



# Getting Ready for e – Learning Teacher Guide

1. Set up your Canvas course by modules for [asynchronous learning](#).

**Teachers need to publish courses and content before students can participate and interact with them.**

Your rostered Canvas courses will be ready for you the first week in August. You will need to go into the Canvas Commons and download your course or grade level content that has been prepared by the Elementary, Secondary, and Applied Learning departments. You will also be able to create and upload additional content from other resources.

Guide on how to download from the Canvas Commons can be found in the Digital Resources, Easy as 123 Canvas course at [Importing Content from Canvas Commons](#)

To review recorded videos on how to use Canvas go to <https://view.streamvued.com/v2api/tab/innovative/publicPage/7?video=30384>

## 2. Elementary Teachers

- ELD-K-Science-Quarter1
- ELD-1-Math-Quarter1
- ELD-2-Social-Studies-Quarter1
- ELD-3-Reading-Quarter1
- ELD-4-Writing-Quarter1
- ELD-Course-Shell-Only

**Important to Note:**

- The **modules** will have content loaded for the quarter. Additional content can and should be created, added, or found in the Canvas Commons.
- Look for Broward Approved Elementary Learning.
- Look for the **naming convention** to start with **ELD** followed by the **grade level**, then **content area**, and **quarter**.
- Content Modules will be available August 1, 2020.

- The ELD Canvas modules will have content loaded for the quarter.
- Instructional material content for GO Math, Journeys, etc. Can be found in the Canvas Commons.
- Additional content can and should be created, added, or found in the Canvas Commons.
- Look for Broward Approved Elementary Learning.
- Look for the naming convention to start with ELD followed by the grade level then content area, and quarter.
- Content Modules will be available August 1, 2020.
- Elementary Learning Canvas Course – Do not have access? Request it here: <http://bit.ly/ELDCanvasRequest>
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## Additional Elementary Teacher Resources

Collaborate with teachers across the District through various channels and share your Home Pages, buttons, Virtual Centers, and much more!

Join or create team

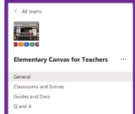
General Channel



Bitmoji Classrooms and Scenes



You will also find Guides, Documents, and have a channel to ask questions to be answered by your fellow colleagues.



- Collaborate with colleagues in the Elementary Canvas for Teachers Teams Site as it relates to designing and setting up your Canvas course.
- Templates for content areas and suggested instructional components can be found in the Files section of the Elementary Templates Channel.
- The following is recommended:
  - Teachers' Homeroom is used to access other courses. Teachers should have a welcome or Home/Landing page where students can then access their other courses. This will prevent students from having to access multiple tiles on their Canvas dashboard throughout the day.
  - Grade Level teacher add a button or schedule on their homepage to access Specials.
  - Grade Level teacher's home page is used to house the links and/or buttons to access services such as support facilitation, speech/language, etc.

## Elementary Teacher Collaboration

Grade level collaboration across the district on Yammer!



Coaches and Contacts collaboration across the district on Yammer!



Collaborate with colleagues by grade level or coaching role in the Elementary Yammer groups as it relates to instructional strategies and curricular resources.

## 3. Secondary Teachers

Curriculum resources for secondary teachers can be found in content specific SharePoint sites (links in the chart to the right). Within these sites, teachers will have access to:

- Links to Grade Level and Content Specific Yammer Groups
- E-Learning Resources and Materials
- Course Scope and Sequences
- Professional Learning Materials
- Standards and Assessment Guidance

## Secondary Learning Department SharePoint Site Links

ELA/Reading	Mathematics	Science	Social Studies	Adv. Academics
<a href="https://tinyurl.com/hzw7qwh">https://tinyurl.com/hzw7qwh</a>	<a href="https://tinyurl.com/hfrms86">https://tinyurl.com/hfrms86</a>	<a href="https://tinyurl.com/yvwbud5gq">https://tinyurl.com/yvwbud5gq</a>	<a href="https://tinyurl.com/y2rgafv5">https://tinyurl.com/y2rgafv5</a>	<a href="https://tinyurl.com/y69vmqsm">https://tinyurl.com/y69vmqsm</a>

No permission requests are necessary. Just click on the appropriate link above.

## Secondary Learning Canvas Resources

Secondary level teachers have access to Canvas courses developed by the Secondary Learning Department for all four quarters of the school year. Courses can be found in Canvas Commons with the “Broward Created Materials” filter for the titles in the chart to the right.

