



#### Gold Star School Counseling Award

# Getting LCHS Students Connected





### **Getting LCHS Students Connected**



BYOD BRING YOUR OWN DEVICE	<ul> <li>To access the Lake Central School Corporation Wi-Fi, you must set up your own device.</li> <li>Open a web browser and type https://goo.gl/AQrgJg in the address bar to access step-by-step instruction.</li> </ul>
Genil	<ul> <li>Open a web browser and type lake-central.lcsc.us in the address bar. Student Email will be in the upper right-hand corner.</li> <li>Enter Username: Student Email (Example: RLStein@lcstudents.com).</li> <li>Enter Password: First Initial Last Initial (capitalized) and Student ID# (Example: RS1234567).</li> </ul>
SKYWARD	<ul> <li>Open a web browser and type lake-central.lcsc.us in the address bar. The Quick Link will be near the bottom of the page.</li> <li>Scroll down until to you see Quick Links and click on Skyward.</li> <li>Enter Username: Example: RLStein</li> <li>Enter Password: This would be whatever you chose after first signing in with your temporary password. All passwords must be at least eight characters and contain a special character (i.e., #\$%^&amp;, etc.)</li> </ul>
canvas	<ul> <li>Open a web browser and type lake-central.lcsc.us in the address bar. The Quick Link will be near the bottom of the page.</li> <li>Enter Username: Student Email (Example: RLStein@lcstudents.com).</li> <li>Enter Password: First Initial Last Initial (capitalized) and Student ID# (Example: RS1234567).</li> <li>First time users will need to accept the terms of conditions.</li> </ul>
NAVIANCE	<ul> <li>Open a web browser and type lake-central.lcsc.us in the address bar. The Quick Link will be near the bottom of the page.</li> <li>Enter Username: Student Email (Example: RLStein@lcstudents.com).</li> <li>Enter Password: Student ID# (Example: 1234567).</li> </ul>
eventlink	<ul> <li>Want to know what's happening at your school? Sign up for Eventlink.</li> <li>Open a web browser and type https://goo.gl/ju61eB in the address bar.</li> <li>Follow the directions for creating your account.</li> </ul>

To access Quick Links to Gmail, Skyward, Canvas, Naviance, and Eventlink visit lake-central.lcsc.us.









### WiFi

Use the link below for directions to set up the LC WiFi on your own device.

https://goo.gl/AQrgJg







### **Gmail**

- 1. Open a web browser and search for Gmail in the address bar or open the apps launcher . \_\_\_\_\_
- 2. Enter Username: Student Email (Example: RLStein@lcstudents.com).
- 3. Enter Password: First Initial Last Initial (capitalized) and Student ID# (Example: RS1234567)





### Canvas



- 1. Open a web browser and type *lakecentral.instructure.com* in the address bar.
- 2. Enter Username: Student Email (Example: RLStein@lcstudents.com).
- 3. Enter Password: First Initial Last Initial (capitalized) and Student ID# (Example: RS1234567).
- 4. First time users will need to accept the terms of conditions.

Student Video: <a href="https://youtu.be/19nlllB1a8w">https://youtu.be/19nlllB1a8w</a>





### Skyward



- Open a web browser and type *Icsc.us* in the address bar.
   Select Lake Central School Corporation.
- 2. Scroll down until to you see Quick Links and click on **Skyward**.
- 3. Enter Username: Example: RLStein
- 4. Enter Password: This would be whatever you chose after first signing in with your temporary password. All passwords must be at least eight characters and contain a special character (i.e., #\$%^&, etc.).





### **Naviance**



- 1. Open a web browser and type *Icsc.us* in the address bar.
- 2. Below the blue banner, click **Schools** and choose **LCHS** in the drop-down menu. Below the Quick Links banner, click on **Naviance**.
- 3. Enter Username: Student Email (Example: RLStein@lcstudents.com).
- 4. Enter Password: Student ID# (Example: 1234567).





### What is PtE?



- PtE stands for <u>Pathways to Excellence</u> (the corporation motto)
- PtE is a 90 minute class that takes place two times per week that is made up of two parts.
- The first part is the class specific Class Seminar by grade (30 minutes), the second is the Academic Assistance (60 minutes).
- During Academic Assistance, students can go seek out tutoring from any of their teachers. In addition, teachers can direct students to attend their academic assistance in order to make up assessments and assignments.
- Last year (16-17 School Year) our 3,250 students signed up for academic assistance 35,356 times (an average of 10.9 times per student).





