

# VIRTUAL LEARNING GUIDE



## SECONDARY

6th - 12th GRADE

20|21

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## Minimum Technical Requirements

Students/Families who prefer virtual learning will need sufficient internet bandwidth and a reliable, dependable device such as an iPad, Chromebook, laptop. An iPhone is not sufficient for distance learning. Listed below are minimum specifications for acceptable devices.

### Screen Size

- A minimum of 1024x600 which is the average size of a netbook.

### Operating Systems

- Windows: Windows 7 and up
- Mac: Sierra (10.12) and up
- Linux: chromeOS
- iOS: 11 and up

### Desktop/Laptop Computer Specs

- 4GB of Ram • Hard Drive Capacity – 250 GB
- Processor Speed – 2 GHz
- Wireless Capability
- Integrated or External Webcam
- Integrated or External Microphone
- Speakers or Headphones

## Student Email Format

Your child's email and password have been created in the following format:

- Email: Firstname.Lastname####@starkvillesd.com (The #s are the last 4 digits of his/her MSIS number).
  - Ex: John.Smith1234@starkvillesd.com
- Password: Sd##### (Make sure the "S" is capital and the "d" is lowercase. The #'s are his/her full MSIS number without the leading 00s).
  - Ex: Sd1234567

You will use this email and password to log in to Canvas. Please let your teacher know if you are unable to get into Canvas using these credentials.

# **Class Netiquette**

## **What is netiquette?**

Netiquette is defined as the proper way to communicate online. Following netiquette guidelines will be crucial during virtual class meetings to ensure that every student can learn in a safe and effective learning environment.

### Netiquette guidelines include:

1. Dress appropriately. If you wouldn't wear it to school, don't wear it for virtual classes.
2. Keep your camera on during instructional time. The teacher needs to see that you are actively engaged in the lesson.
3. Mute yourself unless you're asking a question or speaking in class.
4. Set up your device in the quietest area in your house you can find. The less distractions, the better.
5. Avoid eating during class, unless it's snack time!
6. Be on time. Make every effort to click the link for your class meeting 5 minutes before class is set to start.

# VIRTUAL LEARNING GUIDE



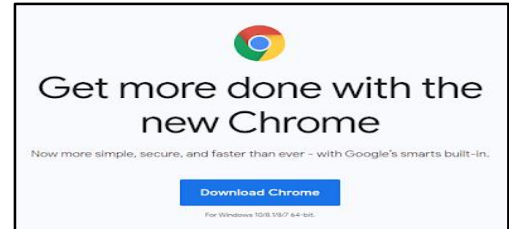
# CANVAS

FOR **LAPTOPS & DESKTOPS**

# 20|21

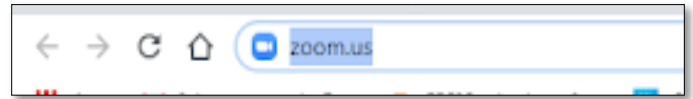
## Downloading Google Chrome

1. If you do not have Google Chrome, you will need to download it.
2. Open any internet browser.
3. Go to <https://www.google.com/chrome/>.
4. Select the blue “Download Chrome” button.
5. Depending on the device, the download instructions may be different.
6. Follow all prompts to download and install Google Chrome.
7. When it’s finished downloading, open it.

