

# LKMS Student Technology Handbook

## *Discover How to Use HCPSS Technology*



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



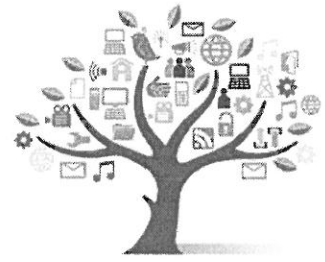
More Apps

# Essential Digital Tools

You 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

***Welcome to the LKMS  
Library Media Center***



**Mrs. Garnto, Library Media Specialist**  
marilyn\_garnto@hcpss.org

Hours are 8:00 A.M. to 3:30 P.M.

**Come in & take advantage of all the resources  
available to you before school**

You can check out 3 Books for 3 weeks

**Use [www.mackinvia.com](http://www.mackinvia.com) to use our databases, audiobooks,  
& ebooks by using your Active Directory login**

During lunch time, students can sign up for library media time  
instead of going outside for recess

**Our ELA and reading module classes come in at least  
quarterly for a lesson and/or check out**

In Canvas, we now have the LK Student Resource Course  
where individual and group messages can be sent

**Present your signed note from your teacher, sign in  
at the clipboard on the circulation desk, and  
let me know if you need help**

Cell phones to be used for school related purposes only

**Be respectful of others & the resources available to you.**

## Technology at LKMS: Student Apps Access

Most HCPSS apps can be accessed from the HCPSS Landing Page: <https://hcpss.me> Use your active directory credentials to log into these accounts.

**Login Information:** Your active directory login...

Username: first initial, first 5 letters of last name, last 4 of school ID # (ex. gtaylo5347)

Password: you created it!

Username: \_\_\_\_\_

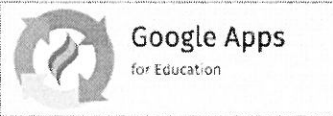
Password: \_\_\_\_\_

The screenshot shows the HCPSS Landing Page with the following elements and callouts:

- Header:** Howard County Public School System logo and name.
- Callout 1:** "Access grades, class calendars, assignments & class information" points to the Canvas Learning Management icon.
- Callout 2:** "Access your drive to create documents and share with teachers & students." points to the Google Apps for Education icon.
- Callout 3:** "Access research databases." points to the MackinVIA icon.
- Callout 4:** "Access the LKMS library media catalog." points to the PAC Public Access Catalog icon.
- Other visible icons:** Synergy Student Information, Office 365, Wixie, HC Library, More Apps, ePortfolio, and Change Password.
- Text on page:** "Instructional Apps", "Digital Citizenship Pledge", and "When using digital tools I pledge to do the following: quality, integrity, assistance".

### Useful Technology Tips:

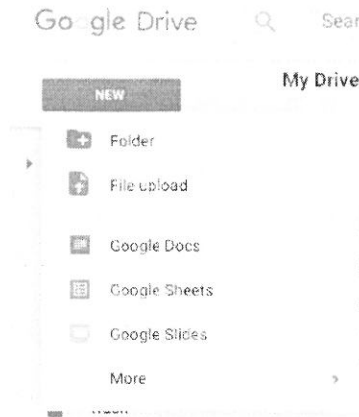
- Use Firefox or Chrome to access Google Apps (GAFE) or Canvas
- Make sure your Internet Browser is updated and allows pop-ups from Canvas/Google Apps.
- Make sure Adobe Flash and Java are installed and updated on your Internet browser
- Log out of any personal gmail accounts. \*\*Tip: Use 1 browser for all school accounts and a different browser for parent or personal accounts.
- Use a student account to access Canvas assignments, documents, links instead of a parent account.



## Google Apps for Education:

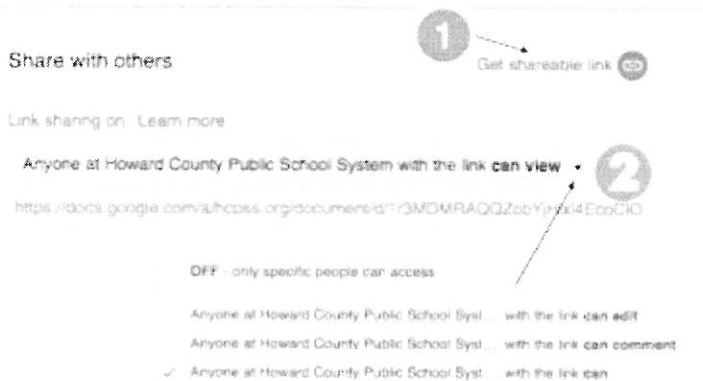
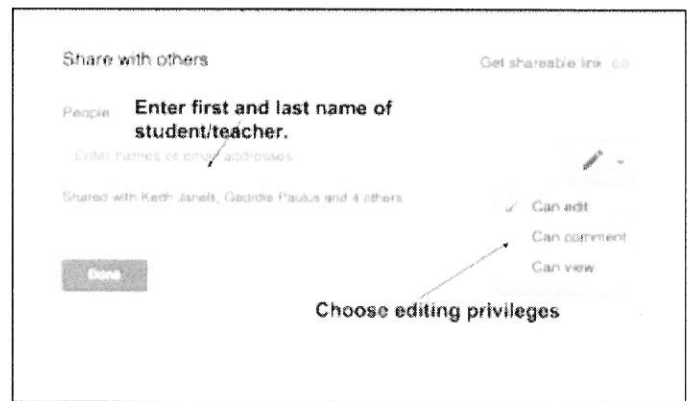
Use this app to create documents, spreadsheets, presentations, and forms. Share these documents with classmates and teachers. Upload files, videos, and audio as storage between home and school. Google Drive saves automatically and can be accessed from any computer or device (download the apps).