### Typical 5-Day Week



Monday/Thursday	Tuesday/Friday	Wednesday	Monday/Thursday	Tuesday/Friday
(Blue Day)	(White Day)	(Traditional Day)	(Blue Day)	(White Day)
ACC Bus Bell	ACC Bus Bell	ACC Bus Bell	ACC Bus Bell	ACC Bus Bell
7:00	7:00	7:00	7:00	7:00
Warning Bell	Warning Bell	Warning Bell	Warning Bell	Warning Bell
7:09	7:09	7:09	7:09	7:09
1st Period	5th Period	1st Period 7:15 - 8:04 (49)	1st Period	5th Period
7:15 - 8:45 (90)	7:15 - 8:45 (90)	2nd Period 8:10 - 8:59 (49)	7:15 - 8:45 (90)	7:15 - 8:45 (90)
	Z	5th Period 9:05 - 9:54 (49)		
2nd Period 8:51 - 10:21 (90)	PtE 8:51 - 10:21 (90)	6th Period 10:00 - 10:49 (49) A Lunch = 10:00 - 10:30 A Class = 10:30 - 11:19 (49)	2nd Period 8:51 - 10:21 (90)	PtE 8:51 - 10:21 (90)
3rd Period 10:21 - 10:51 (126) A Lunch = 10:21 - 10:51 B Lunch = 10:53 - 11:23 C Lunch = 11:25 - 11:55 D Lunch = 11:57 - 12:27	6th Period 10:21 - 10:51 (126) A Lunch = 10:21 - 10:51 B Lunch = 10:53 - 11:23 C Lunch = 11:25 - 11:55 D Lunch = 11:57 - 12:27	B Class = 10:00 - 10:49 (49) B Lunch = 10:49 - 11:19  3rd Period 11:25 - 12:19 (54) C Class (1) = 10:55 - 11:19 (24) C Lunch = 11:19 - 11:49 C Class (2) = 11:49 - 12:19 (30) D Class = 10:55 - 11:49 (54)	3rd Period 10:21 - 10:51 (126) A Lunch = 10:21 - 10:51 B Lunch = 10:53 - 11:23 C Lunch = 11:25 - 11:55 D Lunch = 11:57 - 12:27	6th Period 10:21 - 10:51 (126) A Lunch = 10:21 - 10:51 B Lunch = 10:53 - 11:23 C Lunch = 11:25 - 11:55 D Lunch = 11:57 - 12:27
4th Period 12:33 - 2:09 (96) Announcements	7th Period 12:33 - 2:09 (96) Announcements	D Lunch = 11:49 - 12:19  4th Period 12:25 - 1:14 (49)  7th Period	4th Period 12:33 - 2:09 (96) Announcements	7th Period 12:33 - 2:09 (96) Announcements
		1:20 - 2:09 (49)		
Bus Bell 2:15	Bus Bell 2:15	Bus Bell 2:15	Bus Bell 2:15	Bus Bell 2:15
Bus Dismissal	Bus Dismissal	Bus Dismissal	Bus Dismissal	Bus Dismissal
2:16	2:16	2:16	2:16	2:16
Security Bell	Security Bell	Security Bell	Security Bell	Security Bell
3:00	3:00	3:00	3:00	3:00

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### Class Seminar Themes (First 30 minutes of PtE)



- Freshmen Seminar Preparing for College and Careers (PCC). PCC addresses the knowledge, skills, and behaviors all students need to be prepared for success in college, career, and life. The focus of the course is the impact of today's choices on tomorrow's possibilities. This course includes reviewing the 16 national career clusters and Indiana's College and Career Pathways, in-depth investigation of one or more pathways, reviewing graduation plans, developing career plans, and developing personal and career portfolios. The goal of this class is for students to have a better idea of what career they would like to pursue and understand the process to attaining success in that career. Students earn 1 semester of credit after completing all assignments and assessments over the course of the school year.
- <u>Sophomore Seminar ISTEP Preparation</u>. As the ISTEP is the Graduation Qualifying Exam, the Sophomore Seminar presents typical ISTEP test questions coupled with instructional videos that demonstrate how to correctly answer the questions. <u>The goal of this seminar is to better prepare our students for the ISTEP so they can meet with better success.</u>





### Class Seminar Themes (First 30 minutes of PtE)



- Junior Seminar PSAT/SAT Preparation. During a students junior year, our students will take both the PSAT (October) and the SAT with Writing (April). In this seminar students will work on SAT "questions of the day" and work on the Khan Academy to prepare for both of these exams. We will provide questions of the day and provide benchmarks of where students should be in their preparation for both exams. Students work at their own pace in this seminar. As the ISTEP test measures the same standards, this is also a great way for students to prepare for the ISTEP if (again if) they need to retake the test from sophomore year. The goal of the Junior Seminar is to better prepare our students for their college entrance exam, giving them a competitive advantage when applying to colleges and universities.
- Senior Seminar Transitioning to College and Careers. The focus of the Senior Seminar is to communicate, guide, assist and submit all requirements needed for either college application, scholarship application, apprenticeship application or job application for our senior students. This will happen through class meetings, counselor visits, and career fairs. The goal of the Senior Seminar is to seamlessly transition senior students to their future college and careers.







