

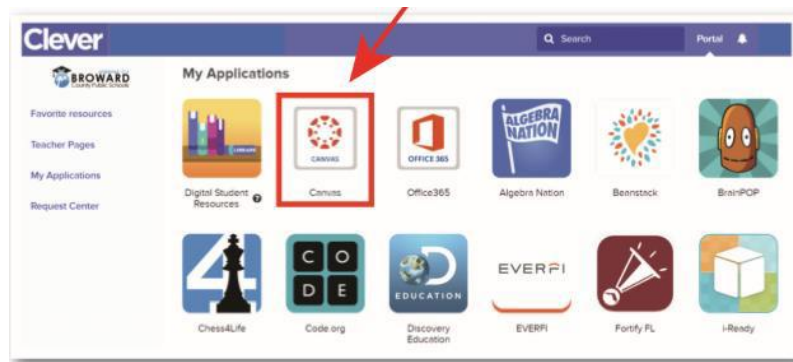
## Eight Steps to Getting Ready for e-Learning Student Guide

### 1. How do I get to school?

Go to [sso.browardschools.com](https://sso.browardschools.com)

\*Step-by-Step Video instructions for accessing your SSO account can be found here: [Apollo Middle School eLearning Support Page](#)

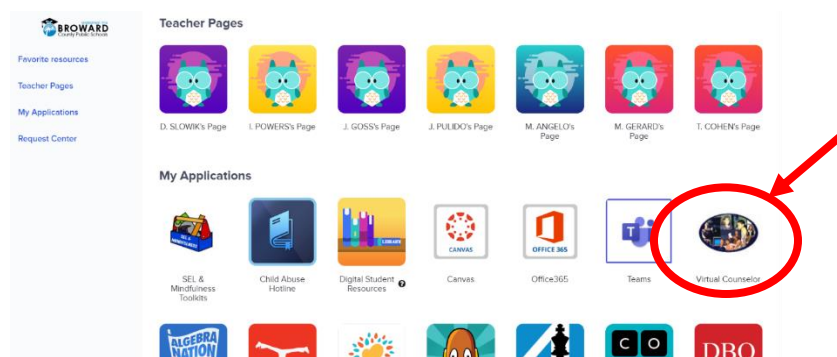
### 2. How do I enter school?



Sign in to your SSO with your student number and password/PIN to get to your personalized Clever Single Sign-On Launchpad. Double Click to Open the [Canvas](#) learning management application.

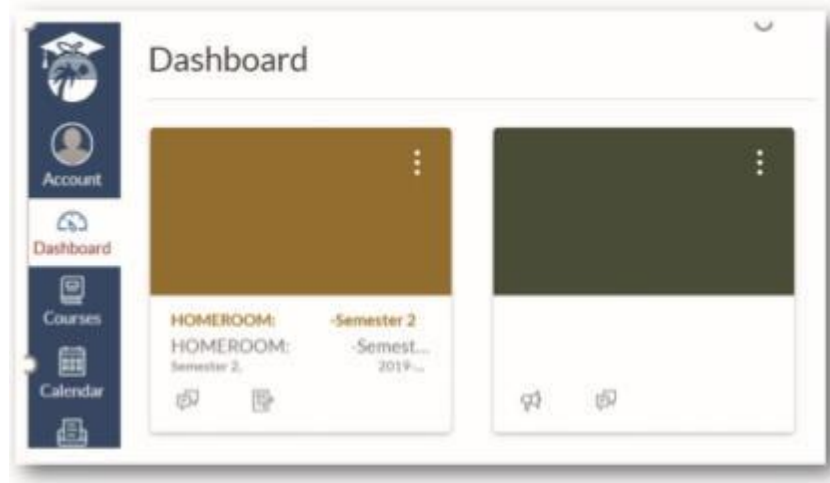
### 3. How do I get to class?

Go to [Virtual Counselor](#) on your Clever Single Sign-on Launchpad to get your class schedule and attend your classes in the proper order. For Step-by-Step Video instructions for accessing your student schedule, click here: [Apollo Middle School eLearning Support Page](#)



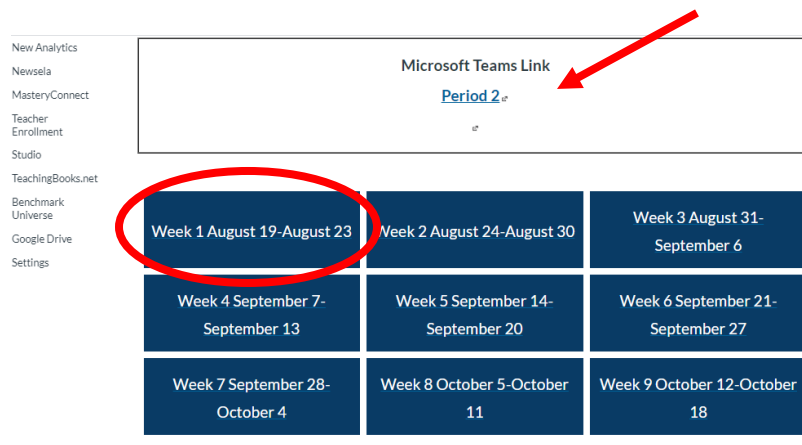
#### 4. How do I enter class?

Use the "Courses" button on the left blue navigation bar to access your courses. Or you can click on the Canvas Tile to bring you into your Canvas course.



#### 5. How do I find my Canvas work and my Teams web conference link?

Read any of your teacher's announcements at the top of the homepage of your **Canvas course**. Your teacher will be providing live web conferencing through Microsoft Teams. The link to these live meetings will be placed on their Canvas – "Home" page. A **navigation grid** on each teacher's home page will guide students where to go each day for assignments.





