NEW STUDENT - DEVICE ORIENTATION

In addition to the general "Dos and Don'ts" information on the Welcome to Your WCHS Student Device paper, this New Student Orientation paper will walk you through the basics of using your WCHS student device.

Scroll down to page 2 to start from the beginning or use the links
in the Table of Contents below to go directly to a particular section/topic.

Table of Contents

HOW TO SIGN INTO YOUR DEVICE

Use the information provided on the Welcome to Your WCHS Student Device paper to sign into your device.

On a chromebook, you do have to put the @wcstudent.org after your username.
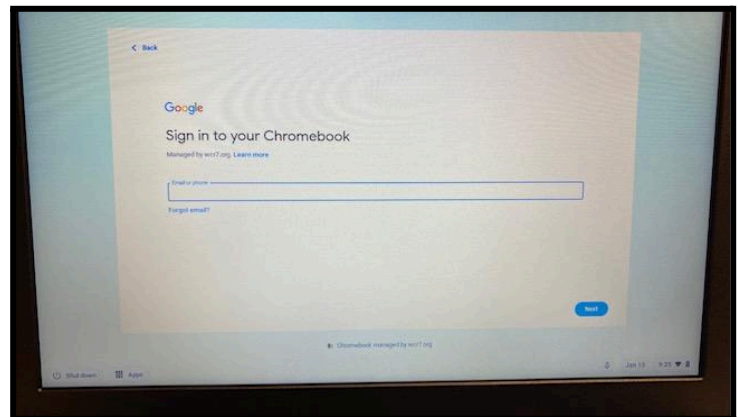
If your device says it can't find your email address, please double check the address for spelling and typos.

Once you are signed in and open Chrome, there will be a WCHS Websites folder at the upper left side of the bookmarks bar that contains important links you will need.

Please do not delete this bookmarks folder.

CANVAS

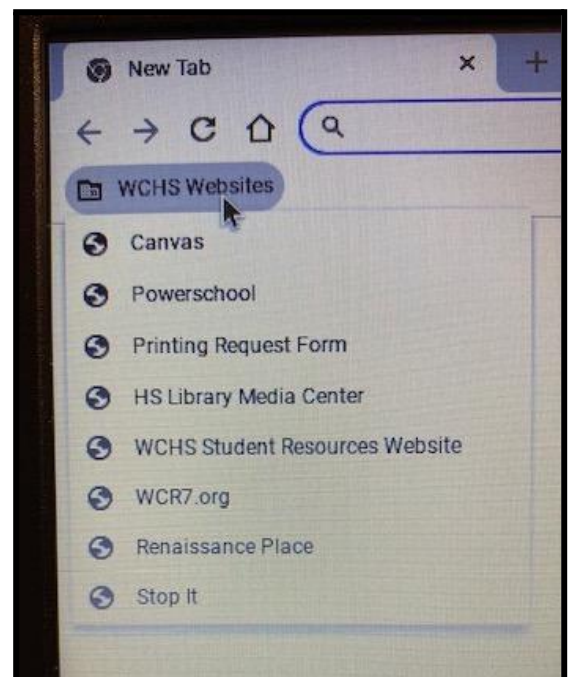Canvas is the website we use for curriculum. If you've used Schoology or Google Classroom before, you should be able to catch onto Canvas quickly.

How to Sign into Canvas

1. Open Chrome and click on the WCHS Websites folder at the top left side of the bookmarks bar and click Canvas.
2. Once the Webb City Canvas home page comes up, click "Login with Google" and you will automatically be signed in and taken to your Canvas home page where you should see all of your current classes.
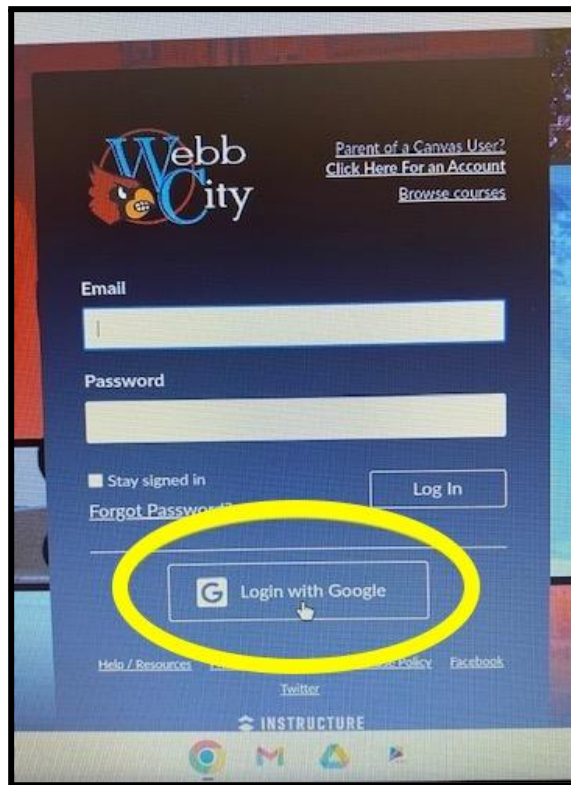
POWERSCHOOL

Powerschool is where you go to check your grades and attendance.
You do not need to create an account yourself. You already have one.

