

# LKMS Technology Handbook

## *A Parent/Guardian Guide*



Howard County Public School System

hcpss.me  
Instructional Apps



Canvas  
Learning Management



Synergy  
Student Information

### Digital Citizenship Pledge

When using digital tools I pledge to do the following:

- **Respect myself and others**  
civility • integrity • vigilance
- **Use the digital tools provided to educate myself and others**  
collaborate • communicate  
create • think critically
- **Protect myself and others**  
passwords • privacy • copyright
- **Follow all guidelines outlined in Policy 8080: Responsible Use of Technology and Social Media**



Google Apps  
for Education



Office 365



MackinVIA



Wixie



PAC  
Public Access Catalog



Hi  
HC Library



ePortfolio



More Apps

# Essential Digital Tools

Your child will regularly use the following HCPSS provided digital tools at LKMS. These apps can be accessed through HCPSS.me landing page (<https://hcpss.me>), the LKMS website (<lkms.hcpss.org>) or from the teacher's Canvas course homepage.

- ❑ Canvas - Access course content, grades, assignments, course calendars - <https://hcpss.instructure.com>
- ❑ Synergy - Access family file (emergency card), attendance records, and standardized test scores - <https://sis.hcpss.org>
- ❑ Google Apps for Education (GAPE) - Create and share online documents and presentations - <https://hcpss.me>
- ❑ Mackinvia.com - Access research databases - <https://hcpss.me>
- ❑ World Geography Online Textbook (6th & 7th grade) - McGraw Hill - <https://connected.mcgraw-hill.com>
- ❑ World Language Online Textbook (SuccessNet Plus - Spanish; Holt McDougal - French) - See Teacher's Canvas course for the website link
- ❑ Naviance - Setting Postsecondary goals within lessons provided by Student Services - <https://connection.naviance.com/family-connection/auth/login/?hsid=limekm>
- ❑ NoodleTools - Create a Works Cited - Access through Google Apps

# Parent Guide to Canvas

## Welcome to the Dashboard

The screenshot shows the Canvas Parent Dashboard. At the top, there are navigation icons for Students (1), Synergy (2), Orientation, and a menu icon. The main area displays a grid of course cards for various subjects like Algebra I, Algebra II, and Chemistry. On the right, there's a 'Coming Up' section with a 'View Grades' button (3). A sidebar on the left contains icons for Account, Dashboard, Courses, Calendar, and Grades.

1. Students: Set grade notifications
2. Synergy: See standardized test scores and set attendance test scores
3. View overall course grades and individual assignment scores
4. View course calendars for upcoming assignments, projects, tests, and homework

## Students

**PARENTS - STUDENTS LIST**

• To see your child's courses and current grades (for middle through HS students), click on your Child's Name.  
 • To set your child's grade level for notification, click on the **Grade Notification** button. This optional feature enables a parent or guardian to set a notification threshold. If their child's aggregate grade in any of their courses falls below the threshold, the parent will receive an email on the designated day of the week.

Student Name	Student ID	Grade	School Name	Grade Notification
			Reservoir High School	Grade Notification
			Reservoir High School	Grade Notification

\* There may be a momentary delay after clicking your Child's Name while the system pulls the current information.

**GRADE NOTIFICATION**

This optional feature enables a parent or guardian to set a notification threshold. If their student's aggregate grade in any of their courses falls below the threshold, the parent will receive an email on the designated day of the week.

• To cancel grades threshold and email notifications, click on the **Cancel** button.  
 • To save any of your changes, click on the **Save** button.

Notify if the student score in any one of the courses falls below or equal to (%):

Enter score (Example: 80) ← 1

Email to be sent on what day(s) of the week?

Select All  
 Monday  
 Tuesday ← 2  
 Wednesday  
 Thursday  
 Friday  
 Saturday  
 Sunday

**Back** **Save** ← 3

## View Grades


Use the drop-down menu to select your quarter, semester, or overall average. Click on individual classes to view individual assignment scores and feedback from the teacher.

