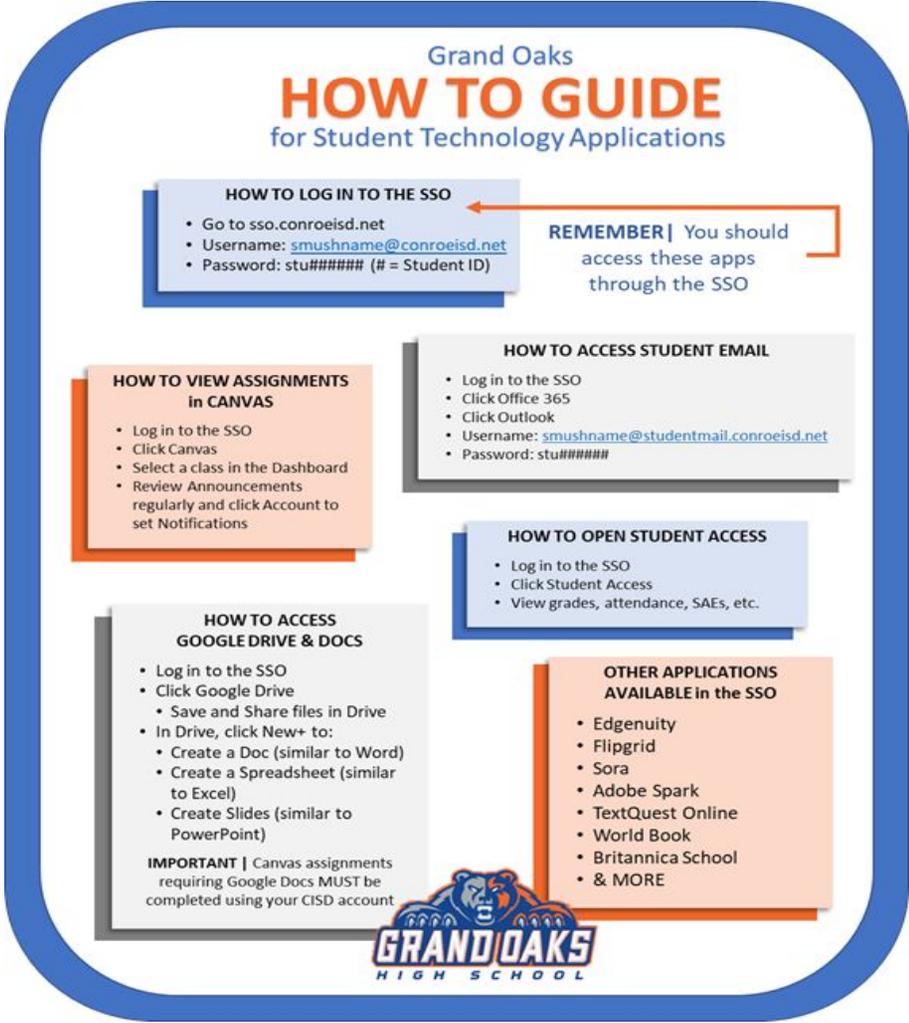# GOHS Student Learning and Instruction Frequently Asked Questions