How to Sign into Powerschool on your Chromebook

1) Open Chrome and click on the WCHS Websites folder at the top left side of the bookmarks bar and click Powerschool.
2) Once the Webb City Powerschool sign in page comes up, scroll down to the bottom and click on "Student Sign in" in the bottom right corner.
3) Choose your wcstudent.org account and you will automatically be signed into Powerschool.

The Powerschool App

1) Download the free Powerschool app on your phone.
2) Open the app and type in our district's code SCGD and click Continue.
3) Make sure it says Webb City Public Schools, Webb City, MO then click "I'm a Student"
4) Type in your full student email address then type in your default password. (these are located on your "Welcome Paper")
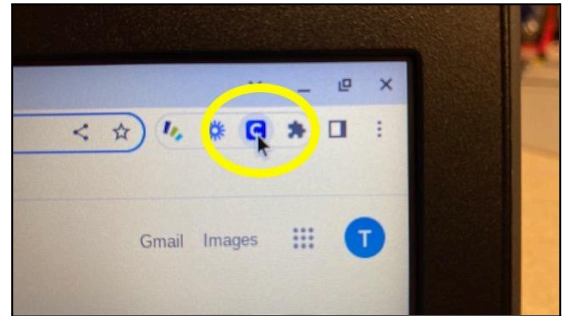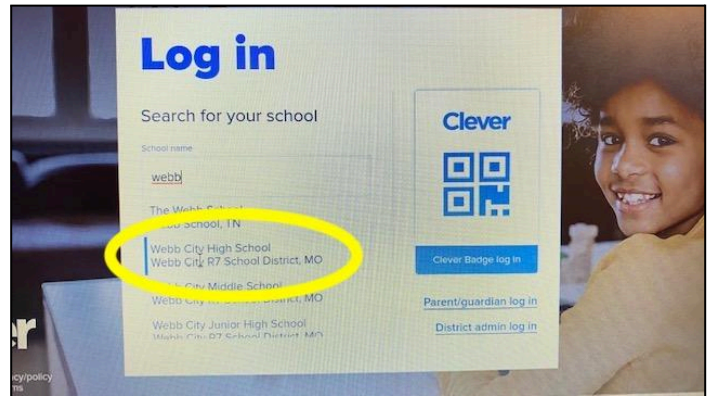
CLEVER

Clever is a website that we use to sign you into other websites/programs like Edgenuity or Renaissance Place. Clever is mostly used at the lower grades, but some high school teachers also use it.
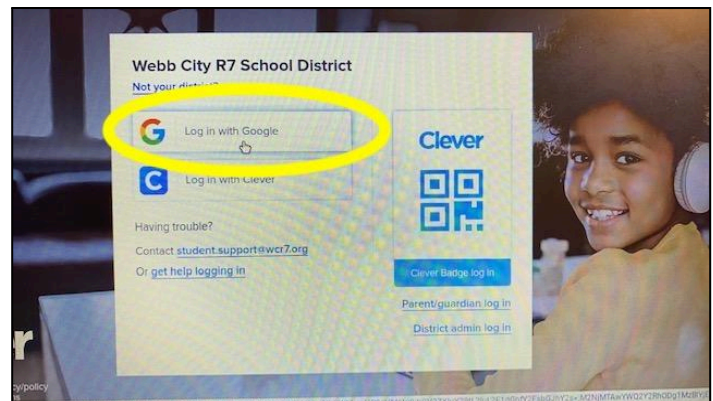
How to Sign into Clever

- Open Chrome and click on the blue C icon in your extensions bar. The Clever login page will open in a new tab.

- To search for your school, type in "webb" and wait for the choices to show up.

- Click "Webb City High School | Webb City School District, MO" from the list.

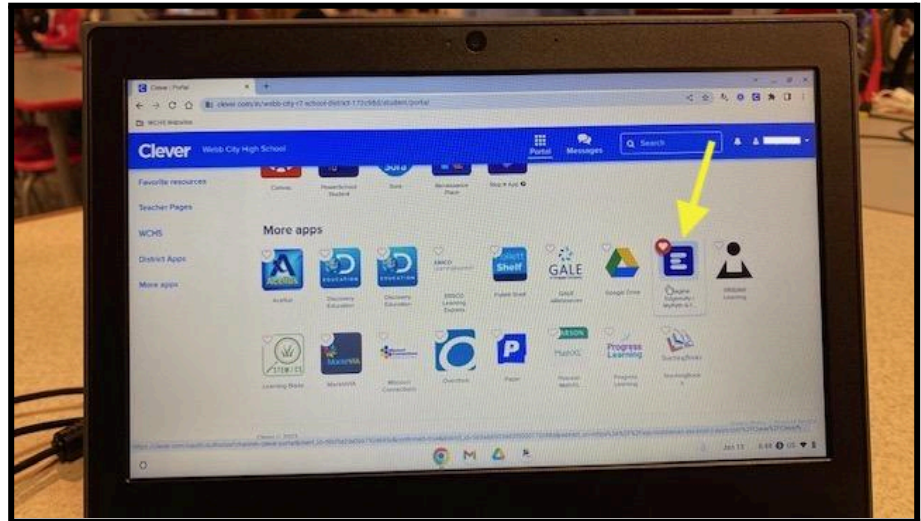- Click "Log in with Google" and then your Clever Home page will come up.

EDGENUITY

Edgenuity is used for virtual learning and also for credit recovery.
    There are two ways to sign into Edgenuity.

#1 The first way is through Clever.
    Once you sign into Clever, you can click on Imagine Edgenuity. It is located under More Apps.

