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**Panther Run Elementary School**  
**PANTHER PRINTS NEWSLETTER**

September 28 - October 2, 2020

**NEWS & INFORMATION at PRE**  
**e-Learning continues at Panther Run Elementary School**

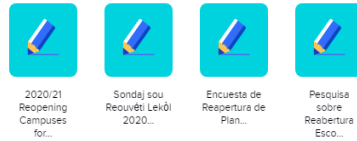
**2020/21 Reopening Campuses for eLearning Phase 2 Survey**

*The survey administration window is Wed., Sept. 23, through Tues., Sept. 29, 2020 at 5:00 p.m. Parents/caregivers must log on to their child(ren)'s single sign on Launch Pad and complete the Reopening Survey. An individual survey must be completed for each student in their home.*

Teacher Pages



2020/21 Reopening Campuses for eLearning Phase 2 Survey



My Applications



**Holiday**

**Monday, September 28, 2020. Schools and Administrative Offices Closed**

**Broward Remote Instructional Assistance... "Ask BRIA"**

*Broward's districtwide evening academic assistance is now available Monday through Thursday from 3:00 p.m. to 8:00 p.m. Students can find a link in their Canvas courses entitled "Need Assistance With Schoolwork-Ask BRIA". By clicking on the link, students will be guided to a live Teams session with a certified teacher to receive academic support. We encourage our Panthers to take advantage of this free resource to receive assistance!*



**Technology Support – We Are Here For & With You 😊**



*If you have questions or concerns, please call Panther Run's main number – 754-323-6850 Monday through Friday from 7:40 a.m. to 2:15 p.m. for assistance. You may also send an e-mail to [pantherrunes@browardschools.com](mailto:pantherrunes@browardschools.com). Remember, students need to shutdown or restart the school laptops or personal devices daily. Please refer to the gold packet your received when picking up your child's textbooks for more information. It is also posted to our website*

*<http://pantherrun.com/8%20steps%20to%20elearning,%202021%20TECH%20%20CHEAT%20SHEET,%20Rules%20of%20Nettiquette.pdf>*

**\*\*\* NOTE \*\*\* The District Virtual Call Center is closed and all tech support is handled by each school 😊**

## Important Dates at Panther Run

### **THIS WEEK AT PANTHER RUN**

**Reopening Campuses for eLearning Phase 2 Survey is open from Wed., Sept. 23 through Tues., Sept. 29, 2020 at 5:00 p.m.**

**Mon., Sept. 28: Holiday. Schools & Administrative Offices closed**

**Tues., Sept. 29 – Fri., Oct. 2: e-Learning continues**

### **UPCOMING EVENTS**

**Fri., Oct. 16: Early release day at 12:00 noon**

**Mon., Oct. 19: Employee planning. No school for students.**

## Grab & Go Meals are free for students

*Pick up: Tuesdays & Thursdays from 11:00 a.m. to 1:00 p.m. & 3:00 p.m. to 5:00 p.m.*

*The U.S. Department of Agriculture has extended the summer meals flexibility waiver now allowing Broward County Public Schools to provide breakfast and lunch at **NO COST (FREE)** to all children 18 years and younger regardless of meal eligibility status. Students or their parents can pick up multiple meals at a time by walking, biking or driving up to the front of the school off 172<sup>nd</sup> Avenue. Parents must have identification for their student to pick up meals if the student is not present. Recommended forms of identification include student ID's, report cards, class schedule, registration, library card, passport and birth certificates. Identification must be present at each meal service. Please remember to wear a mask & follow CDC guidelines. Menus are available at:*

*<https://schools.mealviewer.com/results/broward%20county> & <https://schools.mealviewer.com/school/PantherRunElementarySchool>*

### A Reading Challenge

By reading more complex books, your child can learn new words, facts, and ideas. He'll also be exposed to more complicated plots and will grow as a reader. Share these suggestions:

- Knowing something about the topic or setting makes a tougher book easier to comprehend. If your youngster is reading a novel set in France, he could talk to someone who has been there or look up the country online (try a children's site like *kids.nationalgeographic.com*).
- Encourage your child to look at a simpler book on the same subject. A picture-book biography about Harriet Tubman may help your youngster better understand a textbook chapter on the civil rights movement, for instance.
- Suggest that your child read complicated material with pencil and paper in hand. He can jot down questions, words to look up, or facts he wants to learn more about.

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Resources for Educators, a division of CCH Incorporated

### Parent to Parent: How to be careful online


With my daughter using the internet more for schoolwork, I was concerned she would wander to unsafe sites. We set up parental controls as her teacher recommended, and I try to stay nearby when she's on the computer.

But my older sister reminded me that while supervision is important, Sophie needs to learn safe habits to use on her own. So I explained to Sophie that real-life safety rules apply online.

For instance, she shouldn't talk to strangers or go places she's not allowed. Before visiting a new site, she has to check with me so I can make sure it's appropriate. And just as in real life, she needs to tell me right away if a stranger tries to contact her or if she sees something confusing or upsetting.


I feel better that Sophie has ground rules, and I am going to keep this conversation going.

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**Pay It Forward!**

Panther Run Elementary School  
**PIF-WIAMAD**

Repaying the good deeds one has received by doing good things for other unrelated people.



"Pay It Forward"  
 You never know how your actions can change the world!

**Pay It Forward!**  
 &  
**Who I Am**  
**Makes A Difference!**

**Believe it, Live it, Pass It On!**

**Who I Am Makes A Difference!**

**PIF-WIAMAD and Kindness matter.....**  
**At Panther Run, we PIF-WIAMAD: "Pay It Forward" & "Who I Am Makes A Difference!"~ Believe It! Live It! Pass It On!**  
**You never know how your actions can change the world!**  
**Small acts of kindness are all PIF-WIAMADs. See the list below for virtual acts of Kindness -**  
**Make a POSITIVE DIFFERENCE today in the lives of others....**  
**"Together WE can!! The Journey Begins Here, NOW, With ALL of Us - students, staff, parents, volunteers & community!"**



# The Great Kindness Challenge

**VIRTUAL CLASSROOM EDITION**

## Your Kindness Matters

We challenge you to complete as many acts of kindness as you can.

Have fun and smile big knowing that you are changing the world for good!

