



# Student Guide



## How to login to Canvas:

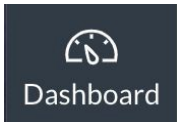


On your device open Google Chrome. The home page should be clever. If you are on your own device go to the following website: <https://clever.com/in/westernheights> You will be prompted to sign in with your school Google account.

Click on the CANVAS icon.

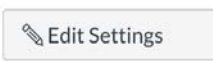


## Dashboard:



Your dashboard will show courses in which you are currently enrolled. To view all courses, go to “Courses” in the left navigation menu and then “All Courses.”

## Settings:



Go to Account in the left navigation menu and then Settings. On this page, you can add contact, update your profile picture, and choose a preferred language.

## Notifications:



Go to Account in the left navigation menu and then Notifications. Choose how you would like to be notified for each event.

## How do I know when something is due?



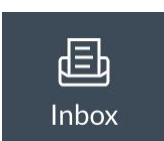
Go to Calendar in the left navigation menu. Select which calendar you want to see by checking or unchecking the course calendar on the right hand side.

## How do I view my grades?



From your dashboard, click on the course you want to view. In the course navigation menu, choose grades. Students in grades PreK-6th should only view grades in the Learning Mastery tab. Students in grades 7th-12th can view grades in the Assignments or Learning Mastery tab.

## Using the Inbox:



You can send a message to your teacher or other students in your class using the inbox.



# Student Guide

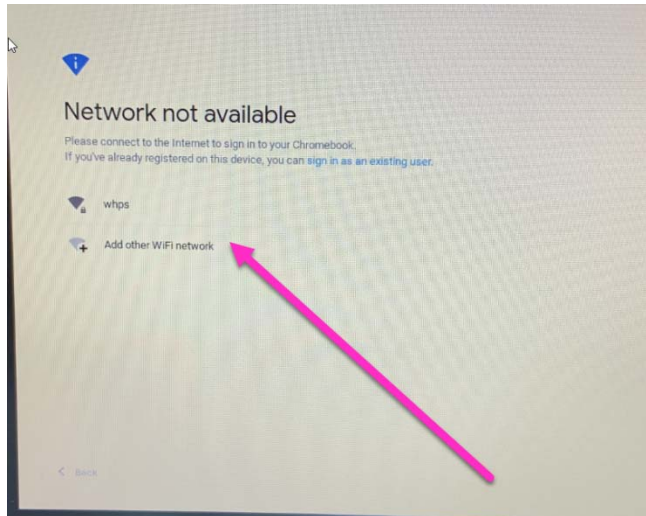


Task	Checklist
<b>Log In and View Dashboard:</b> Sign in to your Canvas account and explore the courses on your dashboard.	
<b>Using Navigation Menu and/or Buttons:</b> Practice using your navigation bar. If your teacher has created buttons, practice using them to navigate through your course.	
<b>Authorizing and Logging into your Google account:</b> Sign into and activate your Google account so you can submit and access google documents in the future. Submit your school email address.	
<b>Sending messages in Canvas:</b> From the inbox send your teacher a message to say hello.	
<b>Viewing Announcements:</b> Find the announcements tab in Canvas, read any announcements your teacher has left for you.	
<b>View Your Calendar:</b> Locate the Calendar link on the Global Navigation Bar (left side). Click the link to view your calendar. Make sure all your courses are checked to view all assignments.	
<b>Accessing Modules:</b> Use the navigation menu or homepage button to access and view your course modules.	
<b>Complete the Practice Module:</b> practice completing and submitting an assignment, discussion, and quiz.	
<b>Checking for module completion:</b> Make sure you have green checks next to the entire practice module.	

[Canvas Student Guides](#)

# Using District Provided Chromebook

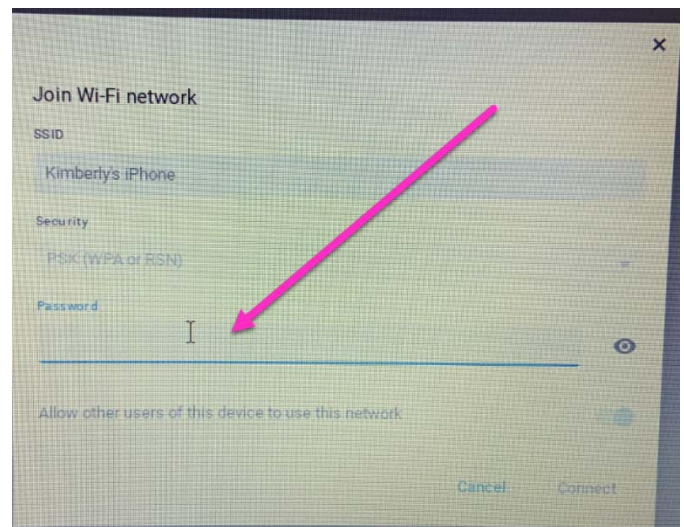
Make sure you are Connected to Wi-Fi.