**#2 The second way is to sign in directly through Edgenuity.**
    This method is especially helpful when Clever is not working correctly or you are using a personal computer for your Virtual classes.
- go to https://auth.edgenuity.com/Login/
- type in your email address and default password. (these are located on your "Welcome Paper")
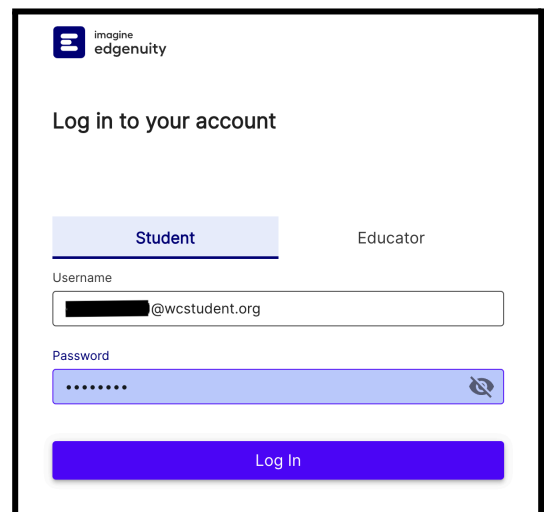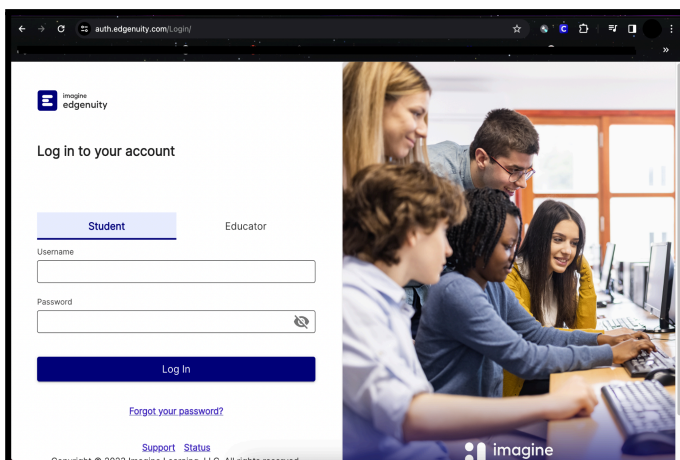
HIGH SCHOOL LIBRARY MEDIA CENTER

Instead of a public website, the WCHS LMC (library) has a course in Canvas that you must join every year.
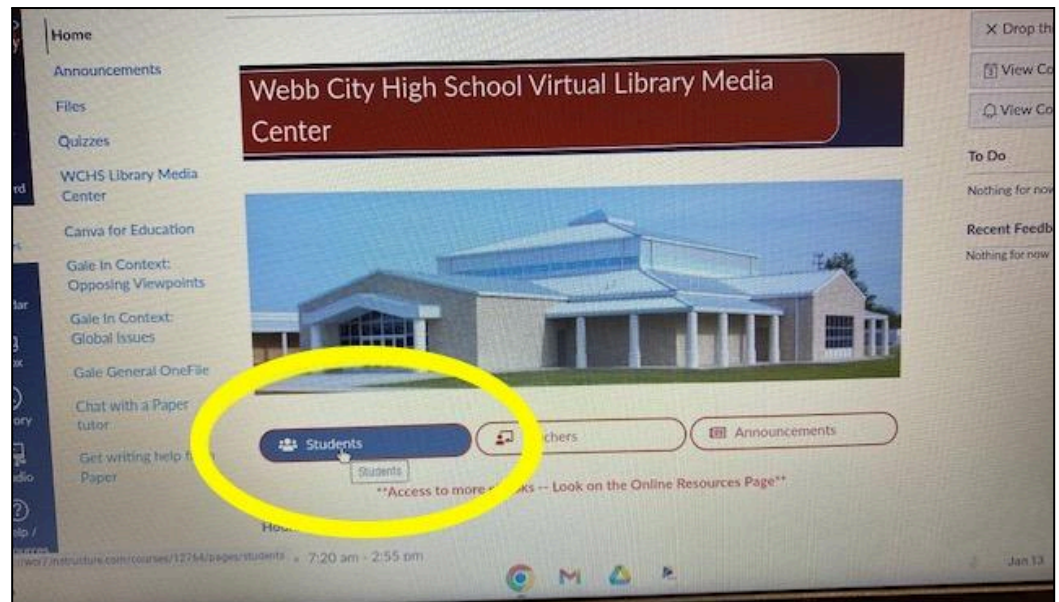
The Students section of the virtual library course has general library information as well as links to the high school's library book researcher, to the Sora ebooks self check-out app, the print request form, the Internet hotspot request form, the new book request form, Google Slides templates, and links to our subscription research websites.
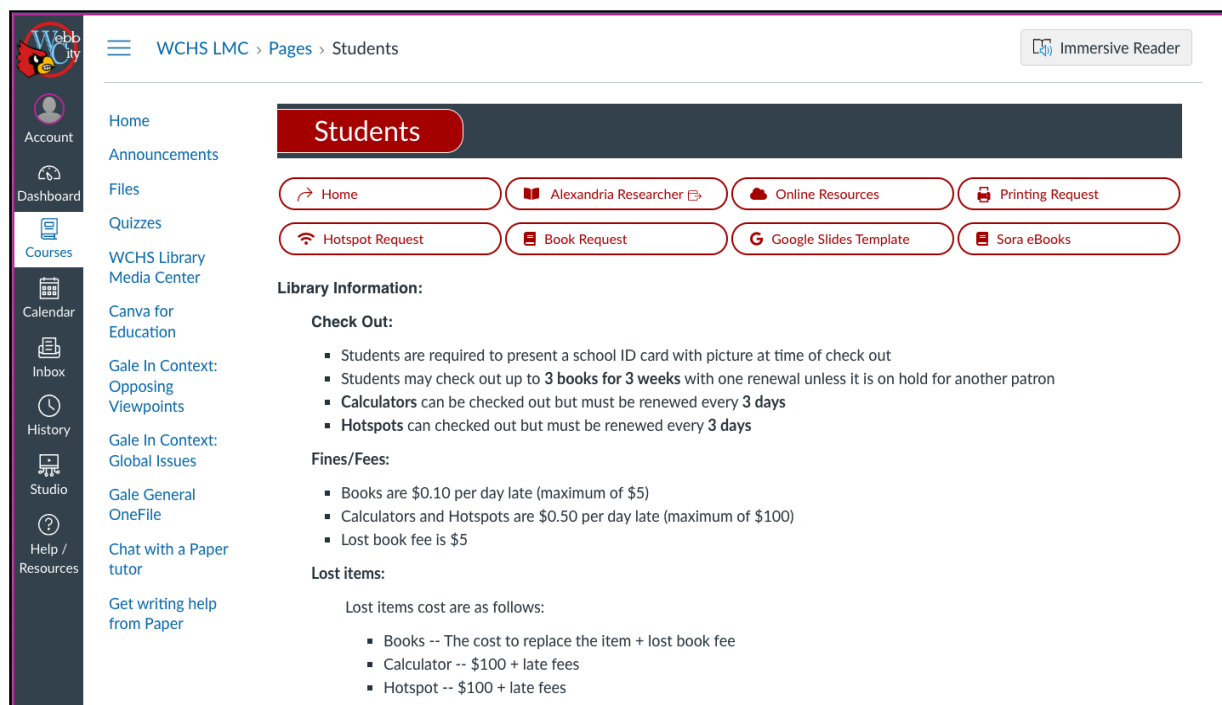
How to Add the High School Library's Course in Canvas

