

Coral Glades High School

Virtual Learning Guidelines



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 'Log in with Active Directory' and 'Log in with Clever Badges' buttons. 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 McGraw Hill.

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



Students: What to Do and When

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

Now through April 1st, 2020 (Last day of the 3rd Quarter to submit work)

Quarter 3 Grades will be submitted by teachers on April 2nd, 2020 at 5pm.

April 3rd is reserved as a non-grading day in the 3rd quarter.

- ✓ 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 4/1/20. April 2nd will be reserved for teachers to grade any outstanding work and submit grades. Contact your teacher via email, remind, 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 Microsoft Teams platform may be used by teachers for live sessions with students; directions for these live sessions will be communicated by the teacher on the Canvas platform.

April 6th, 2020 (Start of the 4th Quarter) until further notice

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.

Teacher Daily Virtual Office Hours (Follow YOUR A/B Schedule)

Teal (A Day) Office Hours (By Department)	Black (B Day) Office Hours (By Department)
Math: 7:30am-10:30am	Math: 7:30am-10:30am
Science: 7:30am-10:30am	Science: 7:30am-10:30am
World Languages: 10:00am-1:00pm	World Languages: 10:00am-1:00pm
CTE/JROTC/PE/Fine Arts: 10:00am-1:00pm	CTE/JROTC/PE/Fine Arts: 10:00am-1:00pm
Guidance/ESE: 10:00am-1:00pm	Guidance/ESE: 10:00am-1:00pm
English: 12:30 – 3:30	English: 12:30 – 3:30
Reading: 12:30 – 3:30	Reading: 12:30 – 3:30
Social Studies: 12:30 – 3:30	Social Studies: 12:30 – 3:30

The office hours will be used for teacher and student interaction based on our A/B (Teal/Black) Calendar below. Teachers will be available to answer student questions live during the day/time window or via email. 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 to be viewed later. To help organize office hours, identify the teacher by department and corresponding calendar day/time window.



Coral Glades High School

2019-2020 TEAL/BLACK DAY CALENDAR

AUGUST					SEPTEMBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	
NOVEMBER					DECEMBER					JANUARY				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
				1	2	3	4	5	6			1	2	3
4	5	6	7	8	9	10	11	12	13	6	7	8	9	10
11	12	13	14	15	16	17	18	19	20	13	14	15	16	17
18	19	20	21	22	23	24	25	26	27	20	21	22	23	24
25	26	27	28	29	30	31				27	28	29	30	31
FEBRUARY					MARCH					APRIL				
M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	7	2	3	4	5	6			1	2	3
10	11	12	13	14	9	10	11	12	13	6	7	8	9	10
17	18	19	20	21	16	17	18	19	20	13	14	15	16	17
24	25	26	27	28	23	24	25	26	27	20	21	22	23	24
					30	31				27	28	29	30	
MAY					JUNE									
M	T	W	TH	F	M	T	W	TH	F					
				1	1	2	3	4	5					
4	5	6	7	8	8	9	10	11	12					
11	12	13	14	15	15	16	17	18	19					
18	19	20	21	22	22	23	24	25	26					
25	26	27	28	29	29	30								

	School Closed
	Exam Day
#	Early Release Day
	Professional Study Day
	Planning Day



STUDENT ONLINE SUPPORT

Our **School Counselors, ESE Facilitators, and other support staff** are available to students via email and in the designated office hours. You can email any support staff member directly by visiting the school website, clicking "contact" and then clicking "school staff directory", or by clicking [HERE](#).

Ms. Kandetzke - All Grade 9

Ms. Howard - Grades 10-12 Last Names A-GA

Ms. Barreras - Grades 10-12 Last Names Ge-OI

Ms. Francillion - Grades 10-12 Last Names Om-Z

Ms. Aguirre- BRACE Advisor

Ms. Valerie Stein- Social Worker

Ms. Exterkamp- Literacy Coach

Ms. Sanchez-Felser- ESOL Contact

Ms. A Scott- ESE Specialist

Ms. T Scott- Testing Coordinator

Ms. Plass- Cambridge Coordinator

Ms. Cerra- Media Specialist

Communicating via Canvas, Outlook, and Microsoft Teams Platform

Canvas, Outlook email and Microsoft Teams (available in every student's outlook platform) will be the primary methods of communication between teachers and students. Please make certain you access each of these platforms prior to March 31st.

As Microsoft Teams is the only platform most students have never used, here is a brief Tutorial-[Click Here](#)

The use of Zoom, Google, or any other platform is prohibited due to FERPA student privacy concerns.

