

LAHS Student Digital Best Practices

#EAGLESUCCESS



Bookmark

Important/Frequently Used Sites



What is a Bookmark? Why Bookmark Frequently used pages?

- A bookmark is placeholder for a webpage
- Bookmarking allows you to quickly access that page, instead of leaving the tab open (can slow down computer) or having to search for it every time to need to get back to the page

How to Bookmark (Chrome)

1. When on the page you want to bookmark, click the STAR icon to the right of the URL address
2. Name the Bookmark
3. Suggestion: when you have lots of bookmarks, organize into folders

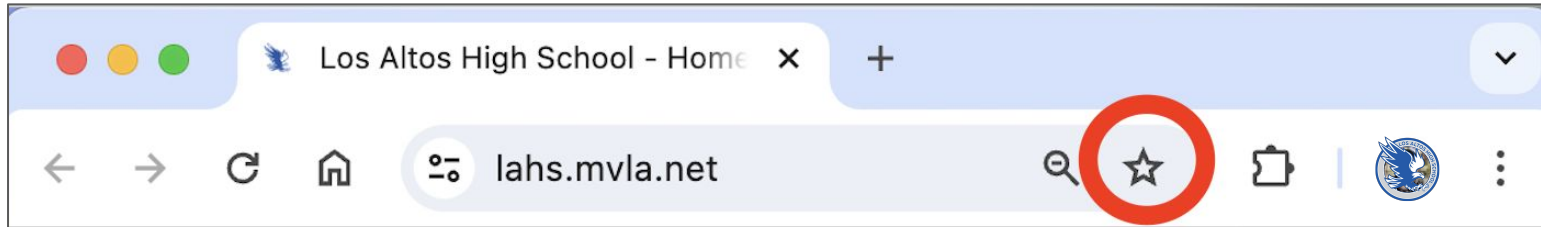
Important/Suggested Bookmarks:

- lahs.mvla.net - School website
- login.mvla.net - ClassLink (Apps LaunchPad)
- mail.google.com - Email
- drive.google.com - Google Drive

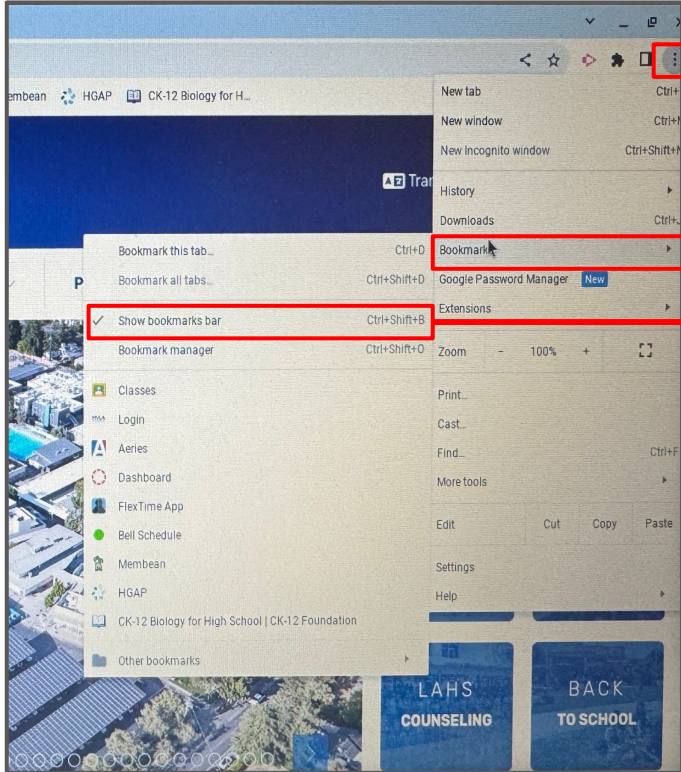


To add a bookmark in Chrome:

- Click on the ★ in the address bar (far right)



Then display your bookmarks bar....



