

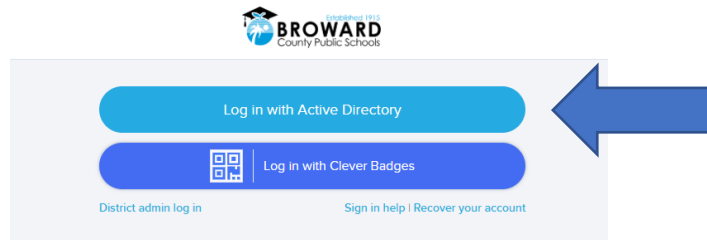


“The Future is Bright at Glades”

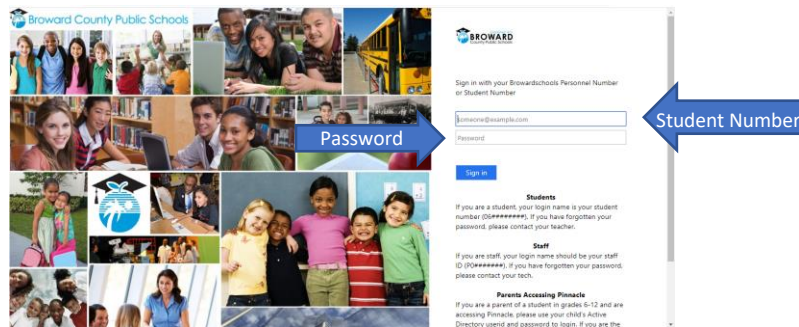
Accessing Canvas Via Clever Launch Pad

Students with a Personal Laptop:

- 1) Open Google Chrome
- 2) Visit sso.browardschools.com
- 3) Select Log in with Active Directory



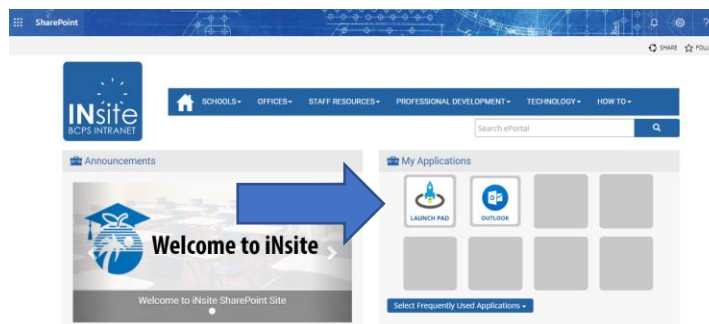
- 4) Enter your student number and password



- 5) In the event you need to reset your password call the BCPS ETS Department at (754) 321- 0411.

Students with a School Loaned Laptop:

- 1) Once you log into the laptop Insite will automatically start.
- 2) Select Launch Pad



Opening Canvas

- 1) Canvas can be found among all the icons on your Launch Pad.
- 2) Pinnacle can also be found on the Launch Pad.
- 3) Click on the heart in the upper right hand corner of the icon to favorite it.



Canvas



Pinnacle

Distance Learning Timeline

March 23rd – March 29th: Spring Break

- Students should log onto Canvas to ensure their access works.
- Please note that some teachers may not be on Canvas during Spring Break.

March 30th – April 15th:

- As a reminder, the 3rd quarter has been extended until April 1, 2020. Students should refer to Pinnacle and contact their teachers via email regarding missed assignments.
- Students should check their Canvas daily for assignments and lessons from each class.
- Classes will vary in types of instruction and assignments. Contact your teachers during office hours to ensure you follow all correct timelines and instructions as it pertains to assignments.
- Monitor Canvas and Pinnacle to track grades and course progress.
- Office hours will be maintained by each department for the purpose of student & teacher interaction, and to facilitate opportunities for teachers to assist students with the e-learning process.
- In the event of a live lesson session, this will be communicated to students by their teacher in advance.

Glades Middle School Teacher Office Hours

Department	Monday & Wednesday	Tuesday & Thursday	Friday
Math	9:00 AM - 12:00 PM	1:00 PM - 4:00 PM	9:00 AM -12:00 PM
Science	9:00 AM - 12:00 PM	1:00 PM - 4:00 PM	9:00 AM -12:00 PM
Electives	9:00 AM - 12:00 PM	1:00 PM - 4:00 PM	9:00 AM -12:00 PM
Language Arts	1:00 PM - 4:00 PM	9:00 AM - 12:00 PM	9:00 AM -12:00 PM
Social Studies	1:00 PM - 4:00 PM	9:00 AM - 12:00 PM	9:00 AM -12:00 PM
Reading	1:00 PM - 4:00 PM	9:00 AM - 12:00 PM	9:00 AM -12:00 PM
Guidance/ESE Support	1:00 PM - 4:00 PM	9:00 AM - 12:00 PM	9:00 AM -12:00 PM



Starting Monday, March 30, the process for online learning at Glades will be as follows:

1. **To get to school daily...**- Go to sso.browardschools.com ****Please note that students do not have to log in at a specific time every day. Online learning affords students the opportunity to "arrive to school" once they elect to log in as opposed to a specific time. You may elect to create a "learning schedule" for your child to best meet their needs if this works better for you.***
2. **To enter our "virtual school"** - Sign-In, with student number & password/PIN, to get to your personalized LaunchPad.
3. **To get to classes:** Click on Canvas tile. Using the "Courses" button on the left-hand edge, students can access all of their teachers' canvas pages. **** Students will log in every day to check their teachers' Canvas pages for their daily lessons/activities/updates/feedback****
4. **To enter class:** Read any of your teacher's announcements at the top of the page and then look for your assignments. ***For March, 30th, all teachers will provide a welcome message, their teacher office hours, and student expectations. Make sure to check the "announcement tab" on Canvas located on the left edge for updates and important messages. Through the Canvas page, teachers will provide their assignments, instructions, and deadlines for assignment completion. Again, there is no set time for students to enter their classes unless a teacher has scheduled a "live video session" through Microsoft Teams. Teachers will notify students in advance if this is the case.***
5. **How will our teachers interact with students?** Teacher Interaction will be provided using live video conferencing, prerecorded video, Canvas messaging, email, etc **during teacher office hours**. Each teacher will provide specific directions on their Canvas page regarding how their office hours will function. To clarify, teachers are not necessarily providing instruction during their office hours. Rather, they are available during their office hours to assist students/parents with any questions they may have and provide direct assistance with posted assignments. Teachers will be available in three hour blocks daily.