

# DISTANCE LEARNING

## Hallandale Magnet High School



## Accessing the Clever Launch Pad

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

### Students with a Personal (Not School Loaned) Laptop:

1. Open a web browser (chrome is preferred)
2. Go to [sso.browardschools.com](https://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/](https://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 2<sup>nd</sup>, 2020

Quarter 3 Grades will Close on April 2<sup>nd</sup>, 2020

- ✓ Log into Canvas once per day to see if there are any announcements regarding make-up work for 3<sup>rd</sup> quarter from your teachers.
- ✓ Monitor pinnacle to identify what missing assignments from the past few weeks can reasonably be submitted before the close of 3<sup>rd</sup> 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. Some teachers may utilize the Zoom platform for live sessions with students; directions for these live sessions will be communicated by the teacher on the Canvas platform.

## April 6<sup>th</sup>, 2020 and Onward

Quarter 4 Content and New Assignments Start on April 6<sup>th</sup>, 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. Listed below are the office hours for staff.

| Office Hours (By Department)   | Office Hours (By Department)  |
|--|---|
| <b>CTACE:</b> 10:00 AM – 1:00 PM<br><b>JROTC/Electives:</b> 11:00 AM – 2:00 PM<br><b>English:</b> 7:30 AM – 10:30 AM<br><b>Reading:</b> 8:30 AM – 11:30 AM<br><b>World Languages:</b> 11:00 AM – 2:00 PM<br><b>Math:</b> 10:00 AM – 1:00 PM<br><b>Science:</b> 9:00 AM – 12:00 PM<br><b>Social Studies:</b> 10:00 AM – 1:00 PM | <b>Guidance:</b><br>Mr. Mellerson: 7:30 AM – 10:30 AM<br>Dr. Oce: 11:30 AM – 2:30 PM<br>Ms. Alls: 10:30 AM – 1:30 PM<br>Mr. Sylvain (BRACE Advisor): 11:00 AM – 2:00 PM<br><b>ESE:</b><br>Ms. Saunders-Jean: 11:00 AM – 2:00 PM<br>Ms. Griffin: 9:00 AM – 12:00 PM<br>Ms. Franklin-Russ: 9:00 AM – 12:00 PM |

**\*Note: The hours listed above are Monday thru Friday.**

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 [HERE](#).

Our Media Specialist is available for any questions about accessing media resources. Please email Ms. Kolodziej (Ms. K) directly at [margaretkolodziej@browardschools.com](mailto:margaretkolodziej@browardschools.com).

