

- **CLEVER** is the place where you log in and get to all the PCS apps you need for school.
- **CANVAS** is the online Learning Management System for 2020-21 online class information.
- **FOCUS** is the system that stores your current and past PCS information, including attendance and grades. This information should match CANVAS for the 2020-21 year.

\*Quick and **VERY USEFUL tip**: To JUMP TO a specific topic, hold the "CTRL" button on your keyboard and click on the link!

### **HOW TO:**

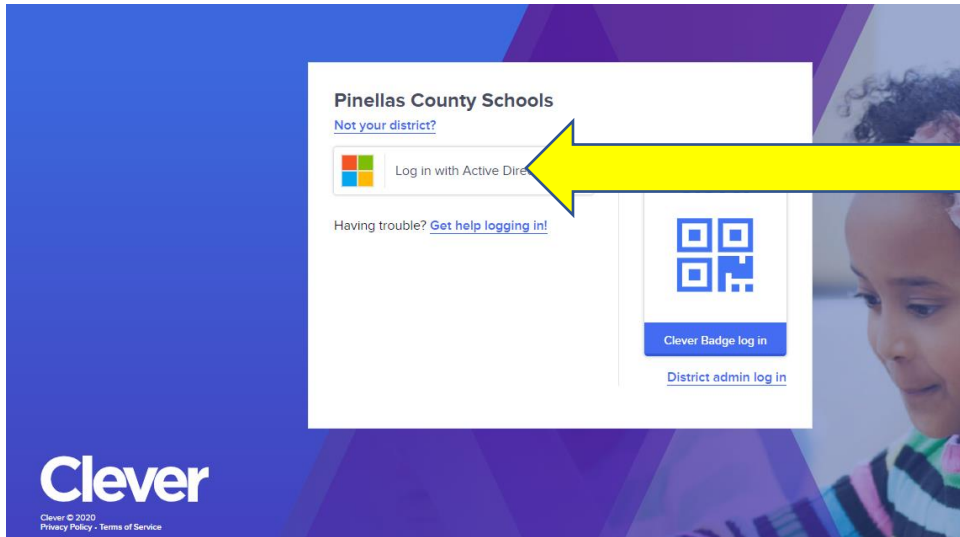
- [Ask a question in class without using chat](#)
- [Chat with others in the conversation](#) PLEASE keep this related to the classroom discussion ONLY!
- [Check for missed work](#)
- [Check the spelling in your document before you submit](#) an assignment
- [Copy and paste](#)
- [Email my teachers](#)
- [Enter class meetings](#)
- [Get to CANVAS Learning Management System](#)
- [Log into CLEVER](#)
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- [See the class calendar](#)
- [Submit an assignment](#)
- [Turn in a missing/late assignment](#)
- [Turn off incoming video in CANVAS](#) Do this if viewing another students' movement bothers you.

### **Get help**

- [Get help if you can't log into CANVAS](#) with your username and password because you forgot it.
- [Get help if you can't chat](#)
- [Get help if you can't get into the class meeting](#)
- [Get help if you are confused about an assignment](#)

## How to log into CLEVER

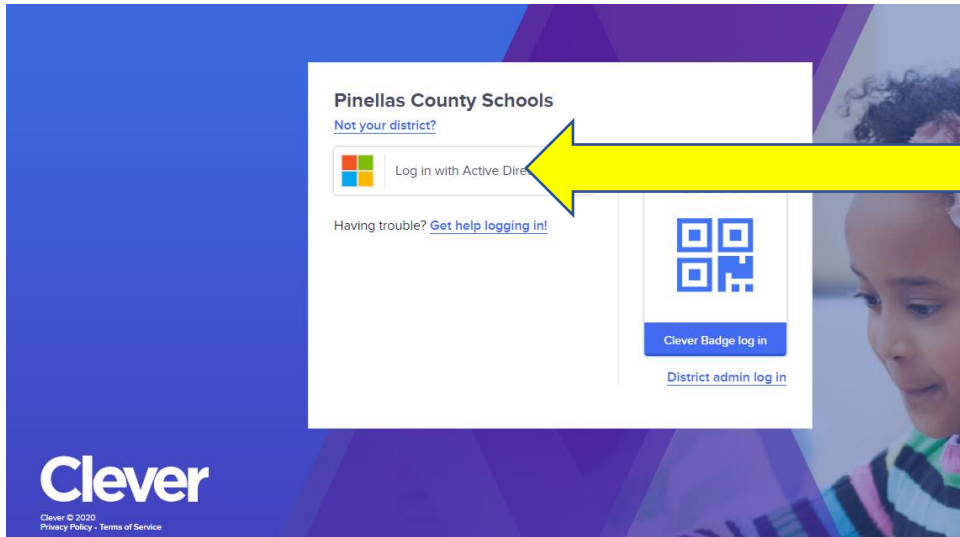
1. Go on your desktop and select the CLEVER icon



2. Select the "Log in with Active Directory" button to log into Clever with your R2.D2 username and password.

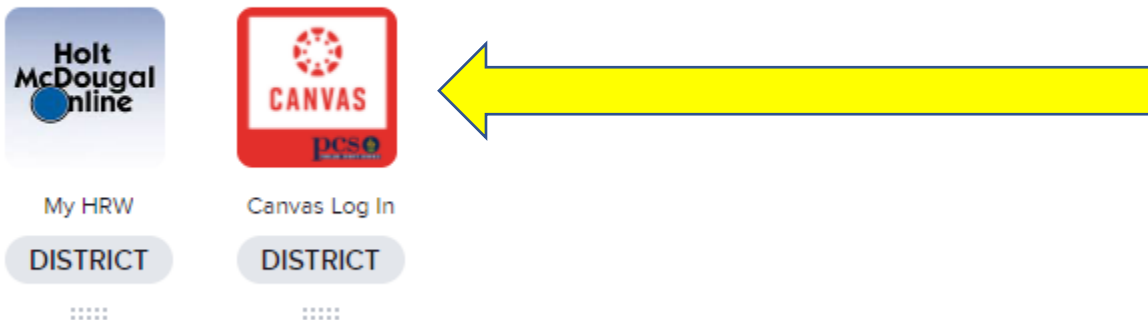
# How to get to CANVAS Learning Management System

1. Go on your desktop and select the CLEVER icon



2. Select the "Log in with Active Directory" button to log into Clever with your R2.D2 username and password.
3. FROM CLEVER: Select the CANVAS APP (note: to move this APP to your "FAVORITES", click on the "HEART" on the top right corner)

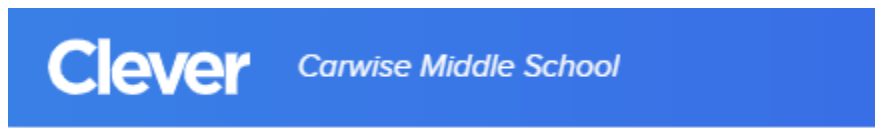
## Favorites



## How to see the class calendar in CLEVER

1. Log into Clever with YOUR R2.D2 account.

*(guest accounts may show another user and the teacher may not admit you into the lobby because they don't recognize you!)*



2. Go to CANVAS

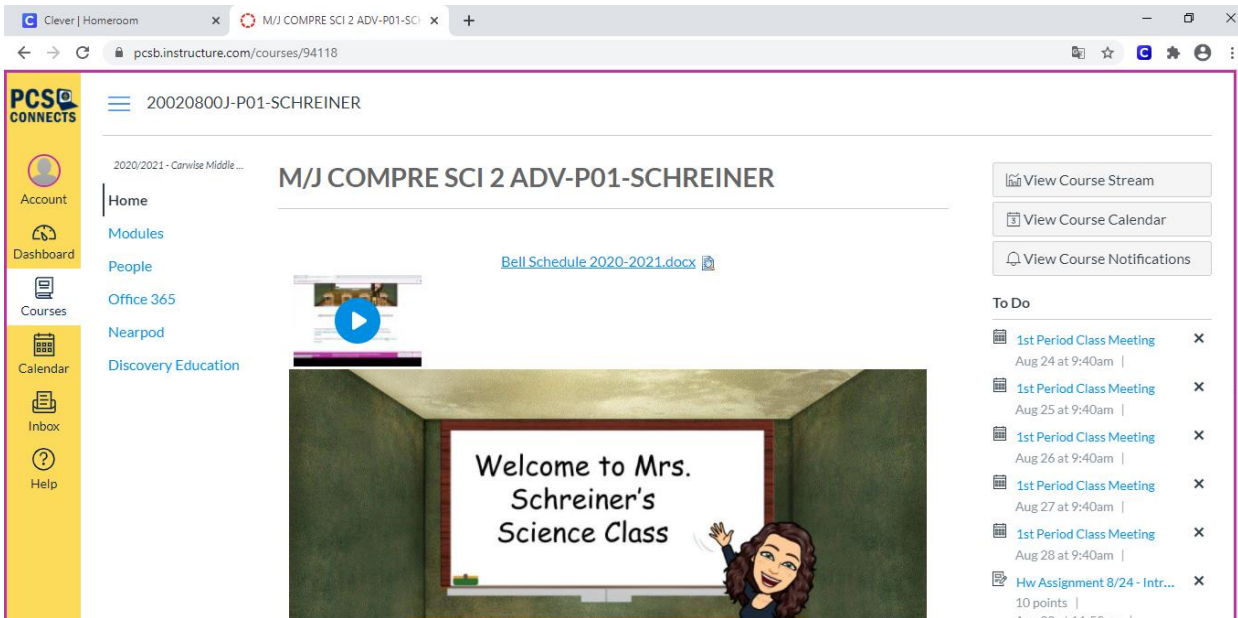
3. FROM CLEVER: Select Calendar option on the yellow navigation menu

The screenshot shows the Clever interface. On the left is a yellow navigation menu with the following items: PCS CONNECTS, Account, Dashboard, Courses, Calendar (highlighted with a yellow arrow), Inbox (with a '5' notification), Commons, and Help. The main area displays a calendar for August 2020. The calendar has columns for SUN, MON, and TUE. The dates shown are 26, 27, 28, 2, 3, 4, 9, 10, 11, 16, 17, 18, 23, 24, 25, 30, 31, and 1. A green box highlights the date 31 with the text "9:40a 1st period".