Lifetime Fit 9-70001-Cross-S2-RHS	98.63%	Quarter 3
Found of Tech-6751-Walley-FY-RHS	80.0%	Quarter 3
Spanish II-5410-Jarocki-FY-RHS	76.92%	Quarter 3
Earth & Space Sci-G/T-400M-Anantua-FY-RHS	95.37%	Quarter 3
Algebra I-3041-Bullock-FY-RHS	76.1%	Quarter 3
US History-Hon-219M-Myers-FY-RHS	88.33%	Quarter 3

For the course **Earth & Space Sci-G/T-400M-** Arrange by **Due Date**

Name	Due	Score	Out of
<a href="#">Hypothesis and chart for chapter 4 section 1 investigate A</a>	Jan 31 by 11:59pm	5	5
chapter 4 section 1 Investigate B	Feb 6 by 11:59pm	10	10
chapter 4 section 1 PCC	Feb 9 by 11:59pm	7	7
water cycle diagram	Feb 10 by 11:59pm	3.75	5
<b>Homework</b>		<b>92.65%</b>	
<b>Class work</b>		<b>100%</b>	
<b>Total</b>		<b>95.37%</b>	

Below is a key to the symbols that may appear next to your child's assignment.

- 0 = a zero or a missing assignment
- - = The assignment is not graded yet. The teacher is still in the process of collecting and grading the assignments. It is NOT being calculated as a zero.
-  This assignment is muted, meaning the teacher is in the process of grading the assignment and the scores are NOT yet calculated as part of the final grade.
- EX – The student is excused from this assignment and it will NOT be calculated as part of the final grade.

## The Calendar

View upcoming events, assignments, homework, projects, tests and quizzes. You may filter the calendar view by turning select courses on or off. Click on the square next to a course to toggle that calendar on or off. Click on a specific assignment to view additional details including instructions, links, and/or files.

Today February 2017

Week Month Agenda Scheduler +

SUN MON TUE WED THU FRI SAT

1 2 3 4 5 6 7

Characterization-Advice Column

Bridge Design Challenge Part II

Hypothesis and chart for chapter 4 section 1. Investigate A.

Maryland Map PowerPoint

Mini-Quiz Class 1 4 (3041-106)

Class on Polynomials

Class Day 5 (3041-20)

Safety Journal Article

Defining Coding of Age

Safety Journal Article

Due: Feb 2 at 11:59pm

Calendar Found of Tech 6731 Wesley FY-RHS

Details Read the article (link provided below) and write a summary Turn in your summary before you leave class.

View Safety Article Back

Filter your view

HCPSS System Calendar

February 2017

CALENDARS

- Tracy Ganey
- Algebra I-3041-Bulleck FY-RHS
- Algebra II - G/T-331M 11-FY-RHS
- Am Govt - Honors-211M-Harrison FY-RHS
- Chemistry - G/T-421M-Doudigan FY-RHS
- Earth & Space Sci-G/T-400M-Ananus FY-RHS
- English 9 - Honors-101M-Chantry FY-RHS

# How Parents Set Notifications in Canvas

Parents log into Canvas through HCPSS Connect with their login information

<http://www.hcpss.org/connect/>

1

Christina Hataway

Logout

2

3

4 To receive an email from Inbox messages.

Conversations

Added to Conversation

Conversation Message

Conversations Created By Me

To receive an email from announcement messages.