Last Updated 9/1/2020

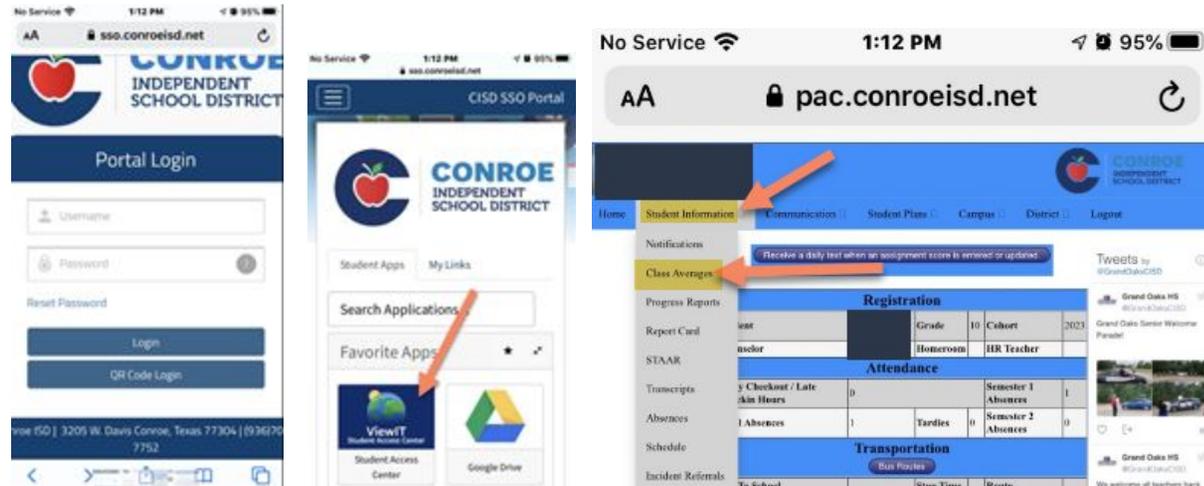| Question	Answer
1. How do I **log** into Canvas? Follow the "How to Guide" for student technology applications.	 1. You can find a lot of helpful videos and directions on the GOHS website: ● **Student/Parent Technology Support** ● **Video on how to login to your SSO and what to expect the first two days** ● Google Chrome works better than Safari or Internet Explorer. **Download Chrome here.**

2. What will my teachers' **modules and Homepage** look like in Canvas?	**2.** Teachers' Canvas Homepages are often an introduction to their content, so they will look different by teacher. However, to make navigation easier, all teacher **Modules** will be streamlined using the headings below.
	
	   a. Every course should start with an **ORIENTATION** module; It should contain:
	     i. GOHS **VISION & MISSION**
	     ii. The **SYLLABUS** or summary of the course
	     iii. **GRADING POLICY** or guidelines
	     iv. **COURSE SCHEDULE** or list of units / themes covered in this course
	     v. **RESOURCES**
	
	   b. Courses will also include a module for **CONTACT INFORMATION**
	
	     i. **EMAIL** and/or **PHONE NUMBER**
	     ii. **OFFICE HOURS** and/or online tutorial times
	     iii. **FREQUENTLY ASKED QUESTIONS** related to your course
	
	   c. A new module will be created for every unit. Units are divided into lessons based upon several factors, including course content, proficiency scales, etc. Each unit module could contain:
	     i. **UNIT NUMBER
		UNIT NAME**
		     ii. **UNIT INTRODUCTION**
		        1. Unit summary
		        2. Pre-Assessment
		        3. List of required work successful completion
		     iii. **LESSON NUMBER
			TOPIC	Start and End Dates**
				        1. **DIRECT TEACH** Presentation of lesson content using instructional tools, such as: Attention Grabber, Warm-Up or Practice Problems / Activities, Content video, reading passage, interactive presentation, etc.
				        2. **PRACTICE** Activities that reinforce what was taught, such as: Practice Problems, Discussion Questions, Gamified Activities Etc.
				        3. **ASSESSMENTS** Formative assessments given throughout the lesson, such as: Quizzes or Online Discussion, Online games, Short Essay,etc
				     iv. **UNIT ASSESSMENT** of unit content; Types of summative assessments include: Test, Essay, Project, Video, Slideshow Presentation, etc

3. I'm not getting any or getting too many Canvas messages from my teachers. How do I change my **Canvas notification settings**?	3. If you are not getting any Canvas messages or are getting too many, it is important to adjust your Canvas notification settings. Go to the link below for directions on changing/viewing the notification settings on: 1) a mobile device or 2) a computer/laptop. **Adjusting Canvas Notifications Directions**

