



LCVS 101

How to Navigate the
Virtual Classroom

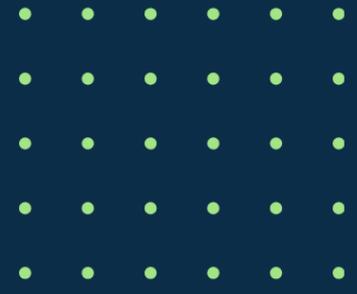


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Getting started with your classes in VSA

Use this guide to access VSA (Virtual School Administrator) and your LCVS courses on the Educator platform.

1. Go to: <https://vsa.flvs.net>

2. Once you enroll and are placed with a teacher, you will see your course(s) here. Active courses will show course progress details. Below each progress detail circle is where you enter the course.



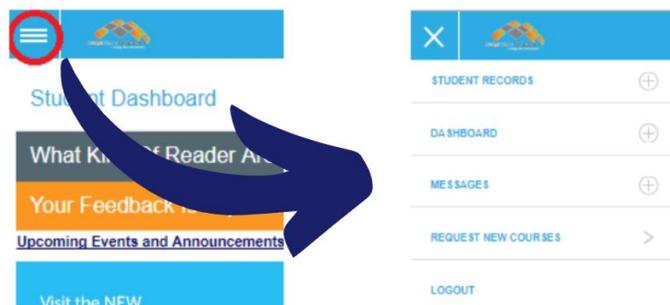
3. The bottom of the VSA page shows additional course details. You will see your course name, your virtual instructor's name, the status of your course, # of weeks you have been active in the course, start date, percent completed in the course, current grade, last monthly contact date, and the last time the system was updated.

FILTER BY: Active Classes

COURSES	INSTRUCTOR	STATUS	WEEKS ACTIVE	START DATE	% COMPLETE	CURRENT GRADE	LAST MONTHLY CONTACT DATE	LMS DATE UPDATE
Algebra 2 Segment 1	Kanchan Sujjani	Active	44	August 2016	61.01	A 91.83	06/13/17	05/19/2017 16:34:19
Algebra 2 Segment 2	Kanchan Sujjani	Classroom Assigned	NA	August 2016	20.37	A 91.33	04/21/17	05/19/2017 16:34:51
English 3 Segment 2	Theresa Gindlesperger	Active	27	August 2016	72.41	A 96.21	07/12/17	07/11/2017 06:47:48
Forensic Science 1 Segment 2	Alexsis Ferguson	Active	28	August 2016	50	B 86.90	04/05/17 06/18/17	05/09/2017 13:28:40

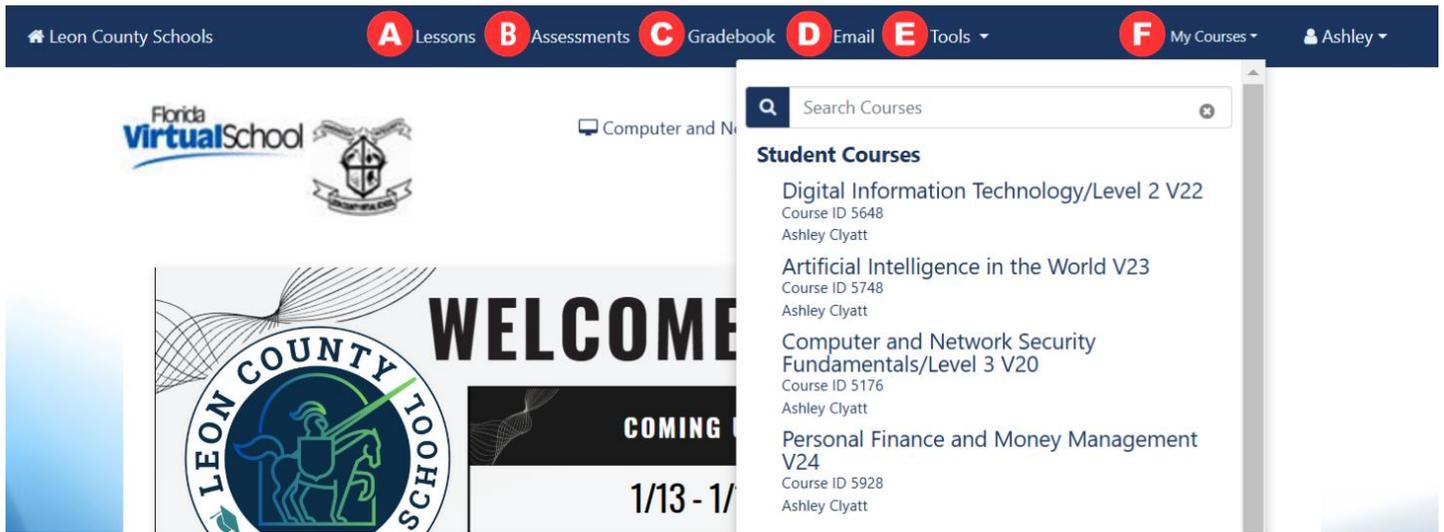
4. The VSA menu options will also allow you to do all sorts of things.

