


ACCESSING SINGLE SIGN-ON (STUDENT)

- 1 – Enter <http://browardschools.com/sso> into the URL bar
- 2 – Find the purple tab titled Register Now / Login
Click link to be directed to login page
 USERNAME – 10-digit student number beginning with 06
 PASSWORD – Pmm/dd/yyyy
 ex. Birthdate of Jan 1, 2004 = P01/01/2004 – it must be typed exactly in this format

ACCESSING CANVAS (STUDENT)


- 1 – Go to sso.browardschools.com
- 2 – Sign in with student number and password (see above) to get your personalized launch pad
- 3 – find the CANVAS tile and click to access
- 4 – use the “COURSES” button on the left-hand of the screen to find your teacher’s Canvas page
- 5 – when you enter the Canvas course, check the announcements at the top of the page, then scroll down to access the assignments, etc.
- 6 – teacher will be providing a TEAMS video conferencing link for you to access for live instruction

ACCESSING TEAMS / JOINING TEAMS MEETINGS

- 1 – Start Microsoft Teams by doing one of the following (if Teams does not automatically open when you sign into the laptop):
 - In Windows, click **Start**  > **Microsoft Corporation** > **Microsoft Teams**.
 - On Mac, go to the **Applications** folder and click **Microsoft Teams**.
 - On the web, go to <https://teams.microsoft.com>.
- 2 – Sign in with your Single Sign On username and password (Student “06” number and birthday entered in this format: Pxx/xx/xxxx).

Teams meetings are best when you join them from the Teams app or Teams on the web, and there's a bunch of ways to do that

Join by Link – Select **Join Microsoft Teams Meeting** in your meeting invite to be taken to a page where you can choose to either join on the web or download the desktop app. If you already have the Teams app, the meeting will open there automatically. If you don't have a Teams account and the organizer has allowed it, you may have the option to enter your name to join the meeting as a guest. If you do have a Teams account, select **Sign in** to join with access to the meeting chat and more. Then, depending on the organizer's settings, you may join the meeting right away or go to the lobby where people in the meeting can admit you.

Join by Calendar – Select **Calendar**  on the left side of the app to see your meetings. Find the meeting you want, and then select **Join**. Or, if someone starts the meeting, you'll get a notification you can use to join.

Join in a Channel – If a meeting takes place in a channel, you'll see an invitation to join, relevant content, and who's in the meeting right in the channel. Just select **Join**.

Join from Chat – If the meeting has already begun, it appears in your recent chat list. Select the meeting in your chat list and then select **Join** at the top of the chat.

Call in – If you're unable to use the Teams app or Teams on the web, you can join some meetings by calling a phone number. If there's a phone number and conference ID in the meeting invite, just dial the number to join. The number in your invitation may not be local to you. Select **Local numbers** to find one that is.

Add a Room while you join - When you're choosing your audio and video settings, you have the option to add a room so you can use a meeting room's audio and video devices. Your personal device may even detect a nearby room using Bluetooth. If it does, you'll see the meeting room's name and the option to **Join and add this room**. If the nearby room has already joined the meeting, you can **Join with audio off** to avoid disrupting the meeting. If your device doesn't detect the room nearby, select **Add a room** under **Other join options** and search for the room you're using.

ACCESSING DIGITAL TEXTBOOKS

- 1 – Log into SSO as STUDENT (same directions as above)
 USERNAME – 10-digit student number beginning with 06
 PASSWORD – Pmm/dd/yyyy
 ex. Birthdate of Jan 1, 2004 = P01/01/2004
- 2 – Find the APP titled – ONLINE STUDENT TEXTBOOKS
 Click on app
- 3 – Find the tab on the left side of the screen titled HOME
 Below HOME is ELEMENTARY – click on ELEMENTARY
- 4 – You should now be on the webpage that is titled ELEMENTARY TEXTBOOKS
 At the bottom of the screen is Language Arts, Mathematics, Science, Social Studies
- 5 – Click on the subject area you want – then scroll below to find your child's grade level
 Click on the student book link