### How do I create a new document or presentation?



### How do I share a document with a teacher or classmate?

1. Click on the Share button in the upper-right corner of the document



Or

2. Send them the Shareable link.

### I can't access a document link! What do I do?

Google Drive

### You need permission

Want in? Ask for access, or switch to an account with permission. Learn more

You are signed in as memorybook1kms@gmail.com



**Switch accounts. You are logged into a personal gmail account!**



## Google Apps for Education (GAFE) Continued...

### How do I print a document?

Go to File...print. If you are using Chrome, the document will print directly from the Internet Browser. If you are using Firefox, the document will need to be saved first as a PDF. Then, open the download document and use the print icon button.

### I can't write on the document! What do I do?

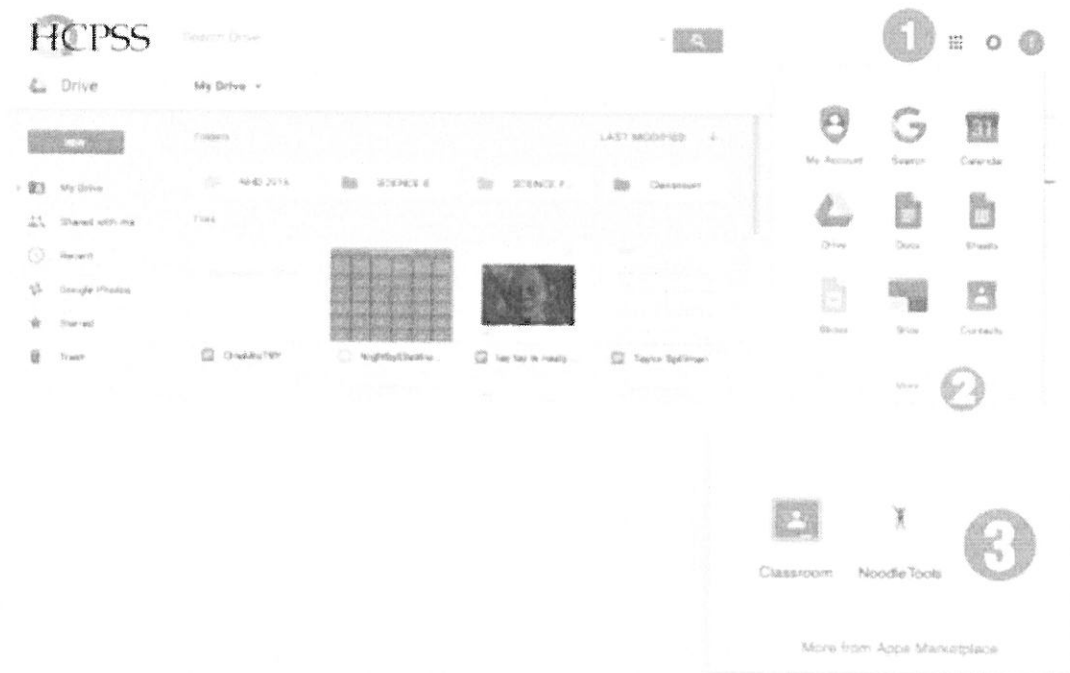
Most likely your teacher has made this document as “**view only**”. You must make a digital copy of this document by going to File...Make a copy. Rename it. You will now be able to edit this document and you will find it in your Drive.

### A friend shared a document with me and I can't find it! What do I do?

Go to your “Shared with Me” drive on the left-hand navigation bar.

### What other apps can I access with My Drive?

You can access **NoodleTools** to create a Works Cited or Reference list. You can access a calendar, Google Classroom, and other apps. See the screenshot below to learn how to access these apps.