- Student Records – Academic Profile, Parent/Guardian Profile, Student Profile, CHANGE YOUR EMAIL and more
 - If you are a part-time/blended student, make sure your school name and current guidance counselor information is correct in your Academic Profile
- Dashboard – Takes you back to the Student Dashboard page
- Messages – Takes you to your inbox, where you can read and write email messages you your teacher.
- Request New Courses – Confirm your info and continue to request new courses
- Logout – Logout of VSA



Educator Overview

Below is a screenshot of what you will see when you click on your course in VSA and enter the Educator platform.



A – Lessons: This is where you will go to complete your lessons. Lessons include reading, watching videos, and completing interactive components. The last page of each lesson will tell you exactly what to submit for that assignment.

B – Assessments: This is one of two places where you can submit your work. This tab will remove assignments as they are submitted and show you only what is left to complete.

C – Gradebook: This is another place to submit your work. On this tab, you can view all of your assignments at all times (not just the unsubmitted ones) as well as view your grade for each assignment and read teacher feedback. Each assignment is color coded as seen in the Color Key below to help you keep track of your progress.

Segment 1

74% Assessments Completed
14 of 19 (5 remain)

Current Grade: **89.41 %**

Segment 2

10% Assessments Completed
2 of 21 (19 remain)

Current Grade: **68.75 %**

Total Current Grade: 87.05 %

Total Assessments: 16 of 40 (24 remain) - 40 %

Last Assessment: **04.02 Virtualization and Hypervisors - 09/16/24 11:49 AM**

Color Key:

- Submitted, waiting for grading
- Graded, above 60%
- Graded, below 60%
- Exempt or pretest

20	S1 Enrichment Activity 2 Segment: 1	ex / 25	0.00 %	25	0	N/A
21	04.01 Virtual Computing Basics Segment: 2	40 / 40	100.00 %	40	40	09/12/24 11:08 AM
22	04.02 Virtualization and Hypervisors Segment: 2	15 / 40	37.50 %	40	15	09/16/24 11:49 AM
23	04.03 Virtualization and Security Segment: 2	N/A / 120	0.00 %	40	0	N/A

D – Email: This is a place for you to email your teacher on the Educator platform.

E – Tools: This tab contains various items such as student resources, discussion groups, and course information.

F – My courses: This drop down will allow you to toggle between classes without leaving the Educator platform.

ClassLink and 365

Use this guide to help you navigate ClassLink and access the Microsoft Office web applications. You will need these when completing any online work such as completing notes or creating presentations.

