

Canvas Basics

Canvas is where you will find all of your class work. It's absolutely necessary that you are able to login and understand how to navigate around Canvas. Here is some basics below:

1. Signing into Canvas

- Go to Santamariahighschool.org
- On the main page select the Canvas link for students and teachers

*You may need to enter your Microsoft office credentials to login.

Username: school ID@students-smjuhsd.org

Password: Network ID provided by the school (starts with Capital letter, lower case letter + numbers)

"Home of the Saints"

805-925-2567 Phone ♦ 805-922-0215 Fax ♦ 805-805-314-2739 Record Off Fax

Welcome to the 2020-21 School Year!

Class begins August 17, 2020 via distance learning

Reopening Plan

[Click HERE Fall 2020 Bell Schedule](#)

[Click HERE Tablet & Textbook Distribution](#)

[Click HERE Canvas for Students & Teachers](#)

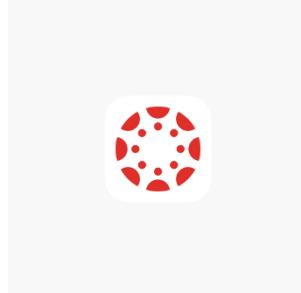
[Click HERE Free & Reduced Lunch Online App](#)

[Click HERE Canvas for Parents](#)

[Click HERE Tech Hotline](#)

[Check out our new Counseling/Guidance page](#)

I HIGHLY suggest you download the canvas app onto your phone. Make sure you download the student version, which looks like this.



2. Your classes

The screenshot shows the Canvas homepage with the following layout:

- Left Sidebar:** Includes icons for Dashboard, Courses, Calendar, Inbox, Comments, and Help.
- Dashboard:** Shows "Published Courses (3)" and "Unpublished Courses (5)".
- Published Courses (3):**
 - SANTA MARIA HIGH SCHOOL (SMHS Canvas Bootcamp)
 - SMHS_MWH_2019_2020 PLC (SMHS_MWH_2019_2020)
 - SMHS_US History_2020/20201 PLC (SMHS_US_2020/20201)
- Unpublished Courses (5):**
 - APWH 20 - 21 (APWH 20)
 - AP World Hist A - Ritzau (AP World Hist A - Ritzau 2020/2021 - Santa Maria High School - Fall)
 - AP World Hist B - Ritzau (AP World Hist B - Ritzau 2020/2021 - Santa Maria High School - Fall)
 - Md World Hist A (P) - Ritzau (Md World Hist A (P) - Ritzau 2020/2021 - Santa Maria High School - Fall)
- Right Sidebar:** Includes sections for Coming Up (Nothing for the next week), Recent Feedback (Nothing for now), Start a New Course, and View Grades.

This is your Canvas Homepage.
Yours will look different than mine.

You should have 6-7 tiles, one for EACH class

I HIGHLY suggest you bookmark this page. You will come here often.
Use the little star in the address bar to add to your bookmark bar.

3. How to message your teachers

The screenshot shows the Canvas LMS dashboard. On the left, there is a vertical sidebar with icons for Account, Dashboard, Courses, Calendar, **Inbox** (circled in red), Commons, and Help. The main area is titled "Published Courses (3)" and shows three course cards: "SANTA MARIA HIGH SCHOOL" (orange background), "SMHS Canvas Bootcamp" (green background), and "Canvas SMHS" (light blue background). Below this is a section titled "Unpublished Courses (5)".

Follow the steps below to contact your teachers inside of Canvas:

1. Select inbox on the left-hand side of your screen

The screenshot shows the Canvas inbox screen. At the top, there is a toolbar with various icons. In the center, there is a large "Compose" button with a pencil icon, which is circled in red with an arrow pointing to it. Below the toolbar, it says "No Conversations Selected". The left sidebar is identical to the one in the previous screenshot.

The screenshot shows the "Compose Message" dialog box. It has fields for "Course" (dropdown menu set to "Select course"), "Subject" (text input field containing "No subject"), and a checkbox for "Send an individual message to each recipient". At the bottom right are "Cancel" and "Send" buttons. The background of the dialog box is white, while the rest of the screen is dark gray.

Once you select inbox, this screen will appear.

Your messages will appear in the left column, when you have some

To send a message click the pencil icon circled in **RED** here.

This box will appear

Select the course

Then select teachers, and your teacher's name should be there

Enter a subject

Type the body of the email in the correct location

***Please use academic language and correct greetings when communicating with your teachers. If you aren't sure what this means go back and review the Email basics handout.**

4. Managing Notifications

The screenshot shows the Canvas LMS dashboard. On the left, a vertical sidebar menu includes Account, Dashboard, Courses, Calendar, Inbox, Commons, and Help. The main area displays a user profile for "Mrs. Ritzau" with a photo, a "Logout" button, and a "Publish" button at the bottom. A sidebar on the right lists account-related options: Notifications, Profile, Files, Settings, ePortfolios, Shared Content, QR for Mobile Login, and a "Use High Contrast UI" toggle.

Canvas will automatically send you A TON of notifications. It's annoying, so let's fix that.

Select “Account”

Next select “Notifications”

The screenshot shows the "Notification Preferences" page for "Mrs. Ritzau". The left sidebar has the same menu as the previous screenshot. The main content area shows "Notification Preferences" with three options: "Notify me right away", "Send daily summary", and "Send weekly summary". Below this is a section for "Course Activities" with a list of items like Due Date, Grading Policies, Course Content, etc. At the bottom is a grid for "Email Address" and "Push Notification For All Devices". An orange arrow points to the "Push Notification" column. A red circle highlights a row where all checkboxes in the "Email Address" column are crossed out (green X). A blue circle highlights a row where the first checkbox in the "Email Address" column is checked (green checkmark).

These are all the notifications Canvas will send you.

The first column is email notifications, the second (with the orange arrow) is device notifications, meaning your phone.

If the green X is selected, like you see in the red circle you will NOT be notified

If the green check mark is selected, like in the blue circle you WILL be notified via email or your device, whichever you prefer.

I suggest you **TURN ON** the following at least:

- Due Date
- Announcement
- Conversation Message

I suggest you **TURN OFF** the following at least:

- Discussion
- Discussion Post

*It's up to you how much you want to be notified about, you can always come back in and change your settings anytime

*These settings will apply to ALL your classes.