Assistance on how to find, use, and personalize these courses can be found in the *Getting Started in Canvas-Secondary* course:

<https://browardschools.instructure.com/enroll/PCAXEL>

## Secondary Learning Department Full Year Canvas Courses

ELA/Reading	Mathematics	Science	Social Studies	Adv. Academics
ELA Collections Grade6 ELA Collections Grade7 ELA Collections Grade8 ELA Collections Grade9 ELA Collections Grade10 ELA Collections Grade11 ELA Collections Grade12 Reading Inside A Reading Inside B Reading Inside C Reading Edge A Reading Edge B Reading Edge C Specific Novel-Based Modules	Grade 6 Grade 6 Adv Grade 7 Grade 7 Adv Pre-Algebra Algebra 1 Algebra 2 Geometry Financial Algebra Advanced Topics Liberal Arts Math 1 Mathematics for College Readiness Pre-Calculus Analysis of Functions	MJ Comprehensive Science 1 Accelerated Honors (GEARS 6) MJ Comprehensive Science 2 Accelerated Honors (GEARS 7) Earth Space Science MS Life Science MS Physical Science Biology 1 Regular/Honors Environmental Science Environmental Science NearPod HS Chemistry 1 Regular/Honors HS Chemistry 1 NearPod HS Physics 1 Regular/Honors	MS World History Civics MS U.S. History HS World History HS U.S. History Economics with Financial Literacy U.S. Government Personal Financial Literacy World Cultural Geography Psychology 1 Holocaust	AP Literature & Comp. AP Language & Comp. AP U.S. History AP World History AP Psychology AP Calculus AP Statistics AP Biology AP Physics 1

## 4. Applied Learning Teachers Content and Resources

### DEBATE

Debate Broward K-5 101  
 Secondary Debate Fall 2020  
 Speech 1  
 Debate 1  
 MS Speech/Debate  
 Literacy through Debate

### PHYSICAL EDUCATION

Elementary K-2 (15 Modules)  
 Elementary 3-5 (21 Modules)  
 Middle 6-8 (14 Modules)  
 High 9-12 - (15 Modules)

### STEM+CS MODULES

Engineering K-5, 6-12  
 Computer Science – Code K-5, 6-12  
 Environmental K-5, 6-8, 9-12  
 Minecraft Challenges K-12

### HOW TO ACCESS DEBATE CONTENT ON CANVAS

All Debate Canvas courses can be accessed by following the links provided on the Debate SharePoint site found here: [Debate SharePoint](#)

Join the Debate Broward K-5 101 canvas course by enrolling here:

[Debate Broward K-5 101 canvas course](#)

Additional Debate Content/Courses can be accessed via the Commons with naming conventions beginning with BCPS Debate.

### HOW TO ACCESS PHYSICAL EDUCATION CONTENT ON CANVAS

Physical Education content is available in the Commons in Canvas in organized modules

Go to Canvas Commons and search for “P.E.” and “Physical Education” and look for the American Flag PE Logo.

### HOW TO ACCESS STEM+CS CONTENT ON CANVAS

Directions for accessing **STEM 3-2-1 Canvas Modules**, with content across STEM+CS topics, are on the STEM+CS Sharepoint:

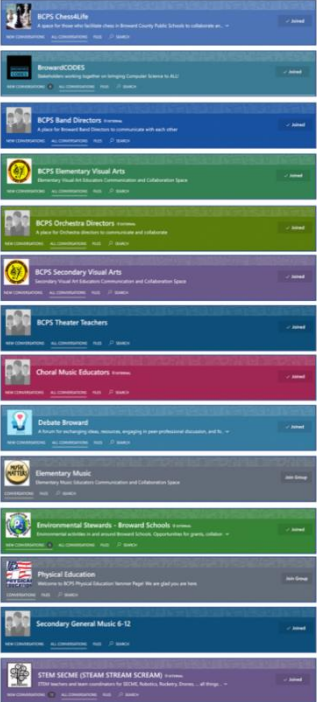
<https://bit.ly/BrowardSTEMSharepoint>. Additional updates for 2020-2021 STEM+CS Programs: <https://bit.ly/BrowardSTEM2021Update>

### HOW TO ACCESS MUSIC, THEATER AND VISUAL ARTS FOR 2020-2021

Virtual lessons for Quarter 1 of the 2020-2021 school year are now ready on Canvas.


