eLearning Parent Instructions
Please read through this entire document for important information to help your child participate in eLearning.

Daily Schedule

Please make sure your child is logged into Canvas by 9:45AM. The schedules for each level are listed below:

	Schedule
Elementary Schools	Kindergarten through 4th grade schedule will be as follows: ● 9:45AM to 11:15AM--Reading & Writing (90 minutes) ● 11:15AM to 12PM--Lunch & movement break (45 minutes) ● 12PM to 1:15PM--Math and social studies or science (75 minutes) ● 1:15PM to 1:45PM--Specials (recorded 15 minute lesson & interactive component) Preschool schedule will be as follows: ● AM Preschool: 9:45AM to 11:15AM ● PM Preschool: 12PM to 1:30PM
Middle Schools	Schedule will be as follows: ● Period 2: 9:45AM to 10:10AM (Block 1 5th Grade) ● Period 3: 10:15AM to 10:40AM (Block 1 5th Grade continued) ● Period 4: 10:45AM to 11:10AM (Block 2 5th Grade) ● Lunch: 11:15AM to 11:45AM ● Period 5: 11:50AM to 12:15PM (Block 2 5th Grade continued) ● Period 6: 12:20PM to 12:45PM ● Period 7: 12:50PM to 1:15PM ● Period 8: 1:20PM to 1:45PM
High School	Schedule will be as follows: ● Periods 1 or 5: 9:45AM to 10:30AM ● Periods 2 or 6: 10:35AM to 11:20AM ● Lunch: 11:25AM to 11:55AM ● Period 3 or 7: 12PM to 12:45PM ● Period 4 or 8: 12:50PM to 1:35PM

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. If your child is sick and cannot participate in eLearning on any particular day, please call or email the school to call them off like you normally would so they can be marked absent in Skyward.

Student Login Information

The username and password for Canvas, Clever, student Gmail, and to log into a Lake Central chromebook are all the same. The formula 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.
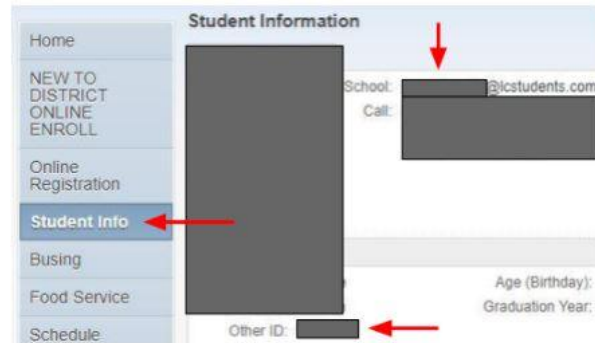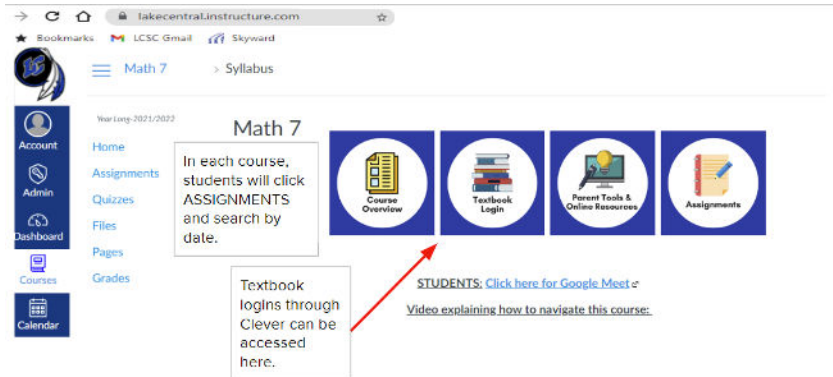

Canvas

Everything you need for eLearning will be posted through Canvas. The website is: https://lakecentral.instructure.com/. You must use the Lake Central website for Canvas. Please do not just Google "Canvas" and use the generic website. 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.
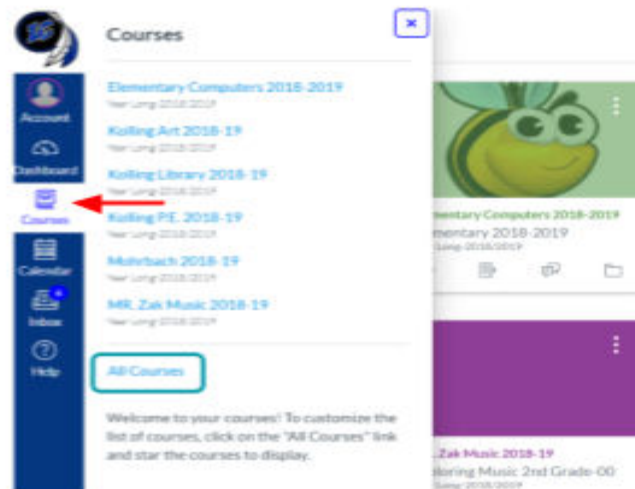
Once you are in the course for your teacher, click on the Assignments tab. The assignments will be dated so you know which one to click on for today. Once you click on an assignment, it will take you to the resources for the day. These may include, but are not limited to: links to livestream via Google Meet, a video recording of the teacher, links to other materials, assignments, and/or assessments.