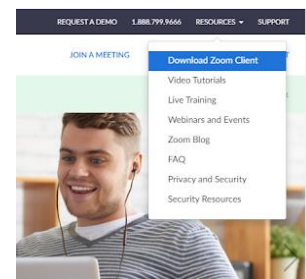


## Downloading Zoom

1. Open **Google Chrome**.
2. In the address bar, type **Zoom.us**.

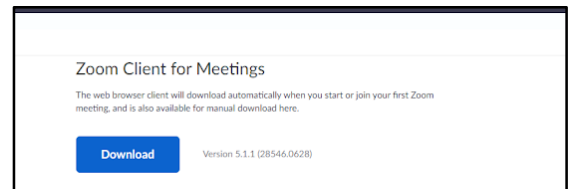


3. Click **Resources** at the top right.
4. Select **Download Zoom Client**.

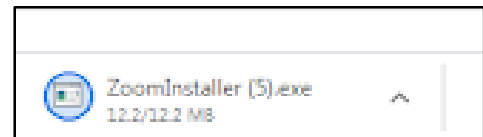


5. If asked, select **Zoom Client for Meetings**.

6. Click the Blue **Download** button to begin the download.



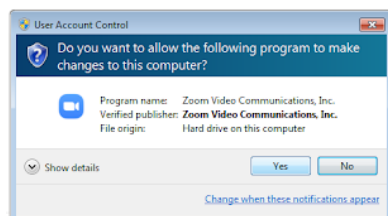
7. Click the box at the bottom left of the window that says **Zoom Installer.exe**.



8. You may be asked if you want to run the file. You can click **Run**.

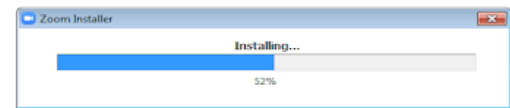


9. Click **Yes** in the next box.

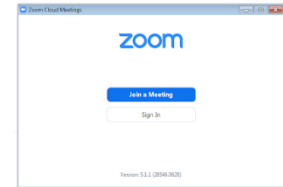




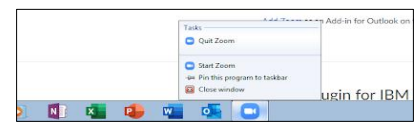
10. You should see this box on your screen.



11. When Zoom is finished installing, you should see this box on your screen.

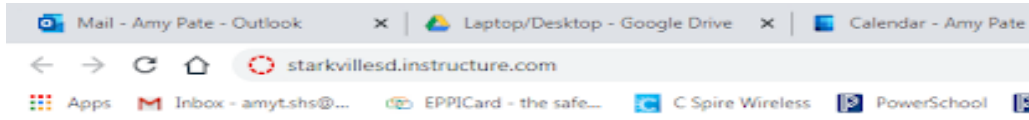


12. Right click on the Zoom icon at the bottom of the screen and select **Pin this program to taskbar**. This will allow for easy access.

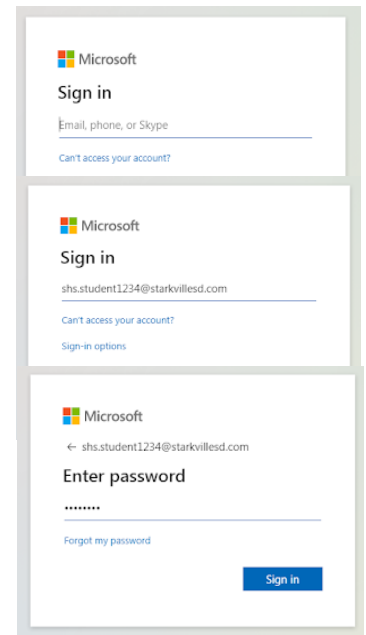


# Logging into Canvas on a Laptop

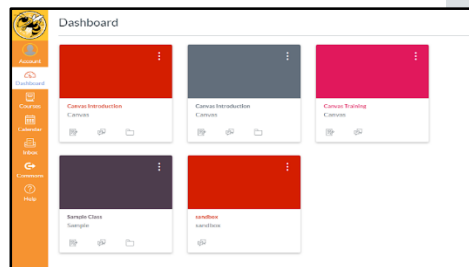
1. Open **Google Chrome** and click in the *address bar* at the top of the page, not the search box.
2. Type **starkvillesd.instructure.com** into the address bar at the top of the page.



3. You should see a Microsoft sign-in page (This is normal!).
4. Enter your student's e-mail address and password.
  - a. Student e-mail: [First.Last1234@StarkvilleSD.com](mailto:First.Last1234@StarkvilleSD.com) (1234= last 4 of MSIS) E-mail is not case sensitive.
  - b. Student password: **Sd123456** (123456= MSIS number without zeros) Password IS case sensitive.