Lessons are comprehensive and standards driven. You may sequence them as you see fit and use activities within each lesson as you see fit based upon your student population and enrollment.

<p><b><u>MUSIC AND THEATER COURSES</u></b>  Music K-2  Music 3-5  Music 6-8  Music 9-12  Theater K-5  Theater 6-8  Theater 9-12</p> <p><b><u>VISUAL ART COURSES</u></b>  Visual Art K-5  Visual Art 6-8  Visual Art 9-12</p>	<p>To access the Music and Theater lessons, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Sign onto Canvas</li> <li>2. Click on Commons</li> <li>3. Search for BCPS-Music-Q1 or BCPS-Theater-Q1</li> <li>4. Click on desired module (music or theater)</li> <li>5. Scroll down for desired grade level</li> <li>6. Click and choose desired lesson plan</li> </ol> <p>Please visit the <a href="#">Music and Performing Arts Sharepoint Page</a> for additional information and resources.</p>	<p>To access the Visual Art lessons, please follow these steps:</p> <ol style="list-style-type: none"> <li>1. Sign onto Canvas</li> <li>2. Click on Commons</li> <li>3. Search for:  BCPS Fine Arts - Visual Art - Elementary School K-5  BCPS Fine Arts - Visual Art - Middle School 6-8  BCPS Fine Arts - Visual Art - High School 9-12</li> <li>4. Click on desired module</li> <li>5. You can either download the whole module or specific unit lessons</li> </ol> <p>Please visit the <a href="#">Visual Arts SharePoint</a> for additional information and resources.</p>
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<p><b>Applied Learning Yammer Groups</b></p> 	<p><b><u>COLLABORATION THROUGH YAMMER</u></b></p> <table border="1" style="width: 100%;"> <tr> <td data-bbox="630 641 1291 763" style="text-align: center;"> <p><b><u>DEBATE YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Debate</a></p> </td> <td data-bbox="1291 641 2053 763" style="text-align: center;"> <p><b><u>CHESS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Chess</a></p> </td> </tr> <tr> <td data-bbox="630 763 1291 1079" style="text-align: center;"> <p><b><u>PHYSICAL EDUCATION YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">P.E. Yammer</a></p> </td> <td data-bbox="1291 763 2053 1079"> <p><b><u>STEM+CS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p>Join all 3! There are other Yammer groups available for specific programs (eg., MinecraftEdu and Robotics), please email <a href="mailto:browardstem@browardschools.com">browardstem@browardschools.com</a> to be added to those pages. Also join our open STEM PLC Team where live webinars will be held at <a href="https://bit.ly/BrowardSTEMPLCTeam">https://bit.ly/BrowardSTEMPLCTeam</a></p> <ul style="list-style-type: none"> <li>• <a href="#">STEM STEAM STREAM SCREAM SECME</a></li> <li>• <a href="#">BrowardCODES</a></li> <li>• <a href="#">Environmental Stewards - Broward Schools</a></li> </ul> </td> </tr> <tr> <td data-bbox="630 1079 1291 1349" style="text-align: center;"> <p><b><u>VISUAL ART YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">BCPS Elementary Visual Arts Yammer Group</a></p> <p><a href="#">BCPS Secondary Visual Arts Yammer Group</a></p> <p><a href="#">BCPS Secondary Ceramics Yammer Group</a></p> <p><a href="#">BCPS Secondary Photography Yammer Group</a></p> </td> <td data-bbox="1291 1079 2053 1349" style="text-align: center;"> <p><b><u>PERFORMING ARTS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Elementary</a></p> <p><a href="#">Yammer Band</a></p> <p><a href="#">Yammer Chorus</a></p> <p><a href="#">Yammer Orchestra</a></p> <p><a href="#">Yammer Theater</a></p> <p><a href="#">Yammer General Music Secondary</a></p> </td> </tr> </table>		<p><b><u>DEBATE YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Debate</a></p>	<p><b><u>CHESS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Chess</a></p>	<p><b><u>PHYSICAL EDUCATION YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">P.E. Yammer</a></p>	<p><b><u>STEM+CS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p>Join all 3! There are other Yammer groups available for specific programs (eg., MinecraftEdu and Robotics), please email <a href="mailto:browardstem@browardschools.com">browardstem@browardschools.com</a> to be added to those pages. Also join our open STEM PLC Team where live webinars will be held at <a href="https://bit.ly/BrowardSTEMPLCTeam">https://bit.ly/BrowardSTEMPLCTeam</a></p> <ul style="list-style-type: none"> <li>• <a href="#">STEM STEAM STREAM SCREAM SECME</a></li> <li>• <a