

Pivoting to Online Learning Offsite

1. Your student should be able to easily transition to Online Learning off-site.
2. He/she will be using the same learning management system, CANVAS, that they have been using in the classroom. They will have the same login and the same courses and teachers.
3. You will need to make sure that you have a computer and internet access at home. If you do not have a computer, you will need to let us know so that you can take your chromebook and charger home.
4. If you get a message on the Chromebook that says “disabled by administrator”, please call us at 302-3061, and we can fix that.
5. If you have trouble logging into Canvas, please follow these steps:
 - a. Log in to Google with your school email and password.
 - b. Click on the waffle at the top right.
 - c. Then go down to the CANVAS Icon and click, this should get you right in
6. Sometimes students are not seeing all of the assignments due. Please make sure that you follow these instructions. If you don't see assignments, you need to...
 - a. Go to each individual class in Canvas.
 - b. In each class click Modules or Assignments depending on how the teacher has it set up.
 - c. You should see all unlocked assignments available to work on immediately.
 - d. If assignments are locked, they may be locked until you complete the previous module or assignments.

NOTE: Looking at the To-Do List, Calendar, Agenda, etc. will only show you things on the day they are DUE, not when they are available. Following the steps above is extremely important, especially in classes with multi-day projects.

7. The assignments in the CANVAS are the same as on-site instruction. Teachers interact with students in a variety of ways depending on the course. In some classes, teachers set up a weekly ZOOM meeting, Google Meet, or use GOOGLE SLIDE presentations. In others, they will answer questions through email and interact with students that way. Some teachers post weekly instructional videos and others post lectures daily. It just depends on the teacher and the class. We are all doing our best to monitor and adjust to the new virtual learning model.
8. If you have issues, please contact the teacher first. You can email them anytime with the first initial last name @valley.k12.ar.us. With the exception of Mrs. Estes - her email is ckestes@valley.k12.ar.us and Mr. Witty- his email is dustinwitty@valley.k12.ar.us If you do not get a response from the teacher, you may call us at 870-302-3061 or email Mr Mincer at tmincer@valley.k12.ar.us

Parent Accounts on CANVAS

If you would like to have a CANVAS account so that you can be an observer on your students account, here are the instructions to set that up. As an observer, you would be able to see when assignments are due and would be able to check grades. Your student will have to generate a pairing code for you and then you can set up an account.

Students must create the pairing code first:

The student has to go into their Canvas account Dashboard,

- click on the Account icon
- go to Settings

- over to the right in Settings, select Pair with Observer. It will generate a case-sensitive pairing code to give to their parent.

Parents setup account and link:

Go to <https://valleysprings.instructure.com>

- at the top right-hand corner (above the email address field), click the *Parent of a Canvas User?* link

- type in username, personal email address, password and the students pairing code.

To Observe multiple student accounts with the same Parent account:

- after creating the Parent account and pairing the first student account

- sign into the parent account (<https://valleysprings.instructure.com>)

- click the Account icon and select Settings

- select Observing and add the new Student Pairing Code