Email

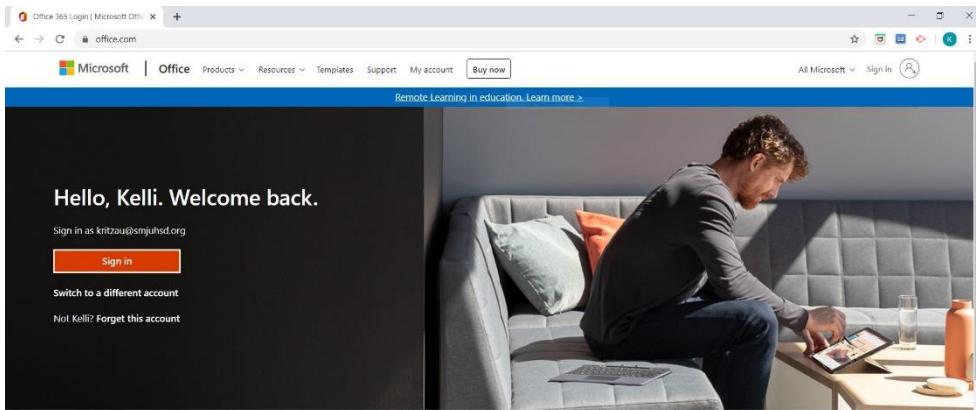
Email is a life skill. I can promise you will use email frequently in both college and career and real life. Often times, Email is the first introduction someone has to you. You want to make a good impression. The goal is to be able to use Email correctly and efficiently. Below are tips and tricks to get you started. Please make sure you understand each idea below.

Your school email will be a VITAL connection to your teachers and the school if/when distance learning continues. I HIGHLY suggest you use your school email for all school related business. This is the email your teachers will use.

Make sure you *check your email at least once a day!!*

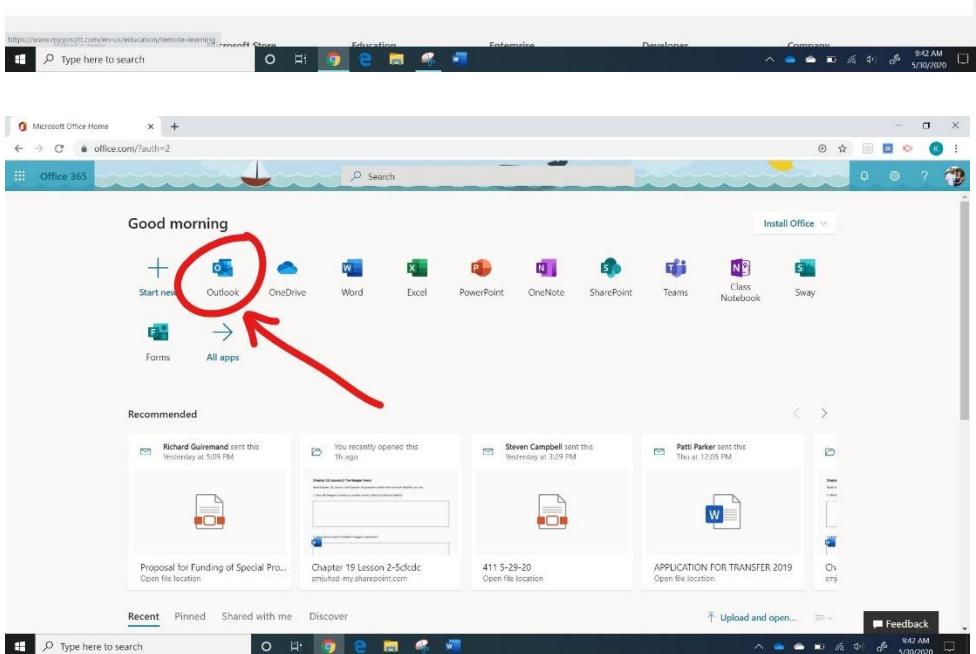
Your school email address is: student ID# @students-smjuhsd.org

1. How to access school email



To access your school email sign in through [Office.com](#).
** I suggest bookmarking this page for easier/quicker access*

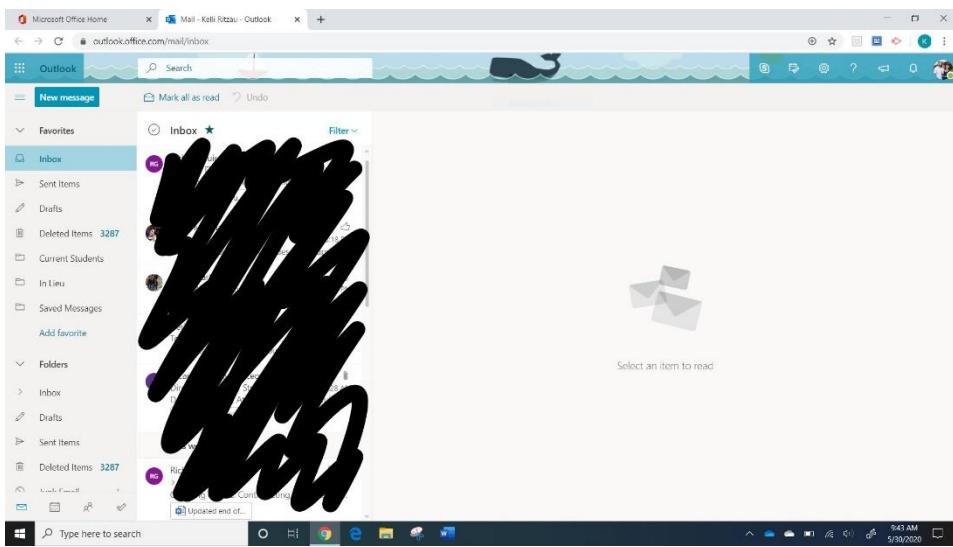
Use your Student ID and Network password to login to your email.



After you login, it will look like this.

These are all the Microsoft office programs you have access to.