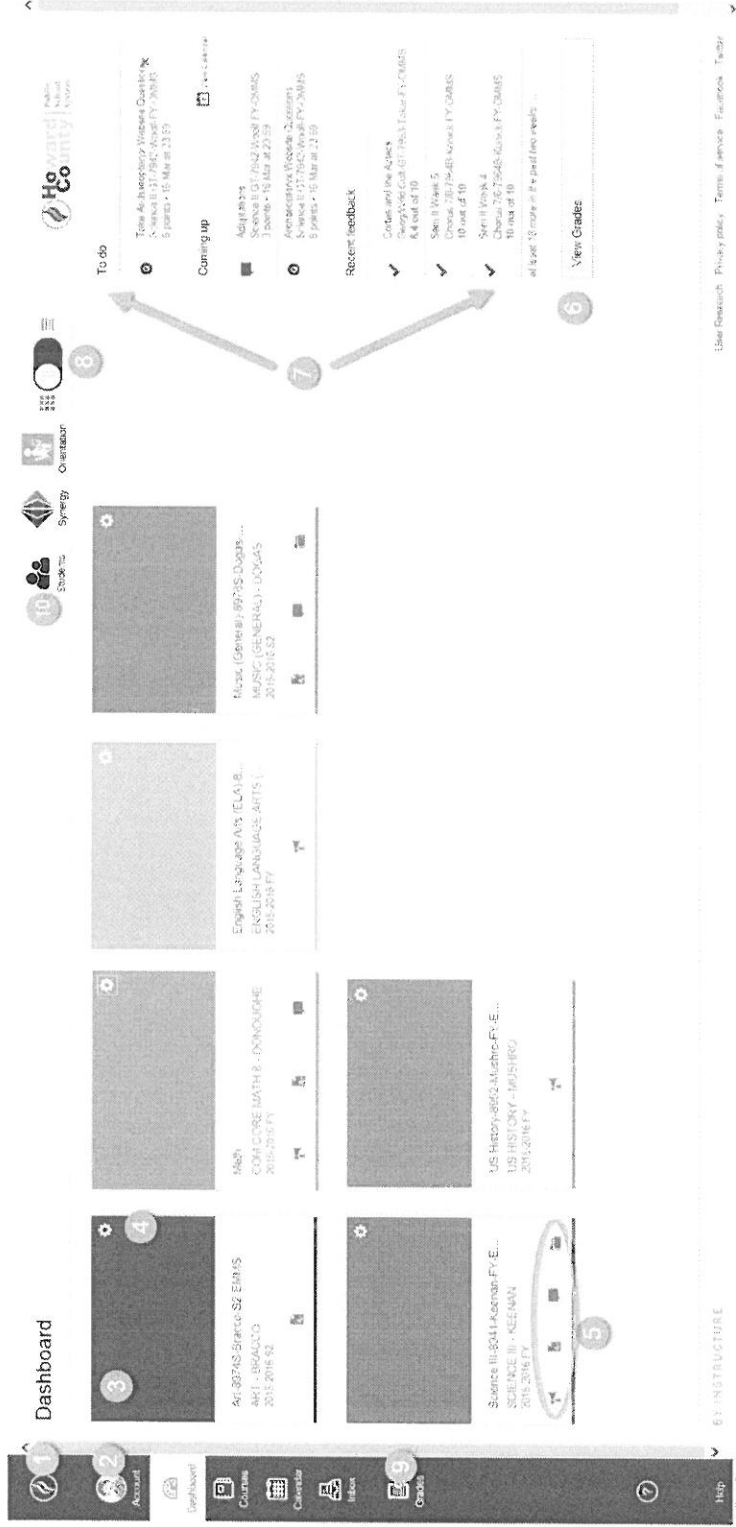


### Sometimes, when I try to log into GAFE, it asks for my email address!

You do have an email address associated with your account, though it is not active. Enter your [username@inst.hcps.org](mailto:username@inst.hcps.org) as your email address when prompted.