# Student Expectations

Live instruction will be conducted daily, and students are to connect each period on Teams and the following expectations should be followed.

- Students need to go to each class at the assigned times.
- Students should inform their teachers when they cannot attend Teams web conferences.
- Students should use their cameras as directed by their teachers.
- Students are to dress appropriately.

Students need to follow proper web conferencing netiquette and display the proper code of conduct and decorum in a virtual meeting. To help you participate well in your class web conference follow these simple virtual meeting netiquette rules and tips:

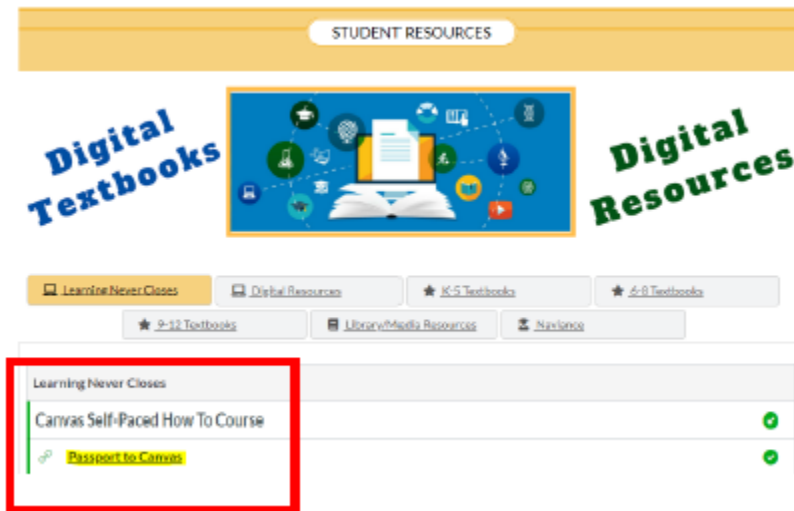
1. Leave the keyboard alone...
2. Dress appropriately...
3. Be aware of your surroundings...
4. Mute your microphone when you are not talking...
5. Speak up, but do not shout...
6. No food allowed...
7. Stay seated and stay present...
8. Find a quiet location with no or minimal background noise
9. Turn off all sounds on your phone
10. Parents should not interrupt meetings... For more information on Digital Citizenship and Internet Safety go to Digital Citizenship Resources.

No student, parent, teacher, or other individual shall take an audio recording, nor photograph, nor make a video recording of eLearning interactions using software, cameras, cell phones, tablets, or other technologies of classroom interactions with the exception of a recording initiated within Microsoft Teams during the class instruction by a BCPS employee.

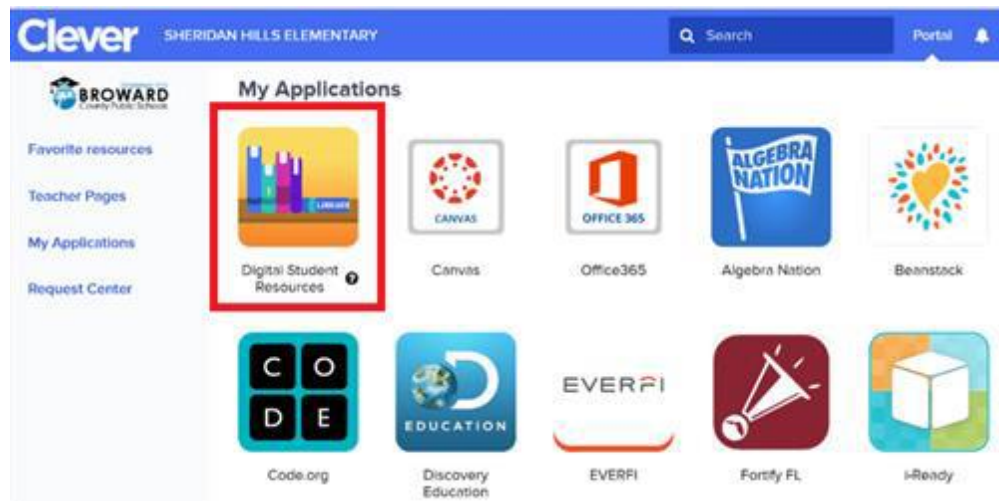
Any recording initiated by a BCPS employee shall be commenced for the sole purpose of providing instructional support to students enrolled in the course including being available for students to review the recording later for instructional support. Access to any such recordings will remain within the secured BCPS digital environment, maintain credentialed access, and may be removed at the discretion of BCPS.

## 6. How does a student learn how to use Canvas?

Students can learn how to use Canvas by participating in the [Passport to Canvas](#) course found in the [BCPS Digital Student Resources](#) Canvas Course.



Students can access the Digital Student Resources course directly from their [Single-Sign-On Clever Launch Pad](#) highlighted in red below or by clicking the Student Textbooks & Resources link located under Resources in the blue global navigation menu in Canvas.



## 7. How do I use the Canvas Student App?



Canvas Student allows students to access their courses and groups using a mobile device. Students can submit assignments, participate in discussions, view grades and course materials. The app also provides access to course calendars, To Do items, notifications, and Conversations messages.

- [What is the Canvas Student app?](#)
- [Canvas Student iOS Guides](#)
- [Canvas Student Android Guides](#)

## 8. How is attendance going to be taken?



# Attendance Taking

- Formal attendance will be taken in Canvas with students completing a short daily check-in assignment.
- Students are expected to attend daily Teams web conferences so that they can receive instruction on the material that is covered in their Canvas course(s).
- Students should let their teacher know in advance when they cannot attend a Teams web conference.