# **EVENTLINK**





### https://eventlink.com



### **Replaces Pinwheel**

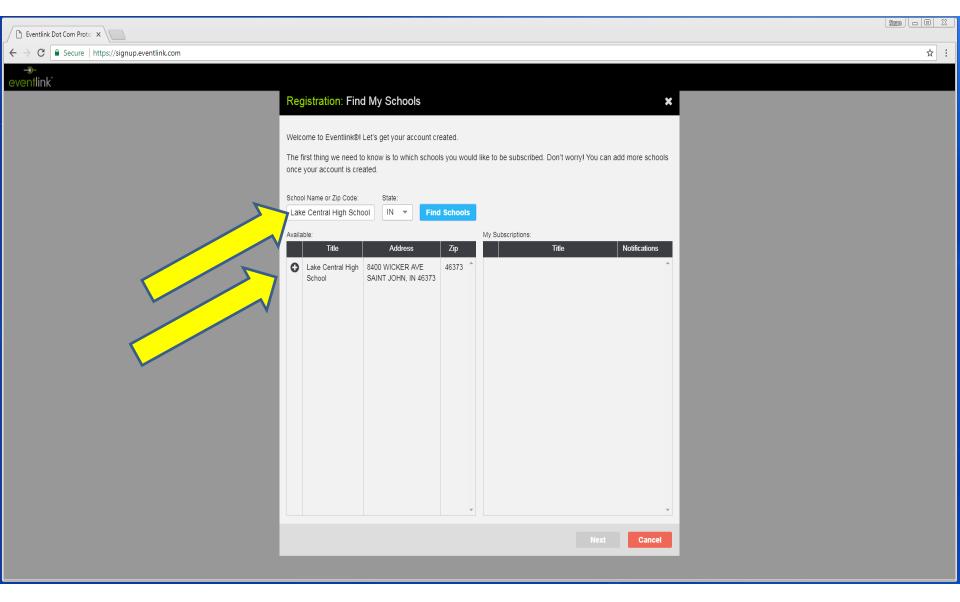






### **Create Your Account**











# Create Username and Password and Create a Contact Method

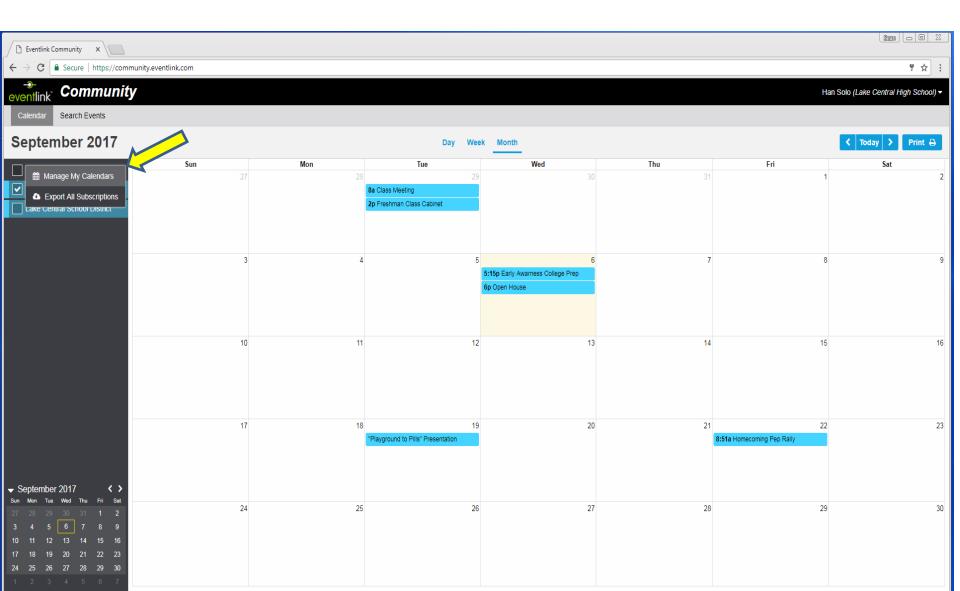
Registration: Create Profile		×
My Schools:	Upda	ate Schools
Lake Central High School		A
First Name:	Last Name:	
Han	Solo	
Desired Username:	Time Zone:	
M.Falcon	Central	<b>*</b>
Password:	Retype Password:	
My Contacts:		Add Contact
Nickname	Address/Number	
■ ▼ Test Email	sbegley@lcscmail.com	<u></u>





