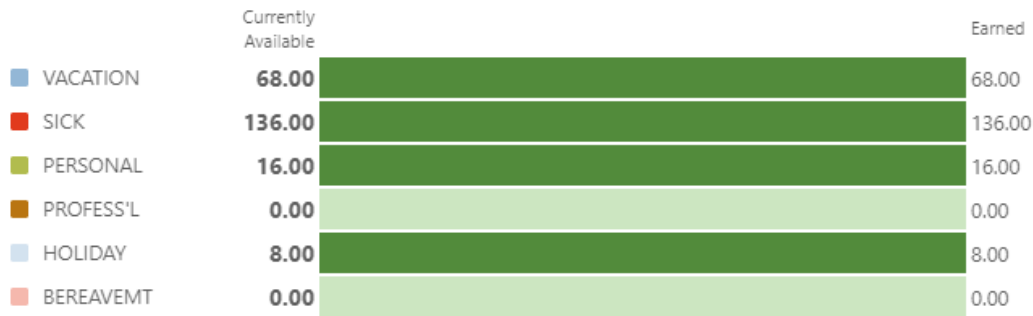
# Munis Self Service

By Jeremie Paquette

Munis Self Service is a new way to check your “Time off”, “Paycheck information”, “Pay/Tax information” and much more!

Here are a few examples!

## Time off



[Show time off taken](#)

## Paychecks

**Last Paycheck: 11/1/2019**

**Year to date**

### Previous paychecks

- 11/1/2019 [Details](#)
- 10/18/2019 [Details](#)
- 10/4/2019 [Details](#)
- 9/20/2019 [Details](#)

### Tools

- [Paycheck simulator](#)
- [View last year's W2](#)
- [View your W4](#)

Here is a video explaining what Munis self-service is:

<https://www.youtube.com/watch?v=fsVbtqUnZ1o&authuser=0>

If you have any questions or trouble logging in, please feel free to call the Help Desk at 264-5727.

# PowerSchool and PowerTeacher Updates

By Trevor Lombard

Here are some of the things that we have added and changed in PowerTeacher and PowerSchool since the beginning of the school year:

## **PowerTeacher:**

*Email lists* – The way you can get a list of student or parent emails for your classes has been changed. Now you will need to click on the ‘backpack’ icon for your class and you will see the “email addresses” button in the top left of the screen. Clicking into this will show a list of students in that class and their parent/guardian email addresses.

*Scoresheet Grades* – If you were looking at your students grades earlier in the year you would notice that it was always represented as a whole number percentage. We’ve brought the grade calculations in line with what they were in previous years where the grade goes out one decimal place. The grades will re-calculate automatically when you add a new assignment grade to a student, or you can manually use the setting to re-calculate all grades.

## **PowerSchool Admin:**

*Contacts* – All data that was previously pulled from the demographics page and sent to other systems (School Messenger, WebSmartt, etc.) is now being pulled from the student contacts page. This page was populated by the data provided by Infosnap registration forms parents filled out over the summer.

*Demographics and Emergency/Medical* – We’ve changed the format of these pages and made certain parts of the page read-only. These sections are populated from the student contact pages as well.

*Report Cards* – We’ve started using a new PowerSchool plugin for report cards. We’ve maintained as much as the same look and feel as possible in terms of what gets printed out, but there is lots of new added functionality to explore, such as archiving, posting report cards to the parent portal, conditional formatting and more!

## **For Everyone:**

*Logging in* – November 18<sup>th</sup> we turned on a setting that syncs our Network Active Directory with PowerSchool. This makes your PowerSchool password the same as your network/computer password. We sent out notices leading up to this to not catch anyone by surprise.

Feel free to contact me at [trevor.lombard@colchestersd.org](mailto:trevor.lombard@colchestersd.org), or at x5761 if you have any questions regarding any of this.