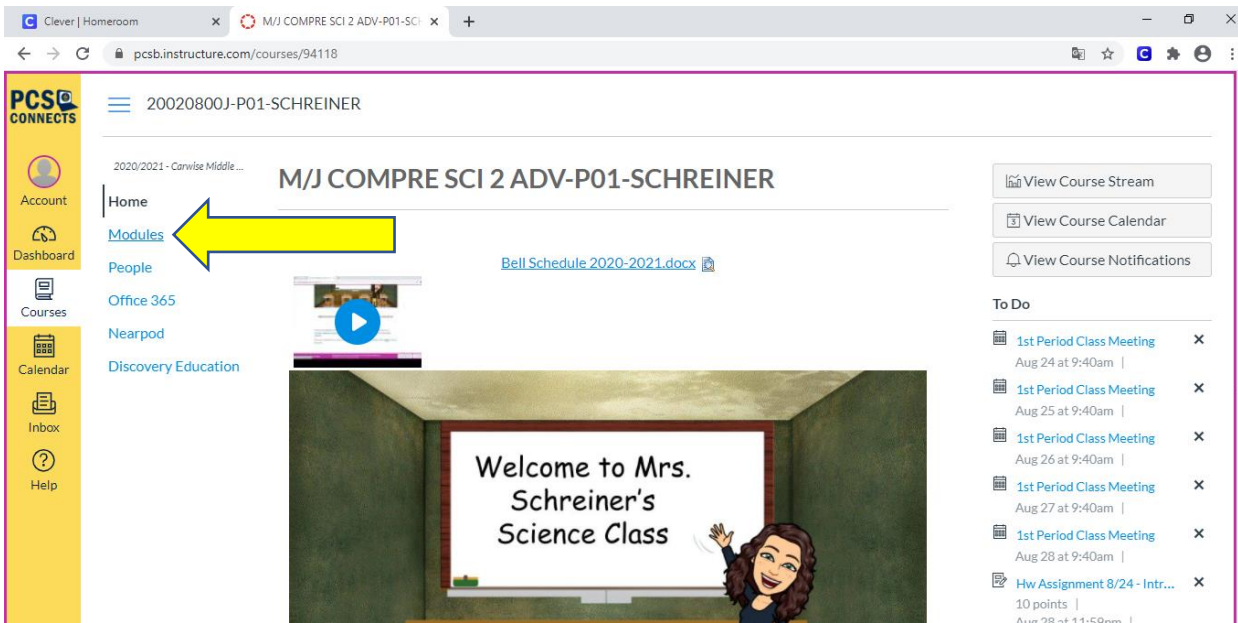
SUN	MON	TUE
26	27	28
2	3	4
9	10	11
16	17	18
23	24	25
30	31 9:40a 1st period	1

# How to navigate through CANVAS

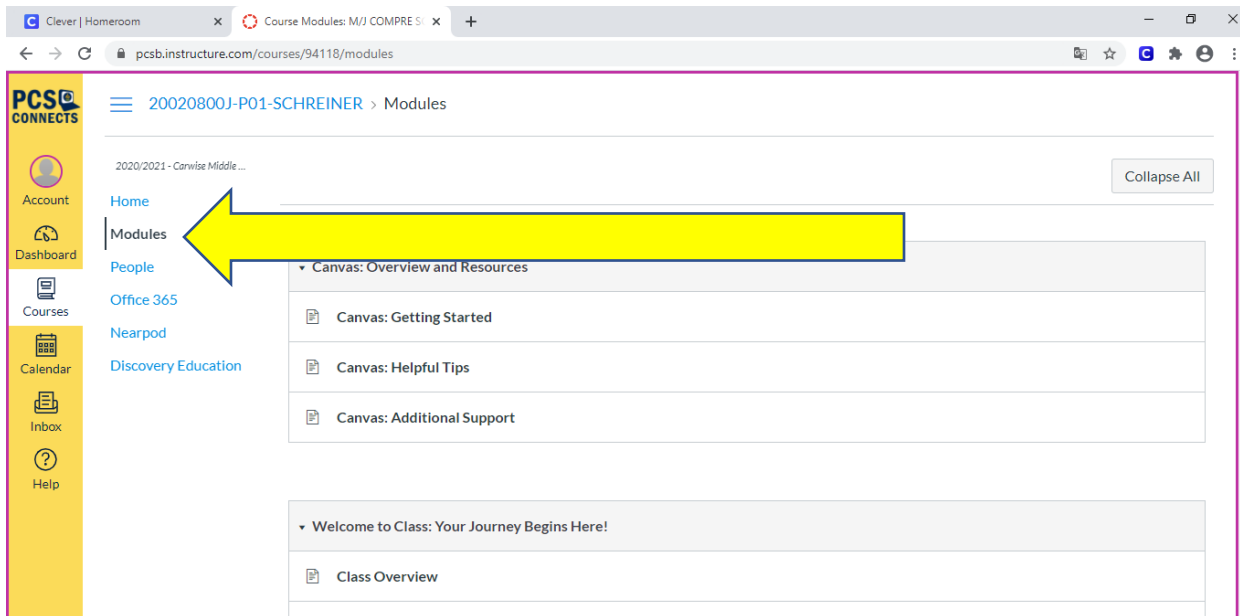
## Basics of Navigating Canvas



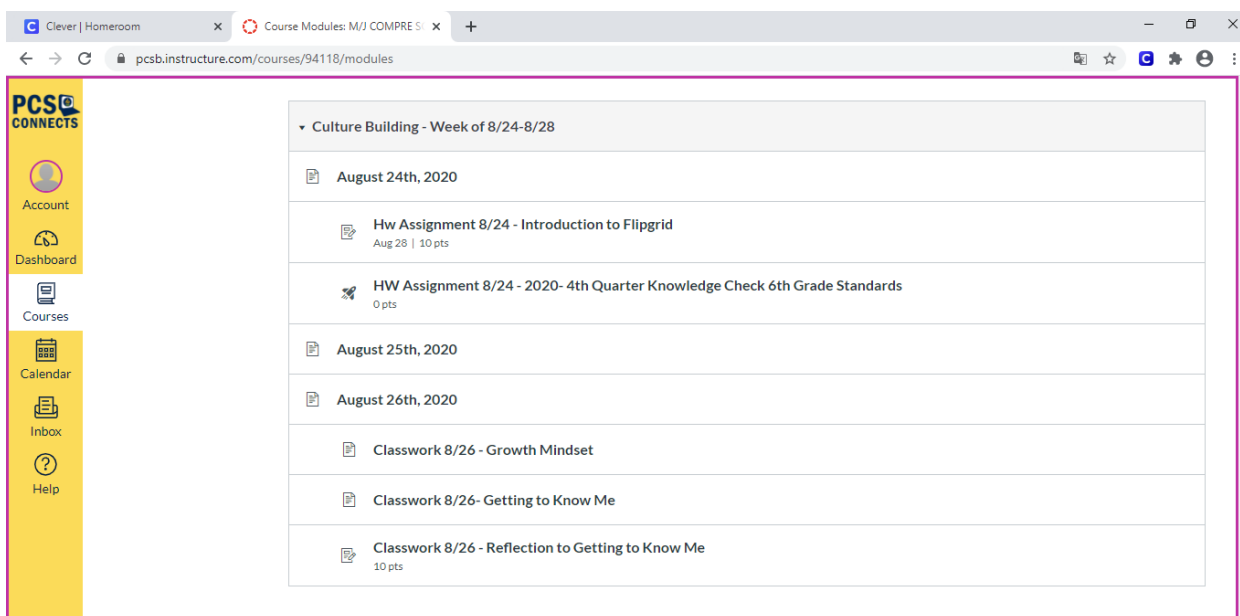
This is the Home Page. If you ever get lost on CANVAS, always head back to the homepage and start over again.



In order to get to your daily work, you will need to click on **Modules**. Throughout the year, more tabs on the left will open (not in the yellow, but the blue clickable links)



This is the “Modules” page. It has a CANVAS Overview and Resources (where you can find even more tutorials)! Please check it out. As you scroll down on this page, you may see various modules or units. Teachers can change the names of these modules; this is an organization system for your class.



This class has modules that are set up the same way for each unit. You will see the name of the unit and the dates for the week. Each day has its own page with the agenda, homework, learning standard and learning target; just like the white board would have in class. Underneath the date, the classwork or homework assignments are shown. Most of the time, the information under future dates will be hidden.