## Kind Acts

- Smile at 25 people
- Place a nice note on a family member's pillow
- Sincerely compliment 5 people
- Pick up 10 pieces of trash in your neighborhood
- Bond with your classmates with a Scavenger House Hunt game
- Be kind to yourself & eat a healthy snack
- Learn something new about your teacher
- Be kind to yourself & create an I Am poster
- Draw a picture & give it to someone
- Leave a flower on someone's doorstep
- Be kind to yourself & take a Breather Break
- Cut out & decorate a Happy Heart & place in a window
- Entertain someone with a happy dance
- Be kind to yourself & do 10 one-minute exercises
- List 10 things you are grateful for
- Make & display a thank you sign for essential workers
- Show appreciation to a counselor or mentor
- Make a wish for a child in another country
- Write a note of friendship for The Great Toy Giveaway
- Send a thank you to your superintendent
- Make & deliver a happy card to a senior friend
- Learn something new about a different culture
- Write a thank you note to your mail carrier
- Invent a kind handshake with a family member
- Donate toys, clothes or books to a charity or someone in need
- Make & display 10 positive notes around your house
- Read a book to a younger child
- Call or video chat your grandparent or esteemed elder
- Step up for someone in need
- Make & display a KINDNESS MATTERS sign
- Say "hi" or cheer someone up who looks sad
- Decorate a kindness rock & randomly place it
- Make 10 messages of love & hope for Linked By Love
- Pat yourself on the back
- Embrace your family with a big hug
- Take a family walk and look for Happy Hearts
- Learn to say "hello" in a new language
- Show appreciation to your principal creatively
- Be kind to the earth & make a cardboard creation
- Make a friendship gift for someone new to you
- Recycle your trash
- Go a whole day without complaining & use only positive words for the entire day
- Find something you have in common with a classmate
- Tell a current or past teacher how they've inspired you
- Prepare a healthy meal or snack for a loved one
- Say "sorry" to someone you may have hurt
- Tell a joke & make someone laugh
- Bond with your classmates & play a Virtual Game of Tag
- Raise funds for a cause you care about
- Create your own kind act



## #GreatKindnessChallenge

GreatKindnessChallenge.org ♥ KidsforPeaceGlobal.org

FREE APP!



(Your Name Here)

## Panther Run Virtual e-Learning Reminders for Families

- *Students should log on at least 2-3 minutes before their meeting/class time.*
- *Students should stay “in” class and not leave. Please redirect them back to class if they are not on. Students should not decide to “sign out” or walk away from class. They need to be “present” on-line to attend, learn and participate.*
- *Set up your student in a well-lit area away from noises and distractions so they can focus on their school work and classes.*

*The ideal area is:*



- *A table & chair or desk, facing away from televisions/electronics*
- *A room separate from where family business is occurring (not in a busy kitchen or loud living room)*
- *No lying down in bed or on a couch*
- *Headphones help prevent distractions*



- *Make sure your student is wearing appropriate clothing to “attend” school. No pajamas or distracting items.*
- *Please have your child refrain from eating during class unless it is snack or time.*
- *Please try to have others stay out of the view of the camera to limit distractions for the other students in the class.*

**\*\*\* Make sure anyone near, in view or behind the camera is in appropriate clothing.**

- *We understand that many of our PRE families have busy homes, so to limit distractions to the teachers and students, please make sure your microphone is MUTED AT ALL TIMES, unless you are speaking.*

**\*\*\* Background conversations come through the microphone VERY CLEARLY and you may not realize this. ALL “in” the class can hear the background noise and conversations taking place near the child who is in class. (Even if they are wearing headphones)**

- *If at times you sit beside your child to support them, please do not give them answers to any questions. If you occasionally do this, we recommend giving them time to attend classes alone to become independent learners.*
- *Let students complete their assignments and take their own assessments. Making mistakes is the best way to learn and grow. This also lets teachers know what the child knows or needs to have enriched or retaught. They are here to learn and are not expected to answer everything correctly.*
- *Students should move away from the computer/screen on breaks and lunch to rest their eyes, ears and brains. Have them move around some, stretch and relax. This “off-line” time helps them focus when they are in class “on-line” for lessons.*

*Thank you for your assistance and patience as we all adapt to this new way of learning 😊*

**2020-2021**

Broward County Public Schools  
**BACK TO SCHOOL**  
Emergency Contact and  
Code of Student Conduct  
Online Forms



*Dear Broward County Public Schools Parents and Guardians:*

*Welcome to the 2020-21 school year. **The Emergency Contact and Code of Student Conduct forms for your child MUST be updated annually and completed online. Online forms are easy to complete and all data is protected and secure. For families with multiple children attending Broward County Public Schools, some information will only need to be entered one time.***

*Visit [www.browardschools.com/BTS](http://www.browardschools.com/BTS) to access the Back to School wizard, which walks you through the process of completing the forms. Please note, you will need your child's student identification number to complete the forms, which are provided in English, Spanish, Haitian Creole and Portuguese.*

***The Emergency Contact and Code of Student Conduct forms must be completed at the start of each school year for each student enrolled in BCPS.** It is recommended that you set aside 20 to 30 minutes for this process. If you are not able to complete the online forms in one session, you can resume where you left off at another time. You will receive an email confirmation indicating that you successfully submitted the required forms from the District. **Once you complete and submit the forms, you MUST pdf and email the signed confirmation to Danielle Austin, Office Manager/Confidential Secretary at Panther Run at: [danielle.austin@browardschools.com](mailto:danielle.austin@browardschools.com)***

*Please note, if you prefer to use hardcopy forms or have questions, you can find them at [browardschools.com/codeofconduct](http://browardschools.com/codeofconduct), or you can contact the school.*

*Thank you for being part of Broward County Public Schools.*

**Please email the Back to School on-line Submission Sheet to: [danielle.austin@browardschools.com](mailto:danielle.austin@browardschools.com)**





# Broward County Public Schools BACK TO SCHOOL Emergency Contact & Code of Student Conduct Online Forms

## FREQUENTLY ASKED QUESTIONS

### 1. How do I access the online forms?

Visit: <http://www.browardschools.com/backtoschool-onlineforms>

### 2. What is the advantage of using Back to School Emergency Contact and Code of Student Conduct online forms versus hardcopy documents?

Online forms are easy and convenient to complete. Once submitted, forms can be easily accessed for future reference. For families with multiple children attending Broward County Public Schools, some information will only need to be entered one time.

### 3. How is the data that I enter into the online form system protected?

All data is secured and stored in the District's protected database.

### 4. Where do I get my child's student identification number?

You may obtain your child's student identification number from either your school or from a recent Broward County Public Schools report card.

### 5. Can I register a new student?

There is a separate process for registering a new student. Please contact your school for new student registration or visit [www.browardschools.com](http://www.browardschools.com) and click on "Register My Child in School."

