November 16, 2018

Dear Penn High School 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 their Chromebooks or a computer from home through the internet.

eLearning is designed to be delivered over the internet through a link the school or teacher provides. Each Penn High School student will have eLearning lessons for every class. Penn High School teachers will maintain up-to-date eLearning assignments that students can access on their Chromebooks.

Teachers will have assignments posted at the normal school day start time and 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.

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,

Dr. Heather Short
Assistant Superintendent for Instruction

High School Technology Instructions for eLearning

Parent Canvas Access Instructions:

From the P-H-M School Corporation Homepage at http://www.phmschools.org , hover over Parents and choose Canvas Login. The URL is https://phm.instructure.com/login. This is the only URL for Canvas that works for P-H-M. You can also access Canvas from any school's page, under Resources, choose Canvas Login.

1. Enter your "**parent**" username and password. It is the same as your parent HAC username and password. If you do not know what your login is, either contact the school office or email HAC@phm.k12.in.us. Please tell us all the students you have attending a P-H-M school.
2. Reminder - Parents have view-only privileges.

Parent Canvas Navigation:

1. Click on **Courses** to see a list of courses. Choose the one you want to view.
2. Choose **Announcements** from the left navigation menu in that course. This will allow you to see all announcements made by the teacher of that particular course. These may be the events of the class day, general announcements or specific instructions depending on the instructor.
3. If the teacher makes **Assignments** that are submitted through Canvas, you can click on **Grades** to see individual assignment and quiz grades for your child for that course. These grades are only within Canvas. The teacher inputs grades on Teacher Access Center (TAC) that appear for you to see in Home Access Center (HAC.) The teacher chooses whether to include all or some of the assignments from Canvas. Some of the scores in Canvas may be used as exit card activities or quick response activities to check for understanding.
4. Content for the course may appear in **Modules**, **Assignments**, **Pages** and/or **Discussions**.
5. A **Calendar** button appears on the left. If the teacher makes Assignments or add Events, you will see due dates and event dates on the Calendar. The Calendar includes information from all classes. You can color code the information.
6. The **Inbox** appears in the navigation bar on the left. This feature allows your child to send a message to his/her teacher. The student can also respond to an announcement with comments or questions, but that response shows for everyone in the class. Teachers may choose to turn that feature off. Parents have view-only privileges and need to email their questions to the teacher outside of Canvas.

Parent Canvas Notifications:

1. Do this if you wish to change the way you receive Announcements and communication from Canvas.
2. Choose **Account** located at the left.
3. Choose **Notifications**. Your notification preferences will appear. Notice that your email address should already be listed as a notification destination.
4. Check which information has been selected to be sent to you. You may alter the regularity by which they are sent. These notification preferences hold true for all courses your students may be in. The ones in a white "box" are the chosen preferences. Your choices are:
   a. **Checkmark** to choose Notify me right away,
   b. **Clock** to choose Send a daily summary,
   c. **Calendar** to choose Send weekly summary,
   d. or an **X** to choose Do not send me anything.
5. If the main email address needs to be changed, please contact your student's school office. You may add a second email address or a cell number (text messaging rates apply) if you like.
   a. Go to **Settings** in the left navigation menu.
   b. Go to the right margin and choose **Add Email Address** or **Add Contact Method**. Be sure to **Update Settings** in order to save your changes.