



Westglades Middle School Distance Learning Guide



Students Accessing the Clever Launch Pad

Most of the resources that students need to access are on the Clever Launch Pad.

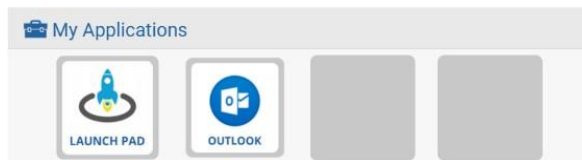
The image shows two screenshots. The left screenshot is the Broward County Public Schools login page, featuring a 'Log in with Active Directory' button and a 'Log in with Clever Badges' button. The right screenshot is the Clever launch pad interface for Marjory Stoneman Douglas High, displaying a grid of application icons such as InSite, Canvas, Office 365, and Khan Academy.

Students with a Personal (Not School Loaned) Laptop:

1. Open a web browser (chrome is preferred)
2. Go to sso.browardschools.com (bookmark this page)
3. Click “Log in with Active Directory”
4. Enter your student log in information
5. *password resets – call BCPS ETS Department 754-321-0411*
6. You should see your launch pad resources

Students with a School Loaned Laptop:

1. As soon as you log into the laptop, a web browser should open to broward.k12.fl.us/insite/
2. Click on the “Launch Pad” icon
3. You should see your launch pad resources



Accessing the Canvas Platform

All student learning will center around the Canvas platform.

Accessing Your Course in Canvas:

1. On the Clever launch pad click on the Canvas icon (see right)
2. Select the course you want to interact with from the Canvas dashboard
3. Navigate and complete the content assigned by your teacher





Parents Accessing Your Child's Canvas App

We need parents to assist their child with distance learning.

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](#).

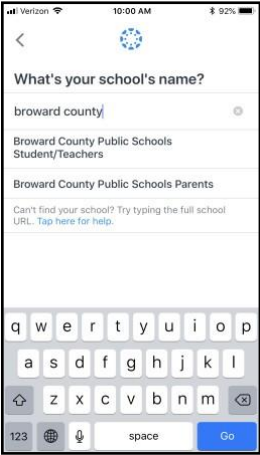

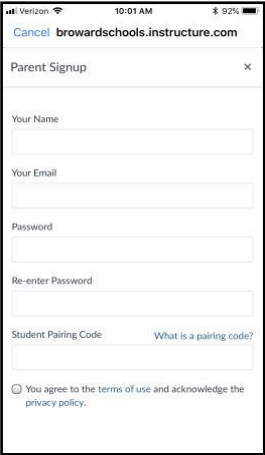
With the **Canvas Parent** app, parents can:

- 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, another 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>What are pairing codes? 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>Who can generate pairing codes? 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>How long are pairing codes valid? Pairing codes expire after seven days or their first successful use.</p> <p>How to Create Student Pairing Codes as a student?</p>
<p>Download Canvas Parent App. Click Find my School. Type Broward County. Click Broward County Public Schools Parents.</p>	<p>Click the Create Account link at the bottom of the screen.</p>	<p>Type Your Name (First & Last Name), Your Email, and choose a Password by typing it twice. Enter the Student Pairing Code.</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.



Students/Parents: What To Do and When

As we migrate towards distance learning, we'll share some best practices below.

Now through April 2nd, 2020

Quarter 3 Grades will Close on April 2nd, 2020

- ✓ Log into Canvas once per day to see if there are any announcements regarding make-up work for 3rd quarter from your teachers.
- ✓ Monitor pinnacle to identify what missing assignments from the past few weeks can reasonably be submitted before the close of 3rd quarter on 4/2/20. Contact your teacher via email or Canvas to develop a plan to submit missing work. Your teacher's email address is listed on the syllabus page of their Canvas course and also on the school website under "Contact" → "School Directory" or by clicking [HERE](#).
- ✓ Make sure you can access all the required online resources and platforms that your teacher will utilize for instruction. The zoom platform will be used by several teachers for live sessions with students; directions for these live sessions will be communicated by the teacher on the Canvas platform.