### 6. When are Back to School forms due?

Forms are due within 3 – 10 days from the first day of school or from the date of student enrollment.

### 7. Will my child be withdrawn from school if I miss the deadline for returning Back to School forms?

Your child will remain in school. But please, contact your school about the delay.

### 8. If I do not have all of the answers, can I skip the questions?

There are some mandatory sections of the online forms that must be completed in order to finish the process. If you have any questions about these mandatory sections, contact your school.

### 9. Can I complete the online forms a portion at a time?

Yes. Once you initiate the online form process, you will receive an email that includes a link that provides access to your child's forms. Until you complete the online form process by clicking "submit," you can finish the online forms at another time.



## Broward County Public Schools **BACK TO SCHOOL** Emergency Contact & Code of Student Contact Online Forms

### **10. What if I do not see in my email the link to my child's online forms?**

Please check your "spam" folder to make sure your email provider has not blocked emails coming from [bcpsmobile@browardschools.com](mailto:bcpsmobile@browardschools.com).

Otherwise, contact your child's school.

### **11. How do I correct an error after submitting the online forms?**

After you click "submit," online forms cannot be changed. To update any information after submitting the online forms, please contact your child's school.

### **12. Will I be able to update my information months later?**

No. For all information changes, please contact your child's school.

### **13. Once I click on the submit button, what happens next?**

You will receive a confirmation email and your child's school will be notified.

### **14. Will I be able to see my completed online forms at any time?**

Yes, you are able to see and print the forms as desired.

Using the link in your confirmation email, click on the "Forms" button in the top right area of the screen to view the forms that can be printed.

Note: If there is no information completed for a specific form, the link to that form will not show up on the grid.

### **15. Once I submit my online forms and decide to change schools, what do I do?**

Once the form is submitted, then the parent or guardian must contact the school if there are any changes.

### **16. What happens if I and another family member unknowingly submitted the online forms?**

Only one set of forms can be submitted online per child.

The system will recognize a duplication and will show a pop-up message informing the parent or guardian that the child was already registered.

### **17. Are the Back to School forms available all year?**

The application is available for the whole school year.

# Social Media Use Guidelines

## Do you Think B4U Post?

What you do online can help or hurt yourself and others.

Did you know students who break the Code of Student Conduct's online behavior requirements can be suspended or even expelled?

While online:

### DON'T:

- Use rude, hurtful, or racially offensive language.
- Post language, materials, or images containing vulgarity, nudity, or drugs.
- Engage in personal attacks, insults, threats, harassment, or bullying.
- Post private information.
- Be academically dishonest or cheat by violating copyright laws or using someone else's material without permission.

### DO:

- Connect in positive ways with others. Reaching out to people you trust is one of the best ways to reduce anxiety, depression, loneliness, and boredom during social distancing. Call, IM, text, or FaceTime to connect with friends and family.
- Protect yourself by protecting your accounts. Don't share your passwords with anyone and password protect your phone so no one can impersonate you. Use privacy settings to control who can view your content and interact with you.
- Ignore online abuse by not reacting, instead block abusers and then report them. Take and save screenshots, print out messages as evidence, and tell a trusted adult immediately to get help.
- Be an activist for respect.
  - Think B4U Post and watch for offensive or hurtful behavior.
  - Share kind words to isolated, mistreated, or cyberbullied classmates.
  - Express disapproval of mean acts and words.
  - Celebrate positive acts.
  - Know your rights and responsibilities and that YOU have the power to change your world, and the world of those around you for the better.





# eLearning Web Conferencing Protocols

## Student Expectations



**Live instruction will be conducted daily, and students are to connect each period on Teams and the following protocol should be followed:**

- Students need to go to each class at the assigned times which will be different based on elementary and secondary grade levels.
- Students should inform their teachers when they cannot attend Teams web conferences.
- Students should use their cameras as directed by their teachers.
- Students need to dress appropriately.

**Students also need to follow proper web conferencing etiquette and display a proper code of conduct and decorum in a virtual meeting. To help you participate well in your class web conference follow these simple virtual meeting etiquette rules and tips:**

1. Leave the keyboard alone
2. Dress appropriately
3. Be aware of your surroundings
4. Mute your microphone when you are not talking
5. Speak up, but do not shout
6. No food allowed
7. Stay seated and stay present
8. Find a quiet location with no or minimal background noise
9. Turn off all sounds on your phone
10. Parents should not interrupt meetings

For more information on Digital Citizenship and Internet Safety go to [Digital Citizenship Resources](#).

No student, parent, teacher, or other individual shall take an audio recording, nor photograph, nor make a video recording of eLearning interactions using software, cameras, cell phones, tablets, or other technologies of classroom interactions with the exception of a recording initiated within Microsoft Teams during the class instruction by a BCPS employee. Any recording initiated by a BCPS employee shall be commenced for the sole purpose of providing instructional support to students enrolled in the course including being available for students to review the recording later for instructional support. Access to any such recordings will remain within the secured BCPS digital environment, maintain credentialed access, and may be removed at the discretion of BCPS.

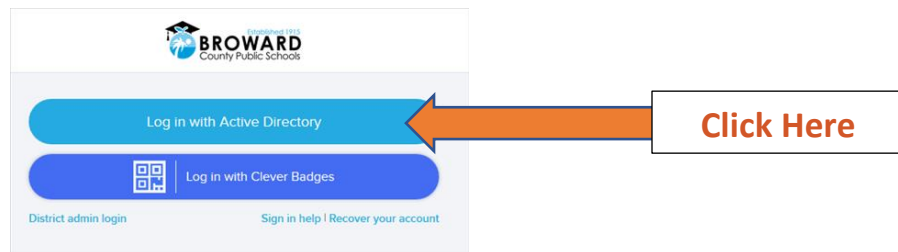
## How to Log In, Launch and Learn

**Before you start, please have your Student ID number and Password handy.**

- Returning students can use their existing log in information
- New students are provided credentials by their school
- Students who have forgotten log in information should contact their school

**Step 1: Go to <https://sso.browardschools.com>**

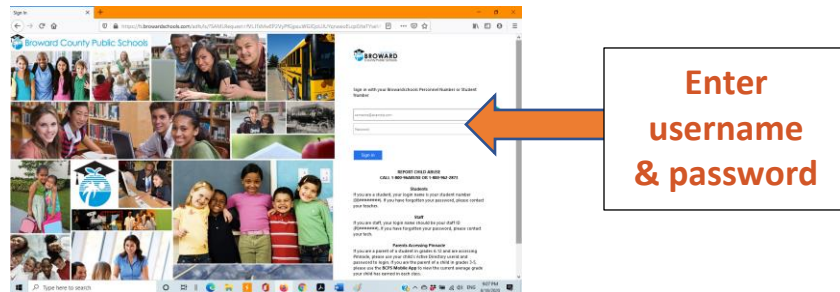
**Single Sign-On**



- Click on Active Directory to go to log in screen below (step 2)