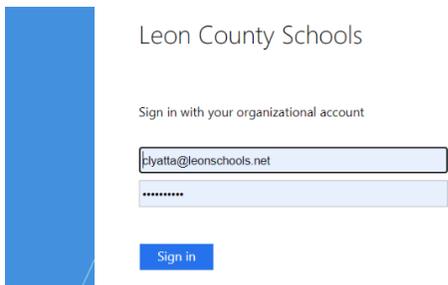
When working on your school issued Chromebook, ClassLink is the default website. If you are working on a personal device you will need to navigate to ClassLink by clicking on or typing the following web address into your browser: <https://launchpad.classlink.com/leonschools>

1. Click on the Chrome Icon on your Chromebook taskbar 

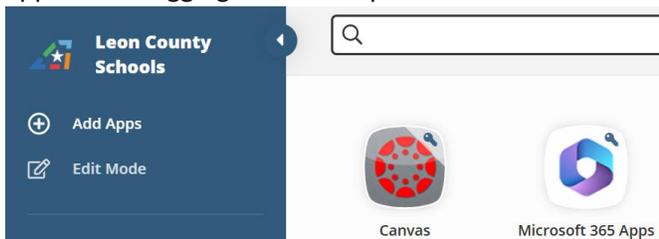
2. This will open the ClassLink Login screen. Choose the green button, "Login with Username & Password"



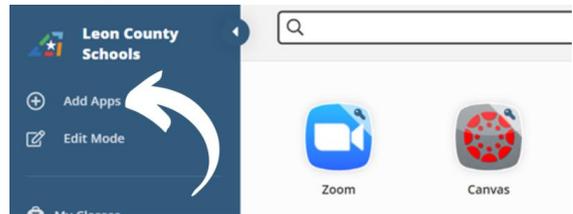
3. You will then be brought to the LCS login page where you will enter the same login as your Chromebook.



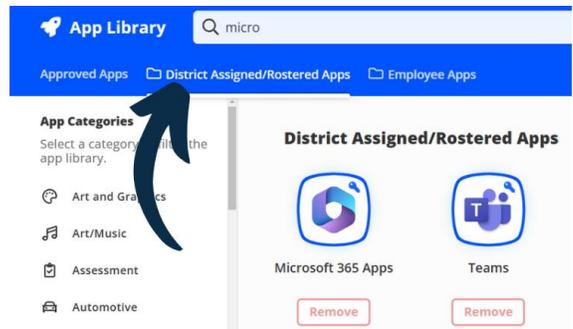
4. Once logged in to ClassLink, you will see lots of applications. To reorder them, click and hold on an app while dragging it to a new position.



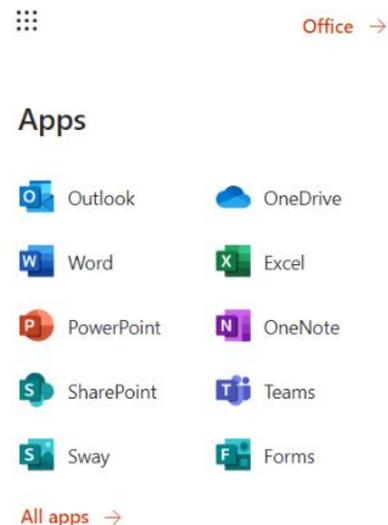
5. If you do not have an app, you can add it by selecting the "Add Apps" button on the left.



Change the filter to "District Assigned/Rostered Apps". Search for the app you would like to add then click the blue "Add" button beneath the icon.



6. Once you click on Microsoft 365 in ClassLink, you will have access to the web browser versions of many office products like Word and PowerPoint.

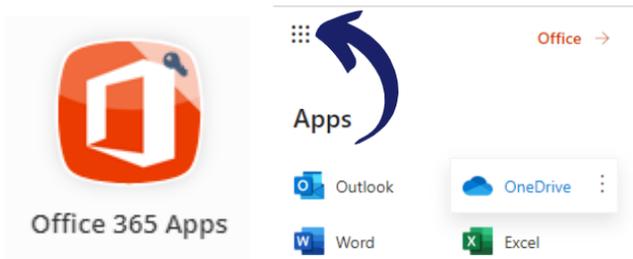


MS File Download and Upload

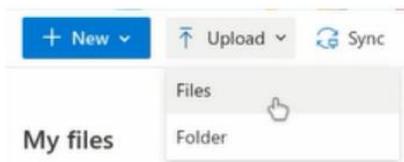
Use this guide if you are completing work on a Chromebook or a computer without Microsoft Office products. If you are working on a personal computer with Microsoft products installed, you will not need to follow these instructions.