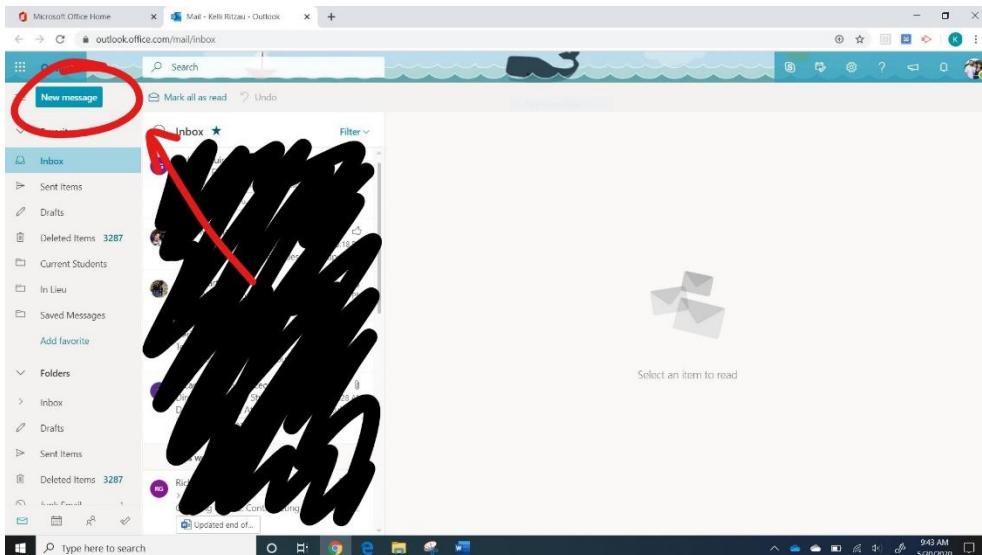
Outlook (circled here in red) is your email. Click here.



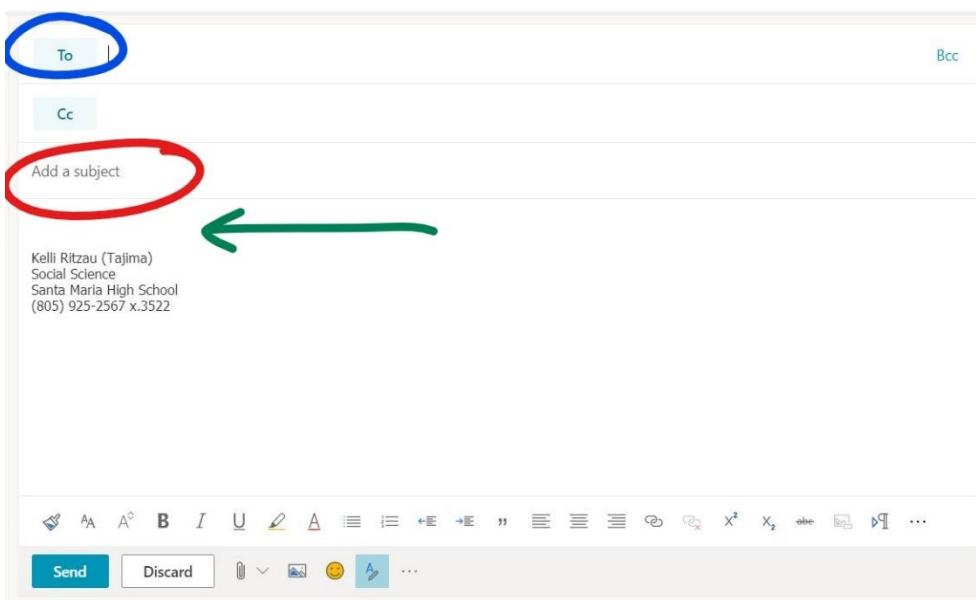
This is your email inbox. All of your emails will be in this window.

This is where you will receive and send emails.

2. How to compose an Email



Select “New Message” in the upper left-hand corner (**circled here in red**)



This window will pop up. This is where you write your email.

BLUE: the email address of the person you are emailing.

**If you start typing a teacher's name is should automatically pop up*

RED: This is the subject/topic of your email. Write a few words to tell your reader what the email is about. **DO NOT WRITE YOUR FULL EMAIL MESSAGE IN HERE.**

Green: This is where you compose the message you want to send.

3. How to correctly format your Email

The screenshot shows an email draft in Microsoft Word. The 'To' field contains 'Kelli Ritzau'. The subject line is 'US History, Period 2'. The message body starts with 'Dear Mrs. Ritzau,' followed by a question about a Civil War assignment. The signature 'Thank you,
John Smith' is at the end. The ribbon menu is visible at the top, and the Word ribbon toolbar is at the bottom.

When writing an email to anyone, but especially your teachers you **MUST USE ACADEMIC LANGUAGE.**

Start your email with Dear ____.

End your email with Thank you, Sincerely, Best and your FULL NAME.

Use correct spacing so the email is easy to read.

Some tips:

- Notice the subject line above: It is short, just a few words, but tells the teacher right way what the email will be about and what period you are in.
- After the Dear Mrs. Ritzau I skipped down a line to format the email correctly. When my message was done, I skipped a line again before typing the name at the end.
- The email is clear and easy to read.
- **Notice I use academic language appropriate for the occasion. DO NOT USE any slang, you are not talking to your friends. No brb, no u instead of you, no cuz instead of because. ACADEMIC LANGUAGE IS A MUST!!**

4. How to attach a document to an Email

Video/Gif of steps [HERE](#)

The screenshot shows an email draft in Microsoft Word. The 'To' field contains 'Kelli Ritzau'. The subject line is 'US History, Period 2'. The message body starts with 'Dear Mrs. Ritzau,' followed by a question about a Civil War assignment. The signature 'Thank you,
John Smith' is at the end. A red circle highlights the paperclip icon in the ribbon toolbar. The ribbon menu is visible at the top, and the Word ribbon toolbar is at the bottom.

Click the paperclip icon on the bottom of the screen.

Next select Browse my computer

Finally locate the file you want to attach and hit Save.

You should see the file appear under the subject line.

Hit Send!

