

eLearning Parent Instructions

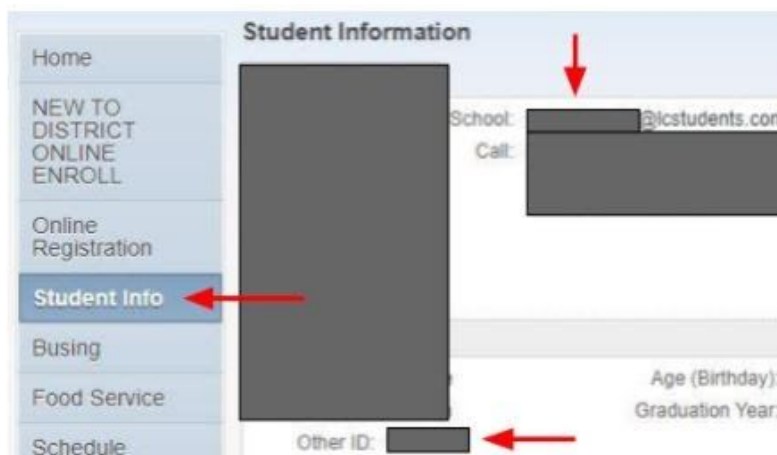
Please read through this entire document for important information to help your child start participating in eLearning.

Student Gmail Login Information

All Lake Central students have a student Gmail account, even our youngest students. The username and password for this account is used to log into the two websites you will need to use for eLearning, Canvas and Clever, and is also used to log into a Lake Central chromebook if your student has one. The formula for your child's gmail is as follows:

- **Username:** First initial; middle initial; then last name followed by @lcstudents.com.
(Some students may have a number after the last name if there are other students with similar initials)
- **Password:** Capitalized first initial of the first name; capitalized first initial of last name; followed by student ID number (NO SPACES)
- **Example:**
 - Username: Robert Lawrence Stine - rlstine@lcstudents.com
 - Password: RS1234567

You can also find your child's student gmail and student ID number in Skyward Family Access on the Student Info tab. It should be right by their student picture and end with @lcstudents.com. Their student ID number is listed as Other ID under their picture.

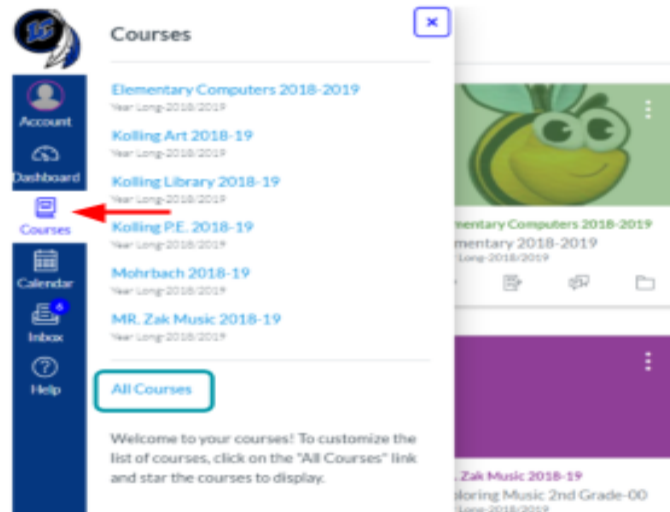


Canvas

Everything you need for eLearning will be posted through Canvas. The website for Lake Central for Canvas is: <https://lakecentral.instructure.com/>. Please bookmark this website. You must use the Lake Central website for Canvas. Please do not just Google "Canvas" and use the generic website. **To log into Canvas, you will need to use the same username and password for your child's student Gmail account.**

Canvas Course Materials & Assignments

To access all of their courses in Canvas, click on the courses button on the blue menu along the left side. You can either click on an individual course from the list that shows up or All Courses if you wish to see them all.



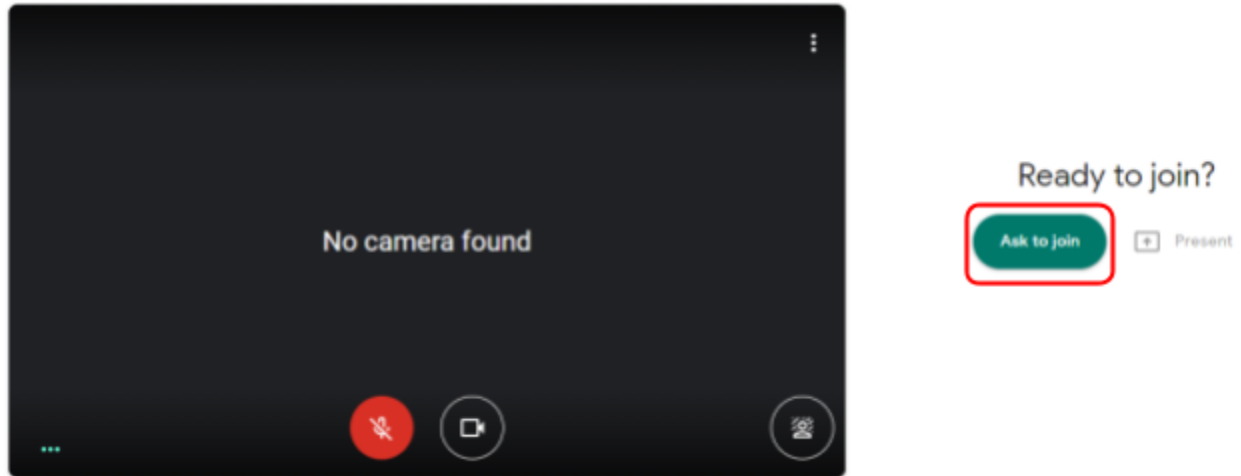
Once you are in the course for your teacher, click on the Assignments tab. For the 2020-21 school year, everything an eLearning student needs will be under the Assignments tab. The assignments will be dated so you know which one to click on each day. Once you click on an assignment, it will take you to the resources for the day. These may include, but are not limited to: links to livestream via Google Meet, a video recording of the teacher, links to other materials, assignments, and/or assessments. Teachers may also provide some instructions for the day's lesson as well.



