



## TEAM MEMBER SPOTLIGHT



### Steven Murphy

Steven is a Network Technician and the newest member of the Technology Team. He's been with APSB for only one month, but he is a former employee of Pro Source and is very familiar with APSB's systems. Steven graduated with an associate degree in Network Engineering in 2010 and previously worked for Electronic Arts (EA) in their Compatibility and Technology Lab. A 7-year veteran of the US Army National Guard, Steven served 7-1/2 months in Afghanistan during both Operation Anaconda and Operation Noble Eagle. He is a self-proclaimed math nerd who loves math and logic puzzles and one who can't resist a challenge. Steven is married to Jennifer Murphy, a kindergarten teacher at Central Primary, and they have two children; a son, David, 11 and a daughter, Sarah, 9.



As an employee of Ascension Public Schools, you have access to Google's entire suite of products, including Google Docs, Google Sheets, Google Presentations, and Google Classroom. Even if you are using a Windows-based device, we encourage you to use the Google Suite of products.

## Think Your Password is Secure?

There is evidence that supports the fact that users who are required to change their passwords frequently, as we here at Ascension Public Schools are, tend to develop bad habits with respect to the security of their passwords. They tend to use less secure and easier to remember passwords. They tend to repeat patterns or only edit one portion of the password, such as alternating symbols, advancing by one number, reverting to an old password, etc. Use the following guidelines when creating a new password:

1. Make this password unique. Do NOT use a password that is used for other accounts you own.
2. Do NOT use a password that you have previously used either here or elsewhere.
3. Use a combination of capital letters, lower-case letters, numbers, and symbols.
4. Replace letters with symbols that look like that letter. "\$" for "s", "+" for "t", "@" for "a", etc.
5. Use a long password. APSB allows up to 12 characters.
6. Use spaces and periods to create complete sentences that are easier to remember. ("I can only imagine." would become "1 c@n Only 1m@g1n3.")
7. Avoid using personal information, such as a pet's name, your nickname, your street name, your birthday, etc.
8. Avoid patterns, such as "1234", "qwerty", or "abcd".
9. It is advisable to keep your passwords stored somewhere to remind you when you forget, but do NOT leave them lying around your office desk. Do some research on the trusted password manager apps that are available.



## Google's 2-Step Verification

Google offers 2-step verification for all of its accounts. Your APSB account IS a Google account. Therefore, you are eligible. 2-step verification adds an extra layer of security to your account. The process requires you to sign in with something you know (your password) and something you have (a code sent to your phone). Click [here](#) to begin setting up your account with 2-step verification.



### Google Photos

You take a lot of pictures and they all have to go somewhere, so you store them in Google Photos. You use it as an archive to back your snaps up to the cloud. Maybe you search it from time to time or use it to share a photo with friends. If that's all you're doing with Google Photos, then you're missing some of the service's coolest features.

Here are some handy tips and unexpected features that Google Photos has to offer.

#### 1. Download all of your photos

Do you have a desire to archive your photos outside of Google's cloud storage? You can do it using Google Takeout. Takeout lets you download all or just some of your Google data. You can select just Photos and even choose exactly which albums to include in the download. Keep in mind this could be a very large download if you have a lot of photos stored.

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## Google Photos cont.

### 2. Build a photo book

As much fun as it is to look at photos on a screen, sometimes you just want to hold a real book in your hand. Use the “Photo books” feature to build and order physical books stocked with your lovely images.

### 3. Create a slideshow movie

Look under the “Assistant” feature in your Google Photos app for the “Movie” option. This lets you select up to 50 photos or videos to put into a slideshow video. You can customize your creation by choosing different filters and selecting a soundtrack. Google offers a selection of fun tracks ranging from dogs barking “Blue Danube” to upbeat jazzy tunes. You can share your movie creation with friends or publish it to social media or YouTube.

### 4. Automate backup on your Mac or PC

You probably don’t even think twice about Google Photos handling images on your smartphone, but what about your Windows or Mac computer? Download Google’s Backup and Sync app for Mac or PC and you can automatically back up images from your desktop or laptop.

### 5. Search for places and objects

Google applies its high-level search expertise to sorting your photos, so you can search by location or look for particular objects. For example, “camping” or “tent” should pull up images of your outdoor adventures while “Hawaii” should bring up your fabulous vacation shots.

### 6. Label people by name

Click on the search bar and look for the row of faces that appear in little round circles. Click on a face and you now have an option to add a name by typing it in or choosing it from your contacts. Pro tip: you can also name your pets this same way.

For more Google Photos tips and features, visit the website [here](#).

“Thank you so much. You have truly been a Blessing to me today :) :).”

“THANKS!!!! You are awesome!”

“As always THANKS for your help – you always have the answers.”

“Thank you so much for helping me today!!! Y’all were life-savers :)”

“You guys are spectacular! Thanks!”



### How do I get to Illuminate’s website?

- As a teacher, one would access Illuminate’s website at <http://apsb.illuminateed.com>.
- As a student, one would access Illuminate’s student portal at <http://apsb.illuminatehc.com>.
- In order to take an assessment using a “Quick Code”, students would access Illuminate at <http://illuminate.online> and use the Quick Access Code that was given by the teacher.

### I am a teacher, and my Illuminate password isn’t working. What should I do?

Illuminate passwords are synced with your normal computer login credentials. If the same username and password you use to log into a school device does not work with Illuminate, you may need to reset your password at <https://pwd.apsb.org>.

### A student’s login credentials are not working in Illuminate. What should I do?

Student login credentials are also synced with their computer login credentials. If a student’s username and password do not work in Illuminate, your school’s Sys Op can verify the username and reset the password for you.

### I don’t have access to an assessment I believe I should be able to access.

Access to certain assessments are based on your enrollments in Power School. If you teach a certain grade level but do not see the assessments for that level, you may need to remove all of the filters in your search and try the search again. Applying too many filters actually limits your results.