5. How to Organize your Inbox

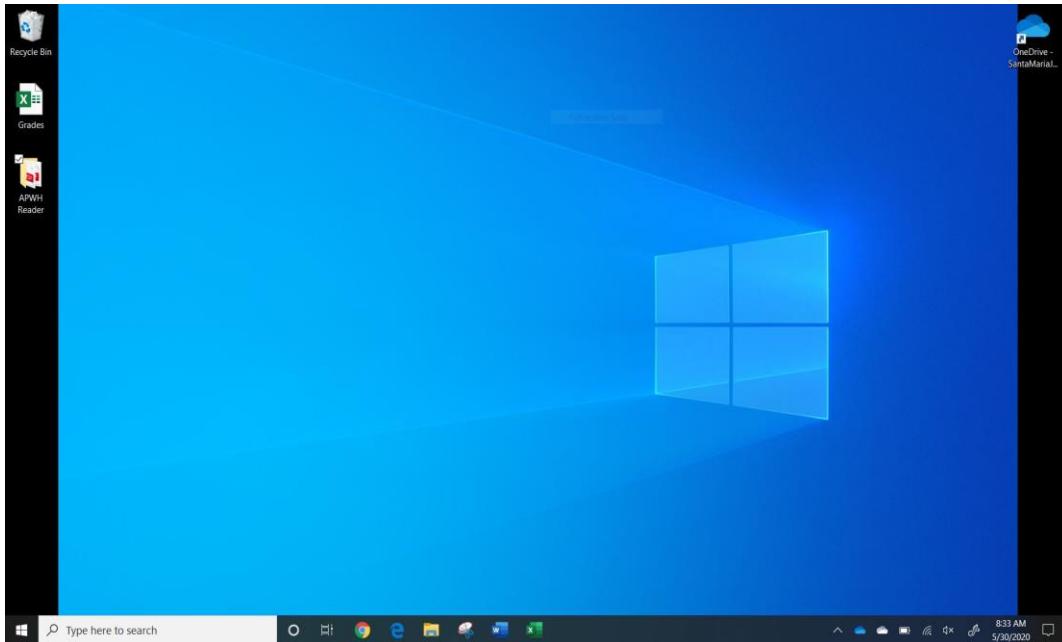
Keeping your email organized is also an important life skill. Even more so if we are distance learning. You will need to be able to find important emails quickly. Below are some tips to keeping your email organized and easy to manage.

- I suggest you manage your emails as they come in. DELETE is important. You don't have to save every single email that comes in. Don't be afraid to delete. The emails are not really permanently deleted anyways, they go to your deleted folder.
- Create folders on the left-hand side. You'll need to figure out what works for you but maybe a folder for each class? Or perhaps you just wanted a general saved messages folder? Maybe you get a ton of messages about college you need to save? You decide. My folders are simple, I only have 2: Current students and saved messages. Less if more. Remember you don't have to save every email.
- Keep the emails in your inbox to a minimum. I leave the emails that I need to deal with. Once I've dealt with them, I delete them.
- Remember to check your email frequently, at least once a day. Every time you check your email manage your messages, delete and move to save folders.
- **Take some time RIGHT NOW and start deleting old emails or ones that you don't need anymore. Most students have a TON of messages automatically sent by canvas and Aeries that you do not need. DELETE, DELETE, DELETE.**

Tablet Basics

Below are the tech basics for your tablet. All are very important so please make sure you know how or understand how each item below works.

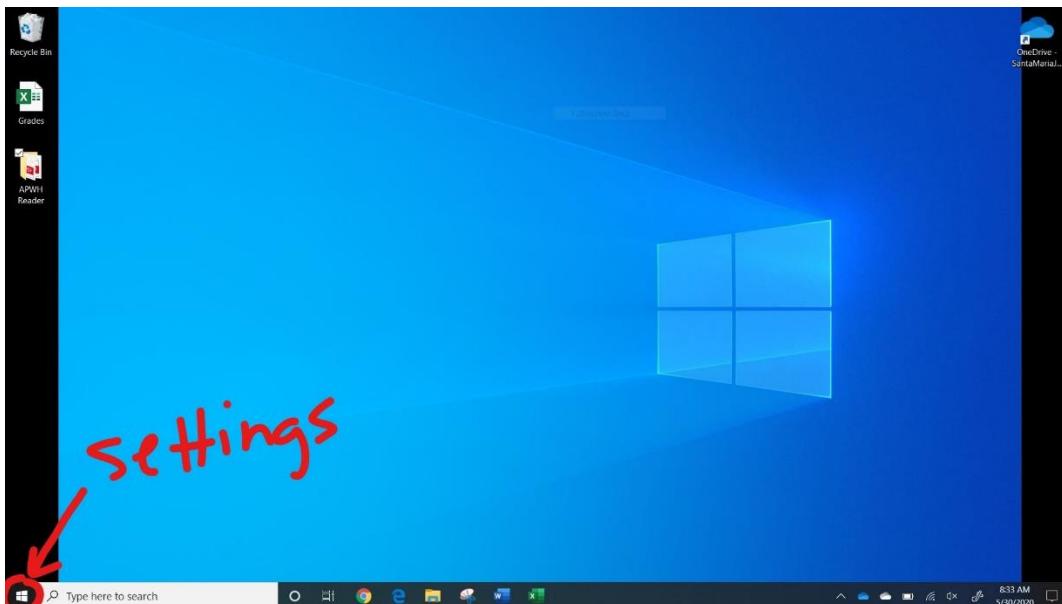
1. Desktop



This is the desktop of your computer. This is the main screen of your tablet and you can navigate everywhere else from here.

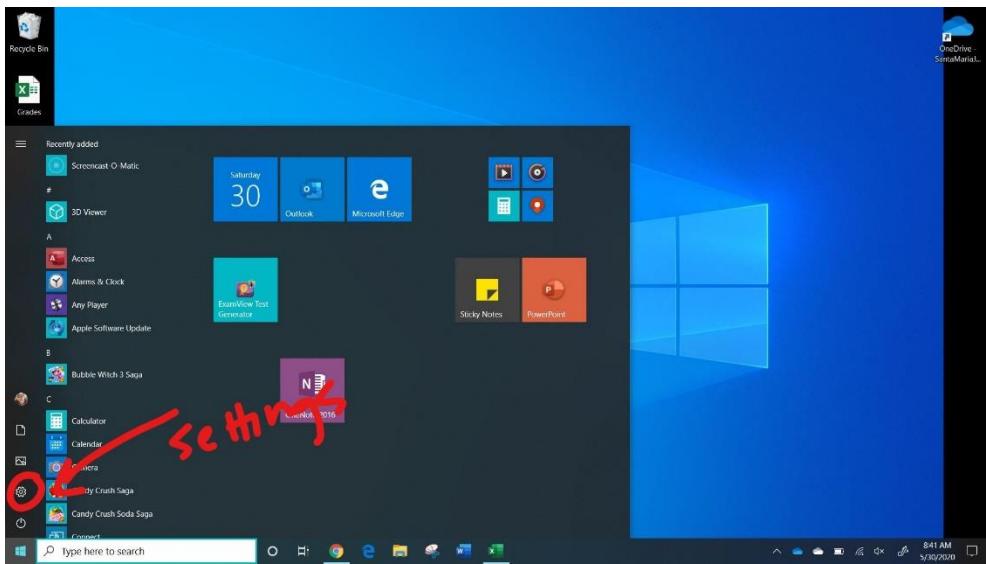
**If yours doesn't look like this and instead has tiles, you are in tablet mode.*

2. How to Access Settings



The windows symbol (*circled here in red*) is where you access all the features of your tablet.