1) Sign into Canvas and open any of your courses.

2) On the left hand side, click the WCHS Library Media Center link.

3) Click 'Join this Course' on the right hand side.
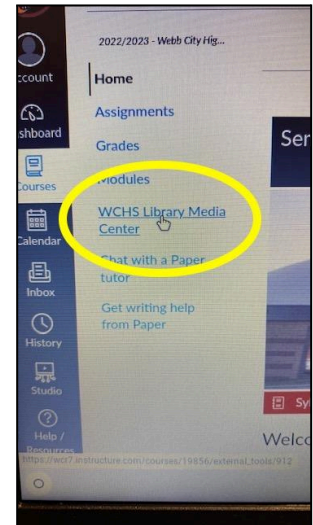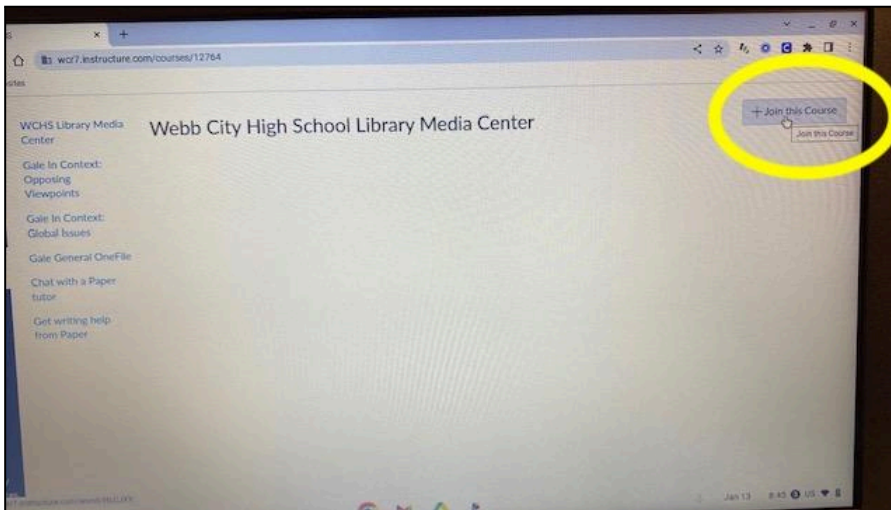
4) Click 'Enroll in Course' on the right. The course will show up in your Dashboard now.

PRINTING

Student printing is done through the high school library and you are only allowed to print with your teacher's permission unless you are needing an ACT test ticket printed. We cannot print anything in color.

