

Family Guide to Chromebooks and Canvas

How to log on to a Chromebook with the Clever Badge:

Step 1: Open the Chromebook

Step 2: Click on the blue button that says "next".

Step 3: Show the Clever Badge to the camera and wait for the green check.

How to log on to a Chromebook with a student Gmail and password*:

(*Only use this method if your Clever card/badge becomes lost or damaged. Contact your teacher if you need your student's gmail and password.)

Step 1: Open the Chromebook

Step 2: Click on "sign in with a different account" in blue.

Step 3: Enter student's first name and last with a period in between with no spaces (For example: "shannon.mason") in the blue box labeled "Enter you email".

Step 4: Click "next" in the blue box.

Step 5: Enter your password and click "next". Passwords are with a capitalized First initial and last initial, then their student id number. (For example, "Sm600XXX".)

How to get into Canvas on your child's Chromebook:

Step 1: Click on the 2nd window labeled, Clever.

Step 2: Click on your teacher's homepage.

Step 3: Click the link to get into Canvas.

Step 4: Click the "G" to log in with your child's Gmail account.

How to access your child's school Gmail account:

Step 1: Log into your child's school Chromebook.

Step 2: Click on the Chrome icon at the bottom if it doesn't pop up automatically.

Step 3: Open a new Google Chrome tab by clicking on the plus sign at the very top of the screen next to the Clever tab.

Step 4: On the new tab, in the top right corner, click the "Gmail" link. Students can use this to email their teacher and join Google Meets.

COMPLETING AND SUBMITTING ASSIGNMENTS

Please note: There are **several ways** to complete and submit assignments onto the Canvas platform. (Please work through the entire Module...complete the assignment and submit it **ONLY** when prompted.)

Here are the DIFFERENT WAYS to submit assignments:

1. Complete the assignment with a pdf editor and upload it as a pdf.
2. Print the assignment (already printed for you in the packets), complete it, scan it and submit it as a pdf or jpg.
3. Print the assignment (already printed for you in the packets), use your Chromebook camera or another device's camera to take a picture of it and submit it as a jpg.
4. Complete the assignment on a separate sheet of paper, use your Chromebook camera or another device's camera to take a picture of it and submit it as a jpg.

How to complete and download an assignment with pdf editor:

Step 1: As you are working through each module, you will be prompted to download an assignment when your child is required to complete it. Click the "Activity" or "Download" box that is on the module slide.

Step 2: The assignment will pop up in a new tab. At the top gray area hover your mouse near the top right corner, this will bring down a tools menu. Click on the white pencil that is labeled "Annotate" when your mouse pointer is hovered over it.

Step 3: A new black long narrow rectangle will appear below the tools menu. Click on the little icon of the pen labeled "pen", and make sure you choose black as the color and medium thickness (2nd or 3rd dot) for the width of

lead.

Step 4. Next to "write" on the assignment you will have to hold down the left side of the Chromebook trackpad, then move your right finger to "write". (This will take some practice :)

Step 5: To submit the assignment, first download it to your Chromebook. Go to the download icon (arrow down button near the pen) and choose the "edited" one. Click on save and be aware of what folder it was saved in.

Step 6: When you are prompted by the Module to submit this assignment, follow the submission instructions below.

How to complete and download an assignment as an image (jpg):

Step 1: If you printed the assignment or have a copy, have your child write the answers and/or draw the pictures.

Step 2: Go to the launcher circle at the lower left corner of the screen. If you don't see the camera icon, just type "camera" in the search box.*

*(*Currently, the Chromebook camera isn't functioning correctly, but our tech department is working on it. We will send any updates. In the meantime, please use another device's camera if the Chromebook camera doesn't function).*

Step 3: Once the camera is activated, take a picture of the completed assignment. Click on the image you took and go up to the top left corner and rename the file to match the assignment name.

Example: Using Place Value to Add. This will save the image onto your Chromebook as a jpg file under "images".

Step 4: When you are prompted by the Module to submit this assignment, follow the submission instructions below.

How to submit a completed and downloaded assignment onto Canvas:

Step 1: When you get to the slide in the module that prompts you to

submit your assignment (your child should already have it completed and downloaded)... click the blue "Submit Assignment" box.

Step 2: Scroll down the page until you see the "Choose File" box. Click it.

Step 3: For pdf's, click the "downloads or what other folder you chose".

For jpg's, click "images"

Choose the correct assignment and click "Open".

Step 4: Click the blue "Submit Assignment" box to submit your assignment to your teacher.

*For more information, type in the following link in your web browser:

<https://www.wpas.net/content/online-learning>

Additional Notes:

* We recommend daily use of: XtraMath, Study Island, Exact Path and Epic Reading.

*Be sure your student is scrolling down and clicking on the YELLOW arrows through the modules so important information isn't missed.

*Please have your child check his/her gmail and Canvas inbox every day for important updates and instructions. Message with questions at any time.

*All module assignments will count toward a grade which will be reflected in Skyward's report cards.

We appreciate your support, and we are here for you!