It's where you will go for updates, wifi, and personalization.



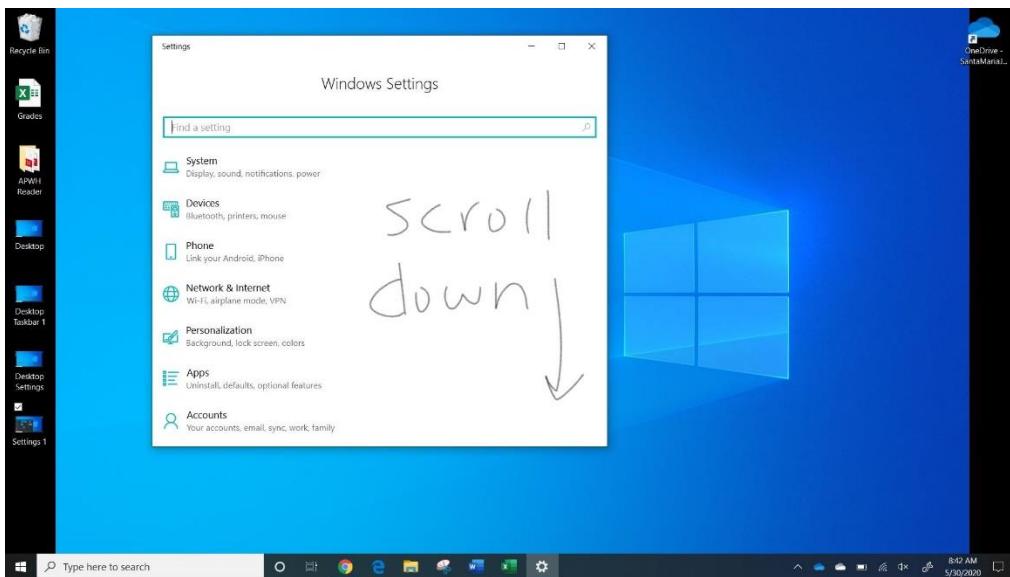
Once you click on the windows icon it will look like this.

From here you can access all your applications and programs as well as the **settings**.

It's the little wheel icon.

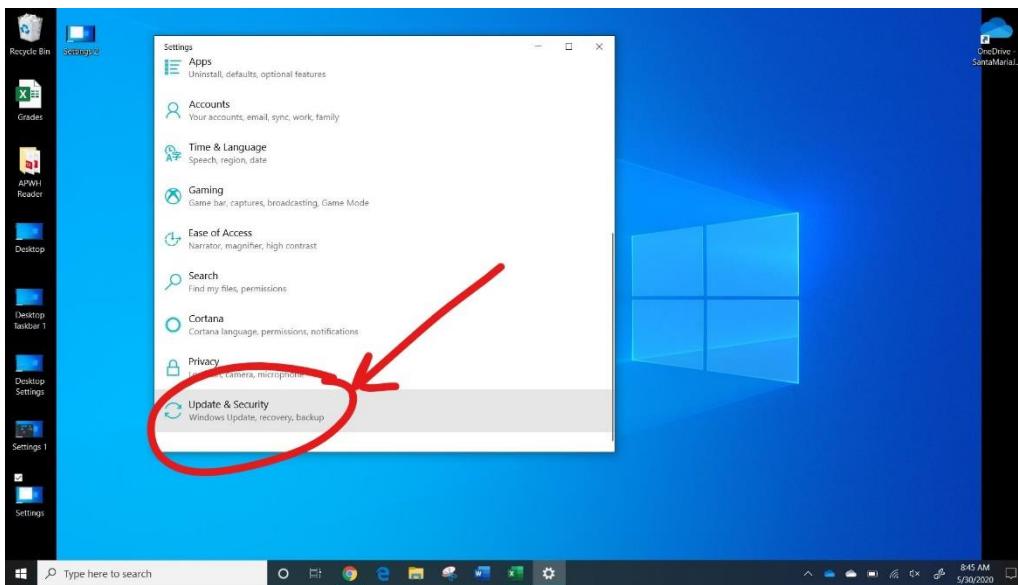
3. How to update your tablet

[Video/Gif of steps HERE](#)

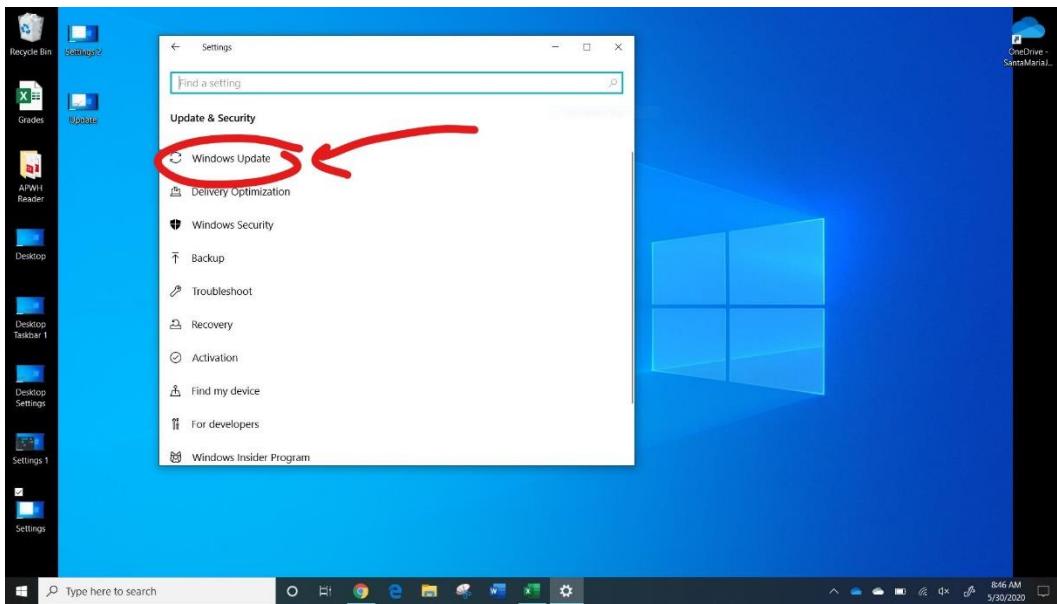


Once you click on the little wheel, the **settings** menu appears.