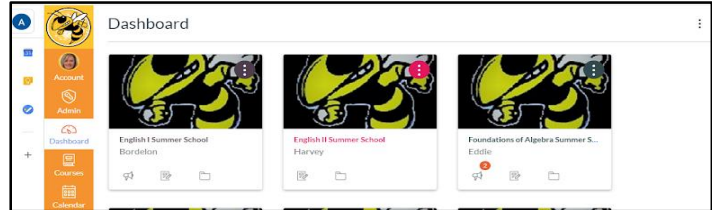
5. You will be directed to a dashboard in Canvas that should have “cards” for your courses.
6. Click on the “card” of the course you want to access.



## Join a Virtual Class Meeting in Canvas

1. Log in to Canvas using the steps on page 10.

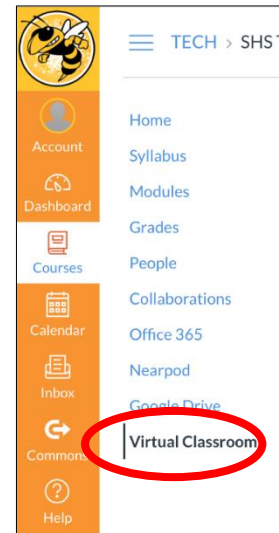
2. Click on the class you would like to meet with.



3. Locate the module titled Virtual Classroom.

4. Click **Virtual Classroom** in the navigation menu at the left.

5. Click Open in New Tab.



To visit the URL, click the button below.

Open in New Tab

6. Click Open.

Open in "Zoom"?

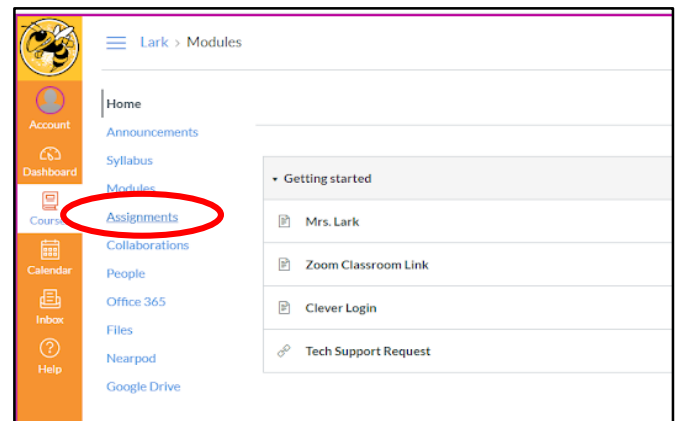
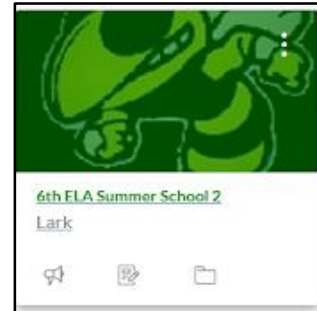
Cancel Open

7. Your Teacher will let you in the meeting.

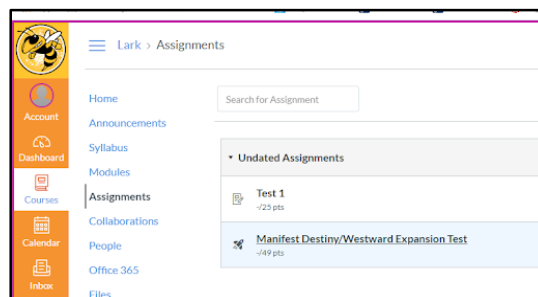
Waiting for the host to start this meeting