# Canvas – User Interface

## Home Screen

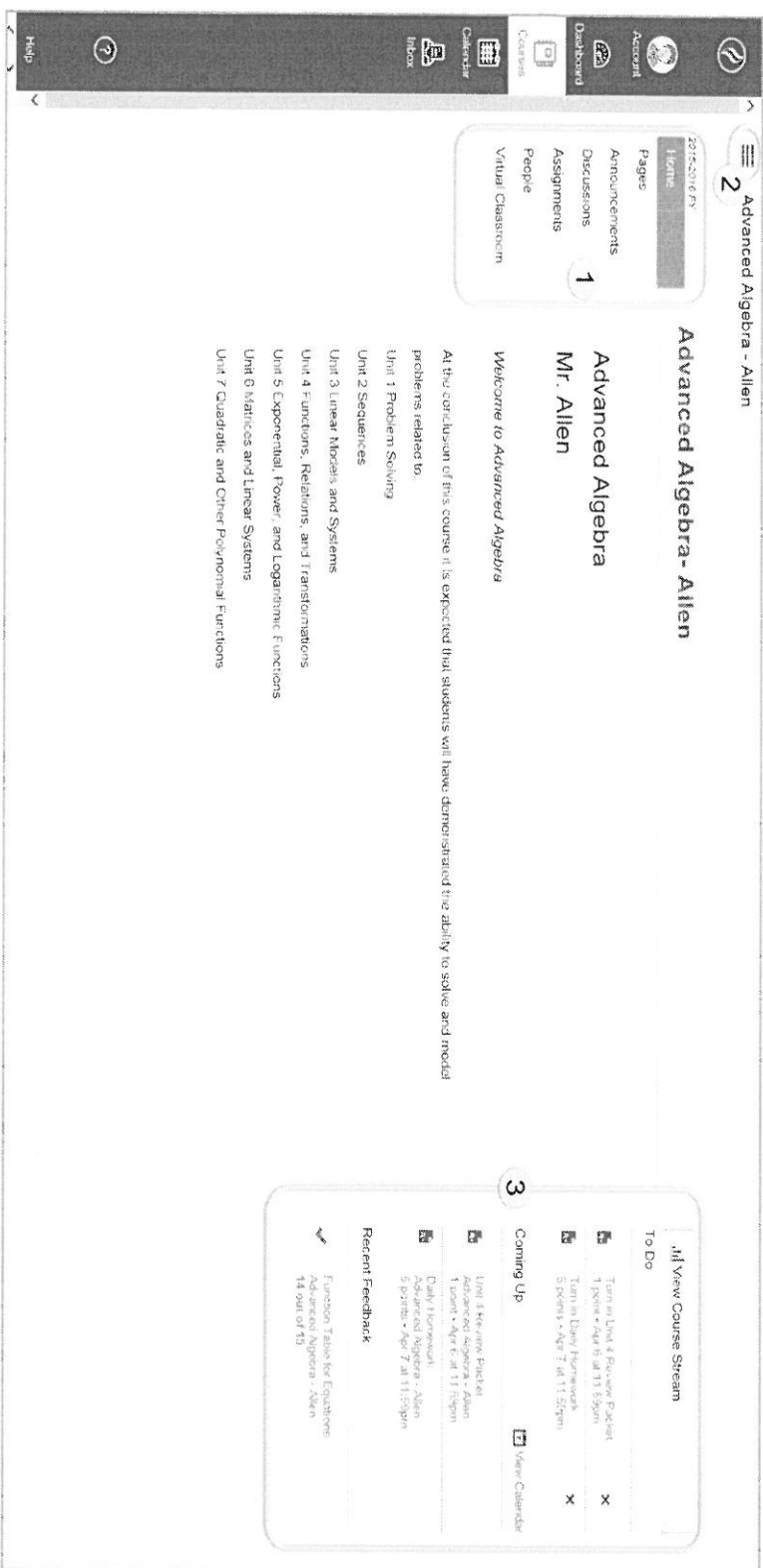


- 1. Global Navigation Bar:** Always displayed on the left side of the screen with quick access to Canvas features.
- 2. Account Link:** Displays a menu with links to your profile, user settings, notification preferences, personal files, ePortfolios and the *Log Out* button.
- 3. Course Card:** Represents each of your favorited courses. Click on **Courses** in the Global Navigation bar, then **All Courses** to set favorites.
- 4. Card Settings:** You can set a preferred color which will be seen on the calendar and in the mobile app. A course nick name can also be set to help organize your course cards.
- 5. Activity Tabs:** There can be up to four tabs representing Announcements, Assignments, Discussions, and Files depending on course settings.

- 6. View Grades:** Displays the grades for your courses. For parents, all of your children's courses and grades can be accessed by clicking this button.
- 7. Sidebar:** Helps you see what you need to do next across all courses and can contain three sections: To Do, Coming Up, and Recent Feedback.
- 8. Recent Activity / Course Card Toggle:** Lets you see the activity stream for all of your Canvas courses.
- 9. Grades Icon:** Takes you directly to the Grades page.
- 10. Students Icon:** Will open a new window that takes you to a new window that lists your students' names.

For more information, please visit: <https://community.canvaslms.com/docs/DOC-4368>

Course View



1. **Course Navigation Menu:** The links help you move to specific locations in the course. Teachers can customize what links are shown in a course.
2. **Course Menu Button:** This button will hide or show the course menu, providing additional screen space for content.
3. **Sidebar:** This area helps you see what you need to do in a course. It features a to-do list for assignments that need to be turned in, a coming up section for assignments and events in the next 7 days, and a recent feedback section showing assignments that have recently been graded or given feedback. If the browser window is sized small, the right hand sidebar will disappear and horizontal sidebar controls will drop under the center panel. Expand the window restore visibility.

For more information, please visit: <https://community.canvaslms.com/docs/DOC-4368>



## Canvas

Use Canvas to access course calendars, grades, assignments, and course content or resources.