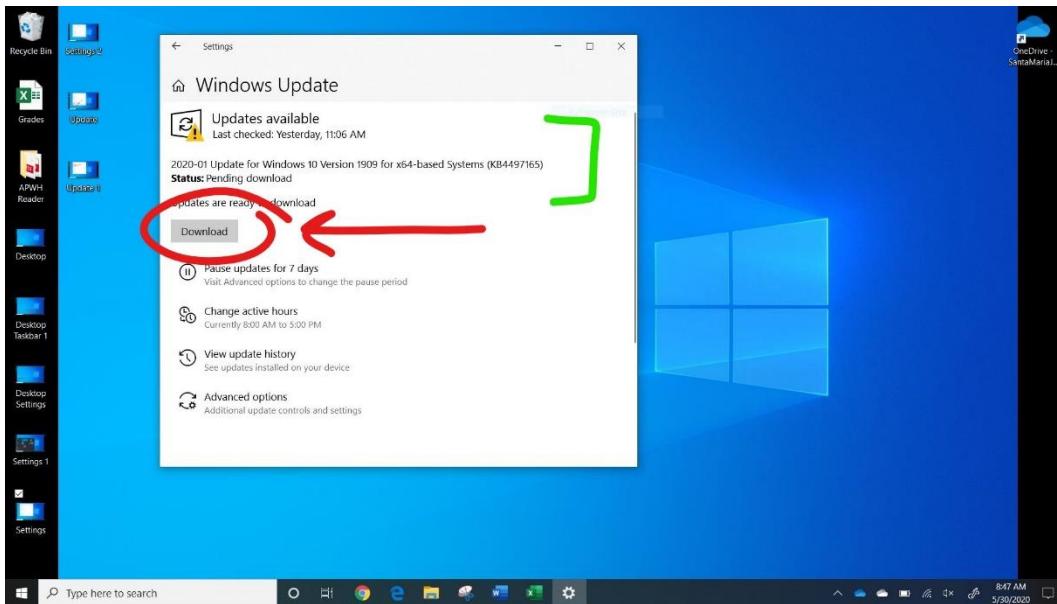
Scroll down to the very bottom of the menu.



Select **Update & Security**



Next select **Windows Update**



Here is where you will update your tablet.

You need to **check for updates** at least **ONE A WEEK**. I always check on Fridays.

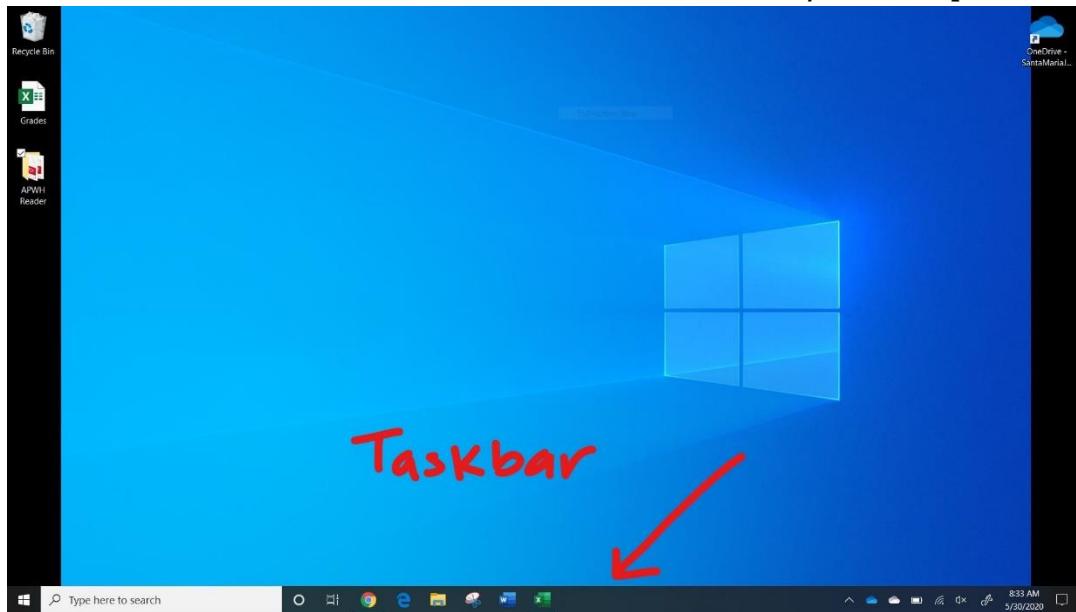
Sometimes the updates will just start installing automatically, other times you will need to click download like the picture. Sometimes the button says Install instead.

Some tips:

- You need to be connected to the internet to download updates
- Make sure you are regularly updating your tablet. If you don't the Wifi will stop working as will your access to other programs like word and OneNote.
- Updates can be quick or take a long time and require you to restart your tablet. So, don't start updates if you are in the middle of working on something.

4. How to Pin to Taskbar

[Video/Gif of steps HERE](#)



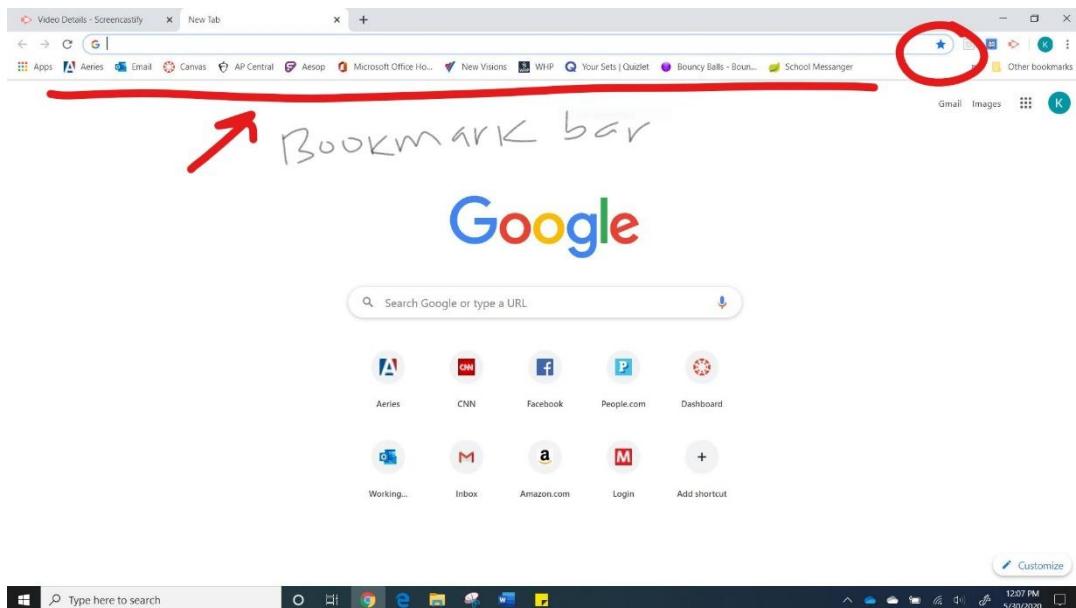
The bar along the bottom of your desktop is called the Taskbar

*You can move the taskbar to other locations on your screen, but the default is the bottom of the screen

This is where programs will be when you are actively working on them. You can also "PIN" programs that you use frequently to the taskbar for easier access. See gif above.