## Accessing Assignments

1. Log in to Canvas (Use steps on page 10).
2. Select the class.
3. Select Assignments from the Navigation at the left.

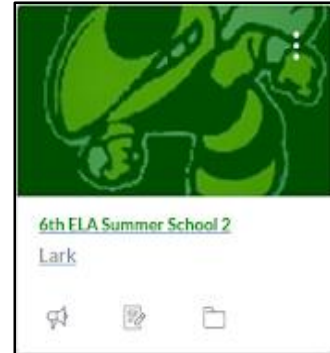


4. Select the assignment you want to complete.

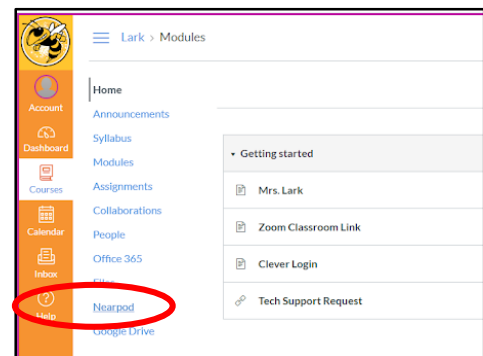


## Accessing Nearpod Assignments

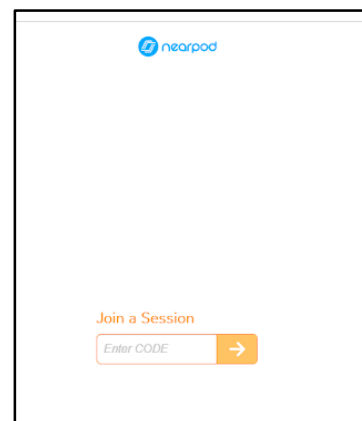
1. Log in to Canvas (Use steps on page 10).
2. Select the class.



3. Select Nearpod from the Navigation at the left.






4. Enter the code given by your teacher.



# Submitting Assignments

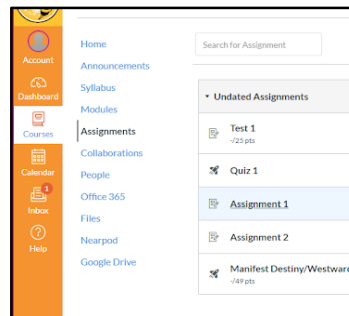
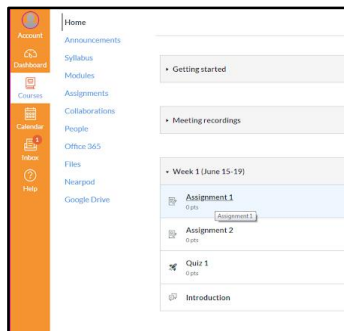
There are different types of Assignments in Canvas. The most common are:

- **Assignments** (Either text entry or File uploads) 
- **Discussions** 
- **Quizzes** 

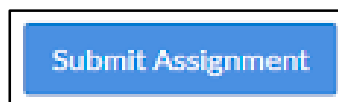
To submit assignments in Canvas, first you must log into Canvas and select the course you are submitting an assignment for. (Use steps on page 10)

# Submitting Assignments as a Text Entry

1. Go to the assignment you would like to submit by clicking Assignments at the left or by clicking that assignment in the Module on the homepage of the class.

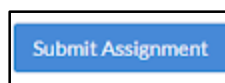


2. To submit an assignment using a Text Entry box, click the blue Submit Assignment button.



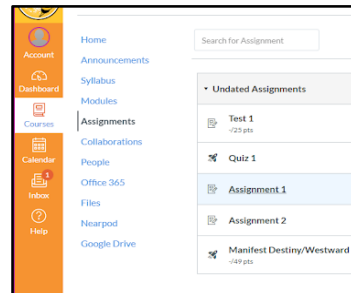
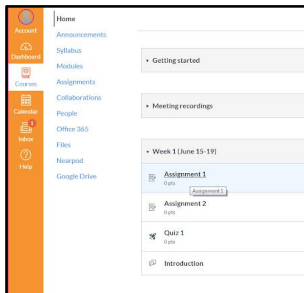
3. Type your assignment or response in the text entry box provided.