4. Does Canvas show my correct **grade average**? and Where can I see my **grades** and course averages?	4. **The Canvas gradebook does NOT reflect your real grade average.** The Canvas gradebook only shows grades for items graded within Canvas (e.g. course essays, or AP Classroom assignments aren't necessarily tied to the Canvas gradebook). The Canvas gradebook may also show some "assignments" that are taken for attendance purposes only and not for a grade (e.g. warm-ups, math review, investigations). **To see your current or "real" class averages, you need to login to the SSO> go to Student Access Center> Student Information> Class Averages.**
5. When I look at my course **grades**, I see some **letters**. What do they mean?	5. **Letters** where a **grade** is: : a. [z] This means the assignment was never turned in and is still able to be submitted for either partial or full credit. A "z" negatively impacts your class average because it counts as a zero until the assignment is submitted and the grade is changed. b. [x] This means the student has been exempted from the assignment. An "x" does not negatively impact your class average. c. [0.00] This means an assignment was submitted and no credit was given or it means that an assignment was never turned in but too much time has passed for the student to submit the assignment and earn credit. A "0.00" negatively impacts your class average. d. [82.56] If you see an average that looks like this with numbers listed both before and after a decimal point, then this assignment has been redone. The grade before the decimal point is the new average and the assignment after the decimal point was the average before the assignment was retaken. (This is most commonly seen on major grade assignments)

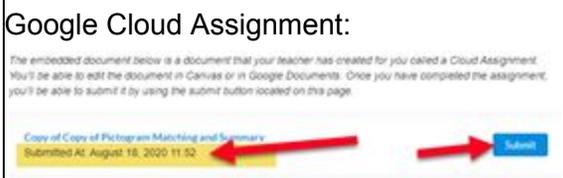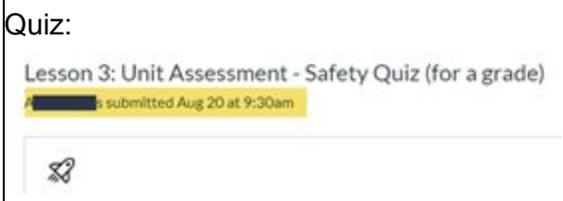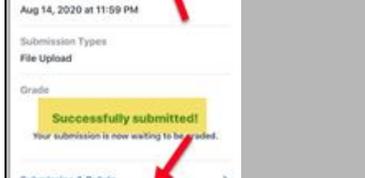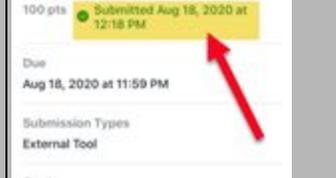|	
6. When doing my work in Canvas, do I need to follow the **orange/blue calendar** dates?	6. YES! You must attend every assigned class on the assigned day, just as if you were on campus. Unlike the spring semester, you canNOT do all of your assigned work on one day and earn attendance credit for the week. In order to be counted present, students are required to do Canvas work for the assigned "color" day. So if it is an orange day they must do work in 1st, 3rd, 5th & 7th periods in Canvas that day. If it is a blue day they must do work in 2nd, 4th, 6th, 8th periods in Canvas that day. Thus, every assignment will have a specific due date to match the color calendar. Be sure to follow the **Orange/Blue Calendar** found on our GOHS website.
7. Where is the **grading policy** located?	7. All **GOHS policies** are located in the Student Handbook, which can be found on the GOHS Homepage. Be sure to read the grading policy in the student handbook (page 10).
8. How will my teachers make sure all of my **tests** don't fall on the same day?	8. **Tests** - Just like any other school year, teachers will collaborate and create a campus test calendar so we can make sure a grade level doesn't have too many tests scheduled on the same day. Be sure to pay attention to your teacher's Canvas calendar for all test dates.
9. How can students get **help** with technology or canvas?	9. CISD is running a **helpdesk**. Help is available for any Canvas or Seesaw issues beginning Monday August,10th. Each weekday from 7:30 a.m. until 9:00 p.m. teachers, students, or parents/guardians can obtain help at: · help@conroeisd.net · 936-709-SOLV (7658) Note: For Canvas help, users should click on Help and Report a Problem. This can be done either from inside Canvas or prior to any login. You can also visit the GOHS Tech Support page.