Google Meet to Livestream Teachers Each Day

To access a livestream Google Meet link, click on the link that is posted for your teacher's class. Most teachers will post the link either on their home page, or under Assignments for the day's lesson. If you cannot find the link, please email your child's teacher.

Once you click on it, you will need to sign in with **your LC student Gmail account**, and then click Ask to Join. Any students not using their LC student Gmail account will not be allowed into the Google Meet by the teacher for safety purposes. Your teacher will admit eLearning students to the meeting at the start of class.



Please review the etiquette guidelines for Google Meet to help the live streamed classes run more smoothly: [Guidelines for Students/Parents for Google Meet](#)

Online Textbooks & Programs: Clever

Almost all online textbooks and programs your child needs can be accessed through one website called Clever. To log into Clever, you will need to use the same username and password for your child's student Gmail account. Our K-2 students should also have a Clever badge that was sent home by their teacher that they can scan to login with.

The website for Lake Central Clever is: <https://clever.com/in/lake-central>

Links to documents for Elementary and Middle/High School are also available:

- [Elementary Student Textbook/Clever Login Instructions](#)
- [Middle & High School Textbook/Clever Login Instructions](#)

Daily Schedule & Attendance

Please make sure you are logged into Canvas every day by the start of the normal school day. Elementary students should follow their normal school day from 8:30AM to 2:30PM. Your child's teacher will email you with what the daily schedule will be. On Wednesdays, we will continue to follow the early release schedule where the student day ends 90 minutes early.

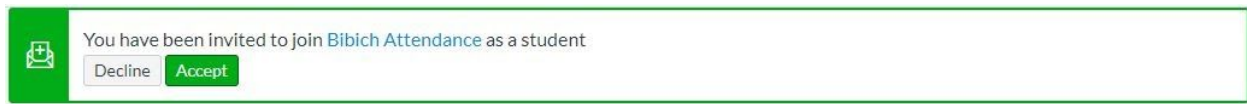
Middle and high school students should also follow their daily schedule and log into each teacher's Canvas course for each period. On Wednesdays, we will continue to follow the early

release schedule where the student day ends 90 minutes early. Links to the daily middle and high school schedules are below:

- High School:
https://lake-central.lcsc.us/wp-content/uploads/sites/3/2020/10/FallBellSchedule_20_21_REVISED.pdf
- Middle School: (update doc)
https://lcsc.us/wp-content/uploads/2020/11/MS_Schedule.pdf

Teachers will take attendance every day in Skyward based on who logs into the Google Meet. We highly encourage all students to log in and view their courses live so they have the opportunity to interact with and ask questions of the teacher during instruction.

However, if due to childcare or device access limitations during the day, you cannot log in during the normal school day, recordings of lessons will be posted by the end of the school day that you can view in the evenings. Please make sure if you are logging in after school hours, that you click the building attendance button in Canvas. In order to use the building attendance button, your students will need to accept the invitation in Canvas:

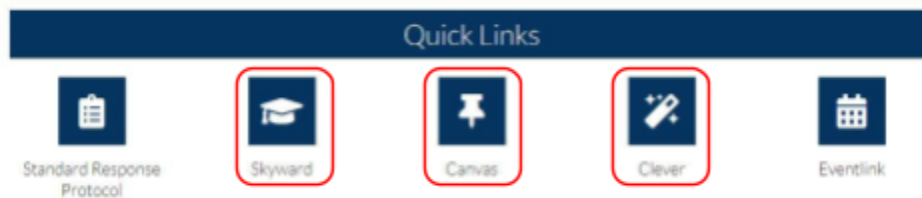


Students only need to click the attendance button if they are unable to participate in the live Google Meet for any classes during the school day. The next morning, the school's data secretary will update their attendance as present.

If your child is too ill to participate in eLearning on any particular day, please call the school to report they are sick like you normally would so they can be marked absent-ill in Skyward.

Additional Resources & Contact Information

Additional resources for parents and students can be found on the Lake Central eLearning website at <https://lcsc.us/departments/elearning/>. There is also a Parent Tools button on your child's Canvas page with the same information. Buttons for Canvas, Clever, and Skyward can Also be found under Quick Links on the main LC website: <https://lcsc.us/>.



If you need assistance with technology during eLearning, please contact the following people for help:

Issue	Contact Person
Chromebook Assistance, Gmail Login Assistance, or Skyward Assistance	Technology Department (219)558-2727 or tech@lcscmail.com
Canvas or Clever Assistance	District Technology Trainers (please contact the person for your child's school): <ul style="list-style-type: none"> ● Protsman/Bibich/Homan <ul style="list-style-type: none"> ○ Julie Moore (jmoore@lcscmail.com) ● Kolling/Peifer/Watson <ul style="list-style-type: none"> ○ Beth Hamacher (bhamache@lcscmail.com) ● Clark/Grimmer/Kahler <ul style="list-style-type: none"> ○ Jolene Bogacki (jbogacki@lcscmail.com) ● Lake Central High School <ul style="list-style-type: none"> ○ Susan Schweitzer (sschweit@lcscmail.com)
Attendance Questions	Please contact the main office of your child's school