What to know how to complete a simple text box assignment?! Read on! 😊

The screenshot shows a web browser window with the URL [pcsb.instructure.com/courses/94118/assignments/989852?module\\_item\\_id=4251875](https://pcsb.instructure.com/courses/94118/assignments/989852?module_item_id=4251875). The page title is "Classwork 8/27 - Growth Mindset Self Talk". On the right side, there is a dark blue button labeled "Submit Assignment" with a yellow arrow pointing to it. The page content includes a sidebar with navigation options like Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area has a header "20020800J-P01-SCHREINER > Assignments > Classwork 8/27 - Growth Mindset Self Talk" and a sub-header "Classwork 8/27 - Growth Mindset Self Talk". Below this, there are details: "Due No Due Date", "Points 10", and "Submitting a text entry box". The main text asks "What Can I Say To Myself?" and explains that self-talk is the constant stream of conversation you have with yourself. It includes the example: "Self--talk is the constant stream of conversation you have with yourself. It includes the statements you say to yourself like 'I'm really good at sports' or 'I'm just bad at Chemistry.' Self--talk can have a huge influence on your self--esteem and confidence. There is positive and negative self--talk and they both have an impact on how you feel and how you think. Learning to control your self--talk can help you develop a growth mindset." Below this, it says "For each of the fixed mindset, self--talk statements below write a new, helpful statement that will support a growth--mindset perspective. The first few are done for you as examples." and shows two examples: "Instead of Saying..." and "I can say..."

Once you have clicked on a page you can determine whether it is an assignment, discussion or quiz. If it is an assignment page you will see the blue “submit assignment” button. You **MUST** click this button in order to start the assignment.

The screenshot shows the same web browser window, but now the "Submit Assignment" button has been clicked, and a text entry box is visible. The text entry box is titled "Text Entry" and contains the instruction "Copy and paste or type your submission right here." Below this is a rich text editor with various formatting options like bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert link, insert video, insert image, insert table, insert table of contents, and font size (12pt). The editor is currently empty. Below the editor is a "Comments..." field. A yellow arrow points to the text entry area.

Once you click “submit assignment”, a text box will show below all the directions. Type your answers in this box, or follow the teacher’s directions. You can also enter comments for the teacher (for example, “this was a confusing question”)

Once you have completed you **MUST** click submit assignment again to turn it into the teacher.

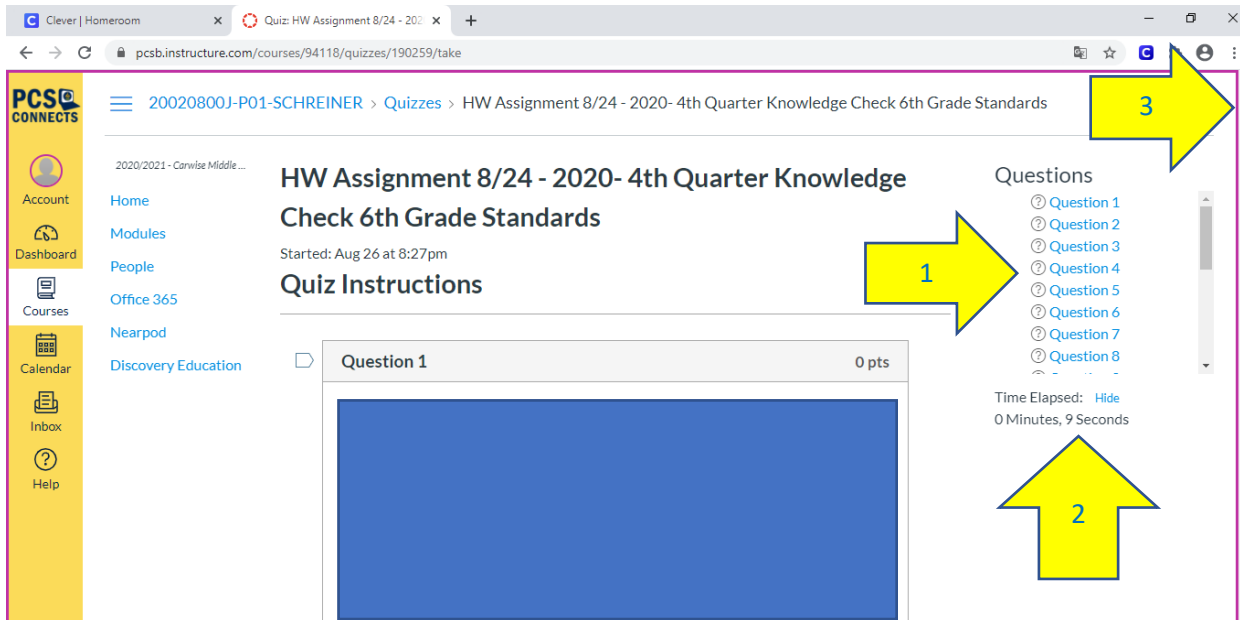
The screenshot shows a web browser window with the URL `pcsb.instructure.com/courses/94118/assignments/989852?module_item_id=4251875`. The page features a yellow sidebar on the left with the PCSB CONNECTS logo and navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area contains a large empty text box for submission, a 'Comments...' input field, and two buttons: 'Cancel' and 'Submit Assignment'. A yellow arrow points from the right side of the page towards the 'Submit Assignment' button. Below the submission area is a 'Previous' button.

Want help with completing a quiz?!? Here it is...!

The screenshot shows a web browser window with the URL `pcsb.instructure.com/courses/94118/quizzes/190259?module_item_id=3421941`. The page features a yellow sidebar on the left with the PCSB CONNECTS logo and navigation icons for Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area displays the quiz title 'HW Assignment 8/24 - 2020- 4th Quarter Knowledge Check 6th Grade Standards' and details: 'Due No due date', 'Points 0', 'Questions 20', and 'Time Limit None'. A blue button labeled 'Take the Quiz' is prominently displayed, with a yellow arrow pointing from the right side of the page towards it. Below the quiz details are 'Previous' and 'Next' buttons.

Click the blue button that says take the quiz.



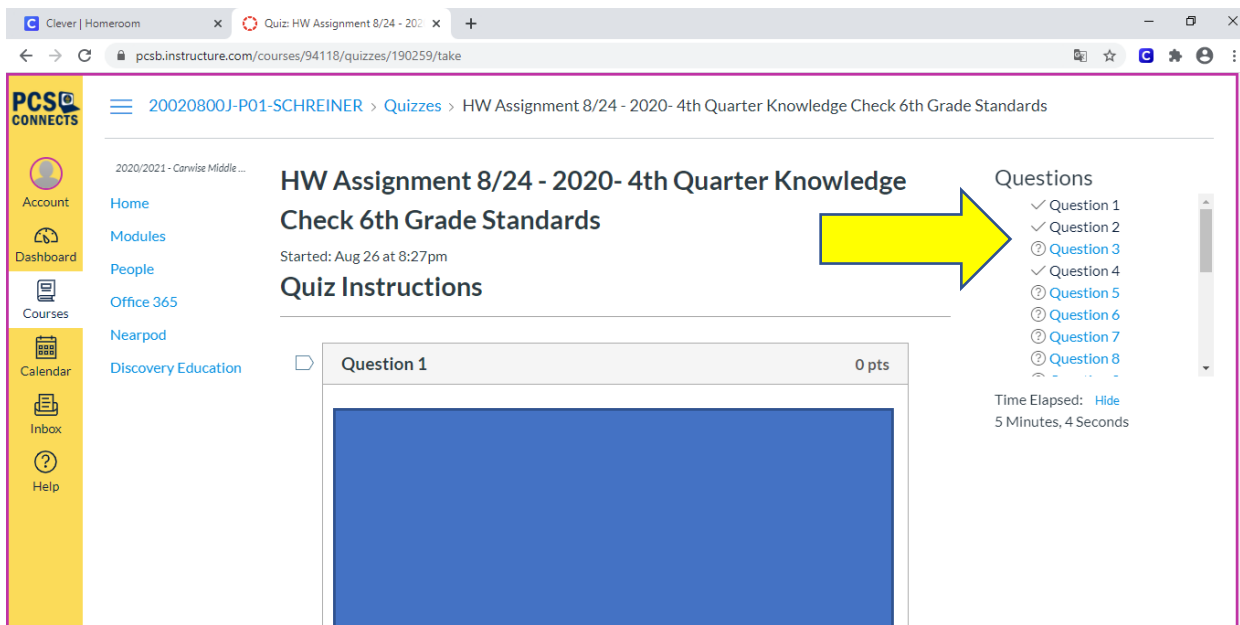


There are a ton of features on this quiz!

You can click on specific questions (1)

You can see how much time you have taken (2)

You will need to scroll down to see all the questions (3)



Once you answer the question you will see it turns to a check mark in the question column. Please check this out before submitting to ensure you have answered all questions. If you do not answer the question and skip it until later you will see it has a ? not a ✓

Clever | Homeroom x Quiz: HW Assignment 8/24 - 2017 x +

pcs.instructure.com/courses/94118/quizzes/190259/take

**PCSB CONNECTS**

- Account
- Dashboard
- Courses
- Calendar
- Inbox
- Help

**Question 20** 0 pts

For several days, the weather where Cheyenne lives was cool. When the temperature did warm, Cheyenne noticed that it was also very windy. How could winds influence the temperature?

