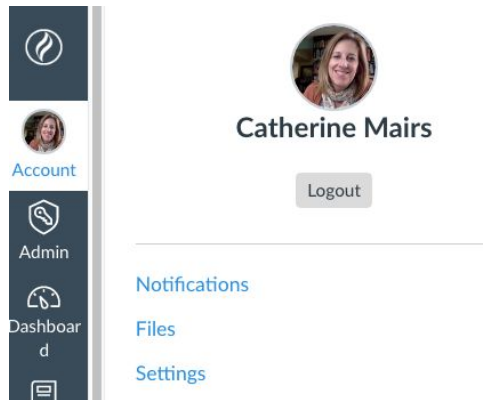


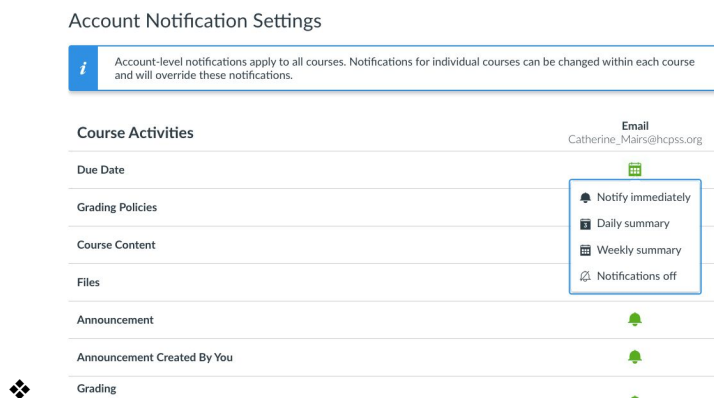
## A Parent's Guide to Navigating Virtual Learning at CMS and in HCPSS

Below is a consolidated list of resources that will help parents navigate virtual learning with their children.

- **Hcpss.me:** [Linked here is a video tutorial](#) for parents on navigating hcpss.me.
- **Canvas:**
  - From hcpss.me, click on “Student Technology Resources.” Then, [click on Canvas in horizontal toolbar](#)
  - Here you will find Student and Parent Guides (videos at top are very helpful; scroll down to get to Parent Guides)
  - Note that there is a **Canvas App** that gives you more functionality in terms of viewing courses, grades, and missing assignments for one child at a time in households with more than one child. Go to the [Parent Mobile App page](#) for more information.
- **Notable Features of Canvas:**
  - **Settings** and **Notifications** can be found under **Account**, on the left toolbar (see screenshot below).



- **Notifications** allows you to change how often you are notified of emails, assignment and grade postings, course announcements, etc.



- HCPSS makes the following recommendations to parents for Notifications.

Course Activities	Conversations
<ul style="list-style-type: none"> <li>• Due Date: Send weekly</li> <li>• Grading Policies: Send weekly</li> <li>• Course Content: Do not send</li> <li>• Announcement: Notify me right away</li> <li>• Grading: Notify me right away</li> <li>• Invitation: Notify me right away</li> <li>• Submission Comments: Send daily</li> </ul>	<ul style="list-style-type: none"> <li>• Conversation Message: Notify me right away</li> <li>• Conversations Created By Me: Do not send</li> </ul>

- You can also change **Notifications** within an individual course by going to the course homepage and clicking on “View Course Notifications” on the right.

Course Status

- Unpublish
- Published
- Import Existing Content
- Import from Commons
- Choose Home Page
- View Course Stream
- New Announcement
- Student View
- New Analytics
- View Course Notifications

- Within **Settings**, you can add additional email addresses and a cell phone number to receive text notifications. Students must keep their inst.hcpss.org account as their primary email address.

Ways to Contact

Email Addresses

Catherine\_Mairs@hc... ★

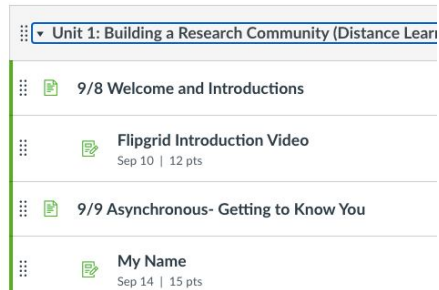
+ Email Address

Other Contacts      Type

+ Contact Method

- Teachers create **Assignments** within **Modules**. While they are often linked from the homepage of the course, they are easily accessed from the left side of every Canvas course (first screenshot). Assignment due date and point value are located directly underneath the name of each assignment (second screenshot).

- Account
- Admin
- Dashboard
- Courses
- NE
- Home
- Announcements
- Modules
- Discussions
- Assignments
- hcpss.me
- MackinVia



- To find grades, click on **Grades** from the left side of every Canvas course. Use the directions below to navigate through the page.

Name	Grading Period	Course	Due Date	Points	Status
11/2 Breathing Rate Lab Analysis	Quarter 2	Science	Nov 9 by 11:59pm	10	10
11/5 Actively Learn: Respiratory system organs	Quarter 2	Science	Nov 11 by 11:59pm	0	MISSING
11/5 Parts of the Respiratory System Check	Quarter 2	Science	Nov 11 by 11:59pm	0	LATE
11/11 Respiration and Circulation Wrap Up	Quarter 2	Science	Nov 19 by 11:59pm	25	EX

(Image Credit: Jennifer Hamilton, Oakland Mills Middle School)

- **Technology Issues:**

- From hcpss.me, click on “[Student Technology Resources](#)”
- Scroll down to find sections on **Chromebooks** and **Google Meets**; additional information on various applications and topics is at the bottom
- Go to the [CMS website](#). On the homepage you will find “Tech Help for Students and Families” and the “[Student and Family Technology Support Form.](#)”
- Students will find information on various technology issues in their **Student Resources Canvas course**. They should click on **Modules** and then “Tech Info for Virtual Learning.”

- **Read & Write Extension:**

[https://drive.google.com/file/d/1IeamrtF5ZOUzNGSKSOpS1HQO\\_m1zbetj/view?usp=sharing](https://drive.google.com/file/d/1IeamrtF5ZOUzNGSKSOpS1HQO_m1zbetj/view?usp=sharing)

- **HCPSS Connect:**

[HCPSS Connect](#) provides access to a variety of student information and classroom instructional tools.