# Manage Your Calendars Lake Central High School and Lake Central School District are Default Calendars



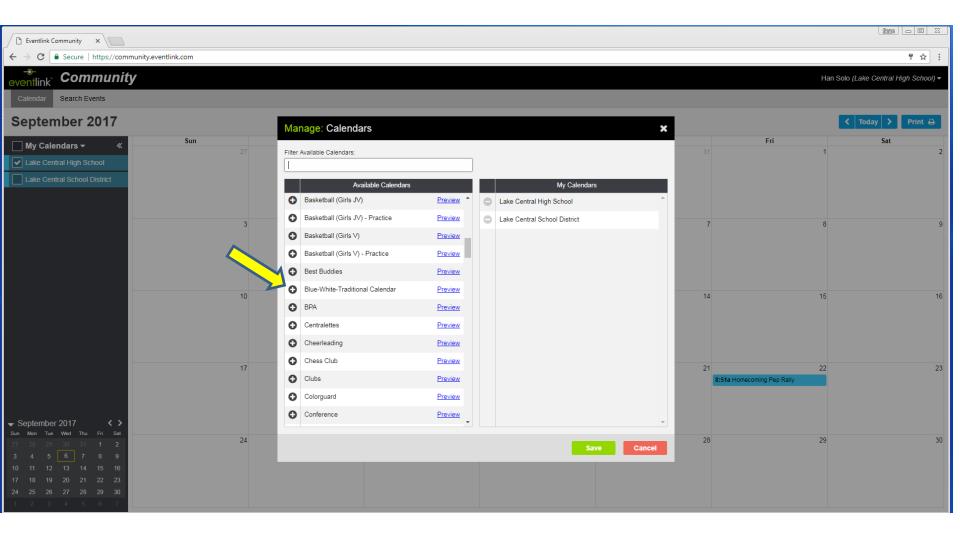




# Pick Your Calendars



### Recommended Calendar: Blue-White-Traditional

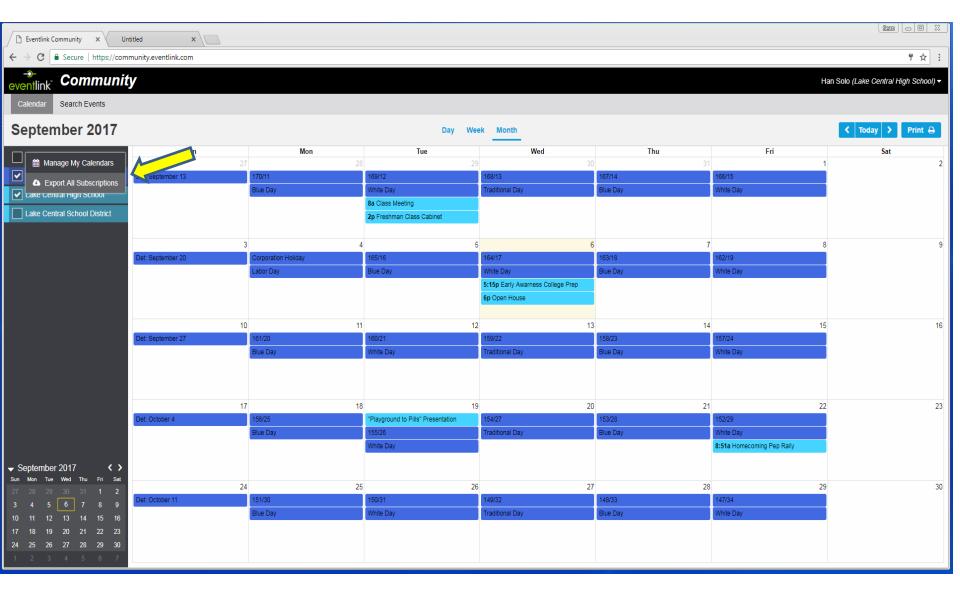






### **Export All Subscriptions to Google Calendar**



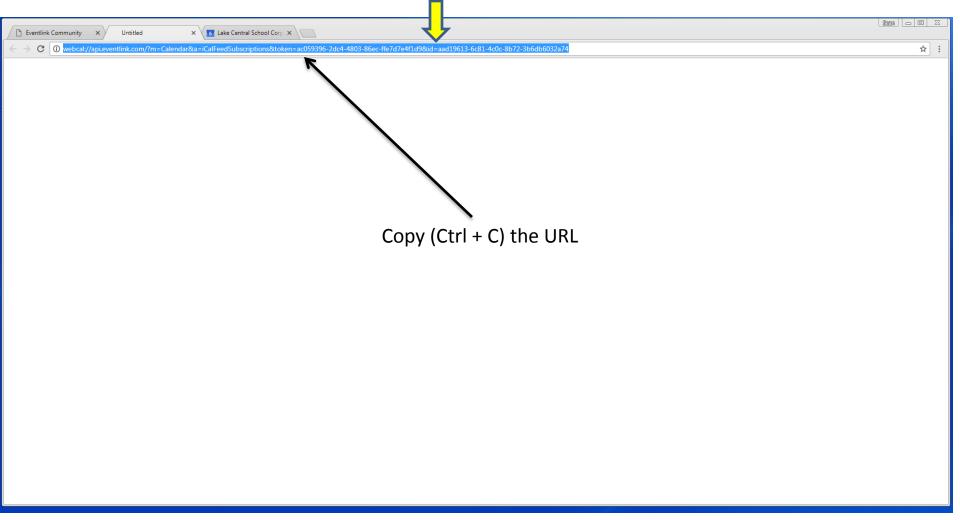








 $we bcal://api.eventlink.com/?m=Calendar\&a=iCalFeedSubscriptions\&token=ac059396-2dc4-4803-86ec-ffe7d7e4f1d9\&id=aad19\underline{6}13-6c81-4c0c-8b72-3b6db6032a74$ 