5. How to Bookmark a Webpage

[Video/Gif of steps HERE](#)



These directions are for GOOGLE CHROME, but its relatively the same for other browsers.

For websites you visit frequently, bookmark them using the small star icon.

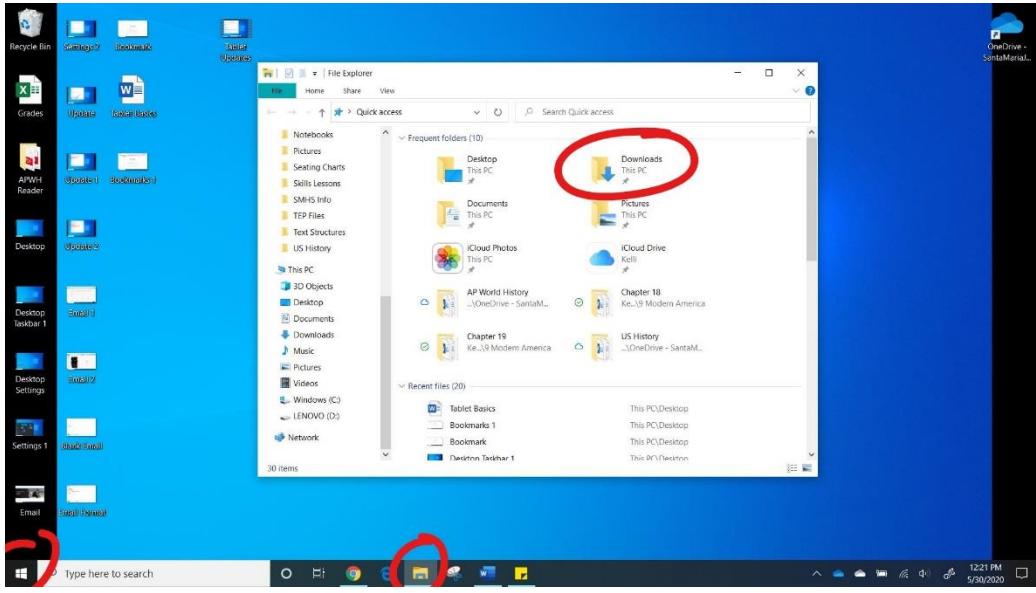
I like to save to the bookmarks to the bookmarks bar (underlined here)

I suggest you create a bookmark for the following websites. I have linked each below so it's easy to get there and then bookmark them.

- [Aeries](#)
- [Office.com](#) (this is your email, word, ppt etc...)
- [Canvas](#)

6. Where do files go when I download them?

[Video/Gif of steps HERE](#)



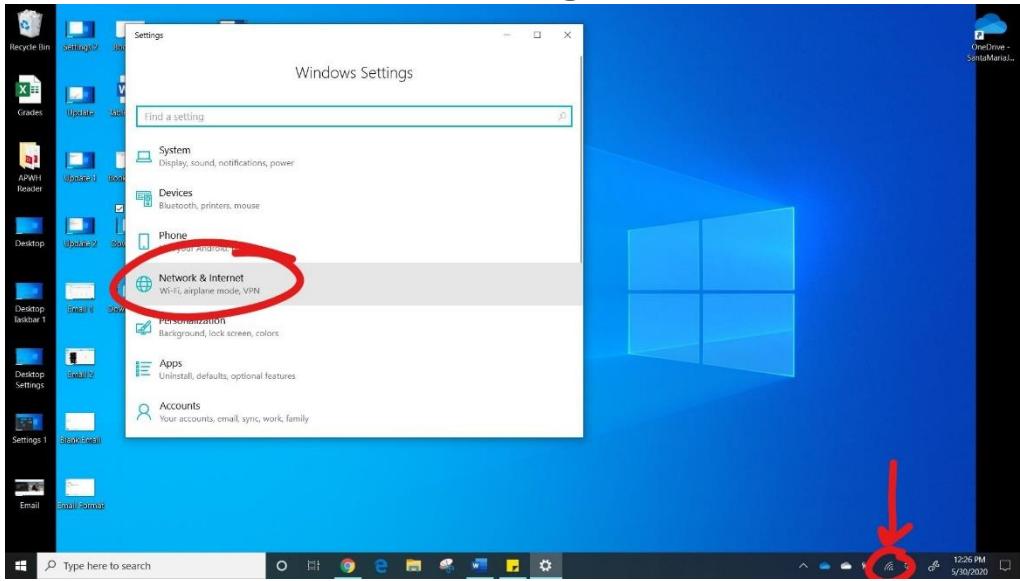
Typically, files will go to your downloads folder (**circled here**) when you download them from the internet

To access the folder, click the folder icon in your taskbar or go through the windows icon as seen in the gif above.

**You can save to different locations if you want, but the downloads folder is the default.*

7. WiFi and WiFi Troubleshooting

[Video/Gif of steps HERE](#)



You can access WiFi settings in two ways:

1. Through the settings menu (**Circled**)
2. Through the WiFi icon on the bottom right of your taskbar. (**circle + arrow**)

You need your Network ID and password to access the WiFi on campus. Your Network ID is your Student ID number and your Password is the Capital Letter, lower case letter + Numbers. Your teachers can find it for you if you can't remember it.

If your WiFi isn't working, try these things:

Remember to regularly update your tablet, if you don't the WiFi is usually the first thing to stop working and it's a pain to fix. The updates change the security settings that the WiFi needs to work on your computer. SO UPDATE!!

Forget the network and try to connect again. It should prompt you to put in your ID and password again. See the video/gif above for how to do this.

Zoom Basics

We will be using Zoom to hold our weekly class meetings. Below is a list of rules or etiquette to keep in mind when using Zoom as well as the basics for mastering zoom.