On a Chromebook, if you open your file straight from your downloads, it will open in an editable Google Doc, Slide, Sheet, etc... You *will* be able to type into the Google program, but it will *NOT* save your work. Follow these steps to work in and save your files.

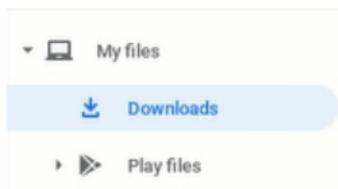
1. **Download** your file from your lesson or assignment.
2. Go to **ClassLink** and then to **Office 365**. Once there, you will be able to click on the dots in the upper left corner to get to your **OneDrive**.



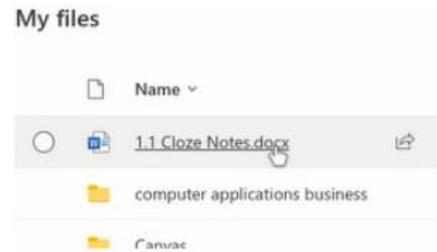
3. Once you are in your **OneDrive**, you will upload the file you saved from your assignment by pressing **Upload** and then **Files**.



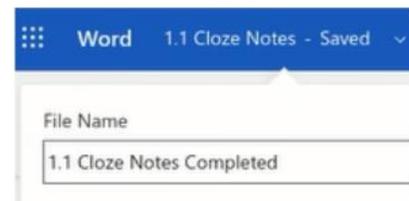
4. This will open your files on your Chromebook. Select your **Downloads** and then select the file you would like to upload to work in.



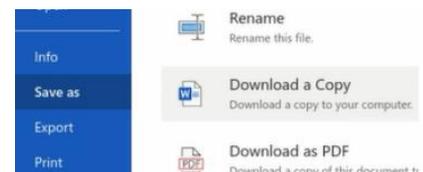
5. You will now see your file uploaded to your OneDrive. To begin working with this file, click on it from the list.



6. After clicking, your file will open in the appropriate Microsoft application such as Word or PowerPoint. You can now make your changes based on your assignment instructions.
7. After completing your assignment, be sure to click on the file name to rename it so you know that this is your completed file to submit.



8. Once you have completed your assignment and changed the name, you will go to the **File** menu and select **Save as** to **Download a Copy** of your file.



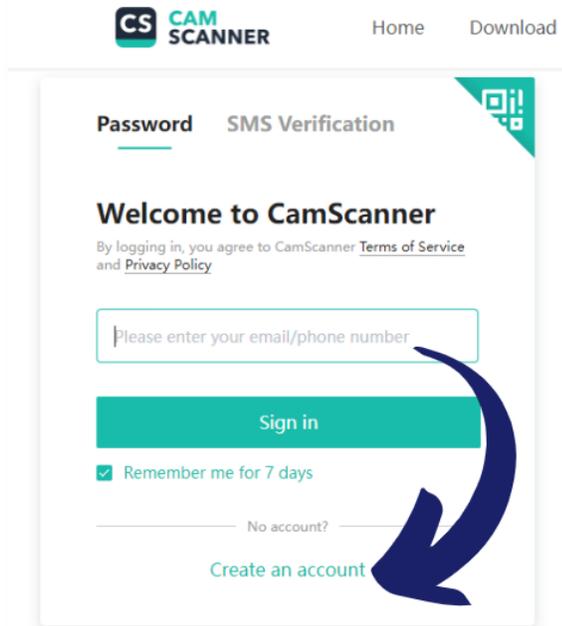
9. Go back to your assignment. Click on the file **upload**. Go to your downloads folder to find your saved file and select it to upload it to your assignment.

Worksheet to PDF Scan and Submit

Creating an Account with CamScanner

Use this guide to create an account with CamScanner. These pictures were taken using an Android phone and Windows computer, but the steps should look very similar for other operating systems and devices.