4. When you have finished, click the blue Submit Assignment button at the bottom.

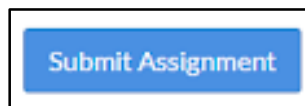


## Submitting Assignments as a File Upload

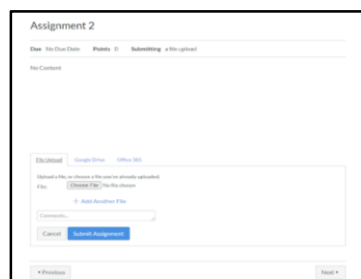
1. Go to the assignment you would like to submit by clicking Assignments at the left or by clicking that assignment in the Module on the homepage of the class.



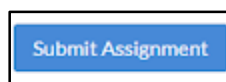
2. To submit an assignment with a file upload, click the blue Submit Assignment button.



3. You will be given options to choose the file you would like to upload. You may upload from your computer, from Google Drive, or choose an Office 365 (One Drive) file.



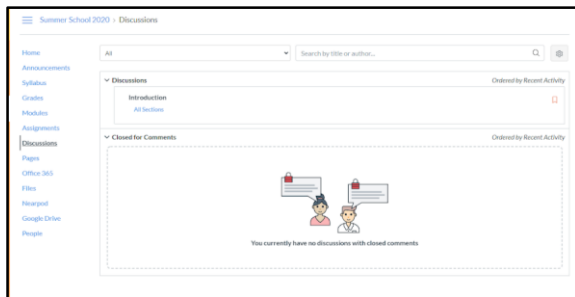
4. When you have finished, click the blue Submit Assignment button at the bottom.



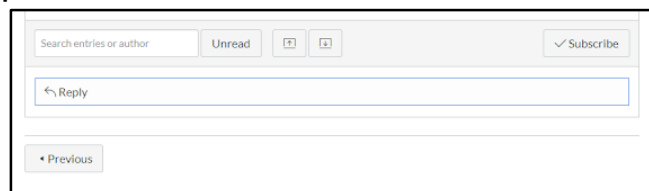


## Submitting a Discussion

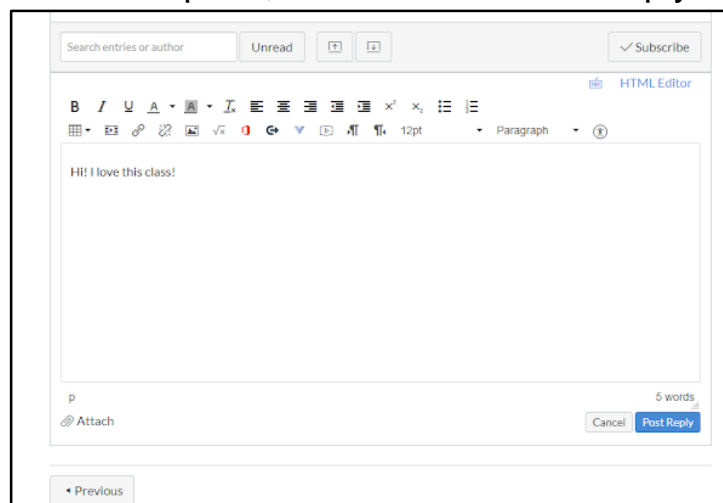
1. Go to the discussion you would like to submit by clicking Discussions at the left or by clicking that Discussion in the Module on the homepage of the class.