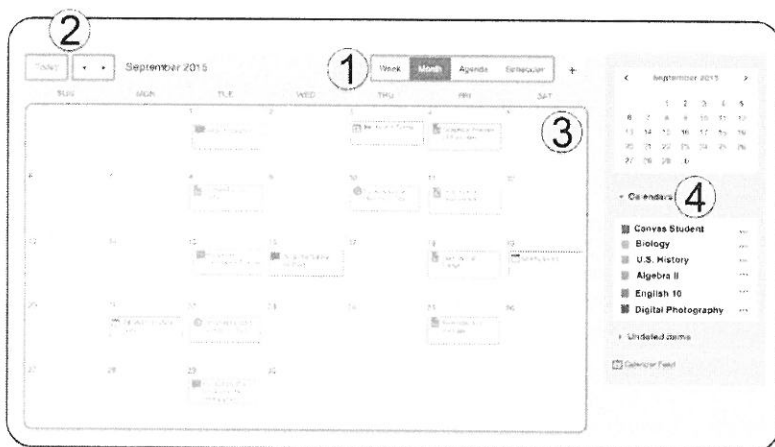
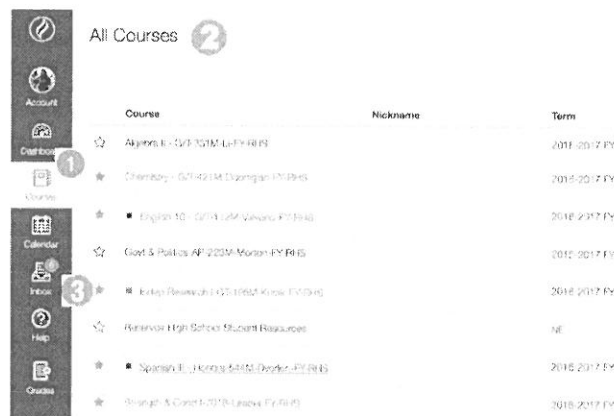
Use these resources to help you navigate Canvas:

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

Students: <https://hcpss.instructure.com/courses/34478/pages/canvas-student-guide>

Access all of your **courses** by clicking on the course icon from the Global Navigation toolbar and choosing “all courses”.

Customize your Dashboard by setting your favorite courses



Use the **calendar** icon on the Global Navigation toolbar to access homework assignments, tests/quizzes, and projects. Be sure to include on an event or assignment for more details or resources. Also, make sure your course calendars are “active”. You can only see course information if the square next to the course name has a color.

Click on the **Grades** icon from the Global Navigation bar to view all course grades, assignments, and assignment feedback. To view assignment feedback, you will need to click on the assignment name and choose “view feedback”.

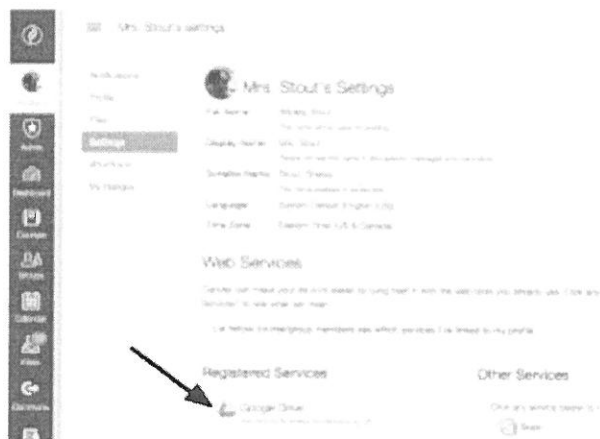
Click on the alerts next to the assignment name to view comments etc. Here is a guide to icons you may see on your assignment list.

Name	Due	Score	Out of
1 Introduction Assignment	May 16 by 11:59am	✓	25
2 Assignment 1	May 26 by 12pm	-	3
3 Pre-Assessment	May 28 by 11:59pm	24	25
Quiz 1	May 28 by 11:59pm	7	8
4 Assignment 2	Jun 1 by 12pm	-	-
5 Theory	Jun 10 by 11:59pm	■	20
Quiz 2	Jun 12 by 12pm	3	8
Research Assignment	Jun 18 by 11:59pm	80%	60

- 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.
- **4x** 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.

## Canvas Continued...

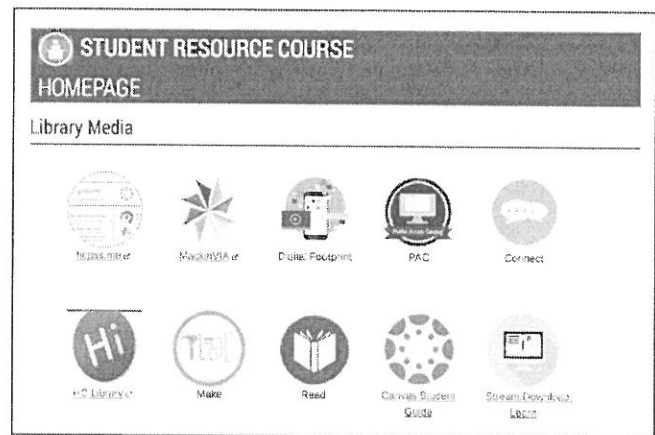
Click on the **Inbox** icon from the Global Navigation bar to message teachers and/or group members. This will look similar to an email message; however, you will only be able to send messages to people in your courses. The Inbox should be used for instructional purposes only.