10. I'm **struggling to turn in my Canvas assignments**, what should I do?	10. **Struggling to turn in assignments**: Please contact your teacher via email or Canvas message as soon as you realize you are struggling to turn in an assignment in Canvas. However, please know that if you are working on school work in the evenings (outside of school hours), that teachers will get back to you the next school day. Below are some great tips/guidelines to remember when doing work online in Canvas:
	a. **Canvas works best with the Chrome internet browser.** You can download Chrome for free on your computer here or on your phone in the phone's app store.
	b. **Submit** **Blue Submit Button and verification of submission**: The submit button is very important! We are finding that many students are doing the work and forgetting to click on the submit button. Below are some reminders about submitting:
	i. You may have to **scroll up/down** on the page to see the **Submit** button for your assignment, quiz, exam, etc.
	ii. After submitting you should always **see a verification** that the assignment/quiz was submitted. Below is a table showing what it looks like on a computer and on the Canvas phone app

Computer View	Phone View		
Typical Assignment: Google Cloud Assignment: Quiz:	Typical Assignment:	Google Cloud Assignment:	Quiz:
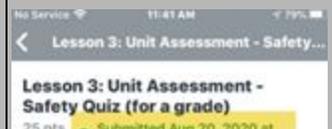
NOTE: Submitting a Google Cloud Assignment looks different depending on which internet browser you are using. On safari, the google cloud assignment opens in a new tab. Thus, you will need to go back one browser tab to find the blue submit button.

11. Will there be a different **Syllabus** for students that chose in-person versus those that chose remote learning?	11. **Syllabus** - The syllabus will be the same for in-person and remote instruction.
12. What **school supplies** do I need?	12. **School Supplies -** Each student is asked to bring the following items on the first day of in-person school, September 8: One ream of copy paper, one pack of Expo whiteboard markers, one pack of pre-sharpened #2 pencils, and one box of Kleenex. Copy paper will be used to help get classes started. The Expo markers and Kleenex will be distributed to the teachers for classroom use. The pre-sharpened pencils will be used for testing (PSAT, SAT, AP, and STAAR EOC). Other than the generic supplies listed above, specific teachers may request additional supplies for their specific course.
13. How will a student be considered "**engaged**" so they are counted as present during remote instruction?	13. Students must be **engaged** between 12:00 am and 11:59 pm on the day of the class (orange/blue day) to be counted present. If a student is "not engaged" on the day of the assigned course then he/she will be counted absent. There are **three ways for students to be considered engaged** in order to be counted present: a. **Canvas Attendance Activity:** The teacher will have an attendance check-in activity posted. If the student completes the activity he/she will be counted present (but remember, they must still engage with the assignments to earn credit to pass the class). b. **Live Video Conference:** If the student attends a live video conference in a platform such as Zoom or Canvas conference, the student is present for the day. c. **Assignments/Other:** If the student submits an assignment via: Canvas, email, phone/video call, paper assignment the student is present for the day.
14. Do I have to be logged into Canvas at a **specific time** each day?	14. **You do NOT have to be logged into Canvas at specific time each day but you must be logged in and active in all of your assigned classes prior to 11:59 pm** - We are running Asynchronous attendance for remote learning so students have until 11:59 pm to engage in a course in order to be counted present. Just like in-person instruction though, a student can be counted present and still not pass the course. Note: If a student has chosen to be a remote student and the TEKS require a specific hands-on "lab" that must use school equipment, work with your teacher to schedule a time to complete the lab.

15. Can I do all of my **classwork and Homework** at the beginning of the week and be "done for the week?" **16.** Am I allowed to **make up work** in Canvas? 17. Can remote students lose **course credit** for absences? 18. Can I be a remote student and still attend **UIL based activities**?	15. Unlike the spring semester, you canNOT do all of your assigned **classwork or homework** on one day and earn attendance credit for the week. Students are not permitted to complete all assignments in one day. You must follow the daily course schedule to be counted present each day using one of the three criteria for meeting attendance set forth by the district (see question #9 above). 16. If you are not engaged in Canvas on a specific day, you cannot **make up the work** to be counted present for attendance. You can however make up the work to learn the content and submit the assignment for a grade. However, any work done past the original due date is subject to the GOHS grading policy for late work. Please see the GOHS student handbook on the [GOHS website](#) for more details. 17. **Course credit** - Students can lose credit for a course due to absences. In order for high school students to meet the 90/10 attendance requirement by the state, there will need to be a way to determine student attendance for each course. If a student is not present for 90% of the course attendance days, the student will be denied credit. 18. **UIL Based Activities** - You can absolutely continue to be involved in UIL activities even though you have chosen to stay in a remote learning setting. Please contact your UIL sponsor for more details.