Step 1
Click on
the ⋮

Step 2
Click on
Bookmarks

Step 3
Select show
Bookmarks Bar

Academic Integrity & Digital Citizenship

(Teachers share your academic integrity policy related to good digital citizenship)




Email Communication



Email/Gmail Signature

Helps make a good impression, and develop a more professional email presence

1. Login to Gmail
2. Click the gear icon in the upper right corner 
3. Go to See all settings
4. Scroll down to Signature sections
5. Create New
6. Enter Name of Signature (suggestion: MVLA/Student)
7. Suggested signature:

Closing Salutation,

First Name Last Name

Los Altos High School

Grade/Class of #####Grade/Class of #####

Example:

Sincerely,

Eddie Eagle

Los Altos High School

Need help drafting an email to a teacher/staff person? [Check out this compilation of common emails students send to teachers/staff](#)



Clean/Filter Inbox (optional)

Maintaining a clear/clean inbox ensures you are getting the messages you need and improve productivity.

Setting up filters can help with organizing your email.

Just like cleaning up your living space, cleaning up your inbox can be satisfying and organize the chaos

Tips:

- Clean out inbox on a regular basis - some people do it weekly, others monthly, do what works for your.
- [Check out this how to set up filters to organize your incoming email](#)

Google Drive - Staying Organized



Best Practices:

- Create a Google folder, named consistently, for each course
 - EX: SY24.SurveyLit
- Title each Google document with a naming convention that makes sense
 - EX: SY24.Unknown Americans Essay

STAY ORGANIZED.

- Don't shut your computer until the document is filed in the correct folder and named.

Aeries - Tips for Checking Grades



How to get to Aeries

1. Open your browser
2. Sign into your mvla account
3. Through classlink or through your bookmarks, go to Aeries

<https://mvla.aeries.net/student/LoginParent.aspx?page=100000>

How to check grade for assignment

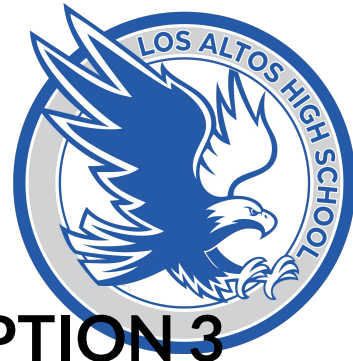
1. Click on the class the assignment is from
2. Scroll and find assignment
3. A red box indicates a missing assignment



Healthy habits about checking

1. Check at least once a week, or as much as you want.
2. Don't stress yourself over grades however, they don't define your career!

Need technology help?



OPTION 1

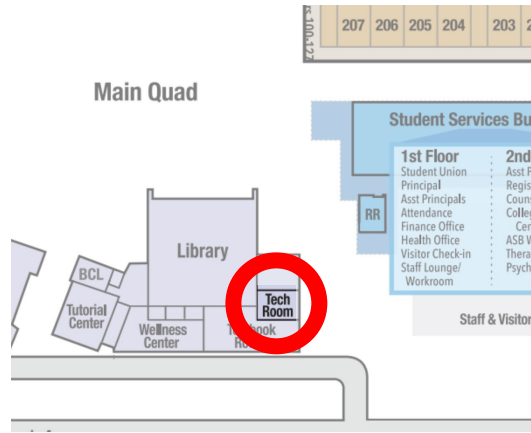
Email

HelpDesk@mvla.net

*Expect a response
within 24-48 hours*

OPTION 2

Go to the tech room



OPTION 3

Go to the Student
Services Building
1st Floor

Mr. Johnson is
available to help
all day Tuesday & Friday

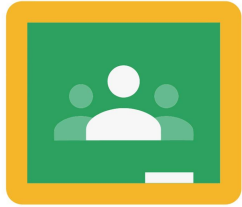
Social Media - Follow the LAHS official Accounts



LAHS official accounts students can follow to stay in the know

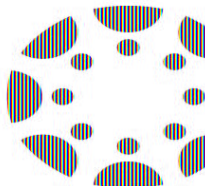
- @los.altos.high
- @los_altos_ccc
- @newmedialit
- @losaltosathletics
- @losaltosasb
- @lahstalon
- @losalsoshslibrary
- @mvlahsd
- @lahsaerie
- @lahs2025
- @lahsclassof2026
- @lahsclassof2027
- @lahsclassof2028

Important apps & purposes



Google Classroom

Google Classroom - see assignments and turn them in, feedback/comments from teachers, and any announcements for the class.



CANV

Canvas- see assignments and turn them in, feedback/comment s from teachers, and any announcements for the class.



Aeries - monitor and check grades on Aeries | why it's important to have access.

Gmail - emails for the daily announcements, messages/connect with teacher | its important to stay vigilant and on top of your emails that way you don't miss something



Teachmore- make appointments with your teacher for ACT and any other meetings you'd like to schedule.

The End