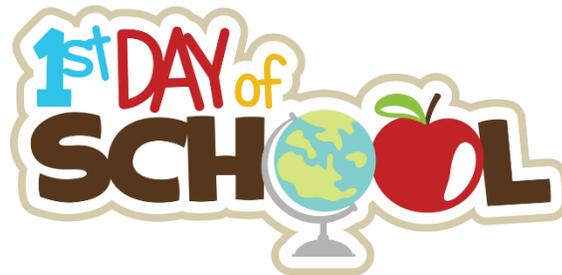# Digital Academy Students

It is the first day of school! What do I do?!
These directions will help you out!

Before the First Day of School:

- **Make sure you have submitted proper paperwork and completed required tasks!**
  - 6th Graders – make sure you have submitted your address verifications from elementary school. Parents have been contacted if your address verification is missing. Contact Ms. Hager (hagerl@leonschools.net).
  - 7th graders – make sure your Tdap immunization records are submitted. Parents have been contacted for students missing their immunizations. Contact Ms. Hager (hagerl@leonschools.net).

    IF YOU ARE MISSING YOUR ADDRESS VERTIFICATION OR YOUR TDAP – YOU WILL BE LOCKED OUT FROM YOUR ACCOUNT STARTING MONDAY, AUGUST 31ST UNTIL PROPER DOCUMENTATION IS PROVIDED!
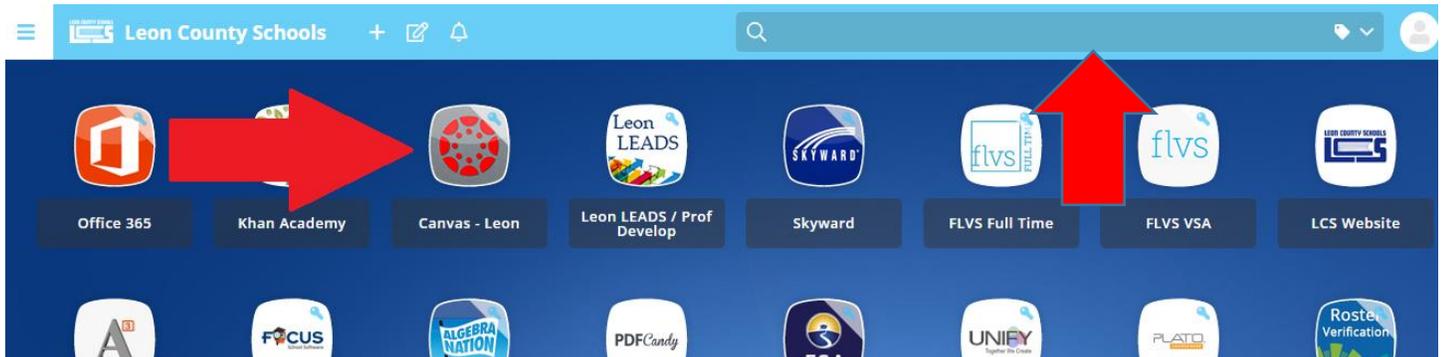
- **Make sure you use the Google Chrome Web browser!**
  - **Version 83 or higher**
  - **Internet Explorer and other web browsers will not work properly. You must use the Google Chrome web browser.**

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

- Access Classlink by starting on our website. www.leonschools.net/Montford. Classlink is on the top right corner of the website.
- Username: studentnumber@edu.leonschools.net
- Password: MMS-lunchpin (example MMS-12345).
  - Don't know your lunch pin number? Your parents can look it up in their Parent Portal account, under Class Info. Still need help getting your lunch pin number? Contact Ms. Shultz (shultzr@leonschools.net).
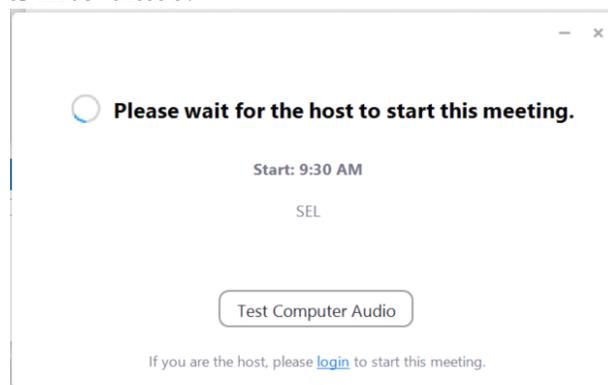
- **Find your Canvas tile on your Classlink!**