Make sure to connect your school Google (GAFE) account with Canvas. Go to **Account** from the Global Navigation bar and click on **Settings**. Under settings, make sure to register Google Drive with your school account. The email address is your username@inst.hcps.org. In Settings, you can also set your notification preferences and change your profile picture.

## Student Resource Course

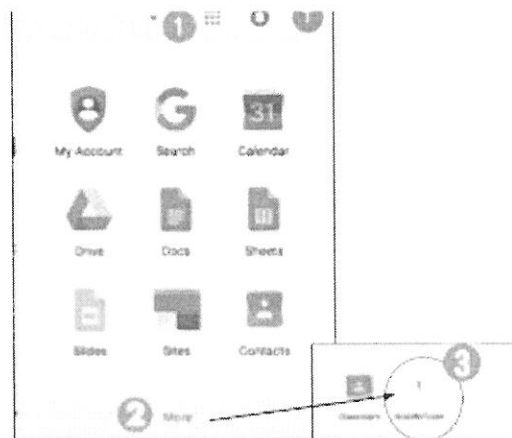
The LKMS Student Resource Course is a LKMS student community. Students can access grade-level or school-wide events and resources. It is recommended that you check the calendar and announcements often to keep up with school happenings. Here you may also access the Canvas student guides to get more help navigating Canvas.



## NoodleTools FAQ

**What is NoodleTools?** NoodleTools is a website application that Howard County pays for students to use. It assists students in creating a Works Cited (MLA) or References (APA) list for a research project.

**How do I access NoodleTools?** Go to HCPSS.me and Log into Google Apps. From the Waffle Menu, choose more, and click on the NoodleTools application. Your username and password is the same as your active directory.



**+ New project**

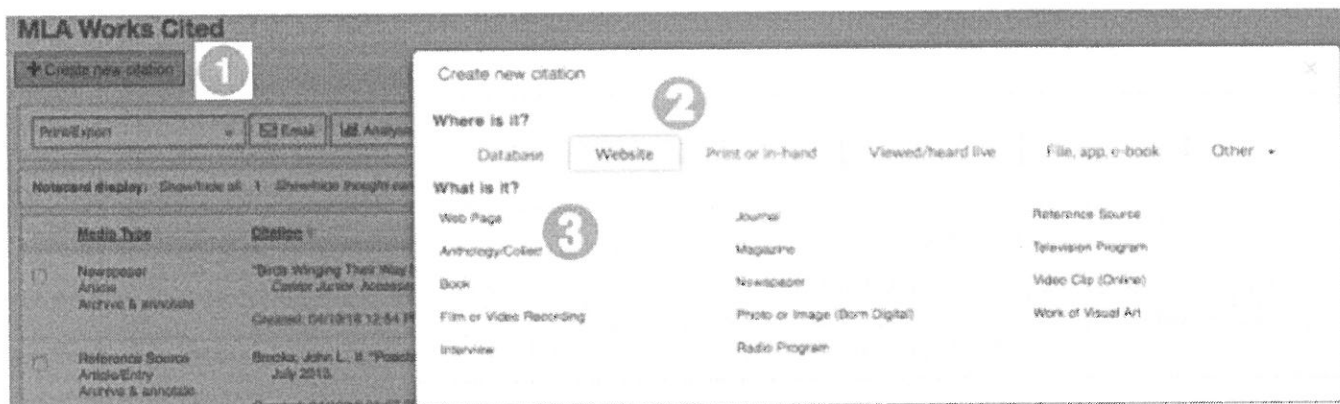
Project title  Enter project title  
For example: "History 101 report on George Washington"

Citation style  MLA (MLA Handbook, 8th ed.)  
 APA (APA Publication Manual, 6th ed.)  
 Chicago/Turabian (Chicago Manual of Style, 16th ed.)

Citation level  Starter: Introduction to citing sources with 6 basic forms  
 Junior: A small set of simplified citation forms  
 Advanced: Comprehensive coverage of the style guides, 70+ forms

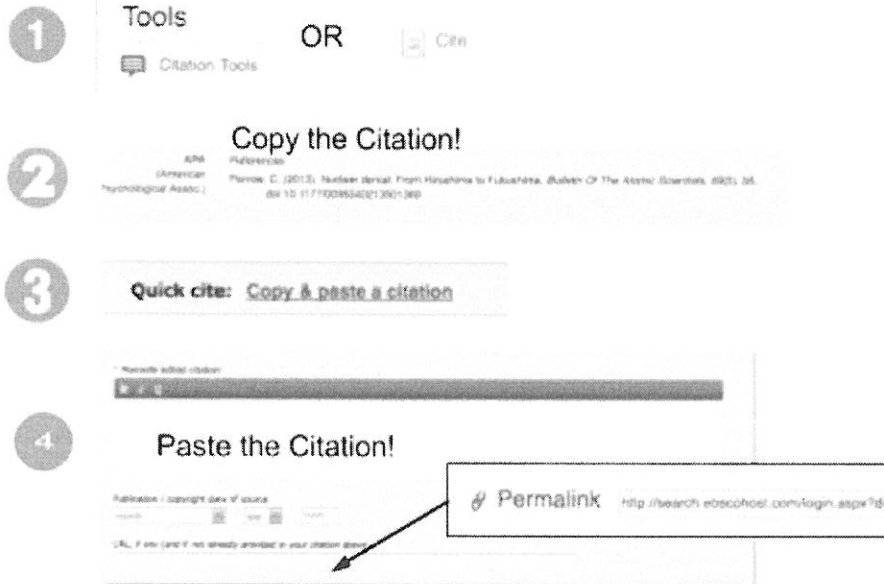
**How do I start a new source list?** Choose Create New Project. Name it. Choose MLA (ELA/S.S.) or APA (Science) and choose Junior. (\*NHD or 8th grade Science GT choose Advanced.)