Notification	First Address	Email Address
Announcements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Conversations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Course Activities	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Grading	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Posting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

When to Contact

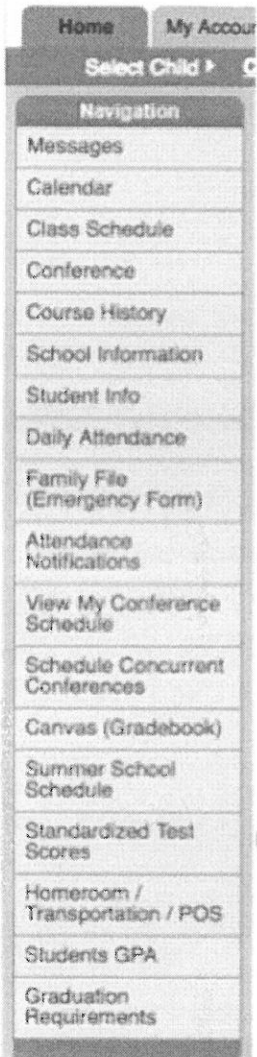
Christina Hataway's Settings

When to Contact

3

Teachers can send general Announcements out to the whole class. Individual or whole class emails through Inbox. Additional resources on [hcpss.org/connect](http://hcpss.org/connect).

hcpss connect



1. Set attendance notification preferences.
2. View standardized test scores such as MAP scores and PARCC scores.


## HCPSS Mobile Applications

It's the end of the first quarter and we want to make sure you have access to all of the mobile applications provided by HCPSS to keep you up-to-date and informed of your child's progress.

- **Canvas Student App** – Students can access Canvas course content, grades, announcements, calendars, and submit assignments.
- **Canvas Parent App** – Parents can access student grades, weekly calendar, announcements, and can set student activity and grade alerts.
- **HCPSS News and Events App** – Stay up-to-date with local school and county news and events. It can be customized for multiple schools all in 1 app.
- **HCPSS Nutrilice** – View school menus and nutrition information.

**Download** the mobile applications at <http://www.hcpss.org/mobile-apps/>

You may find the following information helpful when viewing your child's Canvas courses. First, below is a key to the symbols that may appear next to your child's assignment.

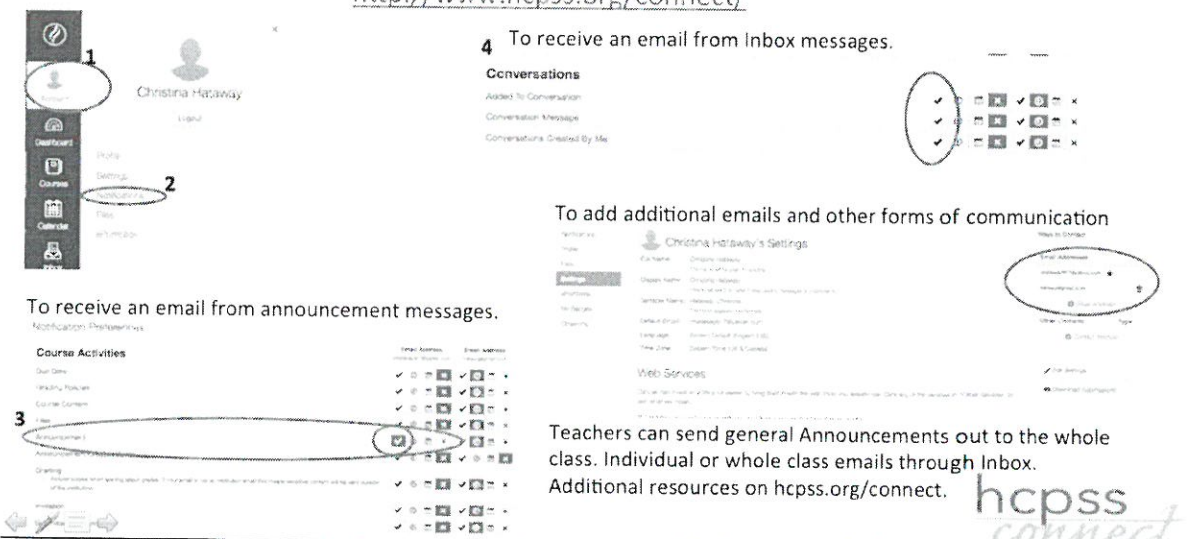
- 0 = a zero or a missing assignment
- – = The assignment is not graded yet. The teacher is still in the process of collecting and grading the assignments. It is NOT being calculated as a zero.
-  This assignment is muted, meaning the teacher is in the process of grading the assignment and the scores are NOT yet calculated as part of the final grade.
- EX – The student is excused from this assignment and it will NOT be calculated as part of the final grade.