- Winds are caused by the energy of the sun
- Winds transfer energy in the form of heat from the air to the ground
- Winds carry energy in the form of heat around the Earth
- Winds move because of differential heating

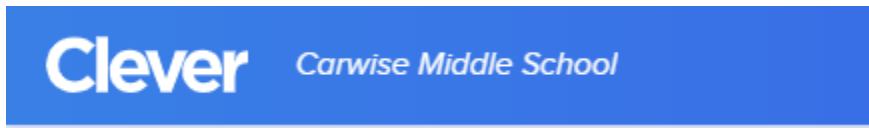
Quiz saved at 8:27pm [Submit Quiz](#)

Once you have answered all the questions you will click submit quiz at the bottom!

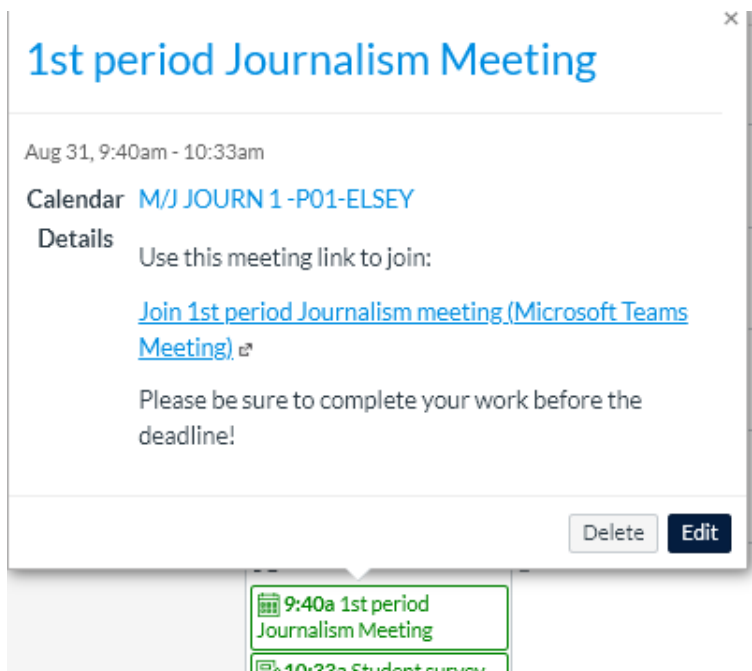
## How to Enter class meetings

1. Log into Clever with YOUR R2.D2 account.

(NOTE: guest accounts may show another user and the teacher may not admit you into the lobby because they don't recognize you!)



2. Go to CANVAS
3. Go to CALENDAR and select the meeting for the day. This will also show up on your TO DO list



This meeting link takes you to Microsoft TEAMS. You will be asked to log into TEAMS and will be directed to wait in the TEAMS meeting LOBBY until your teacher admits you.

PLEASE be patient. Your teacher may be taking attendance and/or answering questions for TRADITIONAL students. You SHOULD be admitted within the first 5-10 minutes of class, but the first few weeks may take more time! If you have waited for more than 10 minutes and have not been admitted, there may be technical issues. PLEASE email your teacher using OFFICE365!

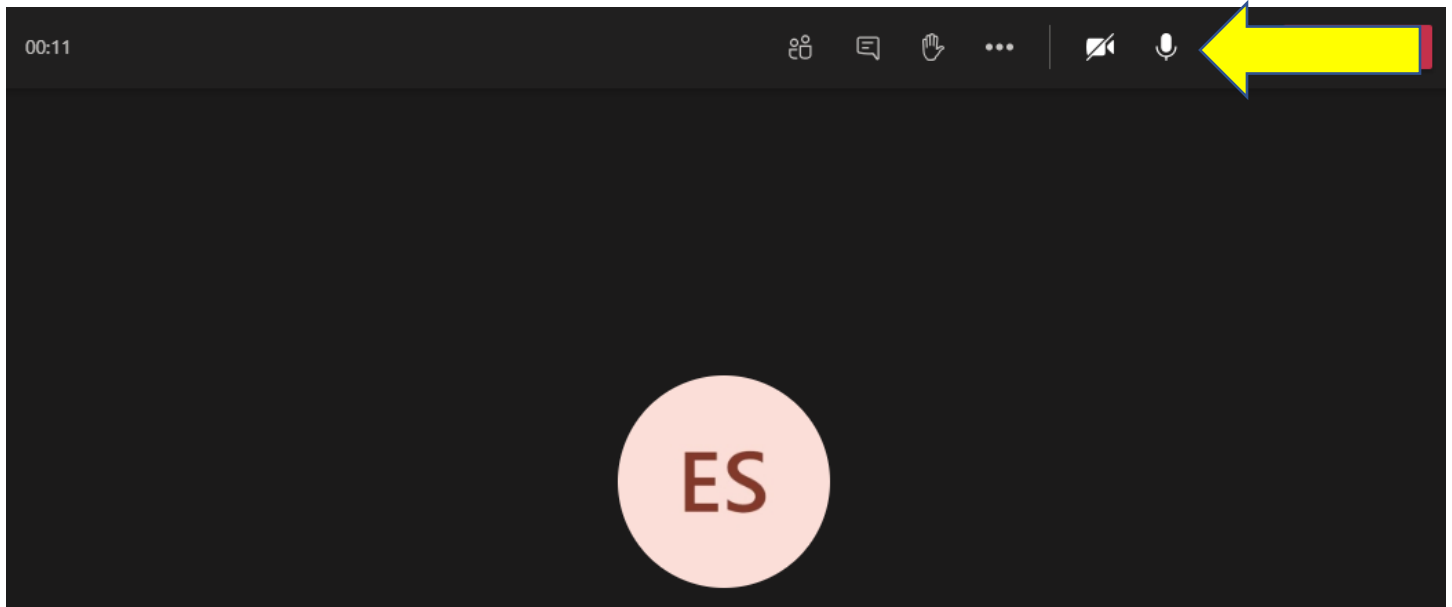
### TIPS for making sure you are admitted in TEAMS:

PLEASE **DO NOT** change your TEAMS name formatting. THIS has been uploaded from FOCUS and matches the system teachers use to take attendance. Your name should appear in TEAMS with your Last name then your First name. (example: Johnson Dwayne) If you decided to change it to "The Rock", your teacher might not admit you!

## How to Mute yourself in CANVAS

Please leave your microphone on mute unless I call on you and ask you to unmute your microphone.