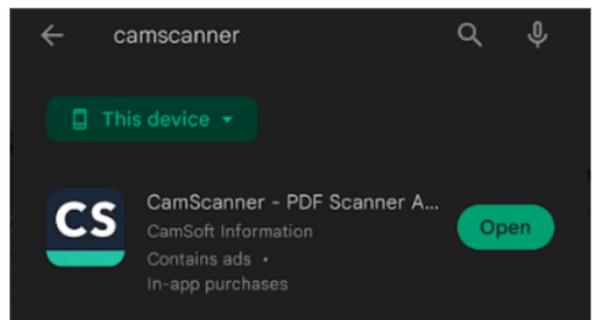
1. Go online to: camscanner.com/login and select Create an Account



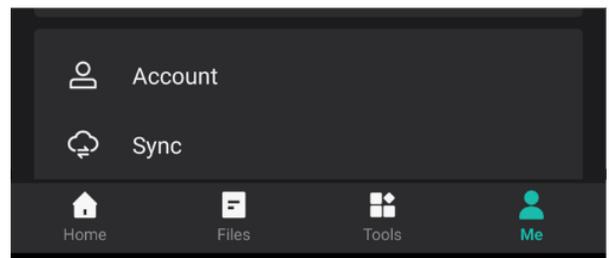
2. You can create an account using a phone number or email address. You will need to remember this login information for the next steps, when you sign in on your phone.

You will need to follow the steps online to verify your account before you can access your files.

3. To get the app on your phone, search your phone's app store for "CamScanner." Download the one seen below and then open it.



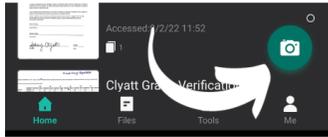
4. Once you have downloaded the CamScanner app, click on the Me icon in the bottom right corner to access the Account option and log in. Log in with the information you used to create your account online.



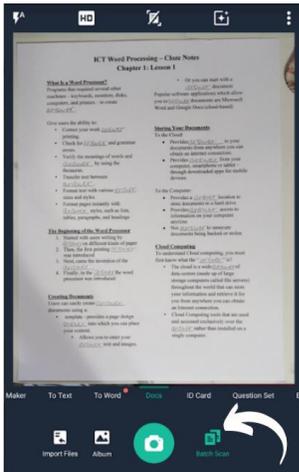
Using CamScanner to create PDFs

Use this guide to turn completed worksheets into PDFs to submit for grading online. Be sure that you have followed the [previous steps](#) to create an account and sign in on your app.

- To begin scanning your worksheets, click on the green circle in the bottom right corner of the app.



- Lay your worksheet on a flat surface and line it up with the camera. If you have more than one page to your assignment, be sure to press the "batch scan" button.



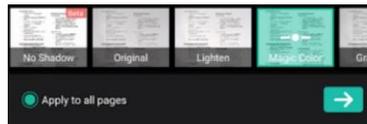
- After pressing the green camera button, you will see your picture with crop handles. Use these to cut out any excess background.



- Repeat these steps to scan all the pages of your assignment. When done, press the icon to the right of the camera button to continue.



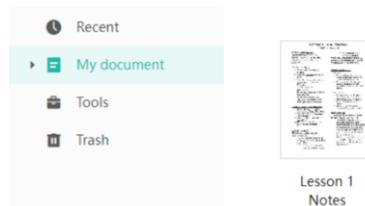
- Next, you will see a preview of your assignment with the option to add a filter. Use the "Magic Color" filter and apply to all pages, then press the arrow to continue.



- Here, you can click on the file name at the top to give it a name you will recognize. Then click on the green check.



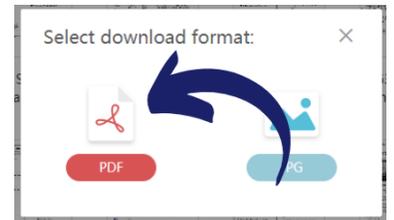
- Go back to the CamScanner website on the computer. Click on My document to see your files.



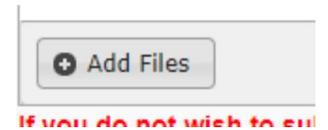
- Click on the file to select it, and then press Download.



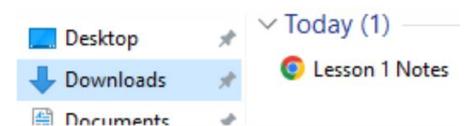
- Select PDF as your format. Choose your download orientation and size, and press the green Download button.