2. Once you have selected the discussion you wish to submit, click in the Reply box and type your response.

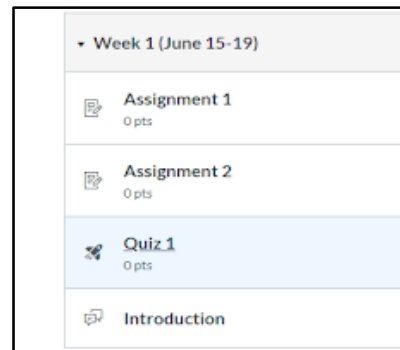
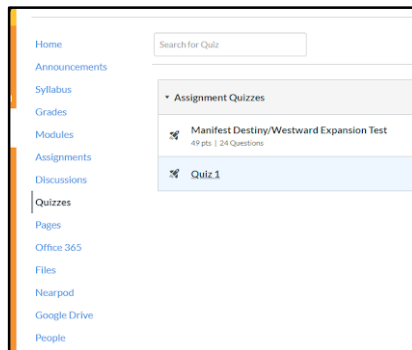


3. Once the response is complete, click the blue Post Reply button at the bottom.

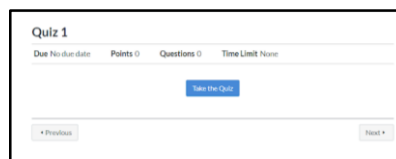


## Completing a Quiz in Canvas

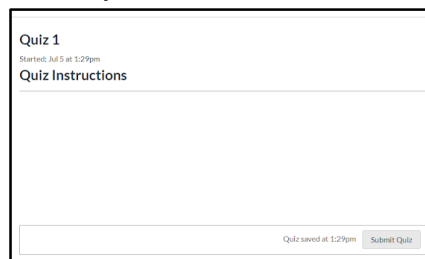
1. Go to the quiz you would like to complete by clicking Quizzes at the left or by clicking that Quiz in the Module on the homepage of the class.



2. Click the blue Take the Quiz button.



3. Complete the quiz by following your teacher's instructions.
4. When you have answered all questions, click the Submit quiz button.



# VIRTUAL LEARNING GUIDE



# CANVAS

FOR **MOBILE DEVICES**

# 20|21

**STARKVILLE**  
**OKTIBBEHA**  
SCHOOL DISTRICT

**[StarkvilleSD.com/COVID19](https://StarkvilleSD.com/COVID19)**

## Downloading the Apps



1. Go to the App Store for your device:

2. Download the following free apps:

a. **Canvas Student\***

b. **Zoom\***

c. Nearpod

d. Word

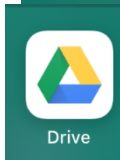
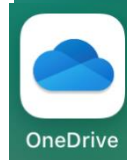
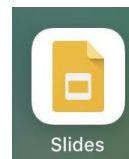
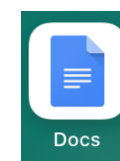
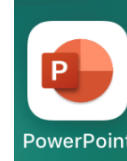
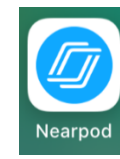
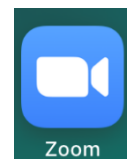
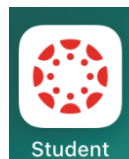
e. PowerPoint

f. Docs

g. Slides

h. One Drive

i. Google Drive



### **\*Required Apps**

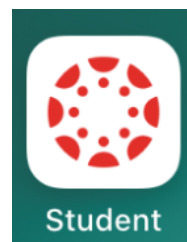
3. When logging in from a mobile device, you will always use the Canvas Student App. The other apps will be used when completing assignments.

## Logging in to Canvas

1. Open the Canvas Student app on your device.
2. Click the blue **Find My School** button.

Find my school

3. Type **Starkville** in the box under “**What’s your school’s name?**”.
4. Select **Starkville School District – Students/Teachers**.



< Back

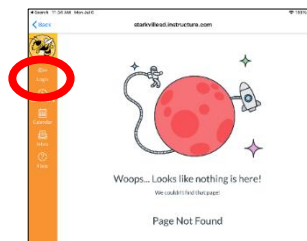
What’s your school’s name?