  - 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 prior to Day 1! Need help? Contact Andrew Keltner (keltnera@leonschools.net)
  - When you are using Zoom, if you see this screen it means the teacher has not let you in the live session yet. Continue to wait in the "hallway" until the teacher approves you into class.

- **Know your class schedule!**
  - Look up your schedule in FOCUS or Classlink! Don't know it? Ask Ms. Shultz! (shultzr@leonschools.net)

- **Get familiar with the new block Bell Schedule!**
  - Only 3 classes per day
  - **Maroon Day** – Periods 1, 3, & 5   **Green Day** – Periods 2, 4, & 6
  - **What day is what?!** The days alternate, starting with a Maroon Day. They continue to alternate from where the last school day left off.
    - Monday, August 31st – Maroon Day
    - Tuesday, September 1st – Green Day
    - Wednesday, September 2nd – Maroon Day
    - Thursday, September 3rd – Green Day
    - Friday, September 4th – Maroon Day
    - Monday, September 7th – NO SCHOOL – LABOR DAY
    - Tuesday, September 8th – Green Day
    - It continues to alternate wherever it left off from the previous school day! Pay attention! It is not always the same pattern every week if there is no school one day.

The First Day of School:

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.

Here is a basic example of what a teacher's Homepage will look like!

What are my assigned times to log in to class?

9:30am - 1st Class – (either your 1st or 2nd period)

11:20 OR 11:50am - 2nd Class (either your 3rd or 4th period)

1:35pm – 3rd Class (either your 5th or 6th period)

3:20pm – Homeroom

AHHHH!! How do I know if I log in at 11:20am or 11:50am for my second class? Hold your Mustangs, I have an answer for that!

...but my answer depends on when your teacher has their lunch break! Teachers gotta eat too!

Maroon Day – your second class is THIRD PERIOD… what building is your THIRD PERIOD teacher located in? If they are in Building 7 or if you have Ms. Drew, you log in at 11:50am after your teacher has had their lunch break! Everyone else logs in at 11:20am!

Green Day – your second class is your FOURTH PERIOD… what building is your FOURTH PERIOD teacher located in? If they are in Building 7, you log in at 11:50am after your teacher has had their lunch break. Everyone else logs in at 11:20am!

Example Schedule:

Course	Period - Teacher	Course Number	Section	Meeting Days	Room
M/J LANG ARTS 1 ADV	01 01 - 053 - TBA01 1201	10010200	053	MTWHF	5114
M/J WORLD HIST ADV	02 02 - 056 - Donna L Kissiah	21090200	056	MTWHF	5104
M/J CHORUS 1	03 03 - 007 - Jodi H Drew	13030000	007	MTWHF	2108
M/J COMPRE SCI 1 ADV	04 04 - 053 - Heather K Huggins	20020500	053	MTWHF	5101
M/J FITNESS GRADE 6	05 05 - S1 - 007 - Joseph C Wilson	15080000	007	MTWHF	GYM
M/J COMPRE GRDE 6/7	05 05 - S2 - 006 - Joseph C Wilson	15080600	006	MTWHF	GYM
M/J ACCELERATED MATH GRD 6	06 06 - 051 - Paige F Loggins	12050200	051	MTWHF	5110
Homeroom	00 00 - 610 - Paige F Loggins	000000HR	610	MTWHF	5110

Maroon Day – Lang Arts, Chorus 1, PE
Login times: 9:30am, 11:50am, 1:35pm, and 3:20pm
Green Day – World History, Science, Math
Login times: 9:30am, 11:20am, 1:35pm, and 3:20pm