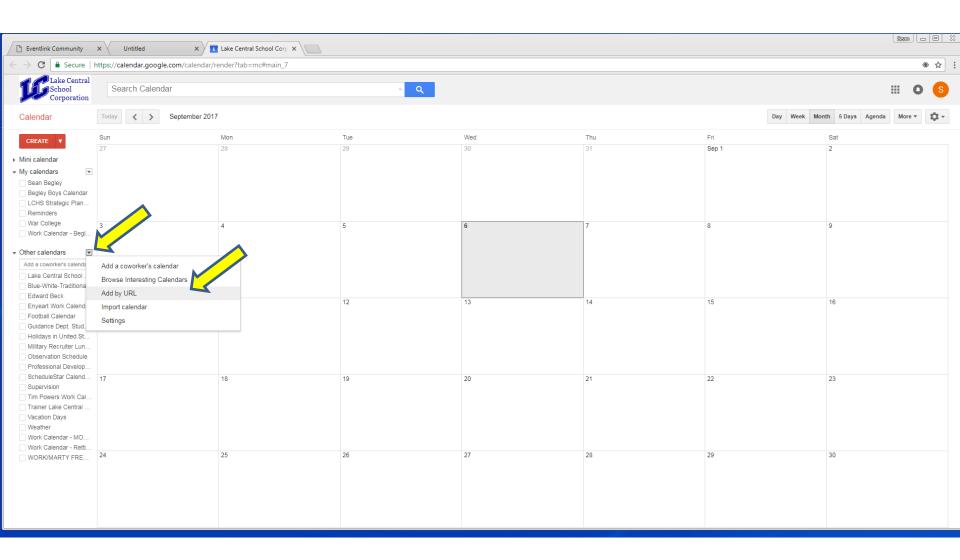






### Sync Eventlink to Google Calendar



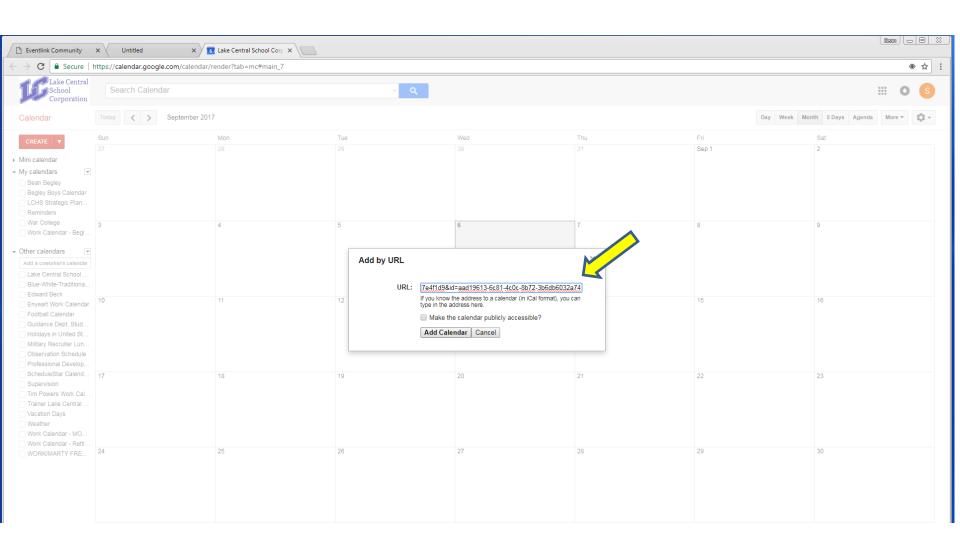






### Paste (Ctrl P)the Eventlink URL that you just copied



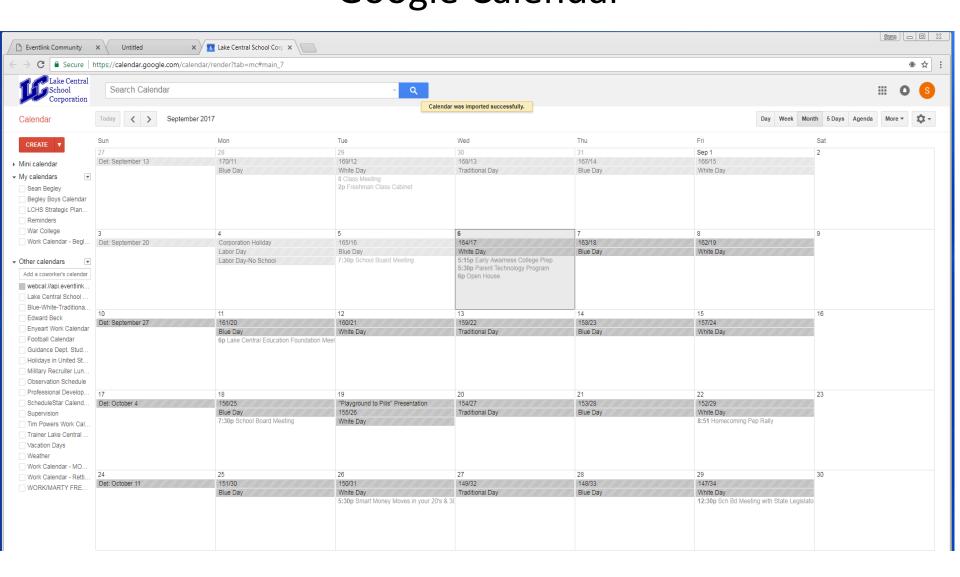






# Your Eventlink Calendars will populate in your Google Calendar





Royal Blue: #4169e1







# **CANVAS**









### Canvas for Parents

Lake Central School Corporation's Learning Management System







### What do I need to know about Canvas?

Canvas does not replace Skyward. Skyward is still where grades will be posted.

Canvas allows parents to view assignment due dates, upcoming tests/quizzes, teacher announcements, and what is being covered their child's classes via the teacher's homepage and calendar.