**How do I enter one of my sources?** Choose "Create New Citation". Choose where you found the source and then the source type. Remember, a database is a collection of reliable, expert reviewed sources that Howard County pays for you to access through MackinVia. A website can be found through a Google Search.

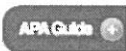


**How do I access the research databases to locate reliable sources?** Howard County pays for several subscriptions to research databases. Go to HCPSS.me and click on MackinVia. The home page is a list of research databases available to you.





**How do I copy and paste a citation from a database?** In the database, find the correct MLA or APA citation under the tools menu. Highlight and copy the citation. In NoodleTools, create a new citation, choose your source type, and choose next to “Quick Cite”, “Copy and Paste a Citation”. Paste your citation in the manually edited text box. If the URL is not included in the citation already, add it in the URL textbox. Click submit.

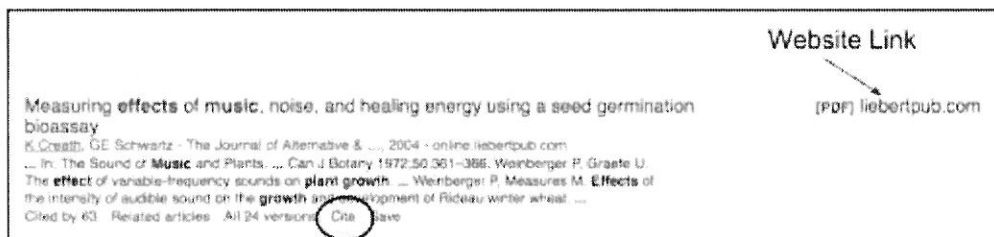


**How do I check that my citation is accurate?** As you are entering the citation information, click on APA guide or MLA guide in the upper-right corner of your screen. This will show you how the citation should appear in your Works Cited list. Pay close attention to order of information, capitalization, punctuation, and text formatting.

**How do I find the correct URL from a database?** If at all possible do not use the URL from the web address bar from your source. Use the URL provided by the Permalink button. This will guarantee you can access to this source easily again.



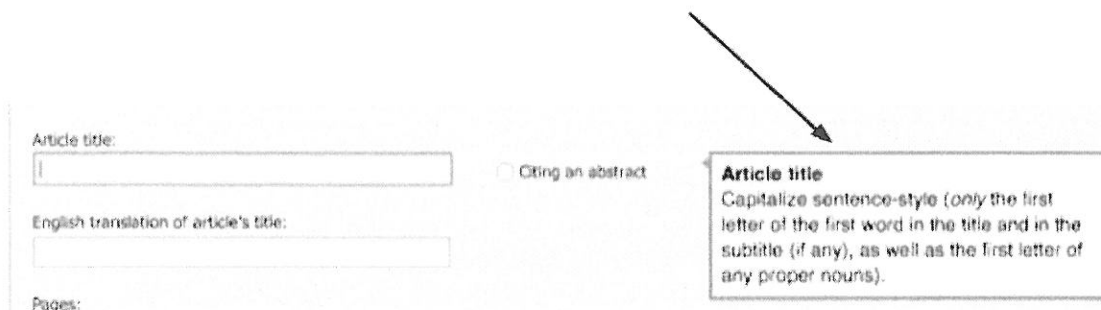
**How do I cite my research study that I found on Google Scholar?** From your search results list, you should see a “Cite” link underneath each potential source. Click on the “Cite” link to copy and paste the citation information into NoodleTools. Open the source to get the correct URL for your citation. Most of the time, these sources will be journal articles found on a website.



**How do I know if it is a regular webpage on a website or if it is a newspaper article or magazine article on a website?** You may have to do some sleuthing. Some are well-known newspaper/magazine websites such as The New York Times or Washington Post. Other websites, it may be helpful to go to the bottom of the page or the top of the page and read the “About” link that tells about that particular website. Sometimes a description of the website can be found with a simple Google search. Clues that it may be a magazine/newspaper website are the articles regularly include an author and/or date of e-publication.