Choose the Wi-Fi network for your home.

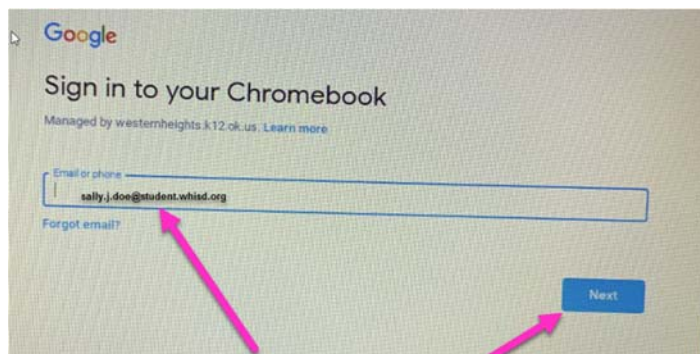
Click on your Wi-Fi.

Enter the password for your network (if you have one).



It will ask you to sign in to the chromebook.

Use the email address that was provided to you on your paper. Ex. Sally.j.doe@student.whisd.org



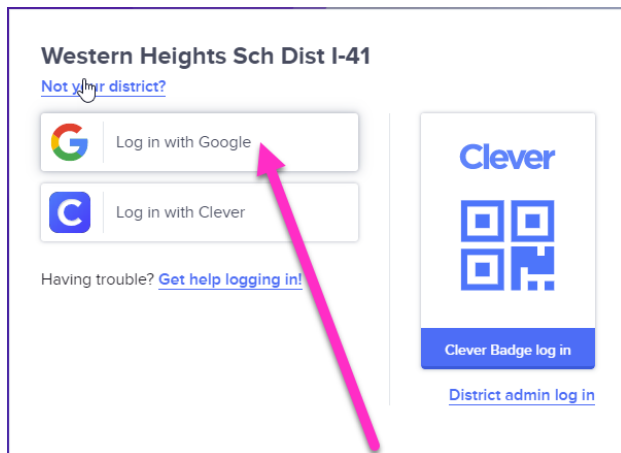
Click next, then put your password that was provided in the next box.

Once logged in, it should open a Chrome Browser. If not, click on chrome to open.



Your window should open to clever, if it does not, type the following address:

<https://clever.com/in/westernheights>



Choose Login with Google.

You will use your email address again (full email address) and your password.

Once in Clever, you will click on Canvas to see your lessons. If you have any questions, you will need to contact your teacher.



Canvas

## Using the District Provided iPad



Turn on the device. Click on the **home button** to start. (This is the round button at the bottom of the device)

Make sure you are connected to the internet.

Click the Settings button.



Look under Wi-Fi. If it says “Not Connected” you will need to connect the device to your router (internet) in your house.

Click on “Not Connected”



Make sure Wi-Fi is on. (it should show green like the picture)

Then your connection in your house should show under networks. Click on your connection to connect to the internet.

Once connect, click on the home button to return to the main screen.

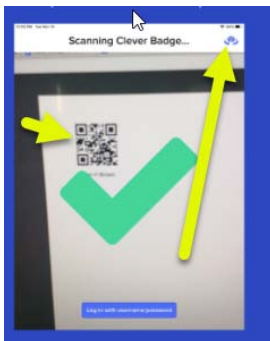




To access assignments, students Login to the Clever App. The app should show at the bottom of the screen.

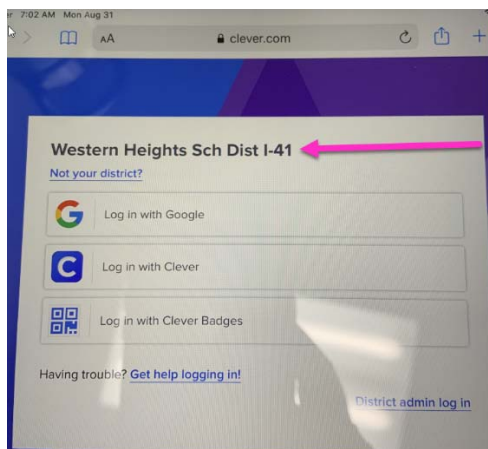


You should have received a paper with your student's login information.