While parents are not obligated to join Canvas, it is encouraged. If you have questions about due dates or missed work when your child is absent or, for example, if you choose to go on vacation during the year. If your student often forgets to write down assignments or upcoming test dates, we highly recommend joining Canvas.

The directions on the following slides will show you how to register as a parent to view your child's classes.







### **Getting Started**



To get started, go to lakecentral.instructure.com

\*remember to bookmark website

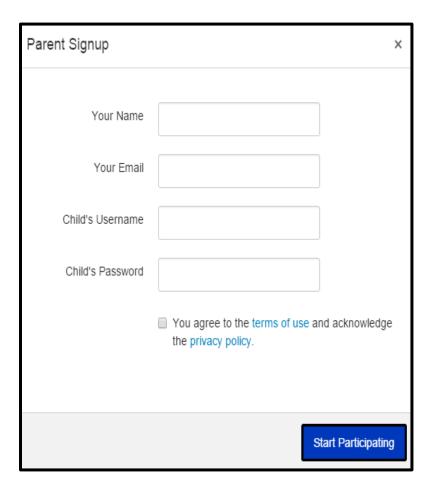
Click on
"Parent of a Canvas User? Click
Here For an Account"







### Grades 3-12 Parent Signup



#### Parents enter:

- Name
- Fmail
- Child's Username
   their @lcstudents.com email
   Student email & ID# found on Skyward under STUDENT INFO tab
- Child's Password their @lcstudents.com password

Password: FIRST INITIAL LAST INITIAL ID Number Example: John Michael Smith ID1234567 JS1234567

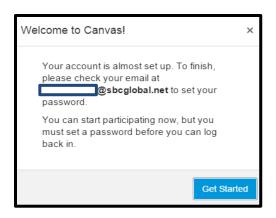
- View/Agree to Terms
- START PARTICIPATING

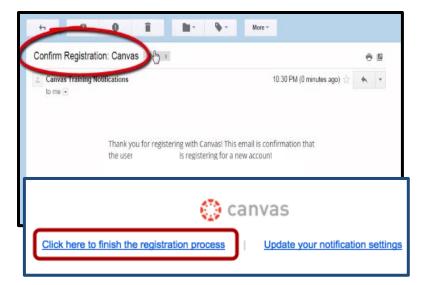






### **Confirm Registration**





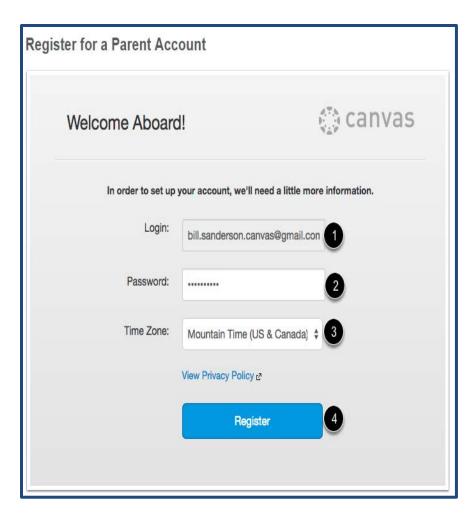
- Log into your email.
- Confirm Registration by clicking "Click here to finish the registration process".







### Finish Registration



To complete the registration process fill out the following fields:

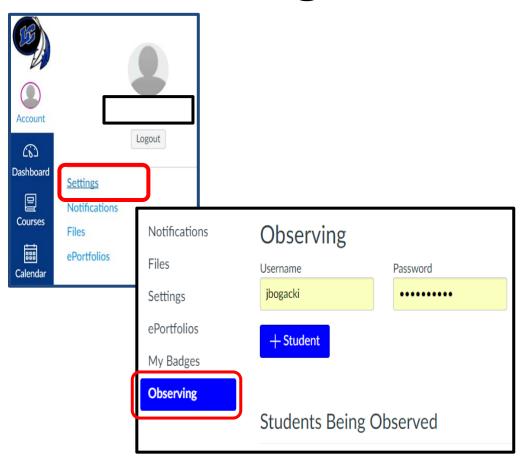
- Verify your email in the login field.
- 2. Set your password by typing in the password field.
- 3. Set your timezone by selecting the time zone drop-down menu.
- 4. Click the **Register** button. You will be redirected to the Canvas URL login page for your account.







### Adding Additional Children



In your parent account go to:

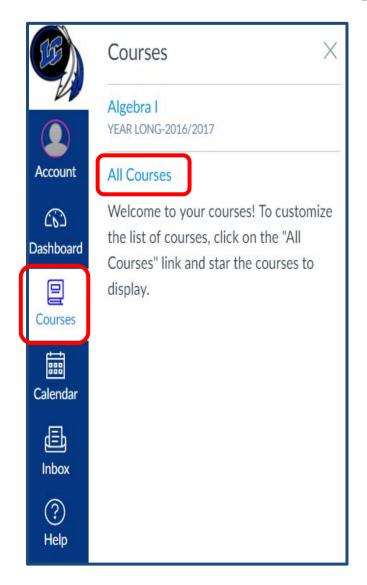
- Account >Settings (top, left)
- Observing
- Add the next child's username and password
- Add Student
- \*If you are adding an elementary student in grades K-2, their login is slightly different since they do not have an LC email account.
  - Child's Username
    - Student email & ID# found on Skyward under STUDENT INFO tab
  - Child's Password
    - FIRST INITIAL LAST INITIAL ID Number
    - Example: John Michael Smith ID1234567
      - Password JS1234567







### View Courses



All of your children's courses will now be listed when you hover the Courses button.