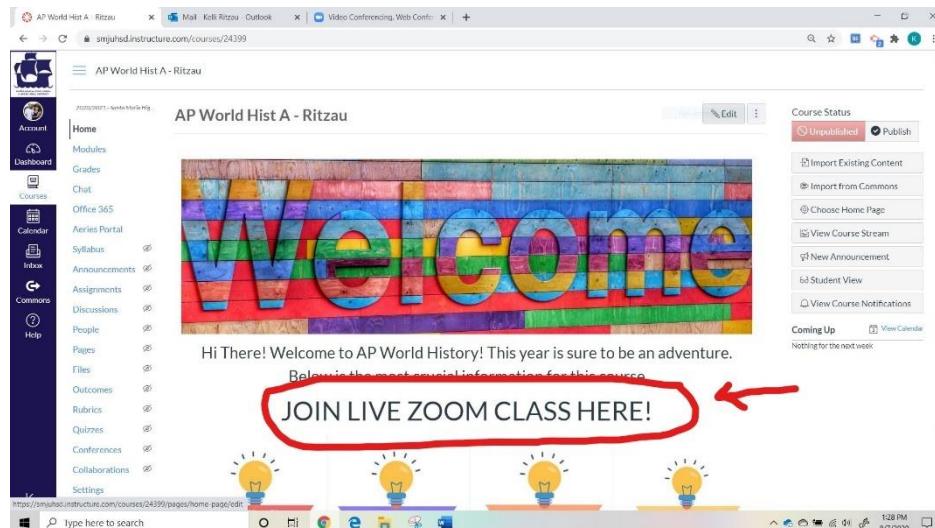
1. How to join a meeting

There are a few ways to join a zoom meeting.

1. A link: Your teacher will send you a zoom link via your email or canvas. Click on it and should take you straight to the meeting
2. A meeting ID and password (if your teacher requires it), which will be given via email or Canvas.

*You will need to download the Zoom app to be able to use it on your phone/ipad.

For THIS CLASS you can easily access the daily zoom link via the homepage on Canvas

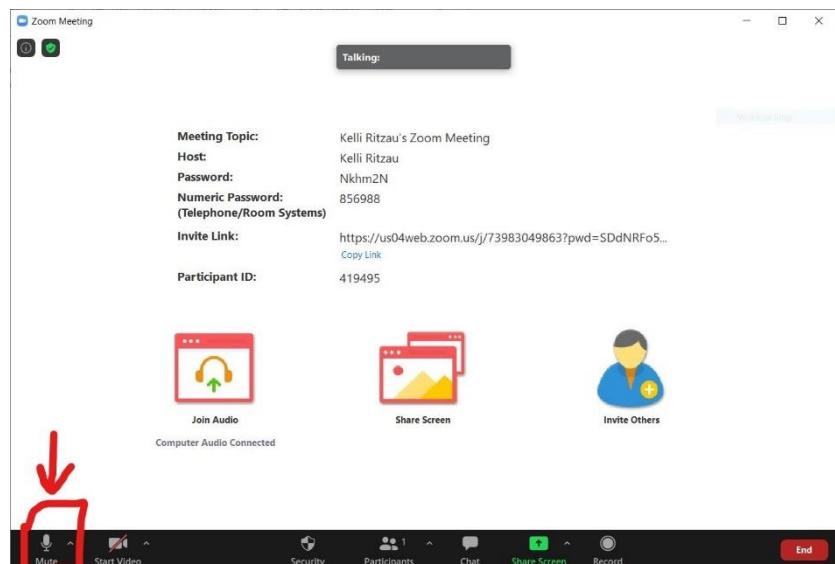


2. How to mute your microphone

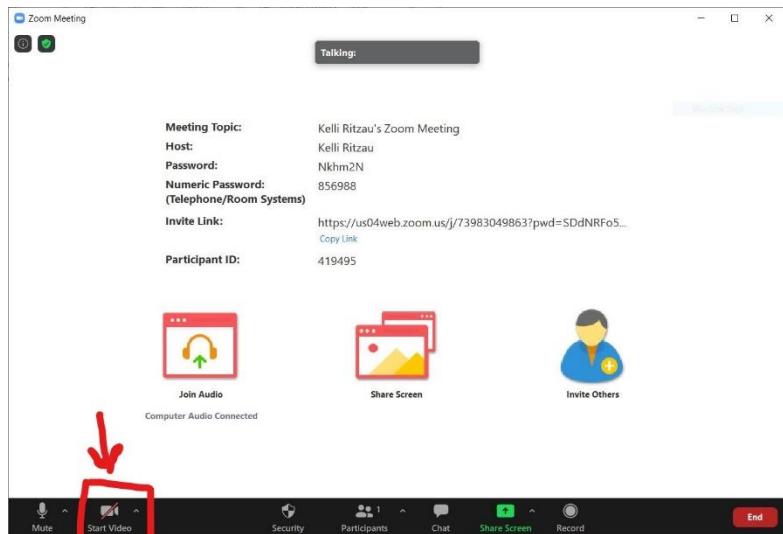
When you join a zoom meeting always MUTE your microphone right away. Only unmute when you are speaking.

Your teachers can control your ability to mute and unmute as well.

The red line through it means it is muted. No red line means unmuted.



3. How to turn your video on/off



Please have your video ON during zoom meetings.

Pay attention to what's behind you, remember we can see it! You can use a virtual background if you don't want others to see what's behind you.

*If you select the little arrow by "Start Video" you will see an option for virtual backgrounds. You can upload your own background picture or find plenty through google.

4. How to use the chat feature

A screenshot of the Zoom meeting control bar. The 'Chat' button is highlighted with a red square and has a blue arrow pointing to it from the left. The control bar includes 'Mute', 'Start Video', 'Security', 'Participants', 'Share Screen', 'Record', and 'End' buttons.

Every zoom meeting has a chat feature (RED square)

You can post RELEVANT questions to everyone in the meeting or just your teacher.

To select WHO to chat with use the drop-down menu by the BLUE arrow.

Type your message where the GREEN arrow is.

Zoom has MANY more features than this. Some teachers may utilize breakout rooms (where you "group up" with other students to discuss material), you can also share your screen with the class and much more. These are just the basics.

Zoom Etiquette:

1. Be on time
2. Show your face OR upload a photo of your face so I can see you (sort of)
3. Mute your microphone when you are not speaking
4. Dress appropriately.
5. Check your surroundings
6. Stay engaged/attentive and ask questions when necessary
7. Keep the chat relevant to the material/topic