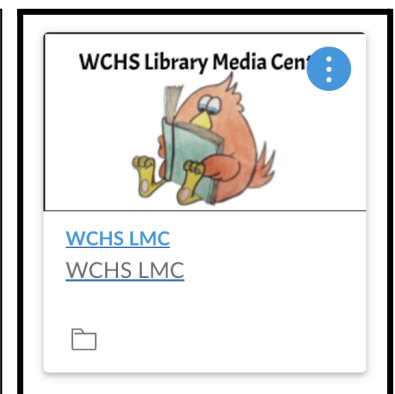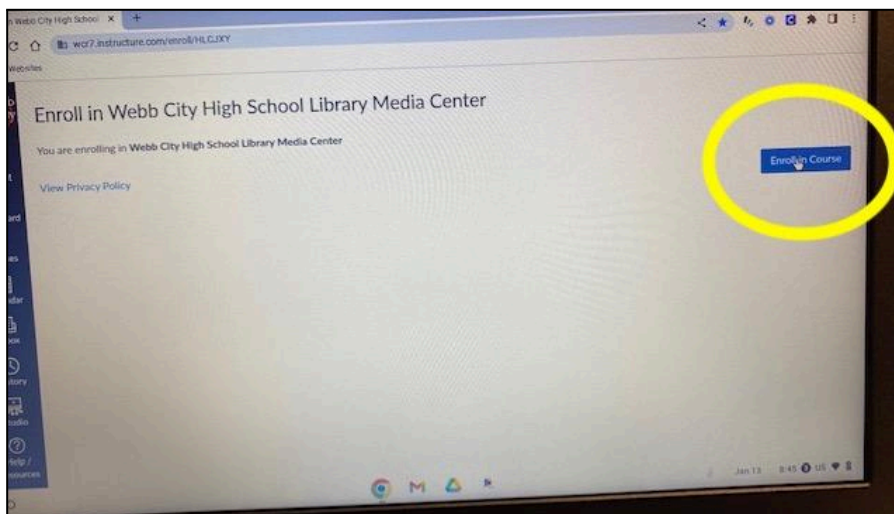The high school's library aide, Mrs. Praytor, >>>>>>> is who you should ask first to have your items printed.

If Mrs. Praytor is not available, ask Dr. Edwards, >>> the hs library media specialist, to print your papers.

If neither Mrs. Praytor nor Dr. Edwards is available, you may ask Mrs. Harlen, the Tech HelpDesk Supervisor. >>>

The 8 Steps of Printing

1) Be completely finished editing your document OR have your teacher's permission to print the rough draft.

2) Check for and delete all blank pages at the end of your document.

3) Check that your document is 'printer friendly', meaning it has a mostly light background with darker text.

4) Share the document - Webb City R-VII School District can view.

5) Copy the shared document's link.

6) Open Chrome and click on the WCHS Websites folder at the top left side of the bookmarks bar and click on Print Request Form or access the form via the Student section of the Library's Canvas Course.

7) Once the form opens up, fill it out, paste the link to your document, and submit the form.
    a) Please link only one document per form.

8) Come down to the library and ask Library Staff to print your document.
    a) If you already submitted the print request form but you forgot to share the document first, you do not have to fill out the print request form again. Just go change the sharing setting on the document.

We will not print anything that has a dark or mostly dark colored background.

If you know from the start that you will need to print a Slide presentation or a Canva project, please choose a template with a lighter colored background and darker text. If you do need to print something that has a dark or mostly dark background, and it's possible to do so, make a copy of it and change the background and text color for printing or just remove the template completely. That way you don't have to compromise the look of the original project.
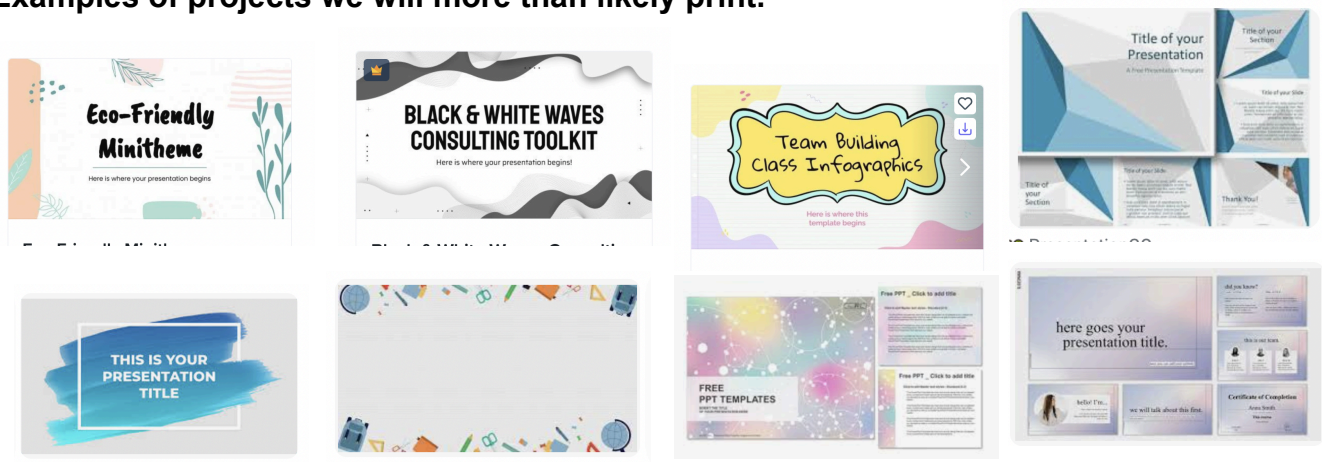
Examples of projects we will NOT print due to the dark background(s).
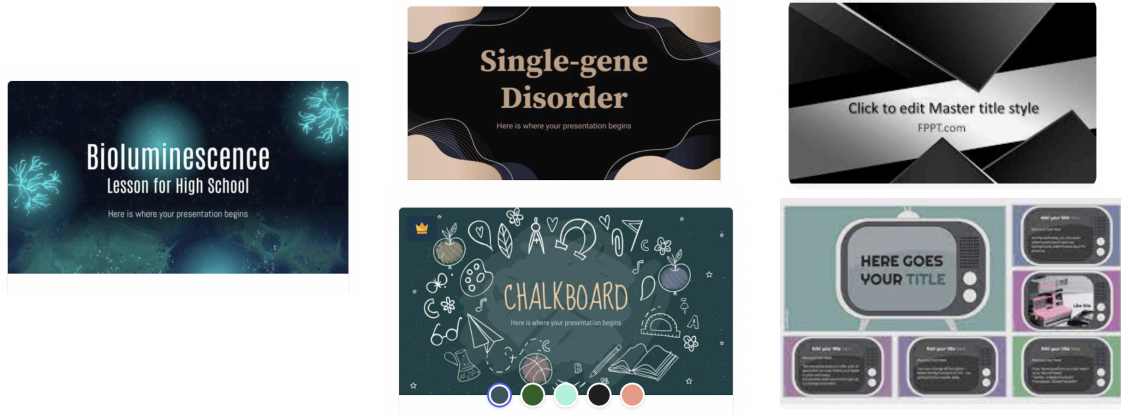
Examples of projects that we may or may not print. (these will be at the librarian's discretion)
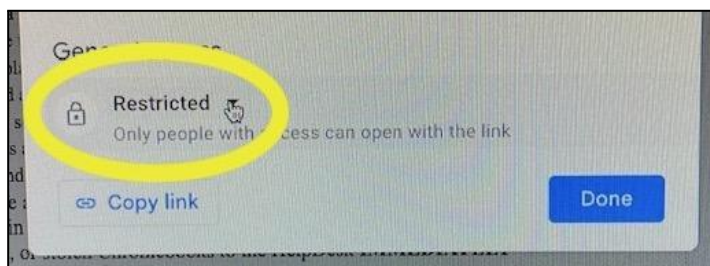

