

## Digital Academy Students:

Preparing for online learning



Make sure you use the **Google Chrome** Web browser!

Version 83 or higher

Internet Explorer and other web browsers will not work properly. You must use the Google Chrome web browser.

If you're a student, particularly a new student to Chiles High School, I would encourage you along with your parents to view the Chiles Virtual Orientation. Along with our Virtual Orientation, teachers will be communicating with you and their students through various mediums. Please be patient as teachers are trying to learn a new Learning Management System (Canvas) along with helping students and parents navigate a number of previously established software programs. Chiles will open Canvas to all parents and students on the evening of Friday, August 28<sup>th</sup>. You will have access to all of your courses and announcements from your teachers at that time. Schedules are available in Classlink/FOCUS and students will receive a printed schedule Monday in their Homeroom class. Homeroom class lists will be on the auditorium doors and we will have our staff along with student Ambassadors who can help navigate students to their homeroom class.



Make sure you can log in to **Classlink!**

Access Classlink by starting on our website <https://www.leonschools.net/chiles> Classlink is on the top right corner of the website.

**Username:** [studentnumber@edu.leonschools.net](mailto:studentnumber@edu.leonschools.net) **Password:** CHS-lunchpin (example CHS-12345)  
– case sensitive.

Don't know your lunch pin number? Your parents can look it up in their Parent Portal account, under Class Info.

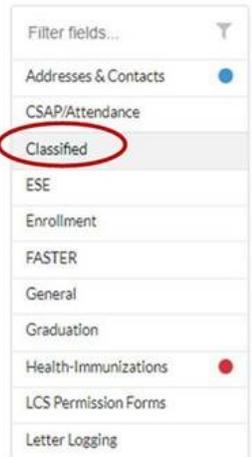
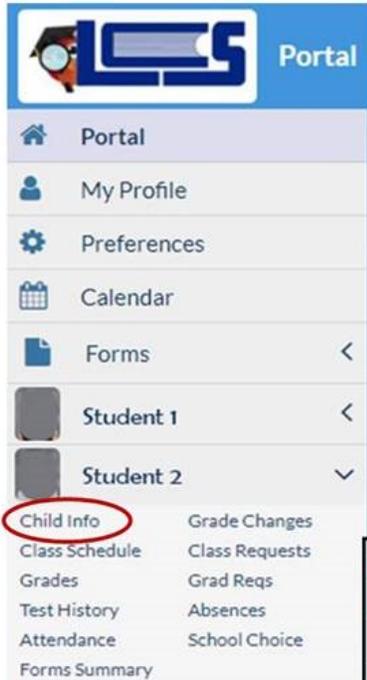
See Next image...

Your student's login password is now CHS-lunch pin.

To find their lunch pin # in Focus:

1. Click on "Child info"

2. Click on "Classified" The lunch pin is on the right side of the screen.



**Unable to login to your parent portal on FOCUS?**

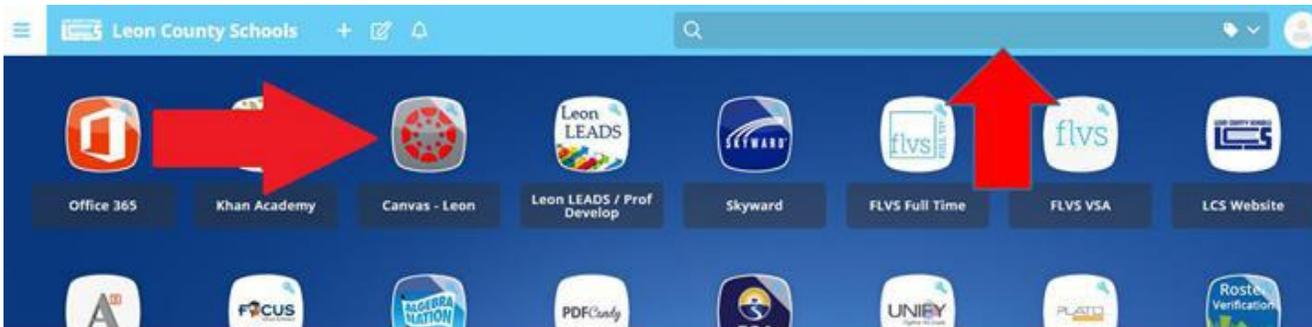
To reset your password: [leonschools.net/parentportal](https://leonschools.net/parentportal)

OR

Contact the Help Desk @ 487-7524 or [FocusHelp@leonschools.net](mailto:FocusHelp@leonschools.net)

**Help Desk hours**  
Monday - Friday 7 a.m. to 5 p.m

Find your Canvas Tile on Classlink



Is your Canvas tile missing? Type in the search box to find it!

**Make sure you have TEAMS and Zoom downloaded, installed and working on your device.**

Teachers will be using TEAMS and Zoom this school year! Make sure both are installed and working on your device

### **When do I log in?**

You are required to sign in to each of your teacher's live sessions, each period, each day! That is three different times every school day! How do you do that?! Each day, for each period, teachers need to take attendance. You must log in at the beginning of each class for attendance. Certain days for certain classes your teacher may ask you to stay logged in and be a part of a live lesson, class lecture or discussion, or a live activity. Other days, you may have independent work or a recorded video to watch instead of staying logged in for a live session. At a minimum, plan to log in to your teacher's live session link at the beginning of your class period. Simply signing on to Classlink or being logged in to Canvas at the beginning of class does not count! You must be logged in to the teacher's live session!

**\*\*This is not only for the FIRST day of school, but also for EVERYDAY of school\*\***

Step 1: Log into Classlink

Step 2: Open Canvas

Step 3: Open your 1st class teacher's Canvas course at the assigned time

Step 4: Click your teacher's "Live Session" link located on their Homepage! The link will either take you to the teacher's Zoom or TEAMS live meeting.

Step 5: Wait for your teacher's instructions!

\*\*Having technical difficulties and can't log in to your live session? Don't Panic! Be prepared to email your teacher. \*\*