If you are not seeing a course, simply click the "All Courses" link.

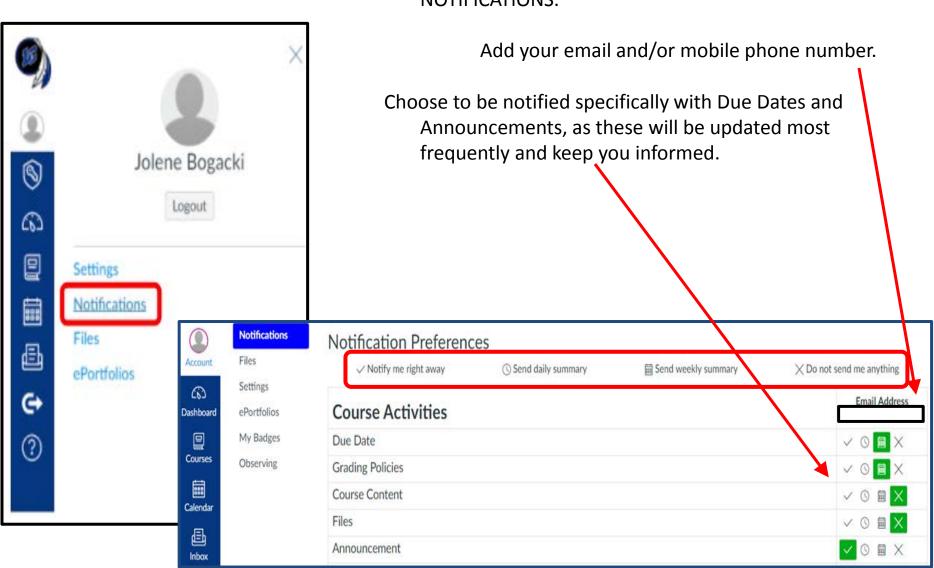




### **Notifications**



To enable the ability to receive email or text notification, add by going to ACCOUNT and then clicking NOTIFICATIONS.

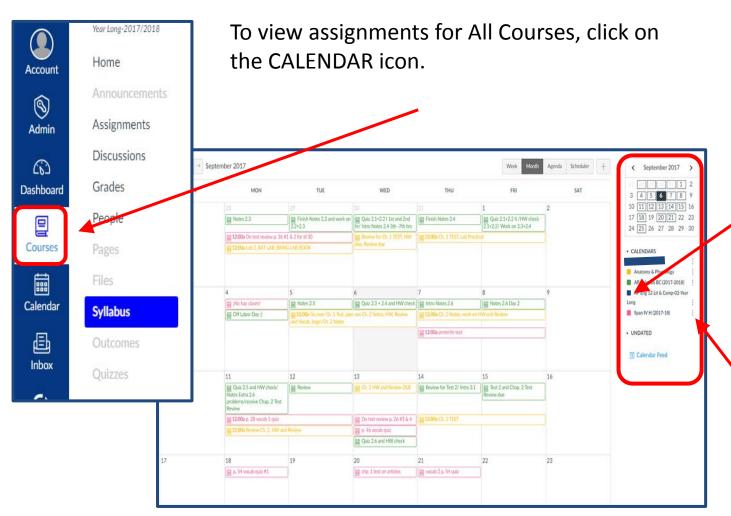


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### Assignments/Calendar



To select courses to show on the calendar, click in the box to the left of the courses you want to display on the calendar.

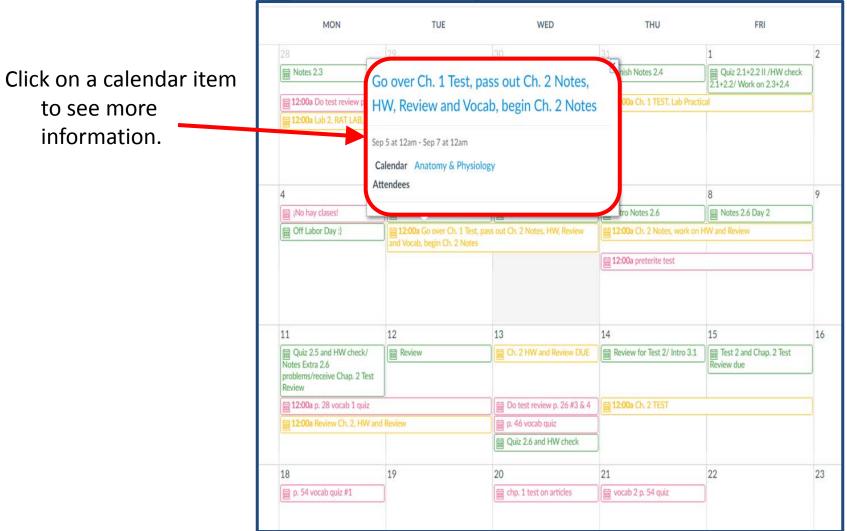
To change the color of the course, click on the three dots.







