

General Information:

In terms of General Information, the following tasks have taken place this month:

- Assisted with the In-Service Training to the Instructors and Instructional Aides.
 - Topics included: The New IT Role, Infinite Campus Updates, MS Teams Updates, SchoolMint Introduction, Navigate Prepared Review, and Overview of Technology Concerns
- Provided Technology Orientations to labs who requested it for the start of year
 - Technology Orientation included basic username and password, setup home school technology, and general ECTS computer usage concepts. Many thanks to the instructors who allowed me to visit.
- Return of school means lot of “random problems” and so encouraged staff to document in HelpDesk ticket system so that we could prioritize and complete these tasks.
- Working with the front office staff with all of the start of year changes (a lot of additional students which is a good thing!)
- Andy Fair and I completed the final evaluation for Gabriel Miller our summer intern from Erie Institute of Technology.
- Having mentor meetings with Toni Mazanowski to help continue her onboarding as the new Computer Networking Instructor.
- Planning to attend the 2021 Fall CTE Technology Coordinators PACTA Conference in October.

PIMS:

In terms of PIMS, the following tasks have taken place this month:

- Submitted the last Accuracy Statement for 2020-2021 PIMS Data on SafeSchools.
- Obtained copies and reviewing materials for the 2021-2022 PIMS school submission windows.
- Scheduled the kickoff meeting for our monthly Internal PIMS Monthly Meetings for more accurate data.
- Preparing for our first big October 1st PIMS student submission.

Data and Information Processing:

In terms of Data and Information, the following tasks have taken place this month:

- Continuing to work with SchoolMint and Navigate Prepare to setup and integrate with our Infinite Campus and other systems.
- Working with Danielle Jackson and Sandy Carr regarding a potential LMS platform for the Art and Design lab.
- Successfully setup the Infinite Campus and MS Teams software integration which will allow instructors to create and score assignments in Microsoft Teams and then automatically link back to their gradebooks so they only have to put in grades once and save time and accuracy.

Servers and Network Elements:

In terms of Server and Network Elements, the following tasks have taken place this month:

- Several updates to the website took place over the summer. Looking at initiating a stakeholders meeting for an effective website design for our website in Fall of 2021.
- Working with team from AEC Group for discovery phase of network assessment plan.
- **Still Attempting to get a solid understanding of the main technology systems of ECTS.**

Software Applications:

In terms of Software Applications, the following tasks have taken place this month:

- Resolved a legacy licensing issue with older Adobe licenses on campus.
- Planning to schedule meetings with instructors who plan to get learning loss software as part of the GEER III grant that integrate our computers and network.