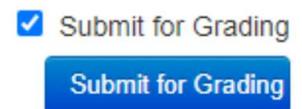
- Go to your assignment and select the file upload button.



- This will open your computer files. Go to your downloads to see the file you just saved from CamScanner. Select it and press Open to attach the file.



- Submit your assignment!

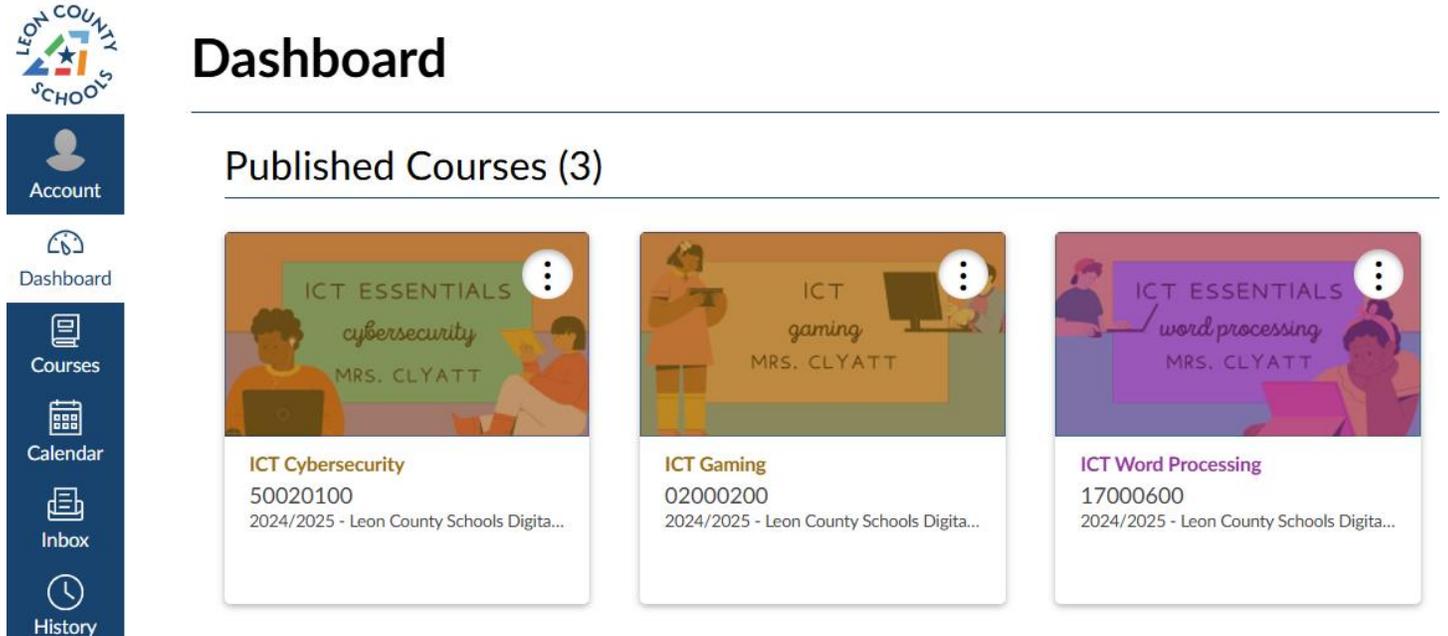


Canvas Overview

There may be a time when you will need to navigate to another course platform called Canvas. LCVS utilizes Canvas for many things such as Digital Tools courses, Learning Strategies, and other required instruction.

Follow the [previous instructions](#) to access ClassLink and select the Canvas tile. If you do not have the Canvas tile on your ClassLink, follow the [previous instructions](#), starting with number 5 to add it to your ClassLink and then select it.

This will bring you to your “Dashboard” where you will see all active Canvas courses you are enrolled in.