## Online Textbooks & Programs: Clever
Almost all online textbooks and programs your child may need can be found on Clever. Clever can be accessed via Canvas using the Textbook Login button (see image above), or you can go to the website: https://clever.com/in/lake-central. The username and password for Clever are the same ones that you used for Canvas, and you can actually access Canvas by logging into Clever as well. Our K-2 students may also have a Clever badge that was sent home by their teacher that they can scan to login with. Be sure to click either Log in with Google or Clever Badge Log in buttons.
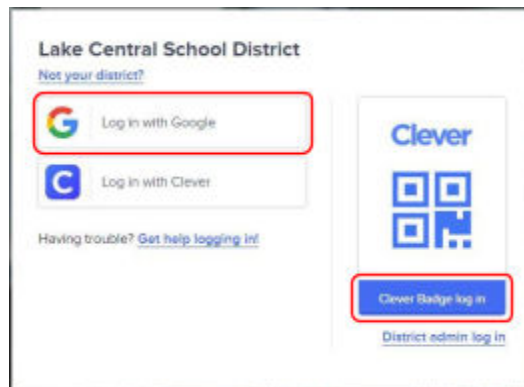
Google Meet to Livestream Teachers Each Day
To access a livestream Google Meet link, click on the link that is posted for your teacher's class. Most teachers will post the link either on their home page, or under Assignments for the day's lesson. If you cannot find the link, please email your child's 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.
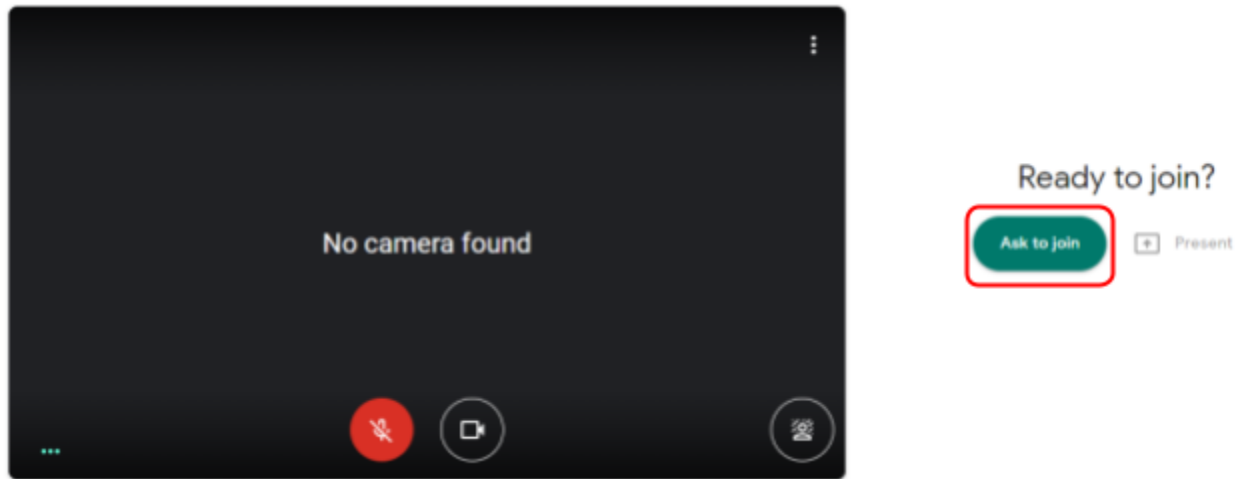
Please review the etiquette guidelines for Google Meet to help the live streamed classes run more smoothly: Guidelines for Students/Parents for Google Meet

Additional Resources & Contact Information
If you need help with your child's chromebook, instructions for logging in and using it can be found here: Chromebook Student Notes. On your child's Canvas page, there is a button that says Parent Tools with additional information. If you need assistance 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): ● Protsman/Bibich/Homan ○ Julie Moore (jmoore@lcscmail.com) ● Kolling/Peifer/Watson

	○ Beth Hamacher (bhamache@lcscmail.com)
	● Clark/Grimmer/Kahler
	  ○ Jolene Bogacki (jbogacki@lcscmail.com)
	● Lake Central High School
	  ○ Susan Schweitzer (sschweit@lcscmail.com)

Questions about the assignment or other general questions or concerns	Please email the child's teacher and/or your child's principal or assistant principal.