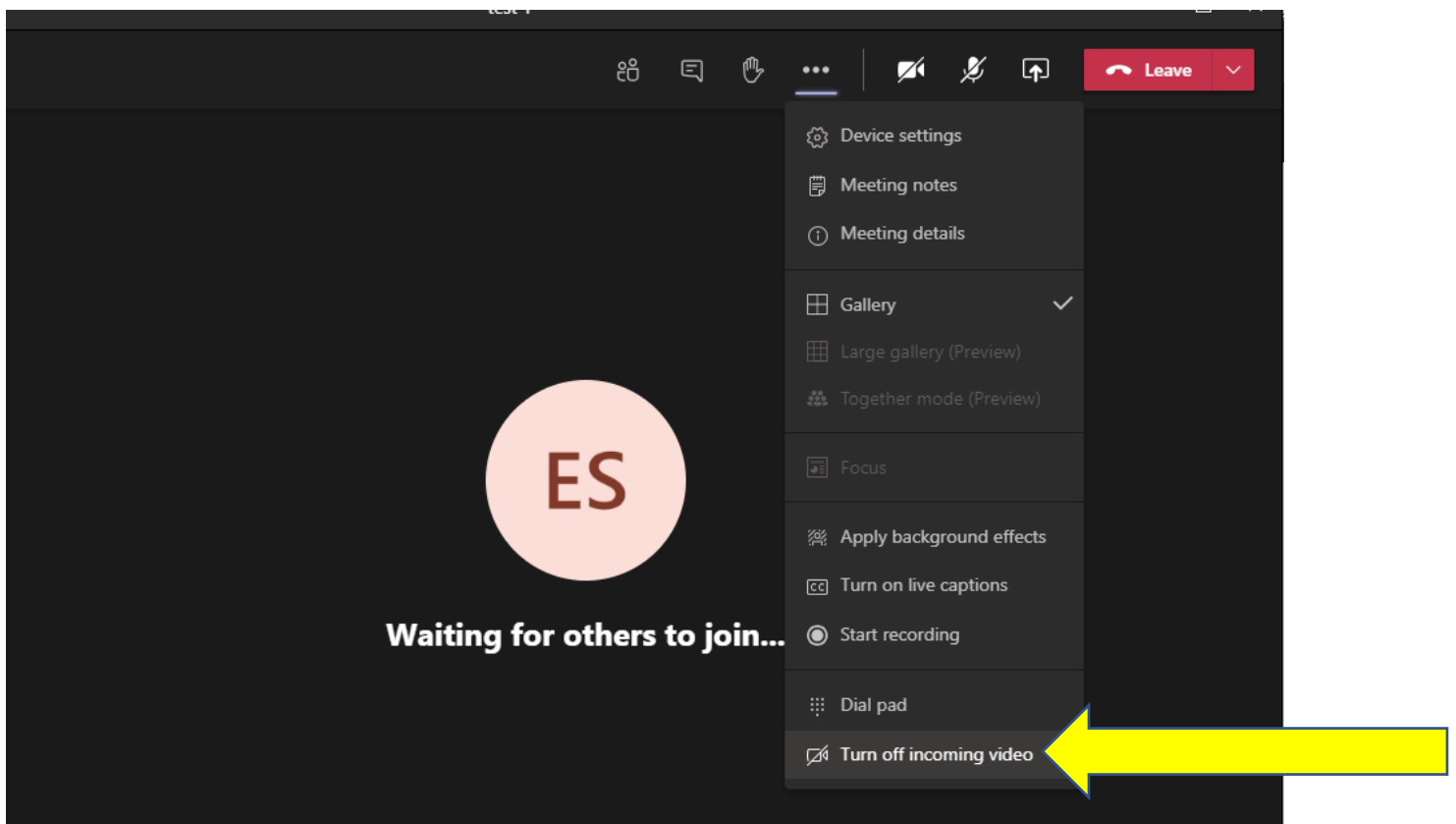
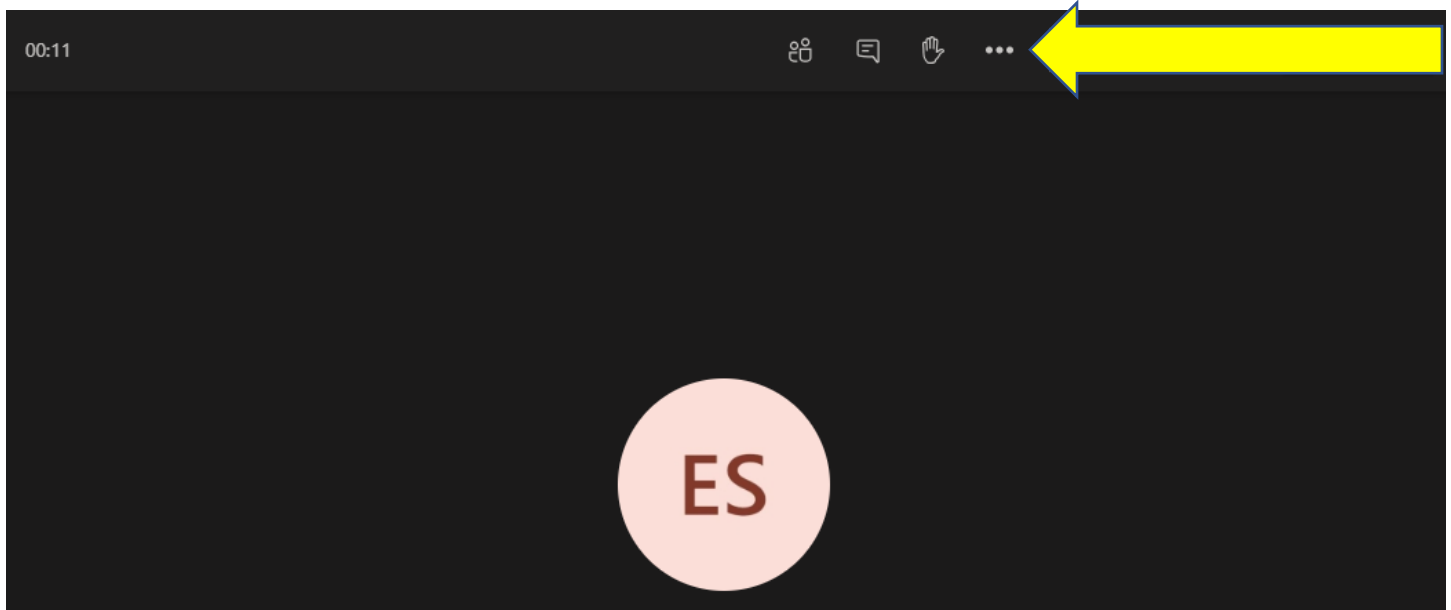
The top bar of your TEAMS meeting will have your controls. Click on the microphone to mute or unmute.



## How to Turn off incoming video in CANVAS

Do this if viewing another students' movement bothers you.

Go to the top of your TEAMS meeting page, and select the three dots (breadcrumbs)



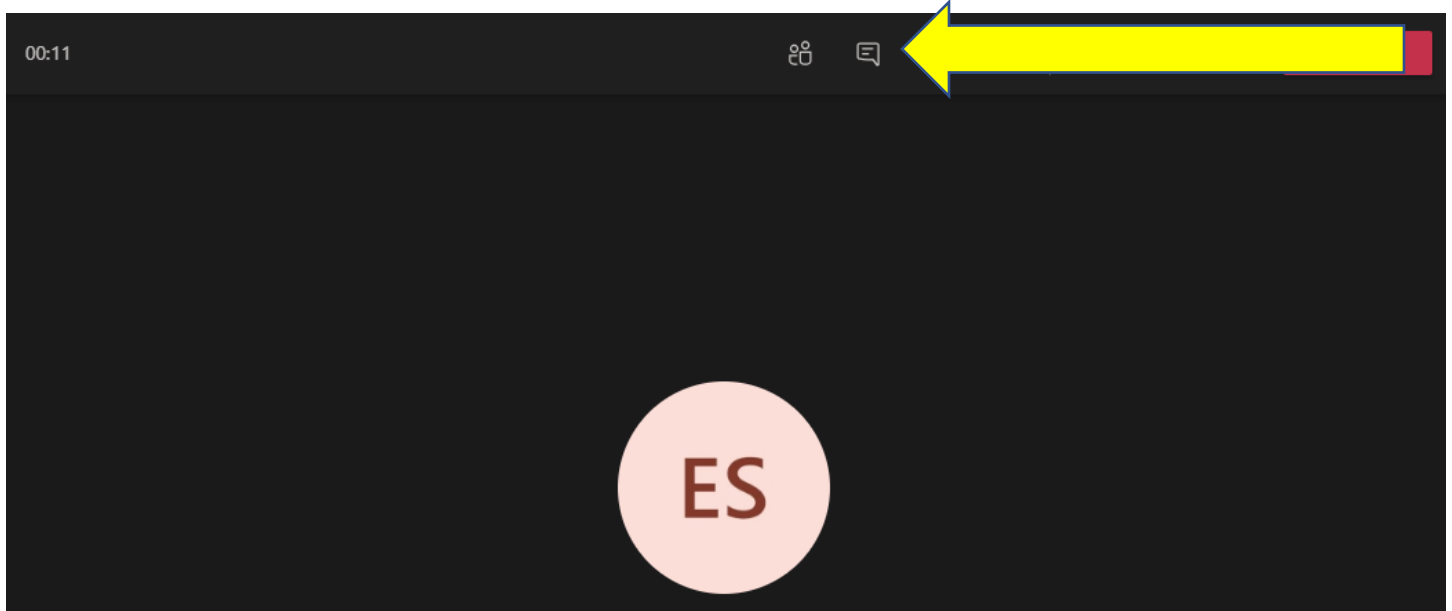
Select "Turn off incoming video", you will see initials or avatars, but video will be hidden.

## How to Chat with others in the conversation

**PLEASE keep this related to the classroom discussion ONLY!** ([see online and classroom procedures](#))

The chat button looks like a little message box. Please use the chat function to:

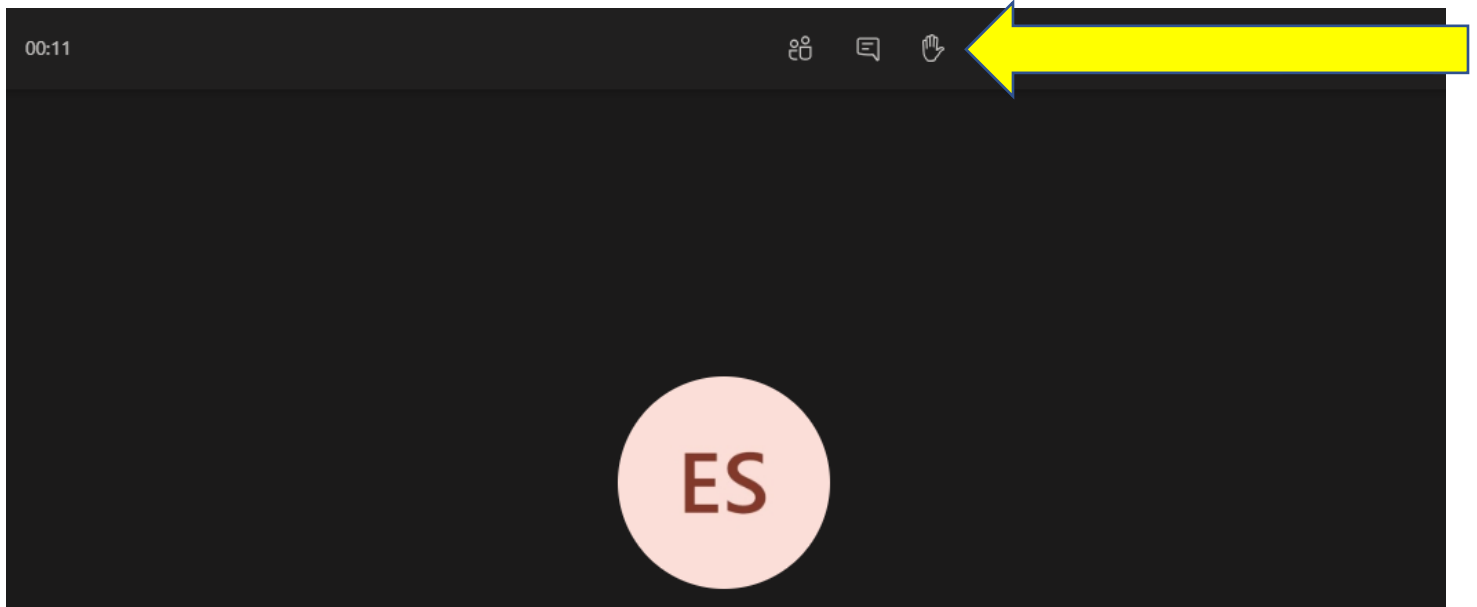
1. Ask a question
2. Make a comment that is related to class discussions.
3. Give another comment a "Thumbs up" to show you agree.
4. Give another comment a "like" (heart) to show you agree.
5. Carry on a simultaneous discussion/poll when asked by the teacher.