Second, make sure you have set your notification preferences so you are receiving all news and information from your child's teachers. See the picture below to help you set your Canvas notification preferences.

## How Parents Set Notifications in Canvas

Parents log into Canvas through HCPSS Connect with their login information

<http://www.hcpss.org/connect/>



The image displays four screenshots from the Canvas interface for user Christina Hataway, illustrating how to set notification preferences.

- Screenshot 1:** Shows the user profile and navigation menu. A red circle highlights the 'Settings' option in the navigation menu, labeled with the number '2'.
- Screenshot 2:** Shows the 'Conversations' settings page. A red circle highlights the 'Email' checkbox, which is checked, labeled with the number '4'. The text above it says '4 To receive an email from Inbox messages.'
- Screenshot 3:** Shows the 'Course Activities' notification preferences table. A red circle highlights the 'Announcements' row, where the 'Email' checkbox is checked, labeled with the number '3'. The text above it says '3 To receive an email from announcement messages.'
- Screenshot 4:** Shows the 'Christina Hataway's Settings' page. A red circle highlights the 'Email' checkbox under the 'Web Services' section, which is checked, labeled with the number '5'. The text above it says '5 To add additional emails and other forms of communication'.

Teachers can send general Announcements out to the whole class. Individual or whole class emails through Inbox.  
Additional resources on [hcpss.org/connect](http://hcpss.org/connect).

*hcpss connect*

## Operating Systems

- Windows 7 and newer (users on Windows 10 need to download the [Windows 10 Anniversary Update](#) to submit Canvas assignments)
- Mac OSX 10.6 and newer
- Linux - chromeOS

## Mobile Operating Systems

- iOS 7 and newer (versions vary by device)
- Android 4.2 and newer

## Screen Readers

- Macintosh: [VoiceOver](#) (latest version for Safari)
- PC: [JAWS](#) (latest version for Internet Explorer)
- PC: [NVDA](#) (latest version for Firefox)
- There is no screen reader support for Canvas in Chrome

## Supported Browsers

Though Canvas supports the current and first previous major releases of the majority of Internet Browsers, we recommend the following browsers:

- **Chrome** 53 and 54
- **Firefox** 48 and 49 ([Extended Releases](#) are not supported)

We highly recommend updating to the most current version of your preferred browser. Your browser will notify you if there is a new version available.

Some supported browsers may still produce a banner stating *Your browser does not meet the minimum requirements for Canvas*. If you have upgraded your browser but you are still seeing the warning banner, try logging out of Canvas and deleting your browser cookies.

## Required Components (Please make sure your Internet browsers have these components updated)

Flash (<https://helpx.adobe.com/flash-player.html>) is required for recording or viewing audio/video as well as uploading files to a course or an assignment. Other than these features, Flash is not required to use most areas of Canvas. Please note that some browsers may no longer support Flash.

The Java plug-in (<https://www.java.com/en/download/installed8.jsp>) is required for screen sharing in Conferences. Please note that some browsers do not support Java. Otherwise, there are no other browser plug-ins used by Canvas.

JavaScript must be enabled to run Canvas.



Use the links above to verify installation of these components and follow on-screen instructions to update these required components.

## Firefox

### Updating the Browser:

1. On the menu bar click the Firefox menu and select About Firefox.
2. The **About Firefox** window will open and Firefox will begin checking for updates and downloading them automatically.
3. When the updates are ready to be installed, click Restart Firefox to Update

*Clearing the Cache/Cookies:* (recommended if you are having login problems, problems accessing pages or content, or problems accessing links)

### Mac


1. In the Firefox menu bar, click the **Firefox** option.
2. Select the **Preferences** link.
3. Click the **Privacy** tab.
4. Under the History heading, click the **clear your recent history** link.
5. Select the **Cache** checkbox.
6. Click the **Clear Now** button.