**Step 2: Enter Student ID Number and Password**

**Log in Screen**



- User name is the Student ID number (example: 06#####)
- Enter password (if forgotten, please contact your school)
- Click OK to go to the Clever Launch Pad below (step 3)

**Step 3: On Clever Launch Pad locate the Canvas tab;** double click to launch  
 Secondary grades click **Virtual Counselor** for class schedules  
 All grades use **Teams** tile for video conferencing

**Clever Launch Pad**



**Main Applications include:**





# SCHOOL REOPENING 20|21

LOG IN • LAUNCH • LEARN

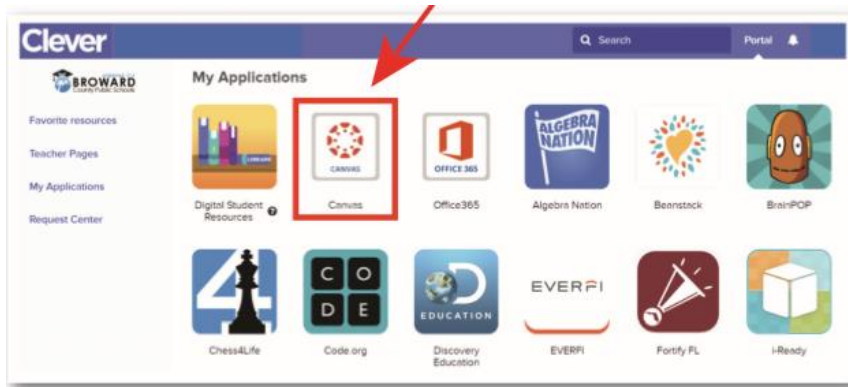
## Eight Steps to Getting Ready for e-Learning Student Guide

### 1. How do I get to school?

Go to [sso.browardschools.com](https://sso.browardschools.com)

### 2. How do I enter school?

Sign in with your student number and password/PIN to get to your personalized Clever Single Sign-On Launchpad. Each student's dashboard is different depending on grade level. Below is a sample of one. For young and complex learners, parents/guardians should log in with the student information.

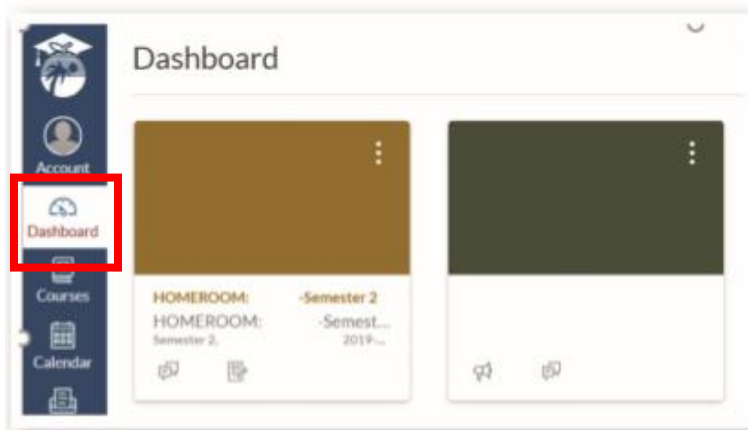


### 3. How do I get to class?

Click on the Canvas image outlined in red above. Go to Virtual Counselor to get your class schedule and attend your classes in the proper order.

### 4. How do I enter class?

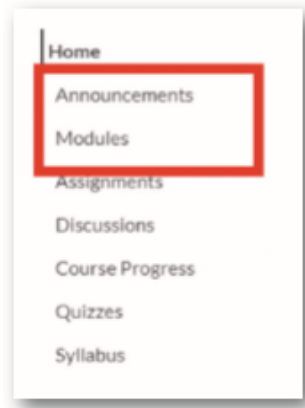
Use the "Courses" button on the left blue navigation bar to access your courses. Or you can click on the Canvas Tile to bring you into your Canvas course.



**5. How do I find my Canvas work and my Teams web conference link?**

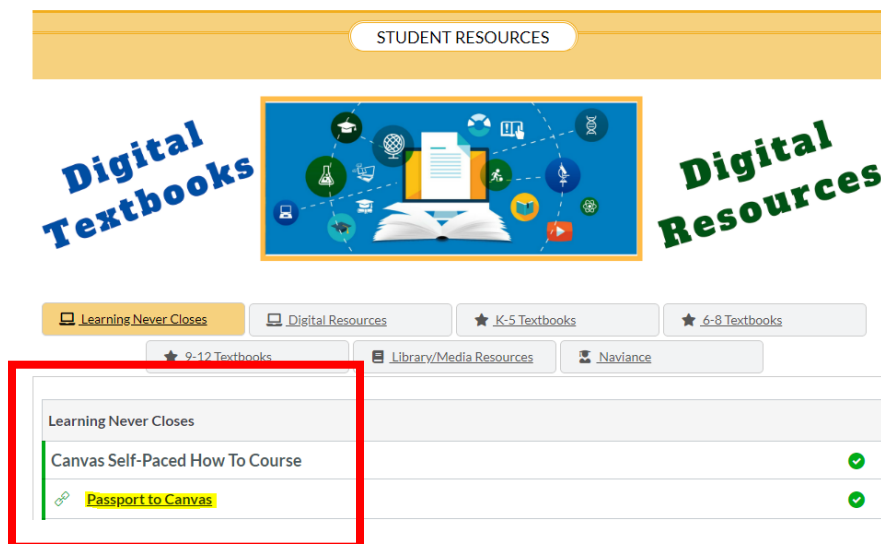
Read any of your teacher’s announcements at the top of the homepage of your Canvas course and then look for assignments below. If your teacher has designed your work in Modules, click on the Modules link on the left side of your course navigation to begin seeing your units of study.

Your teacher will be providing live web conferencing through Microsoft Teams. The link to these live meetings will be placed in the Announcements of Canvas or in other areas in Canvas such as Calendar Events, Pages, Assignments, Discussions, and Quizzes.