href="#">BrowardCODES</a></li> <li>• <a href="#">Environmental Stewards - Broward Schools</a></li> </ul>	<p><b><u>VISUAL ART YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">BCPS Elementary Visual Arts Yammer Group</a></p> <p><a href="#">BCPS Secondary Visual Arts Yammer Group</a></p> <p><a href="#">BCPS Secondary Ceramics Yammer Group</a></p> <p><a href="#">BCPS Secondary Photography Yammer Group</a></p>	<p><b><u>PERFORMING ARTS YAMMER GROUP COMMUNICATION 2020-2021</u></b></p> <p><a href="#">Yammer Elementary</a></p> <p><a href="#">Yammer Band</a></p> <p><a href="#">Yammer Chorus</a></p> <p><a href="#">Yammer Orchestra</a></p> <p><a href="#">Yammer Theater</a></p> <p><a href="#">Yammer General Music Secondary</a></p>
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<p><b>5. ESOL/Bilingual Information</b></p>	<ul style="list-style-type: none"> <li>Teachers working with English Language Learners can enroll in the ESOL: Supporting ELLs through Remote Learning Canvas Course to find free online resources, tools to make content comprehensible, translated documents for parents, and links to bilingual dictionaries/glossaries. <a href="https://browardschools.instructure.com/courses/867005">https://browardschools.instructure.com/courses/867005</a></li> <li>Teachers of Developmental Language Arts ESOL-Reading (grades 6-12) can enroll in <a href="https://browardschools.instructure.com/enroll/FL66MP">https://browardschools.instructure.com/enroll/FL66MP</a> to access course content.</li> <li>This course will be part of a World Languages Teacher Canvas dashboard to reference on World Languages updates and resources. Professional development continues to be provided with Canvas as the Learning Management System to deliver instructional materials. <a href="https://browardschools.instructure.com/courses/432425">https://browardschools.instructure.com/courses/432425</a></li> <li>Teachers of Dual Language Spanish component can enroll in the DL Benchmark Adelante Curriculum at <a href="https://browardschools.instructure.com/courses/865673">https://browardschools.instructure.com/courses/865673</a></li> </ul>
<p><b>6. Career Technical Adult Community Education (CTACE)</b></p>	<ul style="list-style-type: none"> <li>CTE Educator toolkit <a href="https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/learning/CTACE/Pages/default.aspx">https://browardcountyschools.sharepoint.com/sites/Intranet/Academics/learning/CTACE/Pages/default.aspx</a></li> </ul> <p>The CTACE Educator Toolkit containing information on eLearning resources available by program, how to access these resources, links to helpful videos, the CTACE team support schedule, info on how to input 19/20 Industry Certifications, 2020/21 CAPE IC recommendations, and more. As always, feel free to reach out to facilitators or supervisors with questions or concerns.</p>
<p><b>7. Create a Teams web conference link</b> in several areas in your Canvas course for the semester so that students know how to get to your e-Learning classroom for <a href="#">synchronous learning</a></p> <p>Meet with your students <b>daily</b> to deliver live instruction, to check in with students, to review Canvas content and assignments, and to meet with specific groups of students.</p>	<p>Teachers can create a Teams Web Conference in a Canvas course. Microsoft Teams Meetings is enabled in the Rich Content Editor in several areas within Canvas: Announcements, Calendar Events, Pages, Assignments, Discussions, and Classic Quizzes.</p> <p>Guide on how to create a Teams Web Conference Link can be found in the Digital Resources, Easy as 123 Canvas course at <a href="#">Canvas Web-Conferences – Microsoft Teams</a>. A video on how to do this can be found at <a href="https://view.streamvued.com/v2api/tab/innovative/publicPage/13">https://view.streamvued.com/v2api/tab/innovative/publicPage/13</a></p> <p>Key features of Teams can be reviewed at <a href="https://view.streamvued.com/v2api/tab/innovative/publicPage/13?video=30395">https://view.streamvued.com/v2api/tab/innovative/publicPage/13?video=30395</a></p> <p>To view a video on best practices in web conferencing before, during, and after the web conference go to <a href="https://view.streamvued.com/v2api/tab/innovative/publicPage/13?video=30228">https://view.streamvued.com/v2api/tab/innovative/publicPage/13?video=30228</a></p> <p>Make sure that you <b>END THE MEETING</b> at the end of your web conference so that all participants exit.</p>