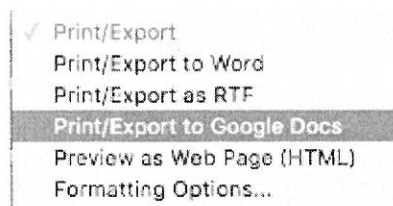
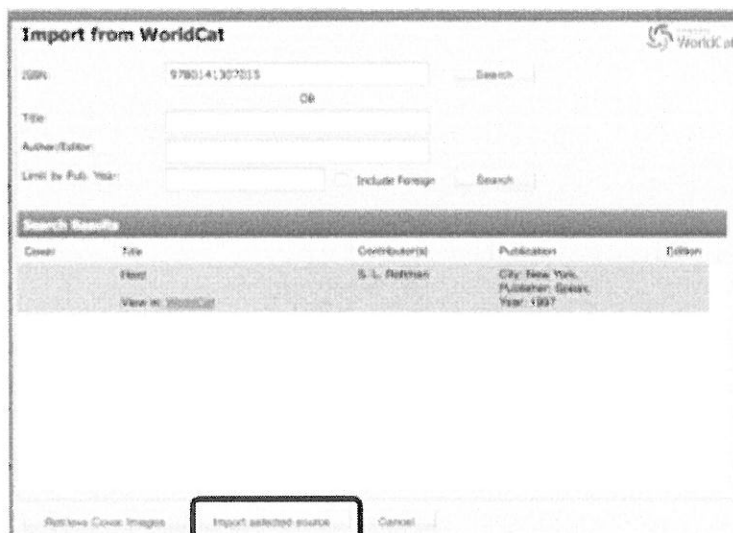
**How do I know what information to input into the citation? How do I know if it is formatted correctly?**

NoodleTools guides you with each citation. If it has a red star\* next to the textbox, that information is required for that source. Complete all other text boxes if you have that information available to you. Leave blank if that information is not found. When you click in a textbox, an instruction guide will appear, telling you when and how to complete that field. Pay close attention to these instructions to learn if that textbox is required and the capitalization formatting for it.



**How do I enter a book?**

Choose "+Create New Citation". Choose "Print" and then "Book". Next to the Import tab at the top of the screen, type in the ISBN number located on the back of the book. Choose Search. Highlight the correct book and choose "Import Selected Source." Verify the information and click continue. Scroll to the bottom of the page and click "submit".



**How do I print my Works Cited?**

Go to Print/Export at the top of your source list. Choose print/export to Google Docs. Choose "Allow" if prompted and then print as normal.


## HCPSS Mobile Applications

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 Nutrislice** – 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.

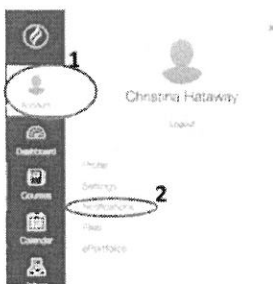
- 0 = a zero or a missing assignment
- – = The assignment is not graded yet. The teacher is still in the process of collecting and grading the assignments. It is NOT being calculated as a zero.
-  This assignment is muted, meaning the teacher is in the process of grading the assignment and the scores 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/>

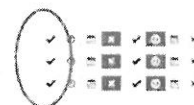


To receive an email from announcement messages.



4 To receive an email from Inbox messages.

**Conversations**  
Added To Conversation  
Conversation Message  
Conversations Created By Me



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

# Canvas and Google Apps (GAFE) System Requirements & Internet Browser Troubleshooting Guide

## 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.

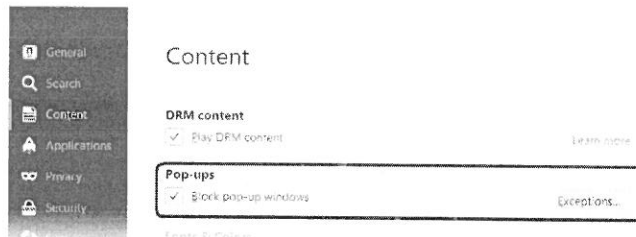
### PC

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:

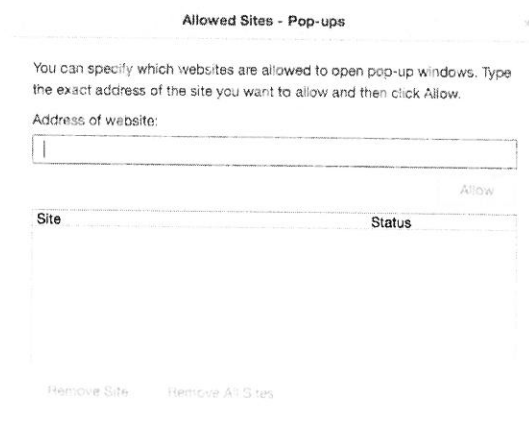


- Uncheck the box next to **Block pop-up windows** to disable the pop-up blocker altogether.
- A click on Exceptions... opens a dialog box with a list of sites that you want to allow to display pop-ups.
- The dialog box offers you the following choices:

**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.




in the



## 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.