## How to Ask a question in class without using chat

To ask a question, please use the "raise hand" button

Remember to lower your hand after you have been called on...you should do this right BEFORE you unmute.

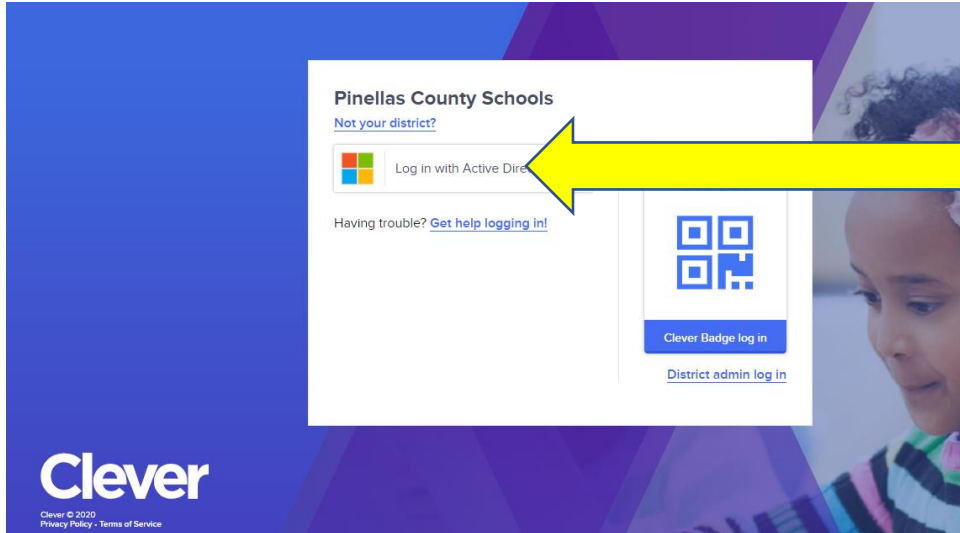


## How to Email my teachers

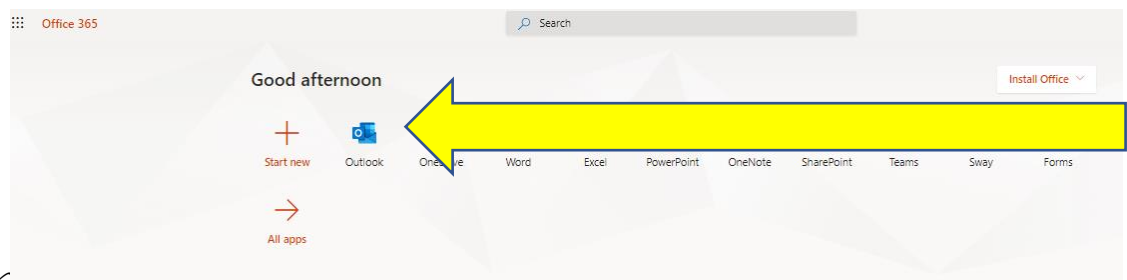
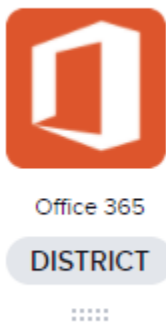
Email is the BEST way to contact me when you are not in class. I check email frequently and will respond before the next class day, unless there are extenuating circumstances.

To email me, please go to **OUTLOOK** in Office365.

1. Go on your desktop and select the CLEVER icon



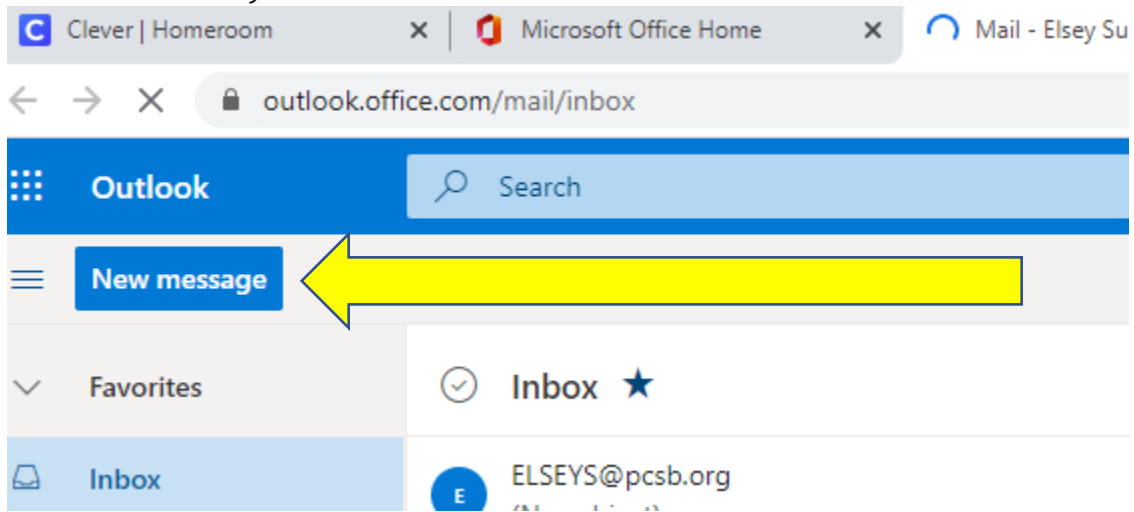
2. Select the "Log in with Active Directory" button to log into Clever with your R2.D2 username and password.
3. Go to the Office365 APP



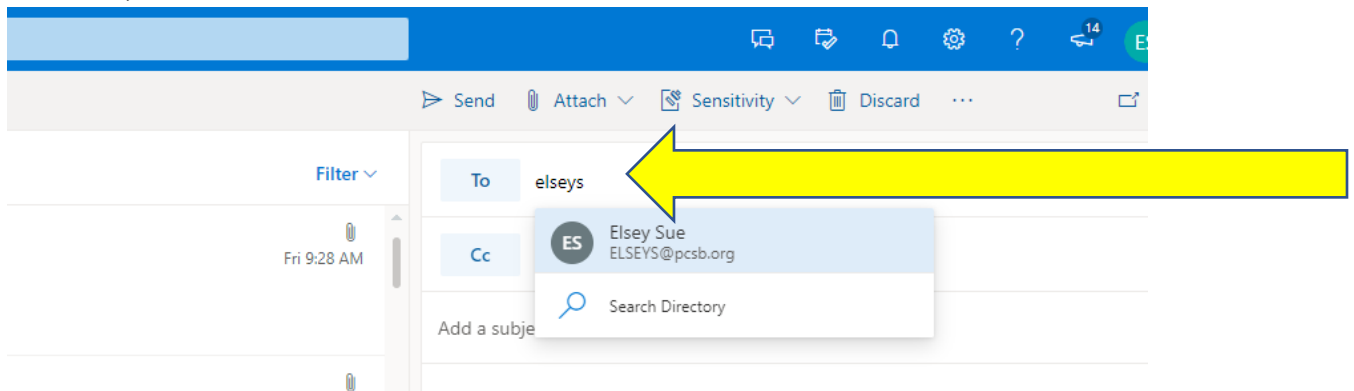
4. Select Outlook



5. Select new message



6. Enter my last name in the "To" location



Or you can go to the school's website: <https://www.pcsb.org/carwise-ms> and go to

→ ABOUT US and select

→ faculty and search for my last name or scroll to find my picture 😊

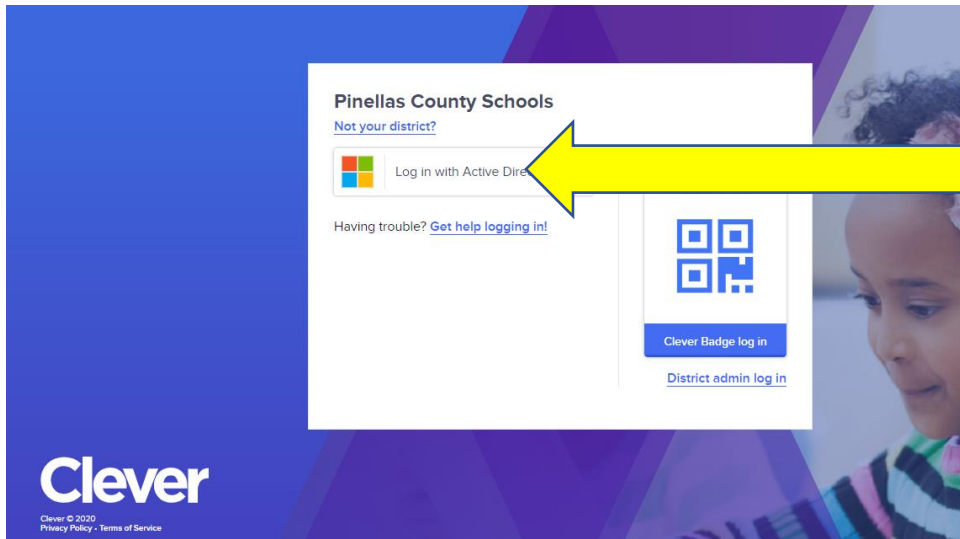
The direct link for the faculty page is: <https://www.pcsb.org/domain/1920>

and click on my email address.

