



Parent 1:1 Chromebook Handbook DMS Digital Team

This handbook is designed to assist parents to navigate through the use of their child's computer. Our goal is to show you how to do a few simple tasks with the chromebook so you can support your child in their learning. You will find information about Canvas, our corporation learning management system, and the Home Access Center (HAC) for grades.

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Chromebook Care

Charging: Your student's Chromebook should be fully charged before they come to school each day.

Case: Your student's Chromebook should always be in its case, to keep it safe and clean.

Home: While your student's Chromebook is a learning tool at school, you are in control of it at home. You can connect it to your home wi-fi network (if available) and you can choose if your student may use it to play games.

Canvas Help Sheet

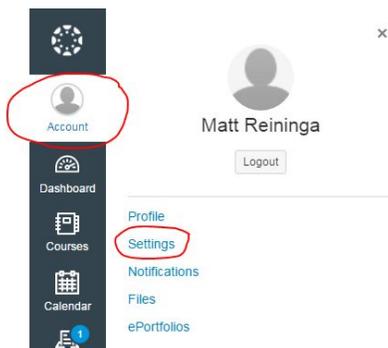
Introduction: Canvas is a LMS (Learning Management System) that is used within P-H-M. Teachers can input online content for students, make announcements and even provide assignments or assessments on Canvas. All parents are enrolled in the Canvas courses of their students as observers. As observers, you can view the content, but are not able to interact with it.

Canvas Login: To log in to Canvas go to: <http://phm.instructure.com> or follow the Canvas link on the P-H-M School Corporation website under Parents, then Programs and Resources. Log in using your HAC username and password (will be mailed to you in August each year). If you do not know your login information either contact the school guidance office or email HAC@phm.k12.in.us.

Notifications: You can have information automatically forwarded to your email or smartphone by Canvas. The emails will come from "notifications@instructure.com" so check your spam folder if you do not see them in your inbox.

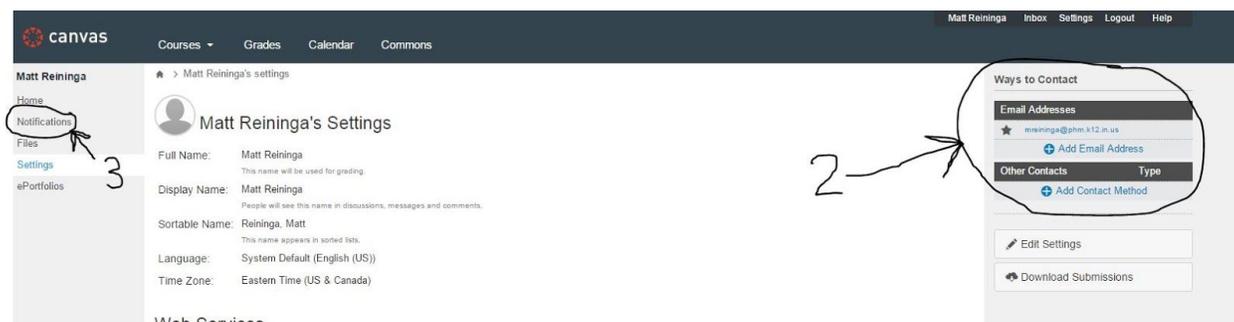
In order to set up notifications, please follow these directions:

1. Once you log in to Canvas, click on "Account" on the left menu. Choose "Settings".



2. You can change or add other e-mails and/or devices on the right side of the screen.

3. Click on Notifications on the menu on the left side of the screen.



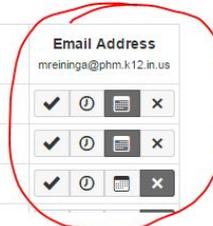
4. On the right side of the screen you will see the different notification methods listed. This example only has one e-mail address. You can control the notifications for each method separately.

5. Find the option you would like to be notified about and hover over the box on the right. You will have the option to choose to be notified ASAP, a daily summary, a weekly summary, or not at all

Notification Preferences

Course Activities

Due Date
Grading Policies
Course Content



Announcements: Teachers will be using Canvas announcements to communicate. By setting up notifications for announcements you can receive all of those messages right in your inbox!

Calendar: From the dashboard, you can also choose to view your student's calendar for class events and due dates. This contains due dates for most Canvas-based activities and other information the teacher may post, but may not include everything occurring in a class.

