

Welcome back! We hope you all had a restful summer that allowed you to recharge after a uniquely challenging year. We would like to provide some information that you may find helpful as you begin to prepare for 2021-2022. We know there's a lot of information here, but this email should answer many of the questions we're already receiving.

## Clever

With new integrations coming to Clever this year (including School City for K-12 students) the value of Clever as a "digital hub" for your students (both elementary and secondary) is higher than ever. Please take 3-4 minutes to [watch this video](#) that contains important information about the proper use of Clever with your students.

## Automatic Gmail Forwarding

Effective immediately, all email sent to **CUSD Google staff accounts** will be automatically sent to the corresponding staff Outlook account. This will allow for some exciting integrations between Google and Buzz, as well as between Google Classroom and Infinite Campus (we hope to provide more details on those soon).

A few things to note:

- There is **nothing** you need to do on your end to prepare for this change ... it will happen automatically.
- Any email received at your CUSD Google account will still be accessible in your Gmail inbox ... it will just end up in your Outlook inbox, too.
- If you have already set up forwarding of Gmail to Outlook, this policy change may lead to you receiving duplicate emails, and you may want to [turn off the forwarding you set up](#).
- When you reply to these forwarded emails from your Outlook account, they will go to the original senders' and recipients' addresses (even if those are CUSD Google addresses).
- For now, this does **not** change the requirement that students need to send email from their CUSD Google accounts to staff members' Outlook accounts (and vice versa) although we will be attempting to modify those requirements for additional flexibility in the near future.

## Google Classroom Creation

Google Classrooms **will** automatically be created and rostered for teachers overnight on **Thursday, July 15** (these should be created by the morning of Friday, July 16). Google Classrooms will be created for the same courses/sections as last year, with the addition of technology sections for grades 3-6.

Here are some important reminders about these Google Classrooms:

- When a Google Classroom is created for you by the district, you will see it on the Google Classroom home page with an option to **Accept** or **Decline** the Classroom.

- Once you **Decline** a course, it can no longer be accepted or used, and teachers will need to create their own Google Classrooms. Classrooms that teachers create will **not** receive automatic roster updates throughout the school year.
- For this reason, **we encourage teachers not to decline any Classrooms at this time**, even if the Classroom appears to be set up incorrectly or you don't plan on using the Classroom. Oftentimes the course/section information may change in Infinite Campus which will lead to the Classroom being transferred to its correct owner ... but this becomes impossible if the Classroom has been declined. Please wait a few weeks for the dust to settle before declining any Classrooms.
- You should only **Accept** a Classroom if the information looks correct and you plan to use it with your students. Once you accept the Classroom, it will become **instantly activated for you and your students**. If you do this, we urge you to [change your Classroom settings](#) to **prevent students from posting** on the Classroom Stream until you are ready for them to do so.
- If you would rather leave your courses inactive until you want students to access them, you can [create your own Google Classroom](#) as a "repository" and begin creating activities in there that you can then [reuse](#) once you activate your "real" Classrooms (you can also [reuse activities](#) from your archived Classrooms, too!).
- Once the district creates your Google Classroom, it will receive automatic roster updates overnight throughout the school year. These updates will only **add** students to Classrooms, they will never remove them (this allows teachers to get creative with their Classrooms and merge sections, add student aides, etc.). If you do have a student withdrawn from your class, **be sure to remove them from your Classroom**, too.

## Student Password Resets

We will be resetting student passwords for both Google and Microsoft according to the following schedule:

- **K-5 students** will have their passwords reset overnight on **Wednesday, July 14** (to be ready by Thursday morning)
- **6-12 students** will have their passwords reset overnight on **Tuesday, July 20** (to be ready by Wednesday morning)

[Google passwords for all students](#) will be reset to:

**s + ID# + !**

So a student with an ID number of **123456** would have their password reset to:

**s123456!**

**All students** will be forced to change their [Google](#) password to a **secure password** (at least 8 characters, different types of characters, etc.) the next time they log in to their Google account on [any](#) device. Until they do so, they will **not be able to log into Buzz or Clever**.

**Microsoft passwords for students in grades 2-12** will be reset to a password using the same pattern described above (s + ID# + !), and students will be forced to change their Microsoft password to a **secure password** (at least 8 characters, different types of characters, etc.) the next time they log in to a **CUSD Windows device**. Until they do so, they will **not be able to log into Infinite Campus**.

**Microsoft passwords for students in grades K-1** will be reset to **their lowercase first initial 3 times**. So a 1<sup>st</sup> grader named Abby Smith would have their password reset to:

**aaa**

Students in grades K-1 will **not be forced to change their password**.

Note that in every case, **all letters** in these reset passwords are **lowercase**. For the sake of security, we urge you **not to publicly post this information or send it out in bulk emails**. Parent or student questions about passwords should be answered individually as needed.