

CHEAT SHEET for Students & Parents

Homework:

How to View any Teacher's Assignments Posted to eChalk

- Go to the LR Homepage (<http://lrms.uniondaleschools.org>). **NOTE: There is NO NEED to log in to eChalk in order to view homework assignments.*
- From the center of the dark red bar at the top, click **Directories**, then click **Faculty & Staff Directory**.
- In the search bar at the top, start typing the first few letters of the **teacher's last name**.
- Click that **teacher's full name**.
- Under **Classes** at the right of the screen, click the appropriate **class name**. **NOTE: Teachers have been advised to name their classes so that they are easily found by their students. Each class will have a name to indicate the subject, grade level, and teacher's last name. Ex.) Math 8 Powell.*
- On the teacher's class page, click the tiny **icon** that looks like a **calendar** next to the heading called "Homework." This will give you a view of the entire month. Teachers typically post homework week by week. Simply click the text in the box to see if there is a more detailed description.
- **Repeat** the search, if necessary, to view other teacher's assignments.

E-Mail:

All students have a school e-mail account through Gmail. This account is no longer connected to eChalk. Therefore, you do not need to log in to eChalk when you want to send an email. Instead, you will log in directly to Gmail or Google. (There is a quick link to Gmail posted to the top of our new LR Homepage, too.) **Remember, students are only able to email Uniondale district teachers and administrators. Emails to outside email address or other Uniondale students will not be sent or received by student Gmail accounts.*

To log in:

- Go to the LR Homepage, and click the **Gmail button** from the dark red bar of links at the top.
- Type your **school email address** as your login. *For students, the format is: networkusername@student.uniondaleschools.org. Ex.) asmith@student.uniondaleschools.org.*
- Next, enter your **Gmail password**. *The format is: add your initials to your network password. For example, if your network password is sa1234, your gmail password is sa1234as.*