**Examples of projects we will more than likely print.**

How to Share / Print from Google Drive

1. On your document, click the blue Share button.
2. Click on the word Restricted under General Access and then choose Webb City R-VII School District.
3. Click Copy Link then click Done.
4. Fill out the Print Request Form.

Reminder: We will not print anything that has a dark or mostly dark colored background.
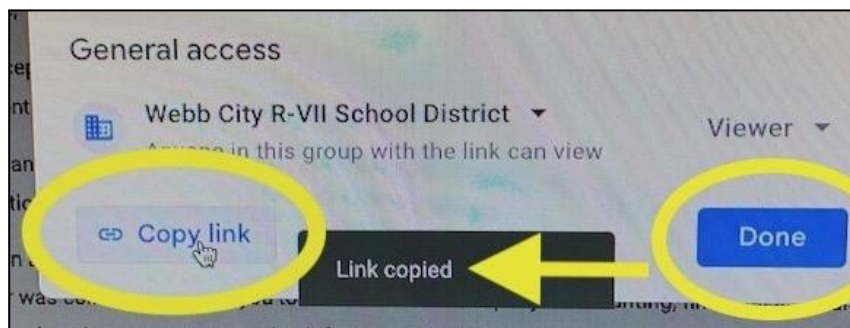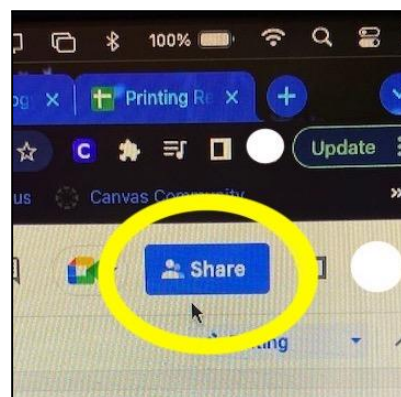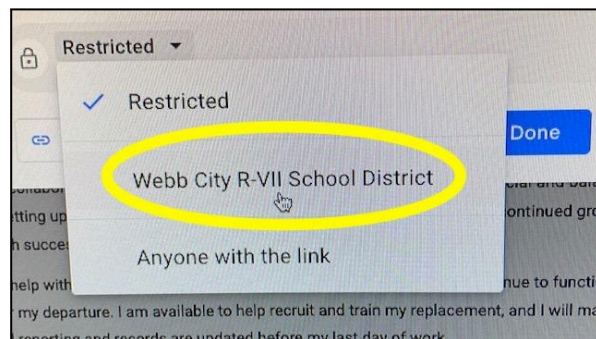
How to Share / Print an ACT Test ticket

1. Sign into your ACT website account.
2. Download/Save the ticket as a pdf to your chromebook.
3. Open the Files folder on your chromebook, find the pdf ticket, and drag it to your Google Drive.
4. In Drive, find and click once on the pdf file. (highlight it).
5. Click the Share icon at the top right menu. (person with a +)
6. Share it with Webb City R-VII School District, copy the link, and fill out the Print Request Form.

