



# Help Desk Q&A

## Google Calendar

Add Charlottesville Schools holidays and other calendar events to your calendar:



### USE THE “+ GOOGLE CALENDAR” BUTTON:

- Log into your personal Google account, then go to [charlottesvilleschools.org/calendar](http://charlottesvilleschools.org/calendar)
- Click on the “+ Google Calendar” button on the lower right corner of the calendar.
- Select the calendars you would like to add. For division holidays, add “Charlottesville City Schools Official Academic Calendar.” For school events, add your school calendar.

### ICAL LINKS:

- ICAL links are available at [charlottesvilleschools/calendar](http://charlottesvilleschools/calendar) if you need them for adding this information to other calendar formats such as Outlook or iCloud.

**Note:** It might take up to 12 hours for changes to show in your Google calendar.



Google Calendar

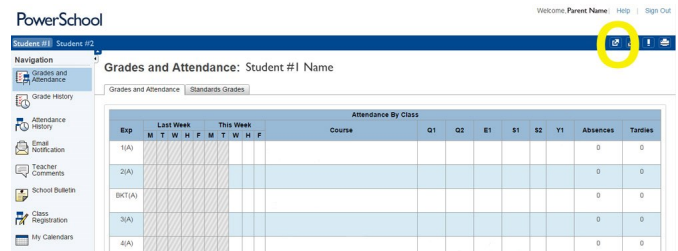


PowerSchool

## Log into PowerSchool

Use PowerSchool to check on grades, absences, missing assignments, teacher comments, & more.

- Go to <https://sis.ccs.k12.va.us/> (available on the “Parents” menu at [charlottesvilleschools.org](http://charlottesvilleschools.org))
- Use your **parent** ID and login. If your student is new to the division, you will receive this by mail in September. If you need help with last year’s information, contact Diana Sacra at 245-2943.



## Change How You Receive School Messages!

Do you prefer email in the evenings? A phone call during the day? Would you like to start getting text messages about snow day announcements?

- Log on to [PowerSchool](http://PowerSchool).
- Click diagonal arrow button in top-right corner.
- Click “Contact Manager” in the new window.
- Click “Contacts” in new screen. For your first child, click “Edit.”
- This screen shows the various messages and your numbers/emails. For each phone or email, simply check the messages you would like to receive. Then click “save.” (All students will be updated.)

If you see incorrect information, please highlight these changes on your registration paperwork.

## My School Bucks

Create a free account that will send you emails when your child's balance is running low. Then either send a check to the school (**free**) or use My School Bucks to make one-time or automatic top-up payments (with a **5% convenience fee**).

- Go to <https://www.myschoolbucks.com/> (available at [www.charlottesvilleschools.org](http://www.charlottesvilleschools.org))

### TO SET UP LOW-BALANCE EMAIL ALERTS:

Click the **Welcome, [Name]** drop-down at the top of the screen and select **My User Profile** (or click **Update Account Settings** on the home page). Click Edit next to the name of the student you would like to receive emails for. Then, check the box to request low balance notifications and fill in the amount. When your child's balance goes below that amount, an email message will go to the email address in your user profile.

### TO MAKE ONE-TIME OR AUTOMATIC PAYMENTS:

Hover your cursor over **Meal Accounts** and click **Make a Payment** (or click **Make a Payment** from the home page). Choose the amount and select a payment method. (To make this automatic, then under "Make this automatic," click No and change the option to Yes. You can set up payments to occur when the account balance falls below a specified amount or on a set schedule.) When the payment settings are complete, click **Place Order**.



My School Bucks

## Canvas

Create a parent account for Canvas so that you can see classroom resources, assignments, and more.

- Instructions: [charlottesvilleschools.org/canvas](http://charlottesvilleschools.org/canvas)



## Permissions Checklist

Fill out this optional form to set how we use your child's image or schoolwork — or use it to say “no” to paper report cards during the school year.

**(If you do not complete this form,** you will give permission for Charlottesville Schools to use your child's image and excellent schoolwork and to share images with school partners such as U.Va. You will continue receiving a paper report card.)

- Check your inbox for a link to a pre-completed form (sent to students with parent email on file).
- Or fill out the Permissions Checklist at: [charlottesvilleschools/forms](http://charlottesvilleschools/forms). **The last step is to respond to an email sent to your inbox.**
- Or request a paper form. Return it to the school.

## Social Media

No account is required! Account holders who want a steady stream of school pictures, updates, and good news should “like” and “follow” us.

- [www.facebook.com/cvilleschools](http://www.facebook.com/cvilleschools)
- [www.twitter.com/cvilleschools](http://www.twitter.com/cvilleschools)