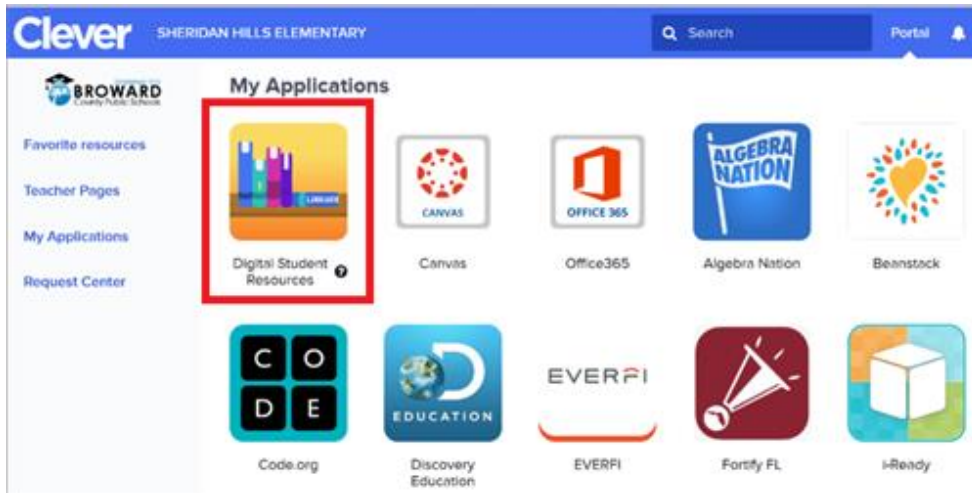


**6. How does a student learn how to use Canvas?**

Students can learn how to use Canvas by participating in the [Passport to Canvas](#) course found in the [BCPS Digital Student Resources](#) Canvas Course.



Students can access the Digital Student Resources course directly from their [Single-Sign-On Clever Launch Pad](#) highlighted in red below or by clicking the Student Textbooks & Resources link located under Resources in the blue global navigation menu in Canvas.



## 7. How do I use the Canvas Student App?

Canvas Student allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

- [What is the Canvas Student app?](#)
- [Canvas Student iOS Guides](#)
- [Canvas Student Android Guides](#)



## 8. How is attendance going to be taken?



- Teachers will record student attendance in Pinnacle.
- Students will be counted in attendance during their scheduled class time in Teams.
- Students and Parents should communicate with their teachers if they have any issues with connecting to Teams and Canvas.

### Learning to Write: **Print** → *Cursive* → **Keyboard**

## Five Steps to Access Nearpod Keyboarding Lessons

1. Go to your **LaunchPad** at [sso.browardschools.com](https://sso.browardschools.com).

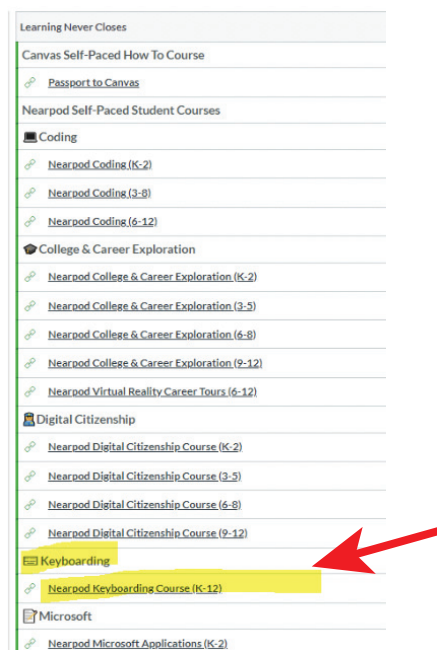
2. Click on the **Canvas** icon.



3. Go to **Resources** on the left blue navigation bar of any Canvas course and click on **Student Textbooks & Resources**.



4. Use the **Learning Never Closes** tab to access the Nearpod Keyboarding resource.



5. Start learning and, practice, practice, practice!



## Energize Your Keyboarding Skills

As with any new skill you learn, it's the little things that can make a big difference. Follow the tips below to make your fingers do the talking when it comes to keyboarding.

- 1 Minimize typos**  
Be sure that your fingers are always placed properly on the home row keys. Use the raised bumps located on the "F" and "J" keys to feel for proper finger positioning.
- 2 Know your problem keys**  
Identify which keys are giving you difficulty. To correct the problem, practice the finger reach for these keys on a daily basis.
- 3 Practice**  
This one's obvious. The more typing you do, the better you'll get. The secret is to practice typing every day until you become proficient. For practice, try typing a page from your favorite book or magazine.
- 4 Maintain good posture & technique**  
While typing, sit upright in your chair with both of your feet flat on the floor. Wrists should not be resting on the desk while typing; instead, they should remain slightly raised.
- 5 Monitor your progress and set goals**  
Set a new WPM (words per minute) goal each week. For example, if your average WPM is 20 after a week or two of practicing, try to achieve an average of 23 or 24 WPM the following week, increasing your WPM goal each week thereafter.
- 6 Think "light"**  
One of the biggest problems with typing newbies is the tendency to want to push downward on the keys. The skill of touch-typing requires just that, a light touch. Think of your fingers as lightweight movable parts that glide around the keyboard.

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For more information and updates, visit [browardschools.com/coronavirus](https://www.browardschools.com/coronavirus).

Please note information is always changing and we will provide the latest updates as soon as possible.

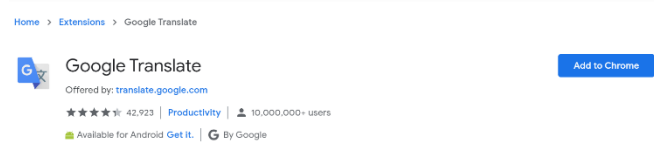
**The School Board of Broward County, Florida** Lori Alhadeff • Robin Bartleman • Heather P. Brinkworth • Patricia Good • Donna P. Korn  
Laurie Rich Levinson • Ann Murray • Dr. Rosalind Osgood • Nora Rupert • Robert W. Runcie, Superintendent of Schools

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may contact the Director, of the Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008 (ADAAA), may contact the Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158. [browardschools.com](https://www.browardschools.com)

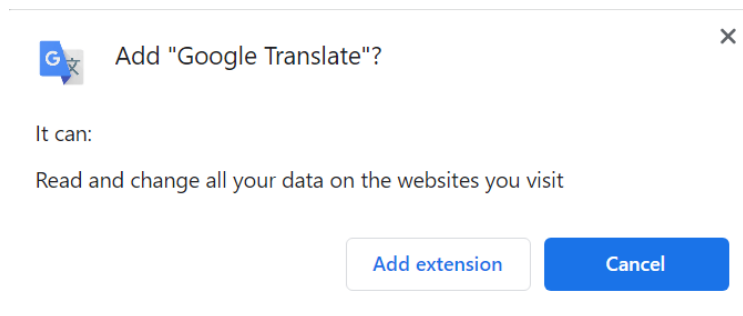
## Google Translate Chrome Extension – How To