April 6th, 2020 Onward

Quarter 4 Content and New Assignments Start on April 6th, 2020

- ✓ Log into Canvas at the start of each week, and twice daily; click on each of the courses you want to interact with. Navigate the canvas page in order to complete the content. There will be at minimum, one graded assignment per week, per class.
Teachers will post instructional activities and assignments to be completed for the week; students need to familiarize themselves with the week's expectations and plan their time accordingly.
- ✓ Monitor pinnacle to track student progress in the course.
- ✓ Office Hours: The office hours (outlined by subject area below) will be used for teacher and student interaction. Students may be asked to participate in live instructional sessions during the assigned office hours. Any live instructional sessions will be communicated in advance by individual teachers and published on their Canvas course.
- ✓ Our Guidance Counselors and ESE Facilitators are available to students via email. You can email the counselors and support facilitators directly by visiting the school website, clicking "contact" and then clicking "school staff directory", or by clicking.



Westglades Middle School

Teacher Office Hours

As we shift to virtual learning, WMS teachers will have virtual "office hours" listed below where they will be available to communicate with their students and give them assistance with learning.

Subject/Department	Office Hours
Social Studies	8:30-11:30
ELA/Reading	9:30-12:30
Math	10:30-1:30
Science	11:30-2:30
Electives/Spanish/ESE	12:30-3:30



Student Schedules

Students should have a daily schedule in order to provide structure to their day. Every child should follow the schedule listed below. * Teachers may make modifications, but students will be notified.



Westglades Middle School Student Distance Learning Schedule

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
8:30	<i>Virtual Social Studies:</i> Log on to your Socials Studies teacher's course	<i>Virtual Social Studies:</i> Log on to your Socials Studies teacher's course	<i>Virtual Social Studies:</i> Log on to your Socials Studies teacher's course	<i>Virtual Social Studies:</i> Log on to your Socials Studies teacher's course	<i>Virtual Social Studies:</i> Log on to your Socials Studies teacher's course
9:30	<i>Virtual Language Arts:</i> Log on to your LA teacher's course	<i>Virtual Language Arts:</i> Log on to your LA teacher's course	<i>Virtual Language Arts:</i> Log on to your LA teacher's course	<i>Virtual Language Arts:</i> Log on to your LA teacher's course	<i>Virtual Language Arts:</i> Log on to your LA teacher's course
10:30	<i>Virtual Math:</i> Log on to your Math teacher's course	<i>Virtual Math:</i> Log on to your Math teacher's course	<i>Virtual Math:</i> Log on to your Math teacher's course	<i>Virtual Math:</i> Log on to your Math teacher's course	<i>Virtual Math:</i> Log on to your Math teacher's course
11:30	<i>Virtual Science:</i> Log on to your Science teacher's course	<i>Virtual Science:</i> Log on to your Science teacher's course	<i>Virtual Science:</i> Log on to your Science teacher's course	<i>Virtual Science:</i> Log on to your Science teacher's course	<i>Virtual Science:</i> Log on to your Science teacher's course
12:30	Lunch				
1:30	Elective Time: Log on to your elective teacher's course	Elective Time: Log on to your elective teacher's course	Elective Time: Log on to your elective teacher's course	Elective Time: Log on to your elective teacher's course	Elective Time: Log on to your elective teacher's course
2:30-3:30	Homework time/ ESE Support	Homework time/ ESE Support	Homework time/ ESE Support	Homework time/ ESE Support	Homework time/ ESE Support

*Some teachers may modify the times your child should log on to receive assignments.

General Parent Resources

Below are helpful resources to access materials for distance learning.

Learning Never Closes	http://browardschools.com/learningnevercloses Broward County Public Schools (BCPS) is committed to supporting students and families in making sure that learning never closes. When the school buildings are closed for any reason (vacation, weekends, or even unexpected closures), BCPS encourages families and caregivers to have students engage in academic activities. Resources for students with disabilities are embedded within the Learning Never Closes link.
Canvas Parent Course	http://browardschools.instructure.com/courses/411 This online Parent Information Hub is designed to provide parents with information about BCPS's digital initiatives, specifically the Newsela, Discovery Education, and Microsoft products. Parents can access information about both the student and parent Canvas apps.
Accessing your Child's Documents (IEP, EP, PSSP)	Parent(s) or Guardian(s) who have given your school(s) the necessary email and or cell phone will receive an email from EDPlan Connect with a link to access these documents. Should you not receive the email, please contact us via edplanconnect@browardschools.com and provide your child's name, student

	number, your email and a cell phone number. We will then send you the link.
Instructional Materials (ELA, Math, Science, Social Studies)	Every student can access the core components via the “Digital Student Resources” app in the SSO LaunchPad which redirects to the Student Resources course in Canvas.