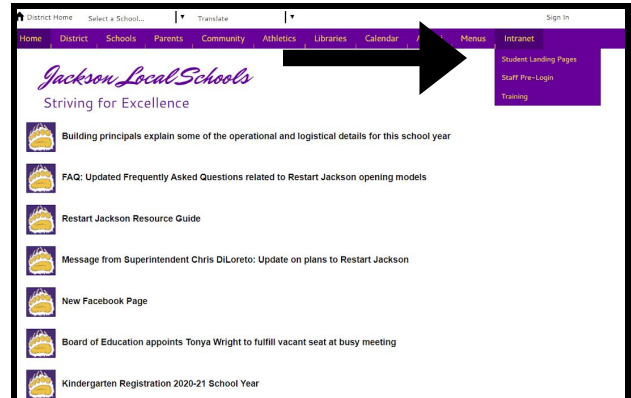# What Should I do the First Day of School as an eLearner

Welcome Back - we missed you; we hope you had a wonderful summer!

First:
- You will want to go to the intranet from the Jackson Local Schools website. There you will find and log into CLEVER, then POLARIS (new student please see page 2).
- Log into your first period class/course listed on your schedule between 6:00 a.m. and 9:00 a.m.
- Open the Attendance Folder and complete the Attendance assignment for August 20, 2020.
- By completing this task, your attendance as an eLearner will be documented.
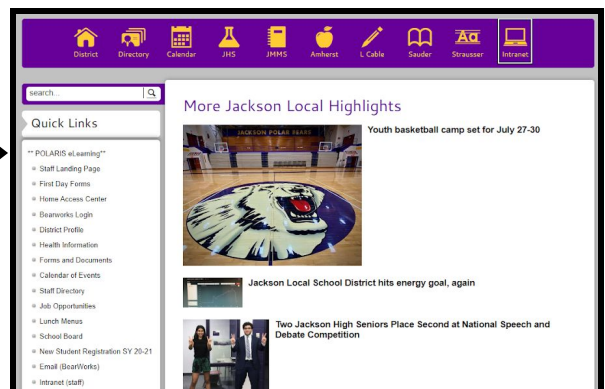 - You will do this every day that you are eLearning.

Second:
- Log into each of your other classes/courses to view a welcome message from each of your teachers.
- You will also find important information posted by your teachers to help you get started for the school year.

Third:
- If you have any questions for your teachers, you may email them or call them to leave a message. Some teachers may have a Discussion Board posted for you to ask and to answer questions.
- An issue with your schedule should be addressed with your school counselor.
- If you are having any technical difficulties, please complete the form found in the link for troubleshooting eLearning concerns found below.
- Troubleshooting eLearning/Chromebook issues: this is where to start
  https://forms.gle/NjcHbC9M6YU5JDNH7
  - If you cannot submit a technology request, you may call the Central Office at 330-830-8000.
  - For any future Chromebook issues or to troubleshoot an eLearning problem,this link is also found on the District homepage under Quick Links by selecting**POLARIS eLearning**.
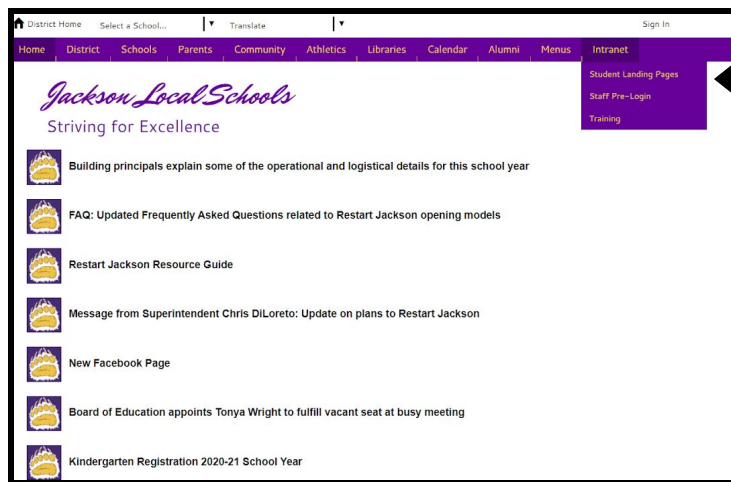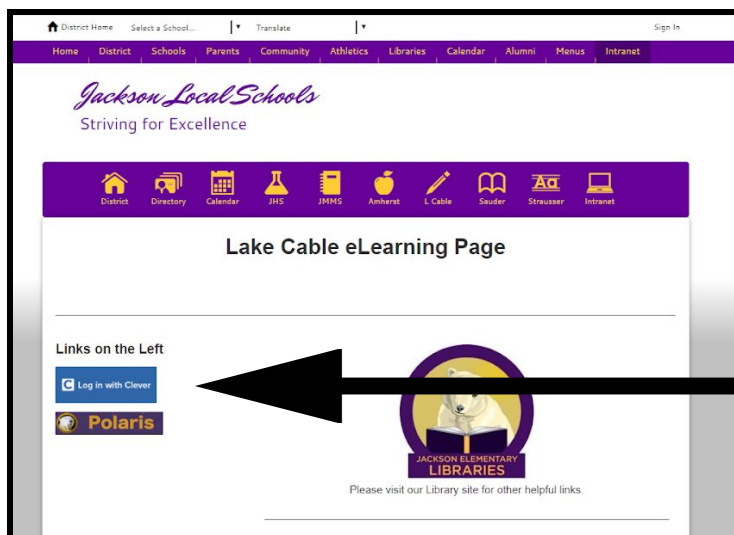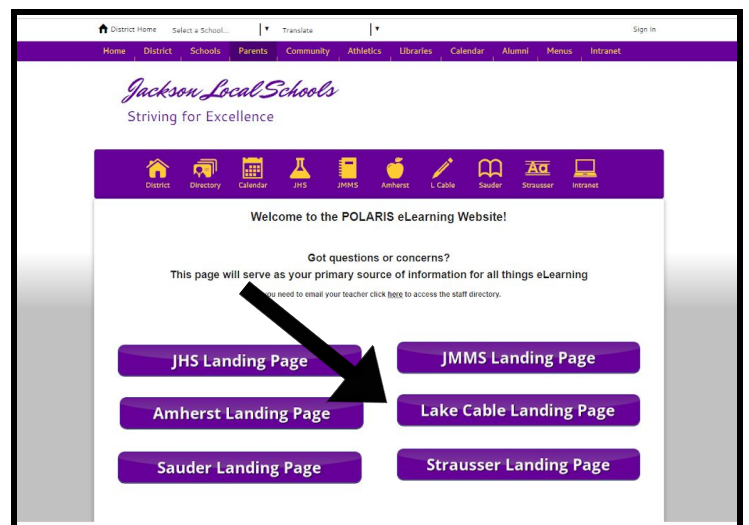
Finally:

Have a fantastic day.

We are here to help you.

Logging into POLARIS for the First Time:

    1. Go to the Jackson Local Schools webpage and click "Intranet".

Select the building that you are attending.

Select and login with Clever. Click the "Login with Active Directory." Then, you will use your school issued username and password.

Do not remove polarbear\ from the user box.