**Prerequisite:** Ensure that you are using Google Chrome as your browser.

1. Click here for the [Google Translate Chrome Extension](#).




2. Click on the blue “Add to Chrome” button.
3. The box below will appear. Click “Add Extension.”



4. A box will appear to notify you that you have added the extension.

## Google Translate Chrome Extension- How to Use

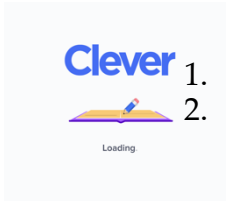
How to Translate Web Pages:

1. To translate an entire web page, click on the  on the top right corner of your browser. At the top, click “Translate This Page” and specify the language.
2. Chrome will translate the web page this once.

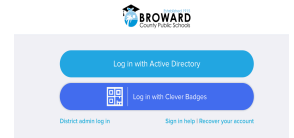
Not working? Try refreshing the web page. If it's still not working, right-click anywhere on the page. Then, click Translate to [Language].



## ACCESSING SINGLE SIGN-ON (STUDENT)



1. Enter <http://browardschools.com/sso> into the URL bar
2. Find the purple tab titled Register Now / Login  
Click link to be directed to login page



**USERNAME – 10-digit student number beginning with 06**

**PASSWORD – Pmm/dd/yyyy**

ex. Birthdate of Jan 1, 2004 = P01/01/2004 – it must be typed exactly in this format

Or if this does not work try 3571



## ACCESSING CANVAS (STUDENT)



1. Go to [sso.browardschools.com](http://sso.browardschools.com)
2. Sign in with student number and password (see above) to get your personalized launch pad
3. Find the CANVAS tile and click to access
4. Use the “COURSES” button on the left-hand of the screen to find your teacher’s Canvas page
5. When you enter the Canvas course, check the announcements at the top of the page, then scroll down to access the assignments, etc.
6. The teacher will be providing a TEAMS video conferencing link for you to access for live instruction

## ACCESSING TEAMS / JOINING TEAMS MEETINGS



1. Start Microsoft Teams by doing one of the following (if Teams does not automatically open when you sign into the laptop):
  - In Windows, click **Start**  > **Microsoft Corporation** > **Microsoft Teams**.
  - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
  - On the web, go to <https://teams.microsoft.com>.
2. Sign in with your Single Sign On username and password (Student “06” number and birthday entered in this format: Pxx/xx/xxxx).
3. Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that
  - **Join by Link** – Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically. If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.
  - **Join by Calendar** – Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**. Or, if someone starts the meeting, you'll get a notification you can use to join.



Teams

- **Join in a Channel** – If a meeting takes place in a channel, you’ll see an invitation to join, relevant content, and who’s in the meeting right in the channel. Just select **Join**.
- **Join from Chat** – If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.
- **Call in** – If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number. If there's a phone number and conference ID in the meeting invite, just dial the number to join. The number in your invitation may not be local to you. Select **Local numbers** to find one that is.
- **Add a Room while you join** - When you’re choosing your audio and video settings, you have the option to add a room so you can use a meeting room’s audio and video devices. Your personal device may even detect a nearby room using Bluetooth. If it does, you’ll see the meeting room’s name and the option to **Join and add this room**. If the nearby room has already joined the meeting, you can **Join with audio off** to avoid disrupting the meeting. If your device doesn’t detect the room nearby, select **Add a room** under **Other join options** and search for the room you’re using.

### ACCESSING DIGITAL TEXTBOOKS

1. Log into SSO as STUDENT (same directions as above)
  - USERNAME – 10-digit student number beginning with 06
  - PASSWORD – Pmm/dd/yyyy
    1. ex. Birthdate of Jan 1, 2004 = P01/01/2004
2. Find the APP titled – ONLINE STUDENT TEXTBOOKS
  - Click on app
3. Find the tab on the left side of the screen titled HOME
  - Below HOME is ELEMENTARY – click on ELEMENTARY
4. You should now be on the webpage that is titled ELEMENTARY TEXTBOOKS
  - At the bottom of the screen is Language Arts, Mathematics, Science, Social Studies
5. Click on the subject area you want – then scroll below to find your child’s grade level
  - Click on the student book link



McGraw Hill SSO

### ACCESSING I-READY



i-Ready

1. Go to [sso.browardschools.com](https://sso.browardschools.com)
2. Sign in with student number and password (see above) to get your personalized launch pad.
3. Find the i-Ready tile and click to access.
4. Choose a subject to access.
5. You must first complete the diagnostic assessment beginning **DATE TBA** during school hours before instruction will become available.

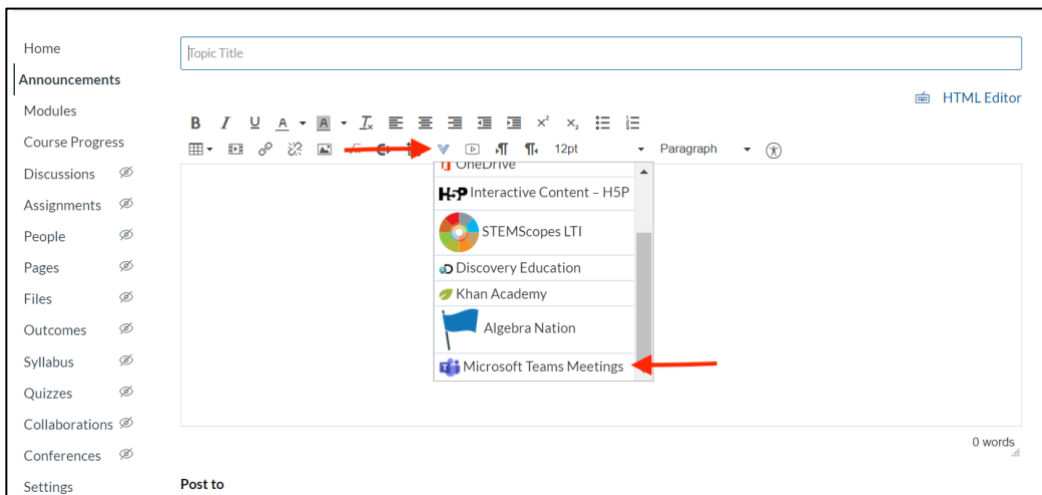
# Microsoft Teams Videoconferencing in Canvas

Using Microsoft Teams, teachers are able to create a videoconference in a Canvas course for instruction, virtual office hours, and guest speakers. To alert invitees about upcoming conferences, teachers can create course announcements.

