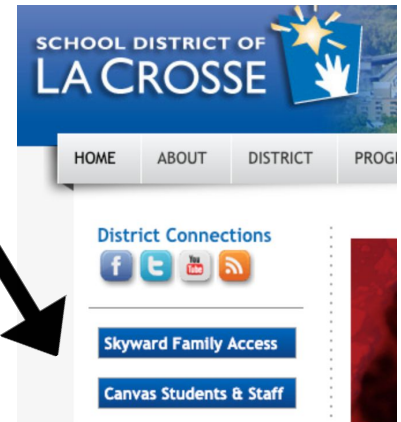


# Logan High School --- First Day of School Preparation

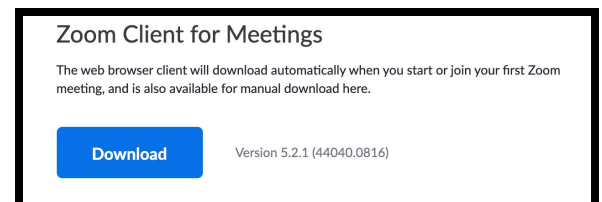
## Sept. 1st : Accessing Canvas & Downloading Zoom

1. Be sure that you have followed the directions for setting up your computer.
2. IN CHROME browser: Log in to Canvas by following the directions below.
  - a. Go to SDLAX homepage  
<https://www.lacrosseschools.org/>
  - b. Click on Canvas Students & Staff (on left)
  - c. A Microsoft Sign in page may appear-- enter your school district email address & click NEXT
  - d. Enter password= Your school district email/login password & click SIGN IN
  - e. You will see your Canvas Dashboard. Read the welcome instructions at the top.
  - f. Go to your schedule on Skyward. You need to know what class you have for which hour. You can arrange your classes within Canvas in class period order by clicking & dragging them into order.



### 3. Set up Zoom

- a. IN CHROME browser, go to zoom.us
- b. In the top right corner, look for “Resources” and select “Download Zoom Client”
- c. Select DOWNLOAD for top option– Zoom Client for Meetings
- d. Look at the bottom of your Chrome screen for the download of Zoom.pkg and double click the box.
- e. When the installer opens, click CONTINUE, then INSTALL
- f. Enter your laptop password, then click INSTALL SOFTWARE
- g. Click CLOSE, then click MOVE TO TRASH
- h. “Sign in with Google” and enter your SDLAX email and password
- i. If prompted, allow microphone and camera access for Zoom



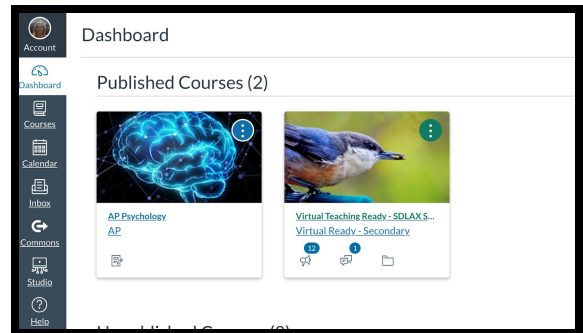
**SEE NEXT PAGE FOR FIRST DAY INSTRUCTIONS**

*If you are having trouble with any of these steps call the Logan High Office (608-789-7700) during school hours.*

*On Sept. 2, every class will be meeting live with the instructor & getting information on how to use Canvas, your laptop functionality, and online class expectations. These directions should help you access your link to every class. If you have a study hall or open hour, please see #5 on this list*

**Sept. 2nd -- 7:45 – 7:55 am (Class at 8!)**

1. Login to your Canvas account using the above instructions.
2. Once you are in Canvas you will see your dashboard with your courses.



- a. Click on the Canvas course in the Dashboard that matches your first period class on your schedule.
- b. On the left you will see a list of options. Find ANNOUNCEMENTS and click on it. In the announcement, look for a link to join class. Click on the link to open Zoom on your laptop.
  - i. If prompted, allow microphone and camera access
  - ii. If prompted, click “open Zoom”
- c. If prompted, click “Sign in with Google”
  - i. If you already have a Zoom account connected to your school email and are logged in, you may have to go back to Canvas to re-click the link for class.
  - ii. If you don’t, enter your SDLAX email address, then your email password
  - iii. If prompted, click “open Zoom”
  - iv. You may have to go back to Canvas to re-click the link for class.
- d. Wait until you are admitted by the teacher to the class

3. You should now be in the Zoom for your first hour class.

Check out Zoom toolbar for mic/ video off options as well as a chat option.

4. When it is 2nd hour, go back to your dashboard and click on your 2nd hour class– Look for ANNOUNCEMENTS again and the link to join the next class. Do this for your entire 8 period day.
5. FOR SEPT 2: If you have a Study Hall or Commons, you will look for the class INFORMATION/ LIBRARY MEDIA. On the Home page, find the correct period and watch the short video that connects to that hour.

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**(608-789-7700)** during school hours.*