	<p>To access the Teams for Web Conferencing course for more information use the following self-enroll code: <a href="https://browardschools.instructure.com/enroll/D8CLB8">https://browardschools.instructure.com/enroll/D8CLB8</a>. Once in the course go to Modules to access information on all key components of Teams web conferencing.</p> <p>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.</p> <p>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.</p>										
<p><b>8. Netiquette Rules for Student Participation in Teams Web Conferences</b></p>	<p>Students need to follow proper web conferencing netiquette and display the 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 netiquette rules and tips:</p> <table border="0"> <tr> <td>1. Leave the keyboard alone...</td> <td>6. No food allowed...</td> </tr> <tr> <td>2. Dress appropriately...</td> <td>7. Stay seated and stay present...</td> </tr> <tr> <td>3. Be aware of your surroundings...</td> <td>8. Find a quiet location with no or minimal background noise...</td> </tr> <tr> <td>4. Mute your microphone when you are not talking...</td> <td>9. Turn off all sounds on your phone...</td> </tr> <tr> <td>5. Speak up, but do not shout...</td> <td>10. Parents should not interrupt meetings...</td> </tr> </table> <p>For more information on Digital Citizenship and Internet Safety go to <a href="#">Digital Citizenship Resources</a>.</p>	1. Leave the keyboard alone...	6. No food allowed...	2. Dress appropriately...	7. Stay seated and stay present...	3. Be aware of your surroundings...	8. Find a quiet location with no or minimal background noise...	4. Mute your microphone when you are not talking...	9. Turn off all sounds on your phone...	5. Speak up, but do not shout...	10. Parents should not interrupt meetings...
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<p><b>9. Participate in ongoing training and support.</b></p> <p>At a minimum, all teachers should be trained on how to use the <b>Canvas Learning Management System</b> to deliver asynchronous instruction and <b>Teams Web Conferencing</b> to deliver synchronous instruction. The following professional development and webinar options will help teachers develop the appropriate skills</p>	<p>Teachers can go to <a href="#">Learning Across Broward</a> and search for e-Learning professional learning options by: (1) Go to the Courses tab, (2) Scroll to Find Courses by Tag, (3) Click on e-Learning to find all open courses available for this subject. You can also click on Courses and search by the CT or Section #.</p> <p>Innovative Learning training options can be found at: <a href="https://www.browardschools.com/innovative-learning">https://www.browardschools.com/innovative-learning</a> with a description of each learning opportunity at the <a href="#">Innovative Learning Course Catalog</a> on the department's overview page.</p>										

<p>needed to conduct both instructional practices within their content areas. Professional Learning for Canvas and Teams Web Conferencing includes:</p> <ul style="list-style-type: none"> <li>-Canvas for Teachers 39122111</li> <li>-Elementary Content in Canvas 29129588</li> <li>-Getting Started with Canvas Webinar_6243_12</li> <li>-Teams for Web Conferencing Webina_6243_2</li> </ul>	<p>Elementary Learning training and professional development options can be found at: <a href="http://bit.ly/ELDSharePoint">http://bit.ly/ELDSharePoint</a></p> <p>Applied Learning Professional Development options can be found in LAB by searching <a href="#">eLearning Best Practices for Applied Learning</a></p>
<p><b>10. Taking Attendance</b></p> 	<ul style="list-style-type: none"> <li>• Teachers will record student attendance in Pinnacle.</li> <li>• Students will be counted in attendance in the learning environment during their scheduled class time in Teams.</li> <li>• Teachers should be flexible and consider any extenuating circumstances of individual students and may consider other evidence of attendance in these individual cases.</li> <li>• Students will be counted as absent when no evidence of the student's online presence can be observed by the teacher during their scheduled class time.</li> <li>• Parents will be notified within 48 hours of a reported absence via a robocall.</li> <li>• It is the parent's responsibility to communicate a reason for absence by phone or through the online form available on the traditional school's website (Contact &gt; Report an Absence) or in the BCPS Mobile App (Directory icon).</li> </ul>