Starkville

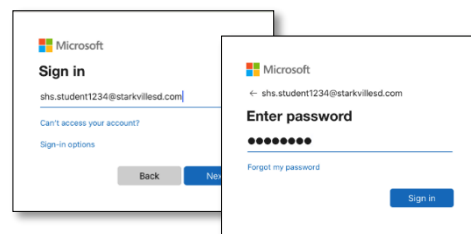
Starkville School District -Parents

Starkville School District - Students/Teachers

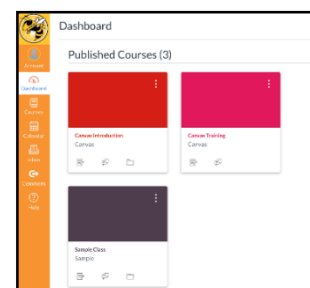
5. You may see this screen.
6. Click Login at the top left.



7. You should see a Microsoft login screen.
8. Enter your student e-mail address.
9. Enter your student e-mail password.

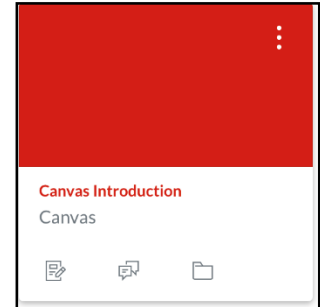


**You should see your dashboard and any courses you are enrolled in.**

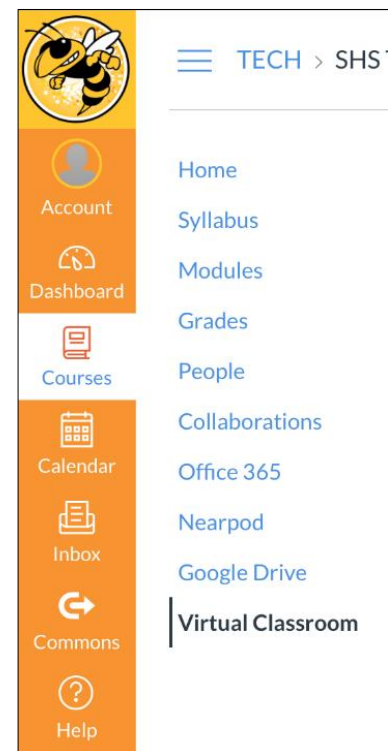
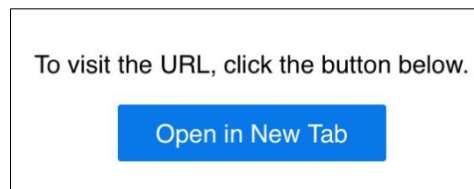


## Joining the Virtual Class Meeting

8. Log in to Canvas using the steps on page 21.
9. Click the course card for the class you wish to join.



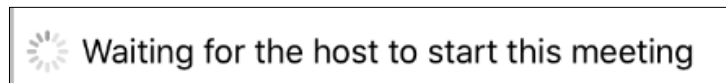
10. Click **Virtual Classroom** in the navigation menu at the left.
11. Click Open in New Tab.



12. Click Open.

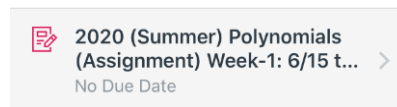
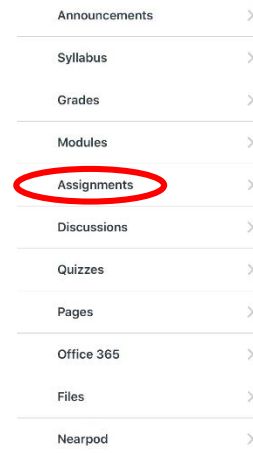
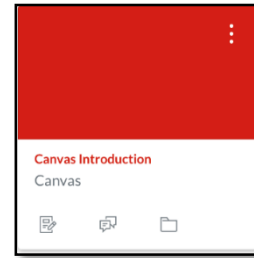


13. Your Teacher will let you in the meeting.



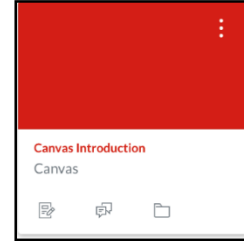
## Accessing Assignments

1. Log in to Canvas using the steps on page 21.
2. Click the course card for the class you wish to join.
3. Click Assignments in the navigation menu at the left.
4. Select the Assignment you would like to submit.