# How to Open Microsoft WORD

or any Microsoft Application

1. Go on your desktop and select the CLEVER icon



2. Select the "Log in with Active Directory" button to log into Clever with your R2.D2 username and password.
3. Go to the Office365 APP

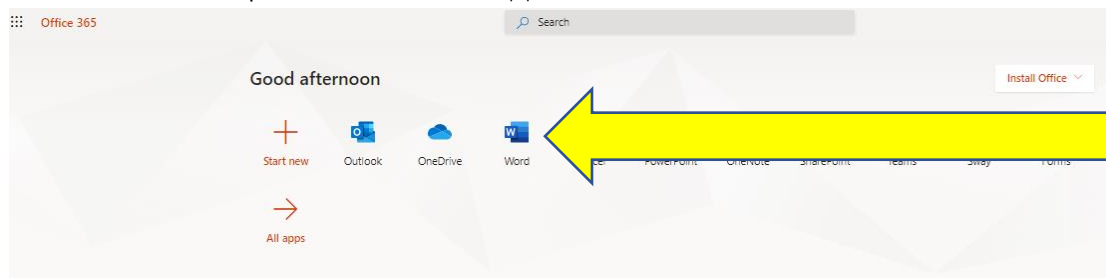


Office 365

DISTRICT



4. Select Word or any other Microsoft Application

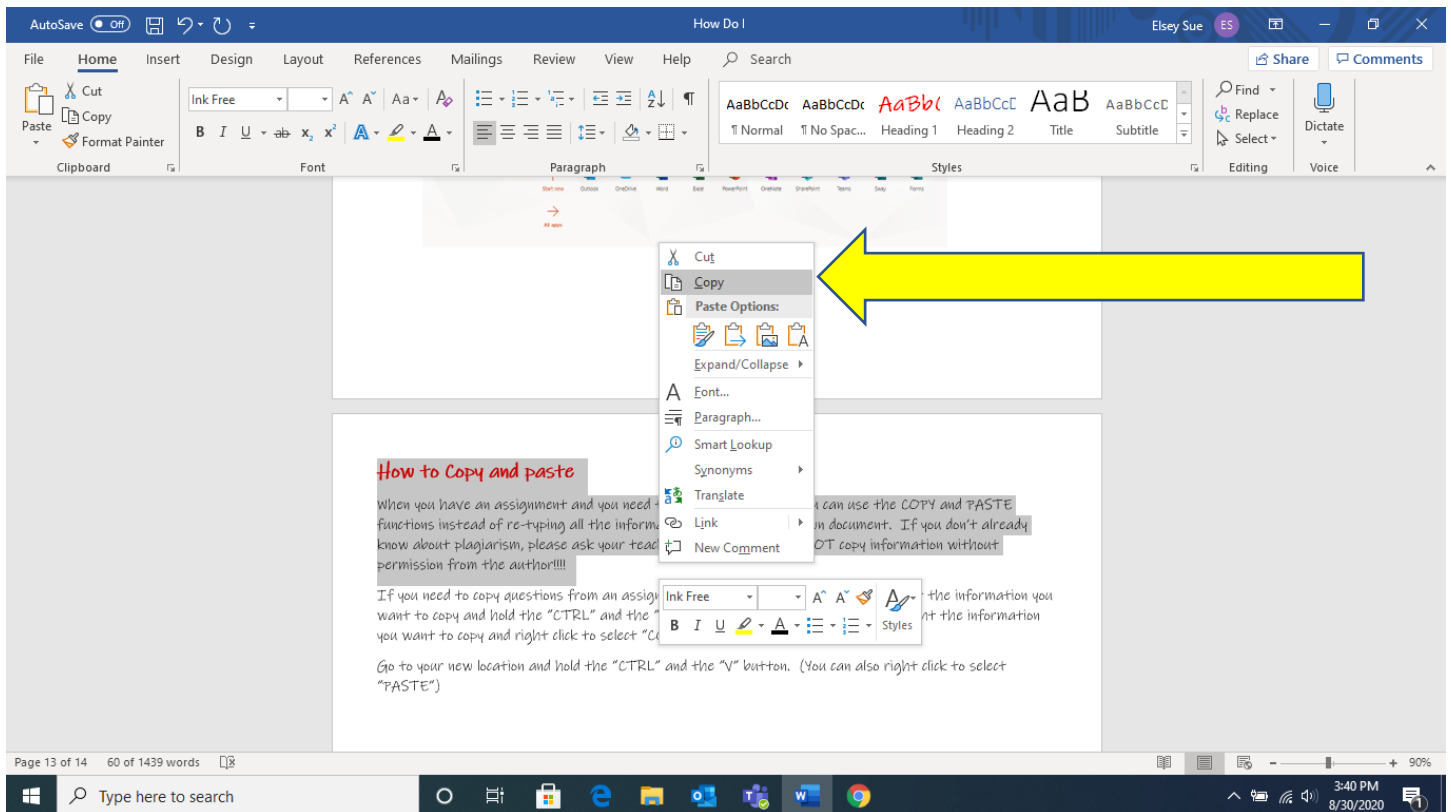


## How to Copy and paste

When you have an assignment and you need to copy the questions, you can use the COPY and PASTE functions instead of re-typing all the information you want in your own document. If you don't already know about plagiarism, please ask your teacher about it. You may NOT copy information without permission from the author!!!!

If you need to copy questions from an assignment into a document, select or highlight the information you want to copy and hold the "CTRL" and the "C" button. (You can also select or highlight the information you want to copy and right click to select "COPY")

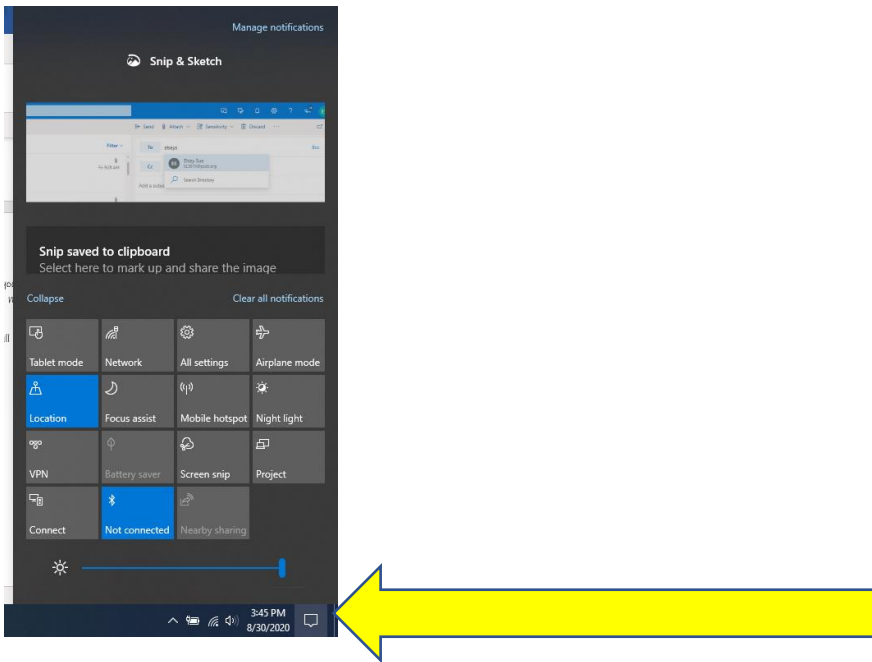
Go to your new location and hold the "CTRL" and the "V" button. (You can also right click to select "PASTE")



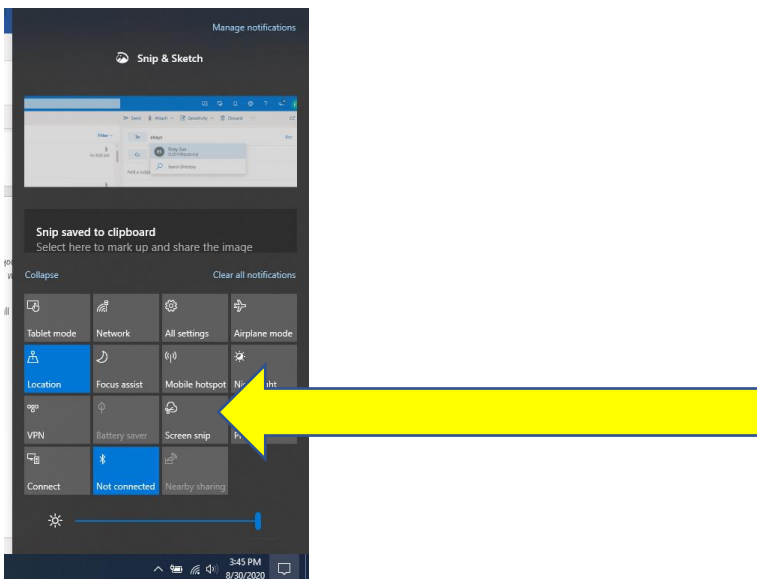
## How to Screen snip

When you have an assignment and you want to show a visual representation of what you are doing, you can "screen snip". If you don't already know about plagiarism, please ask your teacher about it. You may NOT copy information without permission from the author!!!!

