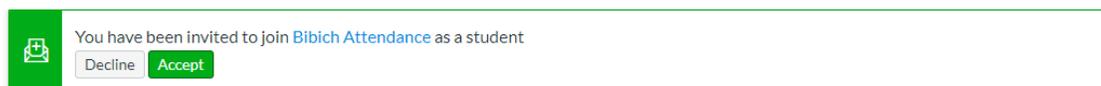


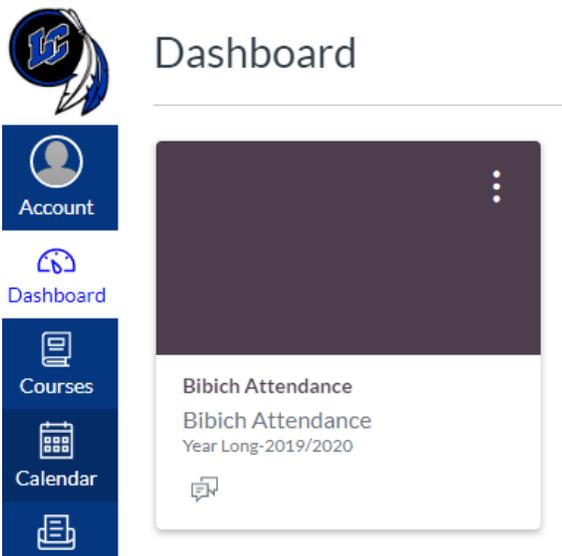
Instructions for How to Record Student Attendance for eLearning Days

In order to streamline the attendance process for our students, we are asking that on each eLearning day students simply click on a newly created attendance course. Please follow the quick steps below to accept the course, and then remember to have your child click on it once per day for each eLearning day.

1. Have your student log into their Lake Central Canvas account:
<https://lakecentral.instructure.com/login/canvas>
 - a. Username: LC student email
 - b. Password: First Name Initial + Last Name Initial + Student ID number
2. At the top of the screen, you should see a green notification that you have been invited to join a new course called "Your School" (ex: Bibich) Attendance. Click the green Accept button.



3. On every eLearning day, you will need to simply click on "Your School" Attendance course button once show you were in attendance that day.



4. You don't need to do anything once you click on the course, and can go right back to the dashboard to work on your class work for that eLearning day. Please click on the attendance course by 10PM on each eLearning day.
5. Remember the eLearning days are as follows:
 - a. Week 1: Wednesday, March 18th & Friday, March 20th
 - b. Week 2: Monday, March 30th; Wednesday, April 1st; & Friday, April 3rd
 - c. Week 3: Monday, April 6th & Wednesday, April 8th
 - d. Week 4: Monday, April 13th through Friday, April 17th *
 - e. Week 5: Monday, April 20th through Friday, April 24th *
 - f. Week 6: Monday, April 27th through Friday, May 1st *

**For Weeks 4, 5, and 6, eLearning will be Monday through Thursday and Friday will be a study hall day for extra assistance. Even if you do not need extra assistance on Fridays, please login to do attendance for all five days, Monday through Friday.*