Canva.com
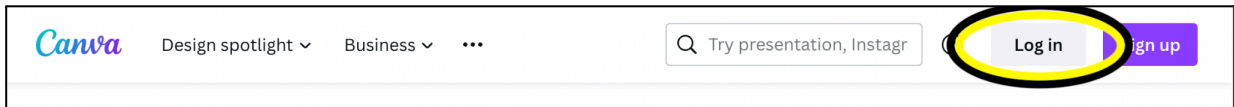
Students have free education level access to Canva.com through their wcstudent google account. You can use Canva to create flyers, presentations, videos, brochures, etc.

How to Sign into Canva

1) Go to canva.com and click Log in.

2) Click "Continue with Google' and choose your wcstudent.org account.
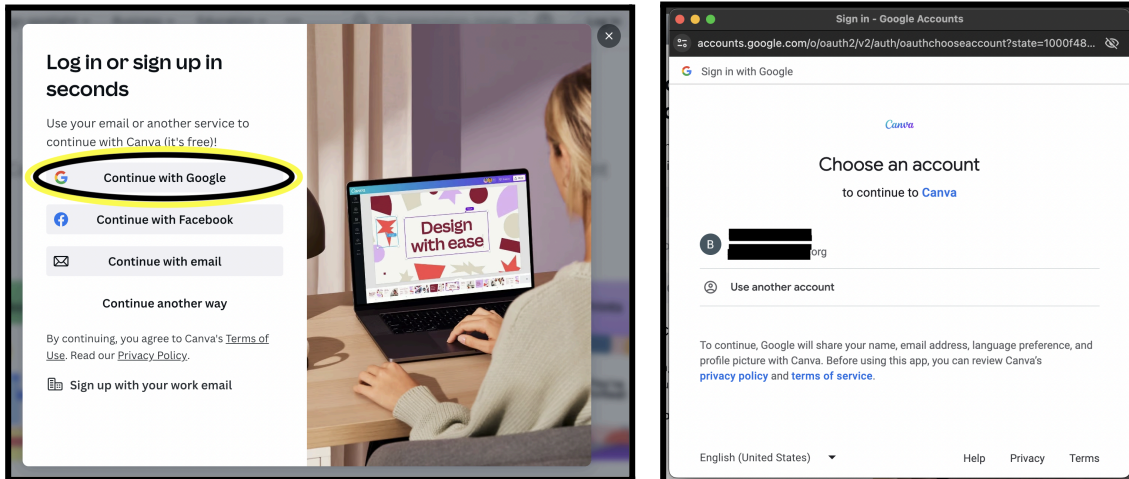
>>> IMPORTANT INFO ABOUT PRINTING FROM CANVA.COM <<<

Printing a Canva project works best if the library staff can open the project within Canva and download it in the best format for printing. Please do not share a Canva project that you've already downloaded to your chromebook. Share the Canva project itself instead through Canva so that library staff can open it in Canva and download it for printing.

How to Share / Print from Canva.com

1) Be completely finished editing your project in Canva.
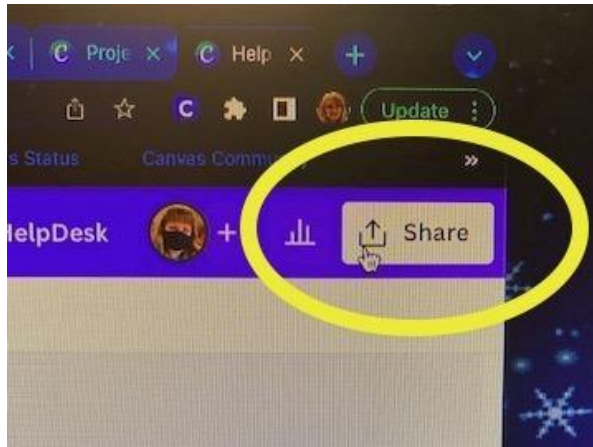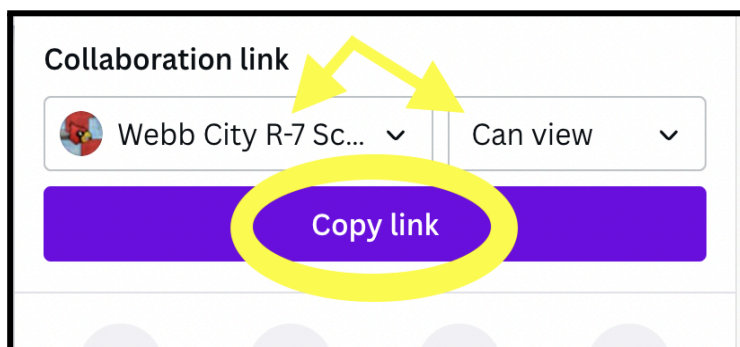
2) Click the Share button at the top right of your project.

3) Change the Link Sharing from "Only you can access" to "Webb City R-7 School District". >>>>>

4) Change the access from "Can edit" to "Can view".