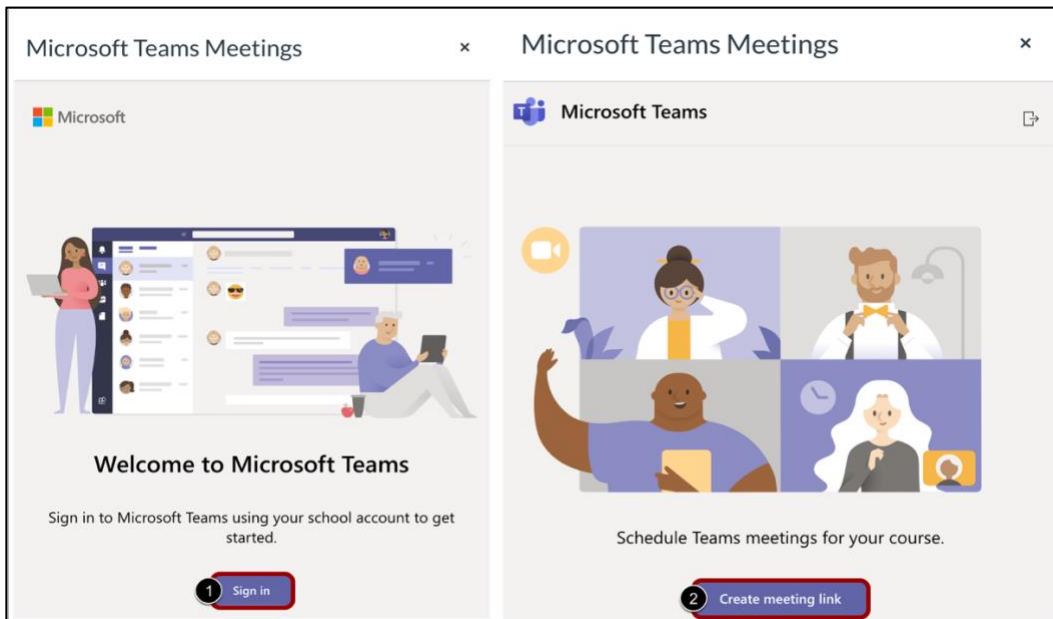


## How to Create a Web Conference

Microsoft Teams Meetings is enabled in the Rich Content Editor in several areas within Canvas: Announcements, Calendar Events, Pages, Assignments, Discussions, and Classic Quizzes. Students may also be able to use this tool in the Rich Content Editor within a collaborative group. To get started, create an announcement in Canvas. From the Rich Content Editor click the Chevron and then select Microsoft Teams.



When Microsoft Teams Meetings is opened from the Rich Content Editor, the user will need to sign in to their Microsoft account by clicking the **Sign in button [1]**. They can then create a conference link by clicking the **Create meeting link button [2]**.



Enter a name for the meeting in the **Name field [1]**. If desired, select a meeting **Start date and time [2]** and **End date and time [3]**. To create the meeting link, click the **Create button [4]**. The meeting link will be displayed.

When students click the link, they will select "Join on Web" if prompted and type their name to join the web conference.

### Recorded Videos

Teachers are able to record the web conference for students who are unable to attend the webinar. The recording will be found in the teacher Teams App in Microsoft Office 365 and can be shared after the conference.

To access your recording:

- Open Office 365 from Clever Dashboard
- Click Teams (purple icon)
- Click Chat
- Click the name of your web conference
- Find the recording in the middle of the screen and download the file
- The downloaded file can be uploaded into Canvas module.

### Resources

Tutorials and additional information for Microsoft Teams can be found at <https://support.office.com/en-us/teams>.

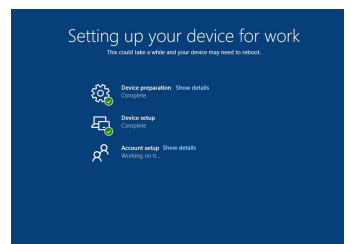
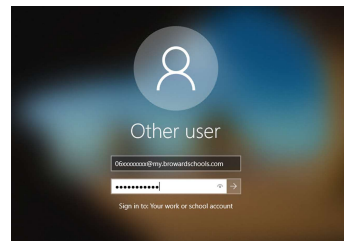
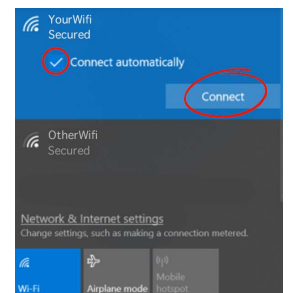
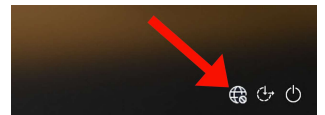


## New Student Laptop Login Procedure

For the 2020/2021 school year, the documented process below is how students will login to newly issued Broward County Public School laptops. Laptops received prior to the beginning of this school year will continue to use the old login method.

**After receiving your school issued laptop and returning to your home, please proceed with the following steps:**

1. Turn on the laptop and plug it into a wall outlet utilizing the provided power cord.
2. Once the laptop is powered on and sitting at the date and time screen, press any key on the keyboard and you will see the blue BCPS Logon Message. Press OK to continue.
3. In the bottom right corner of the screen, click on the circle globe icon to connect to your home internet (Wi-Fi) connection.
4. Find the name of your home Wi-Fi connection, click on it, make sure to check the box for "Connect Automatically", and then press the Connect button.
5. Enter the password to your home Wi-Fi connection and press Next.
6. In the text box for Email Address, please enter the **student's 06#** in the following format: **06XXXXXXXX@my.browardschools.com**
7. In the text field for password, please enter the student's password and then press the Enter key. This is the same password utilized to log into Clever and Office365 \*Default Password format is **Pmm/dd/yyyy**
8. The student's name will appear followed by several screens that will walk the user through the first-time setup process. During the initial setup please ensure the laptop is plugged in and left on. Please be patient as the initial setup can take up to 30 minutes or more on the "Setting up your device for work" screen depending on your home internet connection.



# Dear Families,

Your child's teachers need to know what our students already know and what they still need to learn so we can plan how to teach them best. The *i-Ready Diagnostic* can help us get this information for each child, but only if students give it their best effort without anyone else helping with the answers.