1. To screen snip, go to the bottom right corner of your device and click on the notification center (it will look like a blank speech box)



2. Select the "screen snip" option



3. Select the area you want to "snip".
4. Go to your new document and hold down the "CTRL" and "V" to paste or right click and select "PASTE"

# How to Submit an assignment in CANVAS

1. Go to your ASSIGNMENT and select the assignment you wish to complete.
2. **\*\*\* VERY IMPORTANT \*\*\*** click the SUBMIT ASSIGNMENT BUTTON (sometimes the assignment will not show unless you click this button!)

The screenshot shows the Canvas LMS interface for a course titled "1006000-P01-ELSEY". The page is titled "Student Survey" and shows assignment details: Due Monday by 10:33am, Points 10, Submitting a text entry box or a file upload, File Types doc, and Attempts 0. The assignment questions are:

- 1. In one word, describe school.
- 2. In one word, describe yourself as a person.
- 3. (check one) Are you the OLDEST \_\_\_\_ YOUNGEST \_\_\_\_ MIDDLE CHILD \_\_\_\_ ONLY CHILD \_\_\_\_ (step-siblings and half-siblings count)
- 4. Check all that apply... what are your interests?

A yellow arrow points to the "Submit Assignment" button in the top right corner of the assignment page.

3. Go to the bottom of the assignment and look at the submission options:

The screenshot shows the "Text Entry" submission options. It includes a text entry box with a rich text editor toolbar (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, x<sup>2</sup>, x<sub>2</sub>, 12pt, Paragraph, etc.). Below the text entry box is a "Comments..." field and two buttons: "Cancel" and "Submit Assignment". A yellow arrow points to the "Submit Assignment" button.

This is a text entry only submission. Therefore, type your questions and answer in the text box.

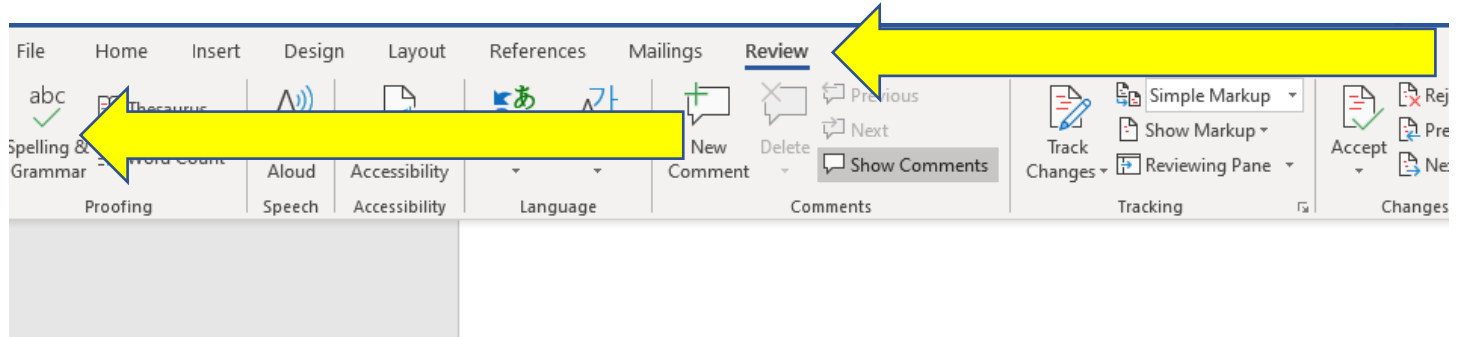
4. Click "Submit Assignment" to submit your answers.

## How to Check the spelling in your document before you submit

In any MicroSoft application (Office365 APP) click on the "F7" key to check spelling and grammar.

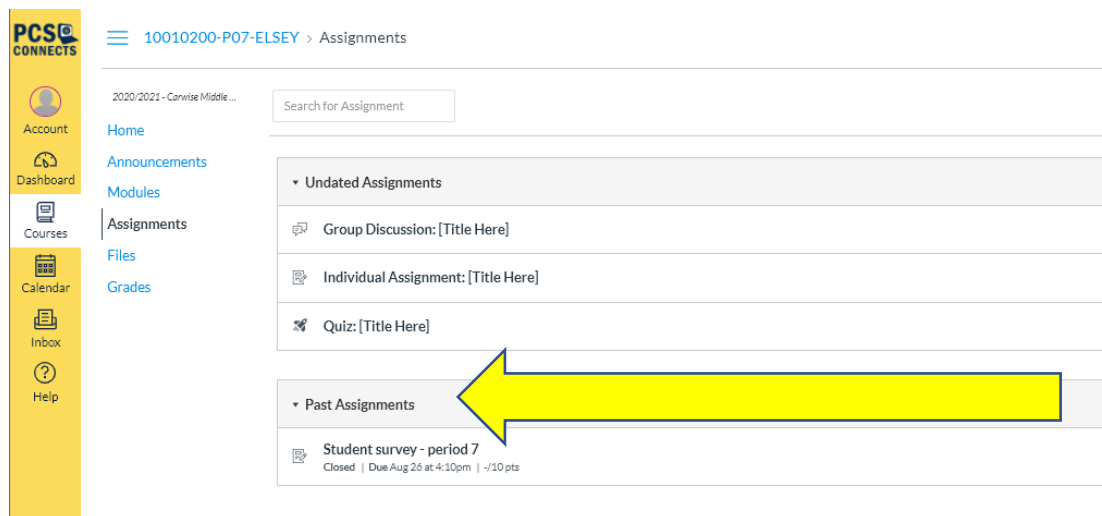
OR

Select the **REVIEW** menu item and click on the Spelling and Grammar button



## How to Check for missed work

In your courses tab, you will be able to select "Assignments" to see all your assignments. PAST DUE (late) assignments will be listed under "Past assignments". Please complete these and turn them in as soon as possible! Late work means lower grades.



## How to Turn in a missing/late assignment

To turn in missing/late assignments, go into your past assignments tab and follow the directions. Submit your assignment and check back in a few days to make sure it was graded. If it was turned in late, there will be a comment attached to the lower grade in **CANVAS** and/or **FOCUS**.

The screenshot displays the Canvas LMS interface for a course. The top navigation bar shows the course ID '10010200-P07-ELSEY' and the 'Assignments' page. A search bar is present. The left sidebar contains navigation options: Account, Dashboard, Courses, Calendar, Inbox, and Help. The main content area is divided into 'Undated Assignments' and 'Past Assignments'. Under 'Undated Assignments', there are three items: 'Group Discussion: [Title Here]', 'Individual Assignment: [Title Here]', and 'Quiz: [Title Here]'. Under 'Past Assignments', there is one item: 'Student survey - period 7', which is marked as 'Closed' and has a due date of 'Aug 26 at 4:10pm' for '-/10 pts'. A large yellow arrow points to this 'Student survey - period 7' assignment.

## Get help if you can't log into CANVAS with your username and password because you forgot it.

If you cannot log into CLEVER, or CANVAS, or FOCUS, PLEASE take the following steps:

1. Try re-typing your username and password slowly.
2. Check to see if your "Caps Lock" key is on. Your passwords are case-sensitive!
3. Ask your teacher to look up your username on FOCUS and reset your password. The default password is "s.#####" with the "#" as the last 8 digits of your local student id!

## Get help if you can't chat

If you cannot chat in CLEVER:

1. Try closing some of your tabs.
2. Make sure you are using a CHROME browser.
3. If your teacher is asking you to participate in Chat, and you cannot, raise your hand and (when called) inform the teacher that you need to leave the meeting and re-join so that you can enable your chat. You can also try re-booting.

## Get help if you can't get into the class meeting

If you cannot enter the class meeting:

1. Try closing some of your tabs.
2. Make sure you are using a CHROME browser.
3. Make sure you have selected the CLEVER system to log in.
4. Make sure you have selected the CANVAS system and logged in.
5. Go to your calendar and select the link for today's date.
6. Email your teacher immediately. The email will show that you tried to enter the meeting during class time. If you are entering the meeting late, some teachers are already teaching their class and they cannot see you in the lobby waiting to join.

## TIPS for making sure you are admitted in TEAMS:

PLEASE **DO NOT** change your TEAMS name formatting. THIS has been uploaded from FOCUS and matches the system teachers use to take attendance. Your name should appear in TEAMS with your Last name then your First name. (example: Johnson Dwayne) If you decided to change it to "The Rock", your teacher might not admit you!



## Get help if you are confused about an assignment

1. Raise your hand if you are in a class meeting.
2. Email your teacher immediately. Make sure you have your name and class period in the subject line of the email.