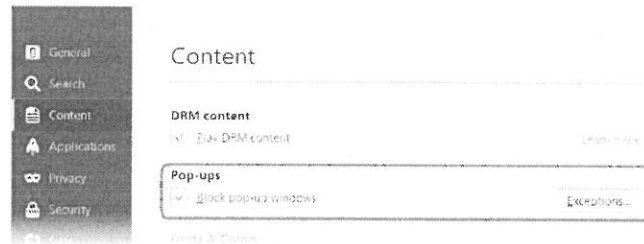
### PC

1. In the Firefox menu bar, click the **Open menu** icon.
2. Select the **Options** icon.
3. Select the **Advanced** icon, then select the **Network** tab.
4. Under the Cached Web Content heading, click the **Clear Now** button.

### Unblock Pop-ups:

To access the pop-up blocker settings:

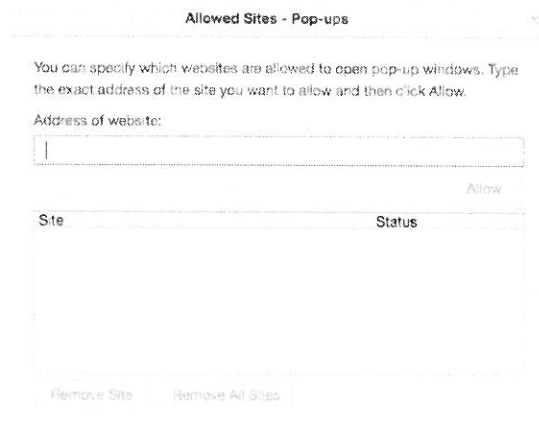
1. Click the menu button  and choose Preferences.
2. Select the Content panel.
3. In the Content panel below Pop-ups:
  - Uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether.
  - A click on Exceptions... opens a dialog box with a list of sites that you want to allow to display pop-ups.
  - The dialog box offers you the following choices:



**Allow:** Click this to add a website to the exceptions list.


**Remove Site:** Click this to remove a website from the exceptions list.

**Remove All Sites:** Click this to remove all of the websites exceptions list.



## Chrome

### Updating the Browser:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **Update Google Chrome**. If you don't see this button, you're on the latest version.
4. Click **Relaunch**.

*Clearing the Cache/Cookies:* (recommended if you are having login problems, problems accessing pages or content, or problems accessing links)




### Mac

1. On the browser toolbar, click the **Chrome** menu icon.
2. Select the **More Tools** link.
3. Select the **Clear browsing data** link.
4. In the data drop-down menu, select the time range where you want to clear browsing data.
5. Select the **Cookies and other site and plug-in data** and **Cached images and files** checkboxes.
6. Click the **Clear Browsing Data** button.

### PC

1. In the Chrome browser toolbar, click the **Chrome menu** icon.
2. Click the **More Tools** link.
3. Click the **Clear browsing data** link.
4. Use the drop-down menu to select the time range you want to clear browsing data.
5. Clear browsing data by selecting checkboxes. Select the **Cookies and other site and plug-in data** and **Cached images and files** checkboxes.
6. Click the **Clear Browsing Data** button.

### Unblock Pop-ups:

1. On your computer, open Chrome.
2. At the top right, click More .
3. Click **Settings**.
4. At the bottom, click **Show advanced settings**.
5. Under "Privacy," click **Content settings**.
6. Under "Pop-ups," select an option:
  - **Do not allow any site to show pop-ups**
  - **Allow all sites to show pop-ups**
7. **To allow pop-ups from a specific site...**
  - On your computer, open Chrome.
  - Find a page that has pop-ups blocked for you.
  - In the address bar, click Pop-ups blocked .
  - Click the link for the pop-up window you'd like to see.
  - To always see pop-ups for the site, select Always show pop-ups from [site]  Done.