5) Click Copy Link, then fill out the Print Request Form using the copied link from within Canva so that when library staff click on it, it opens in Canva.com.
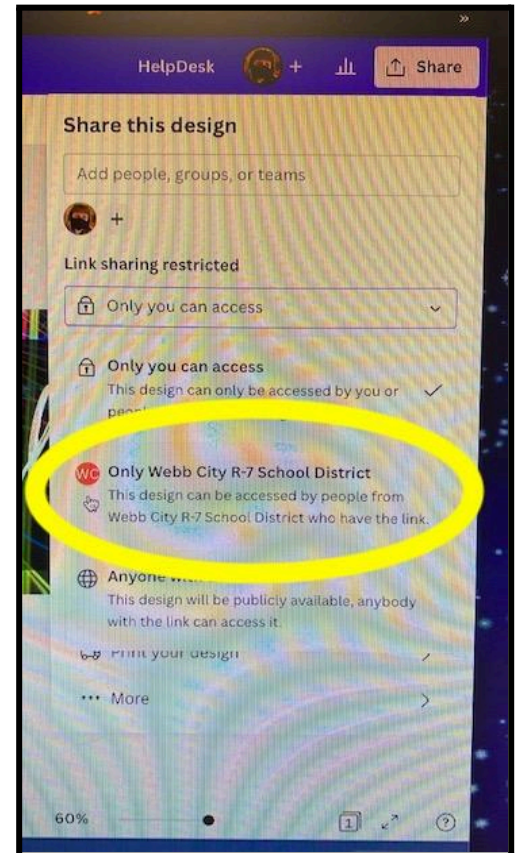
Reminder: We will not print anything that has a dark or mostly dark colored background.

PAPER TUTOR (online tutoring tool)

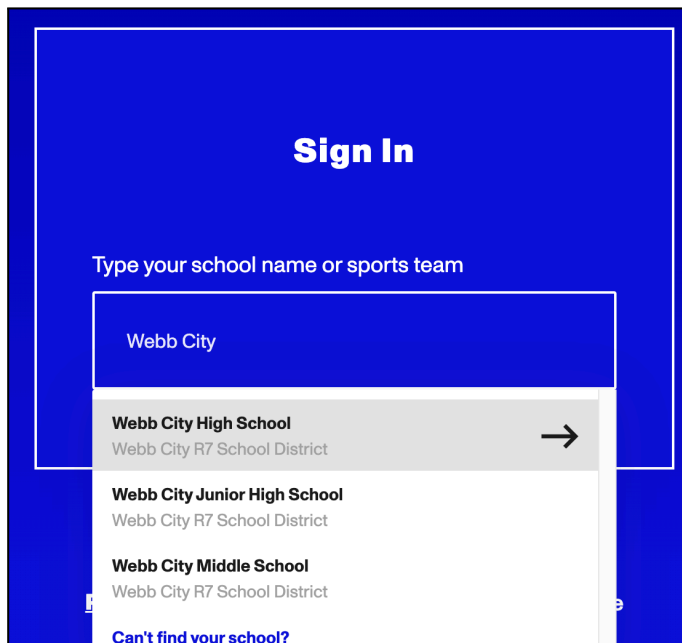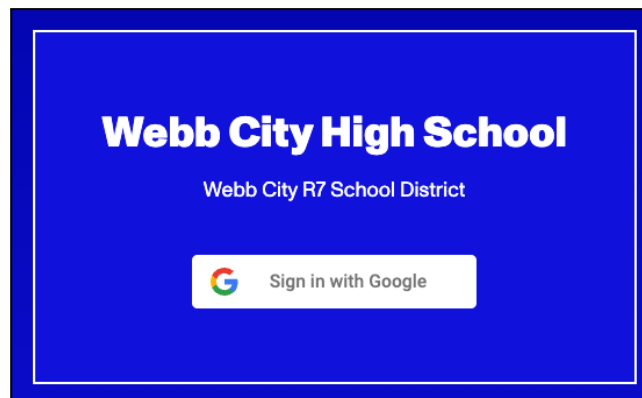Our school district uses Paper Tutor, which is an online resource where our 5-12 grade students can chat with certified teachers any time of day or night (even on weekends/holidays) in order to get help with their homework or have a written document reviewed.

How to Sign into Paper Tutor

1) Go to app.paper.co OR you can access Paper Tutor directly from Canvas. (the Paper Tutor links are located on the side menu within every course like in the sample to the right)

2) Type in Webb City and choose Webb City High School | Webb City R7 School District from the list.

| Home |
| Modules |
| Announcements |
| Grades |
| WCHS Library Media Center |
| Canva for Education |
| Chat with a Paper tutor |
| Get writing help from Paper |

Sign In

Type your school name or sports team

Webb City

Webb City High School
Webb City R7 School District →

Webb City Junior High School
Webb City R7 School District

Webb City Middle School
Webb City R7 School District

Can't find your school?

3) Click Sign in with Google.

Webb City High School

Webb City R7 School District

G   Sign in with Google

PAPER

Step-by-step Guide

to help students use Paper

Student Login: Students can log in through app.paper.co

Once students have logged into Paper they have the option to either begin a live chat session with a Paper tutor or submit written work for review.

→ Start a live chat & ask a question

In the student dashboard, students can type a question into the chat box or select a subject to ask a more specific question. Either of these options will connect students with a tutor instantly.

→ Submit written work for review

Any written work such as essays, lab reports, or college applications can be reviewed by a Paper tutor who will return the written piece with feedback. Click on "Upload an essay" and follow the instructions to begin.

→ What happens during a live chat with a tutor?

Live chat tutoring sessions allow students to message 1-on-1 with a tutor. Students can share the question they need help with by typing the question out, uploading a screenshot or uploading files from their teachers. Tutors ask guiding questions to help students understand their homework, never giving away any answers.

Want to learn more about how to use Paper?

Join us for one of our free information sessions available in English or Spanish by clicking here.

Have any questions? Contact us at parents@paper.co

Log in at: **app.paper.co**