Virtual Learning Reference Guide for Students & Families

ACPS students are given a Gmail by Google account for online learning. Chromebooks are also a Google product, which allows a lot of integration opportunities within apps/programs. Therefore, students will use their gmail account credentials for almost everything they do on their Chromebook.

Using a Chromebook

When you turn on the Chromebook, you will be prompted to enter the student's ACPS email (their student number + @augusta.k12.va.us) and password (student number). *Need help with this? Contact the school*

Logging In

Almost everything a student will do on their Chromebook will be through the internet browser "Chrome" by Google.

1) Open Chrome

2) Open Gmail or visit www.gmail.com

3) Once you are logged in to the student's Gmail account you will see a dotted grid in the upper right hand corner of the Gmail screen. This is the "apps" navigation menu. This is where you can access the student's Google Drive and open Canvas, Google Docs, etc.

Infinite Campus

Infinite Campus is the platform ACPS uses to track attendance, grades, class schedule, fees etc. There are tutorials for setting up Infinite Campus on the ACPS website under "Student/Parent Portal". There is also an app for the student and parent portals so that you can access student information on your phone!

Need help with this? Contact the school's Guidance Department

Canvas

ACPS will be using Canvas as our online learning platform. Teachers will use Canvas to deliver instructional content & assignments to students. More information on accessing & using canvas can be found on the next page.

Canvas Quick Reference Guide for Students & Families

Please note, Canvas is used for online learning with students up to college age. Therefore, there are a lot of features! Don't get overwhelmed, not all tools will be used by your teachers. These are the things to know...
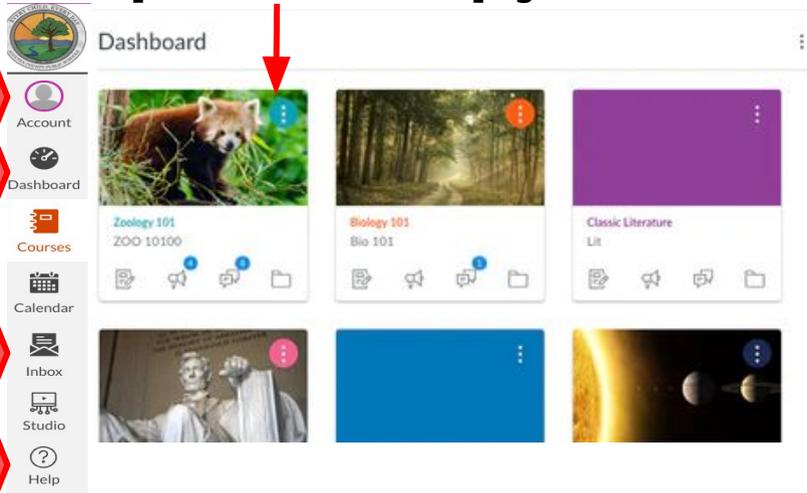
Logging In

1) Follow the steps on page 1 to get to the student's Gmail account.
2) Click on the dotted grid in the top right corner of your screen to pull up the app menu.
3) Scroll down the dropdown menu until you see Canvas.
4) Then log into Canvas by selecting your school Google account.

Canvas Dashboard
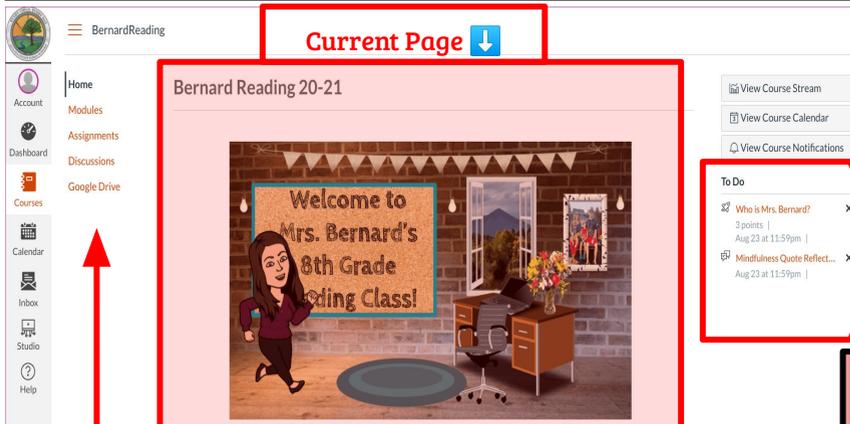
Click on the course tile to open that class' homepage.