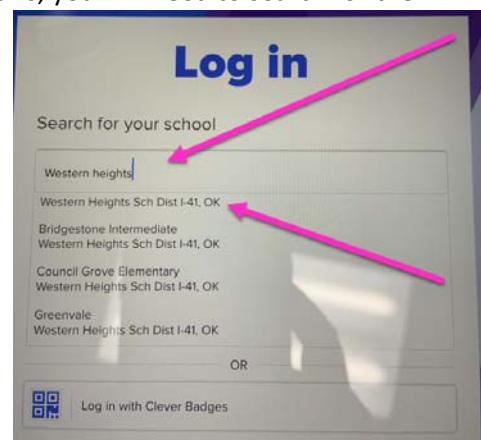


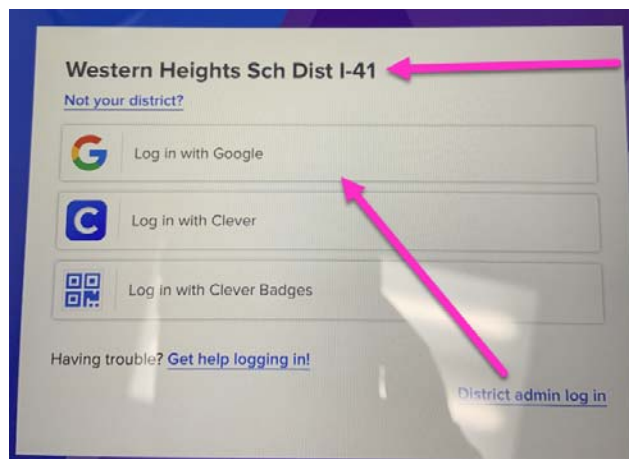
When you click on Clever, it will try to scan the clever badge. If your paper has the badge on it, you can click the camera in the top right corner and scan the picture that looks like this screen.

If you do not have a badge on your sheet then click the blue link that says "Log in with username/password"



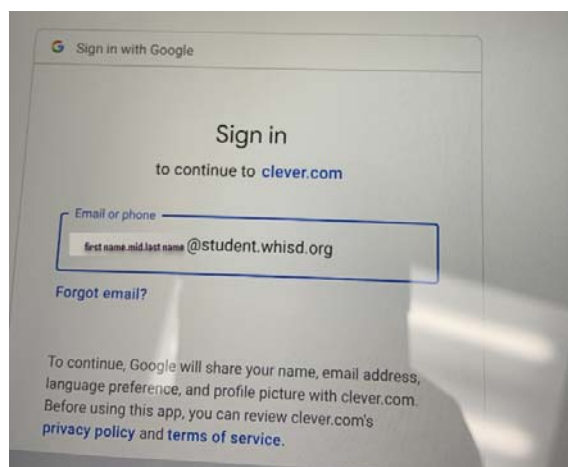
It should open and show our school, Western Heights Sch Dist I-41, if you do not see this, you will need to search for the school site.





Once you see Western Heights, you will click on Login with Google.

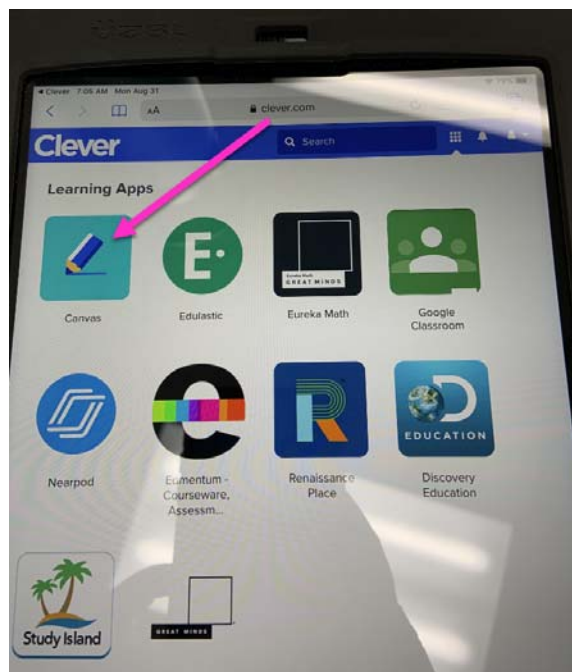
You will need to type the email address that was given to you on your login sheet.



It will need to be the full email address that is written on your sheet.

Ex. [Sally.j.doe@student.whisd.org](mailto:Sally.j.doe@student.whisd.org)

Then click next. Type the password that was given to you on the next screen. Then click sign in.



This will take you to the window for all the programs we will use this year. Canvas is the platform that contains all the lessons. If you have questions about using Canvas, please talk with your child's teacher.