Assignments/Calendar









### Additional User Guide

**Canvas Observer Guide** 







# SKYWARD







## **Skyward Video Tutorials**

- Account Settings
  - https://www.skyward.com/parents-and-students/familyaccess-toolkit/parents/video/account-settings

- Checking Grades
  - https://www.skyward.com/parents-and-students/familyaccess-toolkit/parents/video/checking-grades
- Food Service
  - https://www.skyward.com/parents-and-students/familyaccess-toolkit/parents/video/food-service

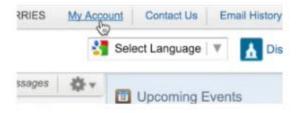




#### **Account Settings**



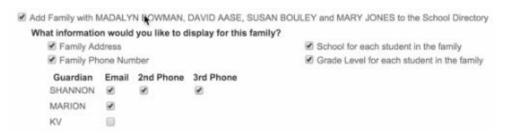
From any page on the site, you can click My Account in the upper right corner. Here, you can update settings like your contact information and check the "Show Google Translator in Family Access" box if you'd like to use the translator on the site. (The translator is located beneath My Account on the home page).



In My Account you can manage your email notification preferences. You can choose to receive various attendance, grade, progress report, and low food service balance notifications. You can also manage the frequency of these alerts and the method through which you receive them (Family Access or email).

			Email Notifications
Receive Da	ily Atteni	dance Not	ifications for my student(s) by Email and Wall Message \$
These are	only ava	ilable for y	our students who are enrolled at Skyward High School.
Receive Gra	eding En	nails for m	y student(s) [?]
			verrides (If blank, the School default low and/or high percent will be used):
Low:	80	High:	95 for MADALYN BOWMAN, DAVID AASE, SUSAN BOULEY and MARY JONES
Receive Pro	gress R	eport Ema	ails for my student(s)
			turday) Monthly (1st of each month) rour students who are enrolled at Skyward High School.
	7 S S S S S S S S S S S S S S S S S S S		ervice Balance is under \$3.00
E Leceive Cit	ans wile	iii r bod Se	ATTUE DEBUTCE IS STREET \$5.00

At the bottom of the page, you can update which of your and your children's personal information can be shared in the school directory.



Keep in mind that different options may be available depending on your district's setup. Be sure to click Save once you've finished updating your preferences.



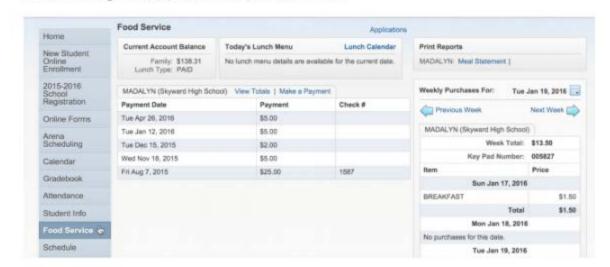
#### Food Service



As soon as you log in to Family Access, you'll be viewing your message center wall. Important food service notifications, such as low account balances, will appear here. (See the Account Settings tutorial for information about changing notification preferences.)



To access all food service information, click the Food Service tab on the left side of your home screen. Here you can see your current account balance and payment history, your child's weekly purchases, and the school's lunch calendar. If your child's school offers an online payment option, you can also add money to your account using a check, credit card, or debit card.

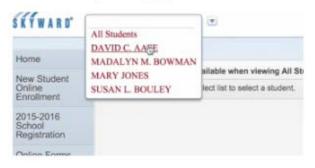




#### Checking Grades 1 of 2



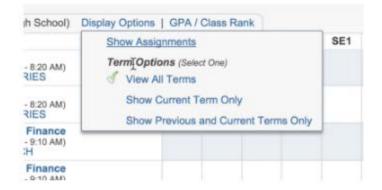
When you log in to Family Access, you will see the Gradebook tab displayed on the left side of your screen. Click this tab, and then select a child from the dropdown bar at the top of the page.



Important notifications, such as missing assignments, will be displayed at the top of your screen in red text.



Below the notifications is a list of your child's classes and grades by term. To select a different term, go to Display Options. Information about GPA and class rank can be found to the right of Display Options.

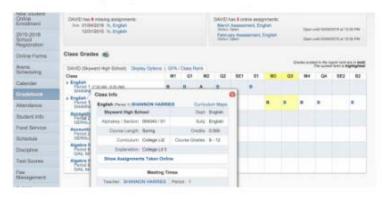




#### Checking Grades 2 of 2



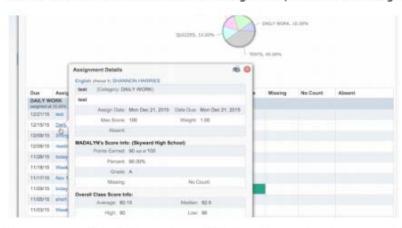
Back on the main Gradebook, you can click any course title to view information such as lesson plans, if the teacher has included them.



If you select a quarter grade, it will bring up a list of your child's assignments and tests.



To find out how the class did on an assignment, click on the assignment name.



To print any of this information, click the print icon in the upper right corner.





# NAVIANCE