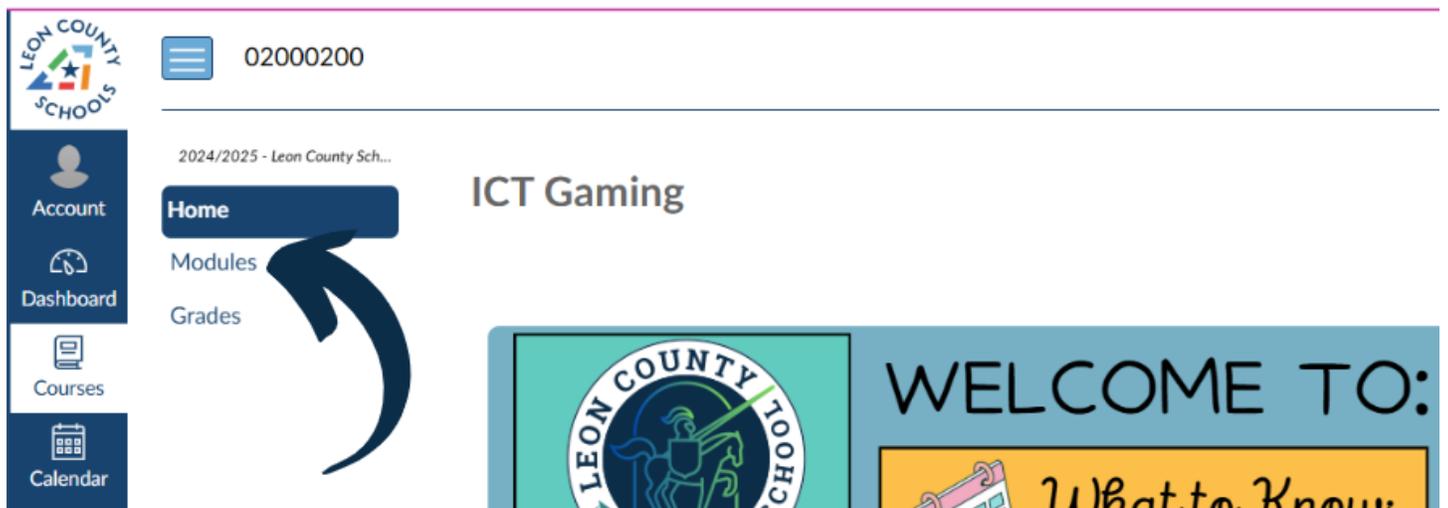


The screenshot shows the Canvas Dashboard for a user. On the left is a dark blue sidebar with icons and labels for Account, Dashboard, Courses, Calendar, Inbox, and History. The main area is titled "Dashboard" and "Published Courses (3)". Three course cards are displayed:

- ICT Cybersecurity**: ID 50020100, 2024/2025 - Leon County Schools Digita...
- ICT Gaming**: ID 02000200, 2024/2025 - Leon County Schools Digita...
- ICT Word Processing**: ID 17000600, 2024/2025 - Leon County Schools Digita...

Once in your course, you will see the teacher’s announcement page. This will contain all of the information for contacting them, your course pacing guide, Zoom link, appointment booking page, etc...

To begin your coursework, you will click on the “Modules” tab



The screenshot shows the Canvas course page for "ICT Gaming" (ID 02000200). The sidebar on the left includes Account, Dashboard, Courses, and Calendar. The main navigation menu has "Home" selected, with "Modules" and "Grades" also visible. A large blue arrow points to the "Modules" tab. The course title "ICT Gaming" is displayed prominently. Below the title is a banner featuring the Leon County Schools logo and the text "WELCOME TO: What to Know".

How to get more help...

Please find your issue below and then contact the appropriate person for more support.

I need help with:

- My school issued Chromebook
- My school login (Chromebook, email, ClassLink)
- Any technology issues with district devices

Contact: **LCVS Tech Support** at pyet@leonschools.net

I need help with:

- FLVS login or password
- FLVS issues submitting work or other course related issues

Contact: **FLVS Help Desk** at <https://www.flvs.net/contact-us>

I need help with:

- an assignment
- a specific question about a class

Contact: **Teacher of that Class**

All teacher email addresses can be found here: <https://www.leonschools.net/domain/5310>

In addition, teachers can be emailed directly through your FLVS/VSA account.