



October 22, 2018

Dear P-H-M Elementary Student and Family,

Another winter is just around the corner and again we must think about the possibility of bad weather, school closings, and lost instructional time.

**There are no snow make-up days built into the 2018 - 2019 school calendar this year. Penn-Harris-Madison has again been approved by the Indiana Department of Education to use eLearning lessons on the day of a school closing.** eLearning stands for *electronic learning* that can be accomplished by students working on a computer from home through the internet.

eLearning is designed to be delivered over the internet through a link the school or teacher provides. You will receive a form from your child's classroom teacher which will include student login information for various websites to be used for eLearning. Teachers will be available by email during regularly scheduled school hours on days when school is closed and eLearning takes place.

In the event that your child has an IEP and receives direct service minutes during the school day, the Exceptional Education teacher will contact parents to make alternative arrangements if necessary.

Please see the *Elementary Technology Instructions for eLearning* on the back of this letter. This sheet will provide the instructions that you and your child will need to access the eLearning lessons. Please contact your child's teacher or principal with questions you may have.

Thank you for partnering with P-H-M teachers and schools. Your support is crucial to your student's success, and it is greatly appreciated.

Sincerely,

A handwritten signature in black ink that reads "Heather Short". The signature is written in a cursive style with a large, prominent 'H' and 'S'.

Dr. Heather Short  
Assistant Superintendent for Instruction

# Elementary Technology Instructions for eLearning

(K-5 teachers use either [Google Classroom](#) or [Canvas](#) for eLearning lessons.)

## Google Classroom access:

Go to the primary launchpad ([primary.phmschools.org](http://primary.phmschools.org)) and choose Google. Next choose Google Classroom; it looks like a chalkboard.

1. Click sign in and enter your child's username and password.  
**Username:** first initial, last name, last three digits of ID number, @phm.k12.in.us  
(ex: jsmith456@phm.k12.in.us)  
**Password:** first initial, last name, last three digits of ID number  
(ex: jsmith456)
2. You should see a class from your student's teacher. Click on the name of the class. This will take you into the Google Classroom.
3. Your child's teachers will have posted information for what should be completed for the eLearning day.
4. If your child is missing a music or PE class on a snow day, there will be information posted in the Google Classroom about what should be completed for the eLearning day.
5. You are not required to print any of the assignments but may do so if you choose.
6. Work should be turned in to your child's teacher within 5 school days of the missed day.

## Canvas access:

Go to the primary launchpad ([primary.phmschools.org](http://primary.phmschools.org)) and choose Canvas. This takes you to the specific URL for Canvas that works for P-H-M.

1. Enter your child's username and password.  
**Username:** first initial, last name, last three digits of ID number (ex: jsmith456)  
**Password:** ID number phm (ex: 123456phm)
2. You should see a class from your student's teacher. Click anywhere in the rectangle for the class you want to see. Click on the eLearning button for the list of assignments.
3. For the first snow day, have your child complete assignments for day 1. For the second snow day, have your child complete the assignments for day 2, and so on.
4. If your child is missing a music or PE class on a snow day, he/she should complete the assignments for the missed day.
5. You are not required to print any of the assignments but may do so if you choose.
6. Work should be turned in to your child's teacher within 5 school days of the missed day.

## Canvas Help:

1. See "Canvas Help" and "eLearning" on the [phmschools.org](http://phmschools.org) *Parent Tab* under "Programs & Resources" for more details and instruction.
2. See the [Tip Sheet](#) at the bottom of either web page for an illustrated Quick Reference Guide.