Virtual Program Start-up Instructions

CHA Grand Rapids - 2022-23 School Year

1. Create Weekly Schedule, including time for work, sleep, school and recreation

2. Login to Covenant House Academy Email

3. Login to Clever & Edmentum to begin coursework

Covenant House Academy Virtual Weekly Planner - 2022-23

Campus: _____ Date: _____

Student Name: _____

For each day, please indicate what times you plan to study work, sleep, etc. as shown in the example below.

Times	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9:00 AM							
9-10:00 AM							
10-11:00 AM							
11-12:00 Noon							
12-1:00 PM							
1-2:00 PM							
2-3:00 PM							
3-4:00 PM							
4-5:00 PM							
5-6:00 PM							
6-7:00 PM							
7-8:00 PM							
8-9:00 PM							
9-10:00 PM							
10-11:00 PM							
11-12:00 AM							
12-1:00 AM							
1-2:00 AM							
2-3:00 AM							
3-4:00 AM							
4-5:00 AM							
5-6:00 AM							
6-7:00 AM							
7-8:00 AM							

Covenant House Academy Grand Rapids - Student Email Login Instructions

<u>Non-chromebook Device (Laptop, Desktop, Tablet or Phone)</u>

- Open Google Chrome browser

- Type "mail.google.com" in browser bar; it will prompt you to log in

- Type in your email address - firstname.lastname@chayvs.org; you will be prompted to create a password

- Enter your password - ***use a password you will remember and write it down someplace safe***

- The screen should have opened to your Gmail mailbox

- Click on the Compose button and send an email to one of your teachers to be sure it is working

<u>School Chromebook</u>

- Open Chromebook

- Enter firstname.lastname@chayvs.org to login to Chromebook

- After you log in to the Chromebook it will open to a Google Search page

- Click on the Gmail icon or the "Waffle icon" (9 dots) click in the upper right corner and then click on the Gmail icon

- Gmail will open to your inbox

- Click on the Compose button and send an email to one of your teachers to be sure it is working

- ***Alternate option for opening mail:*** Type mail.google.com in browser and it should open your inbox

Clever & Edmentum Login Procedure

Covenant House Academy Grand Rapids

Step 1

Go to your portal: https://clever.com/in/CHAGR

Step 2

Log in with your Clever username and password:

Username: The email address assigned to you upon enrollment

Password: Your date of birth using the following format:

MM/DD/YEAR.

For example, if you were born on March 6, 1999, you would enter 03/06/1999.

Step 3

Once you are logged in to Clever, click on the Edmentum icon.

Step 4

The first step of each Edmentum course is to complete the Student Orientation. This will help you to understand how to navigate your course, as well as keep track of your progress and your grade.   It will help you understand how to access resources and submit assignments. **DO NOT SKIP THIS STEP.**