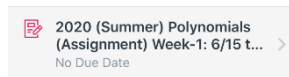


# Submitting Assignments with Text Entry

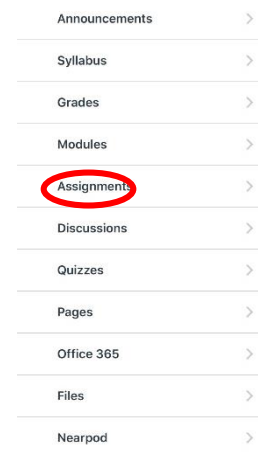
1. Log in to Canvas using the steps on page 21.
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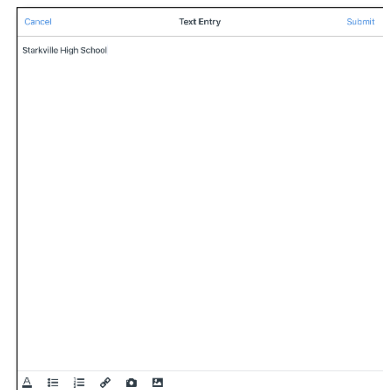


5. Click the blue Submit Assignment button to complete the Assignment.

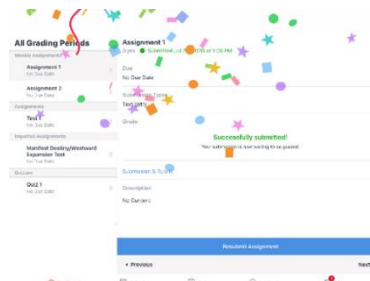


6. Complete the Text entry by typing in the box.

7. Click the Submit button at the top right of the page.



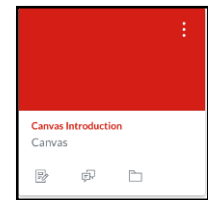
8. You might get a confetti surprise once your assignment is submitted!



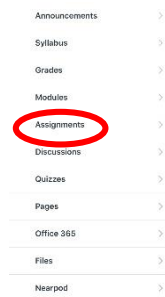
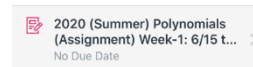


# Submitting Assignments with File Upload

1. Log in to Canvas using the steps on pages
2. Click the course card for the class you wish to join.
3. Click Assignments in the navigation menu at the left.



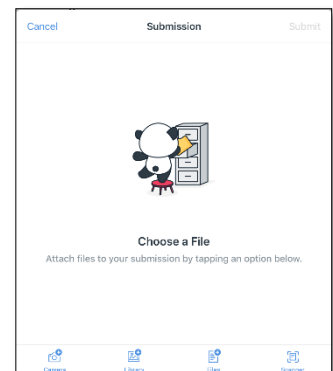
4. Select the Assignment you would like to submit.



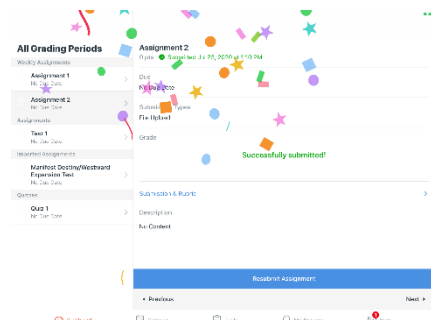
5. Click the blue Submit Assignment button to complete the Assignment.



- 6.
7. You can choose the type of file to upload when you see this window.
8. Once you have chosen a file, you click the Submit button.



9. You might get a confetti surprise once your assignment is submitted!



## **Need Help?**

At this time, the troubleshooting process will begin with the virtual teacher. Please email your student's teacher for assistance. If your student's teacher cannot provide a solution, he/she will complete a technology request. When the issue is resolved or there is a solution, the teacher will contact you with the resolution.