Account Settings
This is where your notification settings can be changed.

Navigate back to other classes.

Canvas Messenger
This is not your e-mail.

Canvas Help Center
Tutorials for everything!

Class Layout & Navigation

Current Page ⬇️

Bernard Reading 20-21

Welcome to Mrs. Bernard's 8th Grade Coding Class!

The To-Do section lists class activities that have not been submitted.

Symbols to Know

🚀 Quiz   📄 Page

💬 Discussion   📝 Assignment

Class Shortcuts
Note: These are set by the teacher, therefore each class may have different options.

Rich Content Editor

The "Rich Content Editor" is your workspace for written assignments like discussions. Here are features to know...

Text Editing

Text Format

Add files, media, links, etc.

Attach a file from your computer
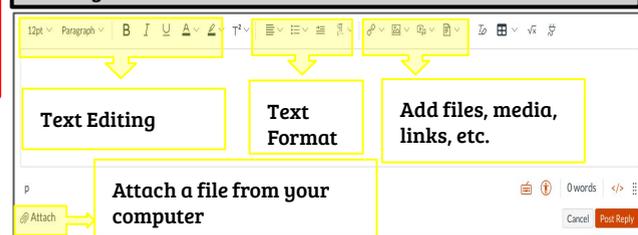
Working Offline: Student Reference

Being connected to the internet is the most effective way to learn virtually. However, you can preload many of the activities, videos etc. onto your device while connected to the internet so that you can work at home later. Here is how...

General Tips

- Google products (Google Docs, Slides, Forms) should be opened in a new tab while online to be able to work on them offline later.
- Do not close the tabs! When you reconnect to the internet, Google will refresh and save the changes automatically.
- Loom videos can be downloaded to your computer so that you can watch them offline later, YouTube videos cannot be downloaded.

Google Products

Your teacher may post Google Slides, Docs, or Forms in Canvas. These tools can be left open in a new tab to look at and edit offline later by following these steps:

- **If the Google Slides/Doc are for viewing only**, just make sure you open it in a new tab. As long as you don't close it, you will be able to look at it offline.
- **If the Google Slides/Doc are an activity**, then select "load ___ in a new window". You can then work on it offline. Leave the tab open, when you are reconnected to the internet, select the blue "submit" button in the top right of the slides/doc to turn it in.
- **Google Forms** can also be completed offline if you open it in a new tab. However, this only works for Google forms that have ONE PAGE (not forms that have more than one section). DO NOT select "next" or "submit" while offline. Doing this will cause you to lose your answers.

Loom Videos

Your teacher may post video lessons that they made using Loom. These videos can be downloaded to your Chromebook to watch offline later.

Option 1: If the video is linked, click and this will open the video on the Loom website in another tab.

Option 2: If the video is embedded in Canvas (meaning you can see the video in the Canvas window), right click on "Watch on Loom" and select "open in new tab".
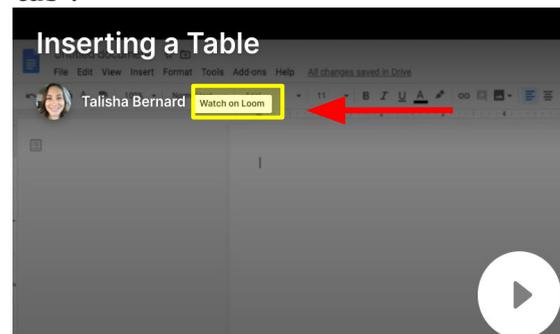
Once the video is opened in the Loom tab, click the download icon located underneath the video. →
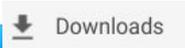
Now you can watch the video offline by...