Courses: Click an individual class or course to see individual assignments, announcements, and grades that are on Canvas.

Grades: Not all scores in Canvas will affect a student's grades, so for an accurate class grade you must always check HAC.

Home Access Center (HAC) Help Sheet

Introduction: HAC is the official “gradebook system” used by the district. HAC displays a cumulative grade for a class as well as some attendance and discipline information. Not all the classroom information that is stored in Canvas is carried forward to HAC.

Login: To log in to HAC go to: <https://www.phmschools.org/home-access-center-hac> or follow the Canvas link on the P-H-M School Corporation website under Parents, then Programs and Resources. Log in using your HAC username and password (will be mailed to you in August each year). If you do not know your log in information either contact the school guidance office or email HAC@phm.k12.in.us.

Grades: Grades in HAC are the official grades, and are the ones used to calculate the quarterly grades for report cards. Not all scores in Canvas will affect a student’s grades, so for an accurate class grade you must always check HAC. Grades in HAC are not rounded when letter grades are figured, so the percent and letter seen on HAC at the end of the quarter -- Marking Period Ave. -- (after all grades are entered) will be the same as what appears on the Report Card.

PHM/DMS Grade Scale:

- 90 - 100 = A
- 80 - 89.99 = B
- 70 - 79.99 = C
- 60 - 69.99 = D

The “+” range starts at 68.0, 78.0, 88.0, and 98.0.

The “-” range ends at 61.99, 71.99, 81.99, and 91.99.

Assignments and grades are shown under each class.

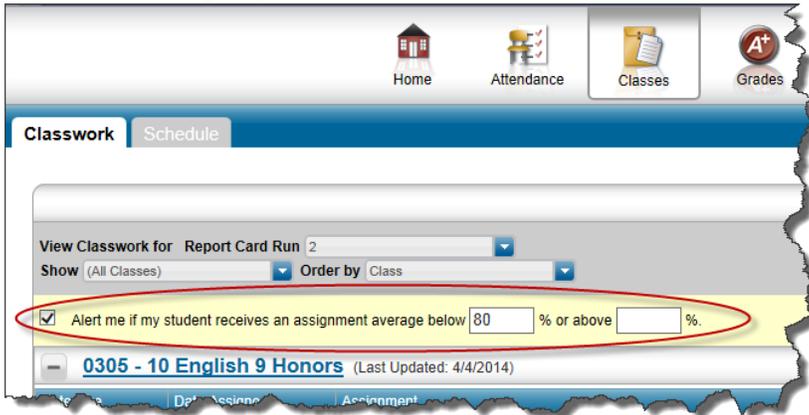
- Click on the name of an assignment to see more information about it.
- When you change the options under **View Classwork for Report Card Run** and **Show...** be sure to click the **Refresh View** button.
- **X and Z Grades:** If you see grades of X or Z, they mean: X - Excused, Z - Zero meaning the assignment was not turned in. Contact the teacher with any questions. Excused grades do not lower the average. Z counts as a 0 in the average.

The screenshot shows the HAC interface with a navigation bar at the top containing icons for Home, Attendance, Classes, Grades, Student Support, and Registration. Below the navigation bar, there are tabs for 'Classwork' and 'Schedule'. The main content area displays a report for the class '0305 - 10 English 9 Honors' (Last Updated: 4/4/2014) with a 'Marking Period Ave 97.41%'. The report includes a table of assignments with columns for Date Due, Date Assigned, Assignment, Category, Score, and Total Points. A yellow alert banner is visible above the table, stating 'Alert me if my student receives an assignment average below 80 % or above %'. The table lists several assignments, including 'Personal Narrative Essay', 'Unit 3 Objective Summative Exam', 'Career Interview Primary Source Interview Project', 'TKAM Business Creation', 'Rhetorical Devices - Speech', 'Word Study List 8', 'Courage Poems', 'Word Study List 7', and 'Rhetorical Device Slideshow'.

