

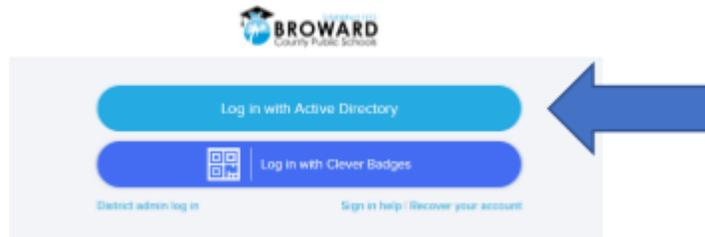
# How to Access Student Schedules via Clever Launch Pad



*“Closing the Distance”*

## Students with a Personal Laptop:

- 1) Open Google Chrome
- 2) Visit [sso.browardschools.com](http://sso.browardschools.com)
- 3) Select Log in with Active Directory



- 4) Enter your student number and password

Student Number: 06XXXXXXXX

Password (Date of Birth): PMM/DD/YYYY

Ex: P05/06/2007



- 5) In the event you need to reset your password call the BCPS ETS Department at (754) 321- 0411.

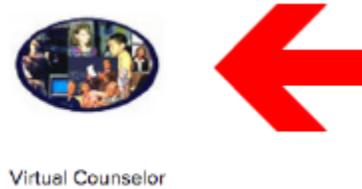
## Students with a School Loaned Laptop:

- 1) Once you log into the laptop Insite will automatically start.
- 2) Select Launch Pad



## On the Clever Homepage Select Virtual Counselor:

- 1) Click on the Virtual Counselor icon under My Applications on the Clever homepage



- 2) On the main page of Virtual Counselor, click on the drop down menu under Student Info

The screenshot shows the top navigation bar of the Virtual Counselor interface. It includes the Broward Schools logo, the text "POWERED BY THE Broward County Public Schools DATA WAREHOUSE", and "VIRTUAL COUNSELOR". On the right, there are "LOGOUT" and "PRINT" links. Below the navigation bar, there are two dropdown menus: "STUDENT INFO:" (currently showing "Absences") and "INSTRUCTIONAL/SCHOOL LINKS:". A blue arrow points to the "Absences" dropdown menu. Below these menus is the "STUDENT ABSENCE INFORMATION" section, which contains several links in Spanish and English for accessing the 2020-21 school pre-registration survey and changing passwords. At the bottom, there is a calendar for August 2020 and a legend for absence types.

- 3) Click on Student Schedule

This screenshot is similar to the previous one but shows the "STUDENT INFO:" dropdown menu expanded. The menu items include "Absences", "End of Year Math Test 1st Grade", "End of Year Reading Test 1st Grade", "Academic History", "Assignment History", "Future Planning", "Interim Report", "Report Card", "Obligations", "Student Schedule", and "Test Scores". A blue arrow points to the "Student Schedule" option. The rest of the page content, including the navigation bar and the "STUDENT ABSENCE INFORMATION" section, remains visible in the background.