Opening to your Chromebook "files". →

Then, open "downloads" →

Double click the .mp4 file that was downloaded to open/play the video.

Working Offline: Teacher Reference

Follow the guidelines below for using Canvas with students that need to work offline at home.

General Tips

- Google products should be linked to open in a new tab and NOT embedded if you want students to be able to work offline.
- Consider embedding AND providing a link to open in another tab so that all students are covered.
- Loom videos can be downloaded, YouTube cannot.

What's not available offline?

Consider using these tools to **enhance** learning, and not as a **requirement** for learning.

- Online resources that require the internet to refresh as the user uses the tool will not be able to work offline.
- Here are some popular tools that students working offline will not be able to access at home:
  - IXL, Actively Learn, Khan Academy, YouTube, Edpuzzle, Quizizz, Kahoot, Quizlet, Flipgrid, Padlet etc.
  - Canvas made quizzes, discussions etc.

Google Slides/Docs

Click the app extension from the editing toolbar in Canvas. Then find "Google Apps".

Google Apps
> Allows you to pull in documents from Google Drive to Canvas

Once your drive loads, find the Google product you want to assign and click "link"

If you want the Google product to be turned in and not just viewed, do the above as an "assignment" in Canvas.

Click ➡️ Edit Assignment Settings

Make sure you have the Google Product is posted using the external tool & set to open in a new tab.

Submission Type | External Tool
External Tool Options
Enter or find an External Tool URL
https://google-drive-lti-iad-prod.instruc | Find
☑ Load This Tool In A New Tab

Students can't view?
Make sure the sharing settings on the Google Product are set correctly!

Click the blue "share" button on the Google Product. 👤 Share

Make sure the share settings are not restricted.

👥 Share with people and groups ⚙️

Add people and groups

🔗 Get link
Restricted Only people added can open with this link ❌
Change link to Augusta County Public Schools | Copy link

👥 Share with people and groups ⚙️

Add people and groups

🔗 Get link
Augusta County Public Schools Anyone in this group with this link can view ✓
Change | Copy link

Google Forms

Like Docs/Slides, Google Forms can be viewed/edited offline **ONLY IF** it is a form with **ONE SECTION**. Meaning the form has to be one page. As long as students open the form in a new tab while online, they can edit the form offline. When they reconnect to the internet, they can submit the form.

When assigning a Google Form, you will need to provide the viewing link.

Click "send" in the upper right corner of the Google Form ➡️ Send

Send form ✕
☑ Automatically collect respondent's Augusta County Public Schools email address
Send via ✉ 🔗 ← f 𝕏
Link
https://docs.google.com/forms/d/e/1FAIpQLSflyaqiVZWYusiZ3j3dmkKWkLkP82CZY
☐ Shorten URL | → Copy

Loom

Students can download videos made on Loom to be watched offline.

Option 1: Provide a link, this will open the video on the Loom website and they can download it from there.

Option 2: Embed the video in Canvas (for students that can watch online) and then have the students that need to download right click on " Watch on Loom" and select "open in new tab". Then they can download from Loom.

Inserting a Table
Talisha Bernard — Watch on Loom
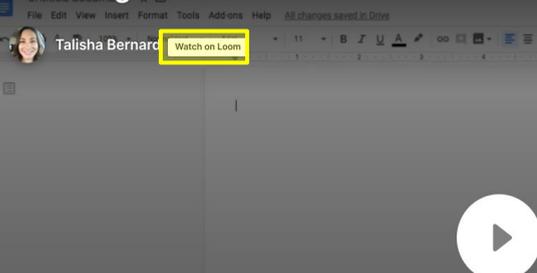
Make sure your Loom video settings will allow downloads!

Viewer can download 🟢