Virtual Learner Information

1. Most of your classes are in Edgenuity. START here to find your classes. If your class is not in Edgenuity, then look for it in TEAMS.

   Edgenuity - You may get to Edgenuity through *Classlink* at the top of the LCM webpage (www.lcmcisd.org) OR through *Quicklinks* on the LCM High School webpage
   - Go to www.lcmcisd.org
   - Choose campuses - High School
   - Click on Quicklinks (At the top)
   - Choose Edgenuity

   Once you get to Edgenuity, either through Classlink or the High School Webpage Quicklinks, follow these instructions to log in:
   - Student Log In (Blue Bar)
   - ENTIRE LCMCISD Email Address- including @lcmcisd.org (Example: smithab00@lcmcisd.org)
   - Password is your lunch number

   TEAMS - Follow these instructions for logging into TEAMS:
   - Go to www.lcmcisd.org
   - Choose campuses - High School
   - Under Quicklinks at the top - choose Microsoft 365
   - Log in to Microsoft 365:
     - Use your entire LCMCISD Email Address as your username– make sure you include @lcmcisd.org
     - Password is your 6-digit lunch number OR the one you have created.
   - Choose the 9 dots in the top left corner next to Office 365.
   - Choose the TEAMS icon. Then ALL TEAMS to see your classes.

   Remember, you must start with EDGENUITY to search for your classes first. If you class is not in EDGENUITY then you look for them on TEAMS. If you do not locate your class, email your teacher or contact your counselor for help.

   If you do not know your login information, you may use the forgot password link or email tech support at helpdesk@lcmcisd.org.

2. Check your schedule. Almost every course on your schedule should be in Edgenuity. <u>If your class is in Edgenuity, you will be completing assignments here.</u> There are a few courses such as ag classes, most business classes, band, choir, theater, etc. that can't be done in Edgenuity and will be on TEAMS. If you have a class on your schedule and don't have a matching Edgenuity class, check TEAMS. If you don't see your class there, contact the teacher on your schedule to find out how to log in to that course on TEAMS.

3. Log in to TEAMS and turn on notifications. All virtual students are in a group called LCMHS Virtual Students. You will receive messages through this group with important reminders. You may also submit questions if you are having difficulty with your classes in Edgenuity.

4. Check your grades. In Edgenuity, you should see the "actual grade" listed on each of the tiles for your classes when you log in. The actual grade figures in zeroes for any work that was due that you haven't done. You can still go back and do this work, and that will make your grade go up.

5. In Edgenuity, if you click on the white tile (anywhere on the white, just not on "next assignment"), there is quite a bit of information about your class. If you click on "course report," you can see how you are doing on each assignment in each class, and how many assignments are left. If you see something that says "Relative Grade," that is the grade you would have if you stopped working now and got zeroes for everything that is left. "Overall Grade" is the grade that you have for just the graded assignments. No zeroes for work not done are included in the overall grade. The grade we will be using is the "Actual Grade," so you want to pay attention to that one.

6. All work is due for the classes that you have been assigned when the grading period ends. You will be assigned another set of classes for the next grading period.

7. Remember that you need to do the work for the classes you would be in on that day. For example, if today is an A day, you would do the work for classes 1-4. Since we are on block schedule, we technically do two days of work every other day. In order to keep up with your Edgenuity work and not fall behind, you will need to do two days of work in each class every other day. (Example: October 5 is an A day. You would do the Edgenuity work for classes 1-4 for October 5th and 6th.) You should plan to work around 4 hours each day.

8. Advisory is a study hall/tutorial period. Use the advisory time to make sure you are getting help, communicating with your teachers, and studying for any upcoming tests.

9. Think of your Edgenuity classes like you would a regular class. Listen to the lecture and take notes as you listen. Remember that there are helps in Edgenuity for translations and text-to-speech that will help you with reading anything you have to read.

10. Study for your tests and quizzes. Don't just jump to the test and start on it like it's another assignment. Take time to review your notes and assignments before you start on the test or quiz.

11. Remember that online learning is different than in-class learning. You can't just do the same assignments as the students in class because you are missing lecture and class discussion. The virtual assignments are designed to take the place of those things that you are missing to make sure you have an understanding of the subject.

12. You must log in to your A day classes (1-4) on A days and B day classes (6-9) on B days to be counted present, even if you have finished your work. Think of it like this- if you have finished all of your work in a class, you still have to go to class to be counted present. You must complete an activity, make progress in your course, or stay logged in for 15 minutes to be counted present.