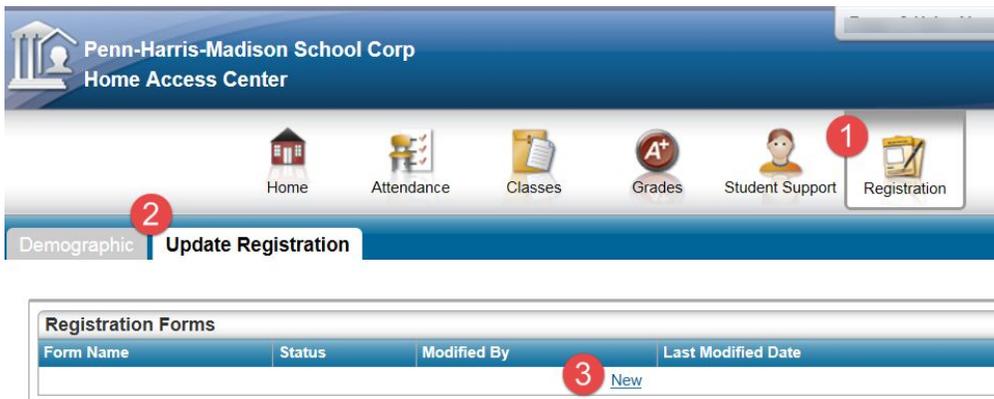
Date Due	Date Assigned	Assignment	Category	Score	Total Points
04/03/2014	04/03/2014	Personal Narrative Essay	Summative Assessment	50.00	50.00
03/24/2014	03/24/2014	Unit 3 Objective Summative Exam	Summative Assessment	19.00	20.00
03/10/2014	03/10/2014	Career Interview Primary Source Interview Project	Formative Assessments	20.00	20.00
03/06/2014	03/06/2014	TKAM Business Creation	Formative Assessments	30.00	30.00
02/28/2014	02/28/2014	Rhetorical Devices - Speech	Summative Assessment	48.00	50.00
02/20/2014	02/20/2014	Word Study List 8	Summative Assessment	16.00	17.00
02/13/2014	02/13/2014	Courage Poems	Formative Assessments	10.00	10.00
01/30/2014	01/30/2014	Word Study List 7	Summative Assessment	16.00	16.00
01/24/2014	01/24/2014	Rhetorical Device Slideshow	Formative Assessments	25.00	25.00

Notifications: You can set notifications if you want an email notice if any grade drops below your expectations.

- Checkmark the box and enter a number in one box OR the other. If you put numbers in both, you will get no Alerts.
- You will receive an Email around 6 PM for any grades that fit the “rule” and have been entered in TAC before the email was sent.
- If a grade is entered after 6 PM and fits your “rule,” that grade will be included in the Grade Alert the following day.



Other information: This is also where you update your son or daughter’s Emergency Information / Registration Information. **Only the person we have listed as 1st Guardian can do this.**



To Update the Information in our Student Information System:

1. Click on the Registration button.
2. Click on the Update Registration Tab.

1. Log into HAC using your Guardian/Parent username and password. It will not work if you are logged in as a student. If you’ve never logged in before, you will be required to create two security questions.
2. Click on the **Registration** button and then on the **Update Registration** tab. Only the Guardian that the students “Lives With” sees this tab.
3. Click on **New**
4. If you get a warning saying “Another open Online Student Information tab...”, click the **Continue** button.

- a. Scroll down to see each section.
 - b. Click EVERY section to check the information - if all is correct, click the Save button at the bottom of that section. After pressing the Save button in each section, the words “Record saved successfully” will appear at the top of that section.
 - c. Be sure to click the Contact section, click the Edit icon next to the Guardian name, and **update the email address** on the left. Only one address can be entered in the blank and work correctly.
5. The changes you make will appear with yellow highlighting.
 6. Even if you make no changes, be sure to click the **Save** button on each section so that we know you checked the information.
 7. If you need to change something you’ve added after **Saving**, click the **Edit/View** button on the line of the information you changed and you will be able to make changes.
 8. **WHEN YOU’RE FINISHED:** at the bottom of the screen, click the **I agree** button, then **Submit**. If you have more than one child in the system, you will have a chance to Edit another child’s information.
 9. Once a school secretary looks at what you submitted, you should be notified of the status:
 - a. **Pending** - means there is a question about the information. You should receive an email asking for more information. You can log into HAC, and update the information you sent in earlier. Be sure to Save, Submit and check “I agree” again.
 - b. **Accepted** - means the changes have been Accepted and saved in our system.
 - c. **Denied** - means you will be contacted. The school needs more information.

*Note: When 8th grade students and high school students schedule their classes for high school, they will also use HAC. Instructions for this will provided to students early in the winter of their 8th grade year.