*Here's how you can help:*

1



## Watch this [video](#)

to familiarize yourself with the Diagnostic and how to best support your child.

2



## Get organized

by finding a quiet space for your student to take the test and confirming your technology is working properly.

3



## Motivate your child

by explaining how doing their best will help their teachers know how to teach them better.

4



## Support, but DO NOT help

by encouraging your child to stay focused and try their best and NOT helping them with the answers.

5



## Celebrate your child's effort

once you have confirmed they have completed the assessment.

For more information, tips, and tools, visit [i-Ready.com/FamiliesAssessAtHome](https://www.i-Ready.com/FamiliesAssessAtHome).

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# Family Checklist

## for Administering the *i-Ready Diagnostic* at Home

Your child's teachers need to know what our students already know and what they still need to learn so we can plan how to teach them best. The *i-Ready Diagnostic* can help us get this information for each child, but only if students give it their best effort without anyone else helping with the understanding or answering questions. This Diagnostic is usually given at school, but this time, we need students to take it at home. Your child will benefit from your support and encouragement to ensure the information received accurately reflects what they know and still need to learn. **We greatly appreciate your partnership. Here is a step-by-step checklist that can help.**

### **Familiarize Yourself**

- Watch this [video](#) to familiarize yourself with the Diagnostic and how to best support your child.

### **Get Organized**

- Find a quiet space for your child to take the Diagnostic.
- Determine a time for your child to take the Diagnostic. Your child's teacher may assign a time OR you will be asked to determine a time on your own. If choosing a time on your own, keep the following in mind:
  - The Diagnostic is untimed. We suggest splitting the assessment into several short sessions: 15–20 minutes for younger students (K–1) and 30 minutes for older students.
  - We recommend working early in the day when possible.
- Ensure you have correct login information from your child's teacher.
- Test the device(s) your child will use to take the Diagnostic. Run our [system check](#) to confirm computers are functioning properly. Consult this [guide](#) if you need help logging in. Confirm headphones and audio are working.
- Gather paper and pencils for your child to use during the Diagnostic.

### **Motivate Your Child**

- Explain to your child (*you can use [these phrases](#) to help you*):
  - Why they are taking this Diagnostic, and motivate them to do their best
  - How the Diagnostic works
  - That you cannot help them with any questions

### **Support Your Child**

- Monitor and encourage your child as they complete the Diagnostic. Use these supportive phrases with your child throughout the assessment.
- Do NOT assist your child with answering assessment questions, as this may lead to the teacher receiving inaccurate information and/or online lessons not being at the right level for your child.

### **Confirm Completion and Celebrate**

- Ensure your child has fully completed the assessment. Your child will receive a congratulatory message and see lessons appear on their screen. Make sure your child logs off the *i-Ready* account after completing the assessment. If problems arise, reach out to your child's teacher for support.

# Canvas Parent App



Canvas is a Learning Management System (LMS) designed to simplify teaching and learning by connecting all the digital tools teachers use in one easy place. The **Canvas Parent** app allows parents to engage in their children's education by providing access to important class information. The **Canvas Parent** app is available for parents using iOS or Android devices and can easily be configured in just a few minutes. Parent App User Guides can be found [here](#).

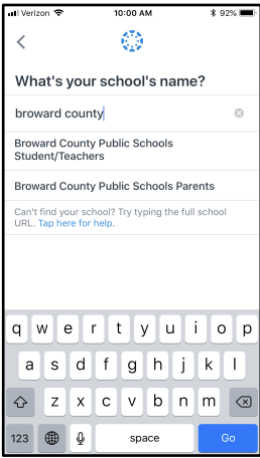
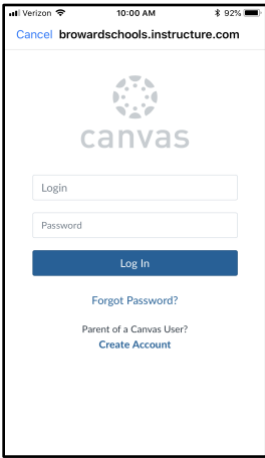
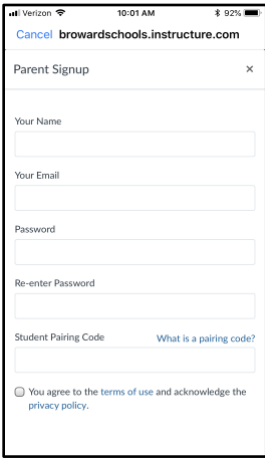
With the **Canvas Parent** app, parents can

- View the list of courses where their students are enrolled. For each course, parents can see syllabus, assignments (title, due date, and instructions) and events.
- Set alerts to view course announcements and/or receive reminders for a specific assignment or event (sent to mobile devices as push notifications).
- Monitor their child's performance on Canvas assignments (final grade reported in Pinnacle).
- Please Note: If a student does not have any visible courses you will see a "No Enrollments" message, this means the teacher has not made the course publicly viewable yet.

With the **Canvas Parent** app, parents cannot

- Submit assignments, participate in discussions or take quizzes on their child's behalf.
- Access course content (files, pages, other students' work, etc.).
- Participate in the course in any way.

To set up **Canvas Parent**, download Instructure's **Canvas Parent** app and complete the following:

Step 1	Step 2	Step 3	<p><b>What are pairing codes?</b> Pairing codes are six-digit codes that are used to link students to observers in Canvas. Pairing codes are alphanumeric and case sensitive.</p> <p><b>Who can generate pairing codes?</b> Pairing codes can be generated by a student or teacher. Pairing codes are only available to users at institutions that have enabled self registration.</p> <p><b>How long are pairing codes valid?</b> Pairing codes expire after seven days or their first successful use.</p> <p><a href="#">How to Create Student Pairing Codes as a student?</a></p>
 <p>Download Canvas Parent App. Click <b>Find my School</b>. Type Broward County. Click <b>Broward County Public Schools Parents</b>.</p>	 <p>Click the <b>Create Account</b> link at the bottom of the screen.</p>	 <p>Type <b>Your Name</b> (First &amp; Last Name), <b>Your Email</b>, and choose a <b>Password</b> by typing it twice. Enter the <b>Student Pairing Code</b>.</p>	

Please note, only one account can be paired through the Canvas Parent App. Additional accounts will need to be added online at <http://browardschools.instructure.com/login/canvas>. Sign in using the parent account previously created. Click Account > Click Settings > Click Observing > Enter additional Student Pairing Code > Click the blue +Student button.