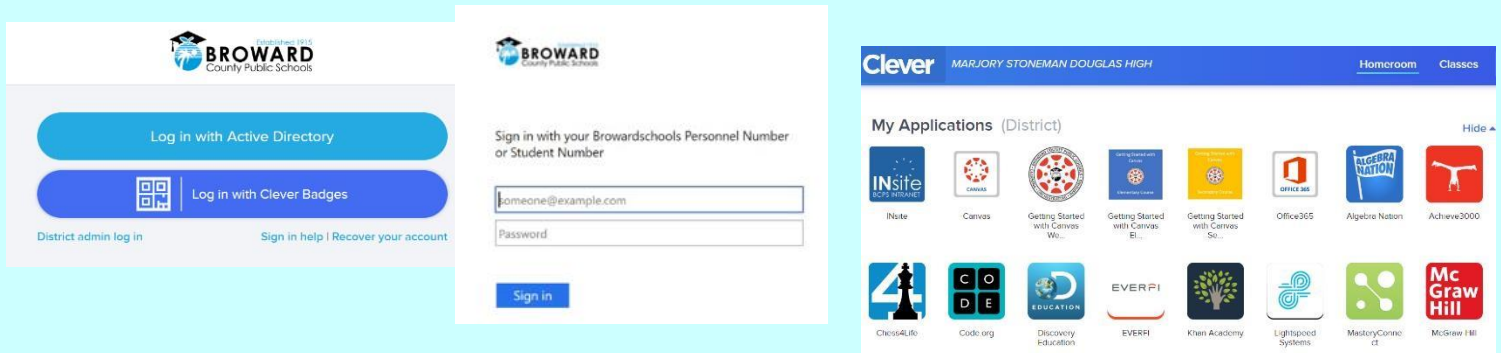


DISTANCE LEARNING INSTRUCTIONS FOR PARENTS

Palm Cove Elementary

Accessing the Clever Launch Pad

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

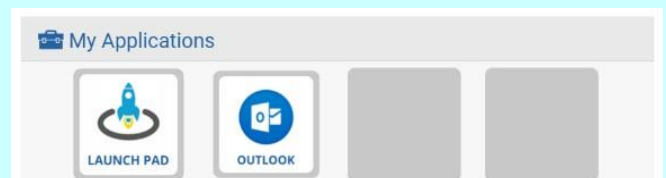


Students with a Personal (Not School Loaned) Laptop:

1. Open a web browser (chrome is preferred)
2. Go to sso.browardschools.com (bookmark this page)
3. Click “Log in with Active Directory”
4. Enter your student log in information: username (Your 06 number) password (PMM/DD/YEAR)
5. password resets – call Palm Cove Elementary and speak to our Micro Tech Cocah Erik 754-323-6800 from 8:00am to 1:00pm Monday, March 30th-Wednesday, April 1st
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. If it does not open your web browser (chrome preferred)
3. Click on the “Launch Pad” icon
4. 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



“Teaming for Success:



Students: What To Do and When

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

March 30, 2020 through April 2, 2020

Quarter 3 Grades will close on April 2, 2020

- ✓ Scholars should log into Canvas at least once per day to see if there are any announcements regarding assignments to be completed from your teacher.
- ✓ Parents and scholars can contact the teacher via email, Remind App, Canvas, or any other communication tool that your child's teacher have set up and shared with you.
- ✓ Your teacher's email address will be provided to you by your child's teacher and should also be listed on the syllabus page of their Canvas course.
- ✓ Be sure you can access all the required online resources and platforms that your child's teacher will utilize for instruction. Microsoft Team video conferencing is also a feature and option that teachers can use to stay connected with scholars for live sessions with students; if your child's teacher plans on using this tool, directions for these live sessions will be communicated by the teacher on the Canvas platform.

April 6, 2020 and Onward

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. 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 or Canvas grades to track student progress in the course.
- ✓ The office hours (outlined by grade level 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.

| <i>Grade level</i> | <i>Office Hours</i> |
|--------------------|---------------------|
| ASD | 9:00 AM – 12:00 PM |
| Pre-K/KG | 9:00 AM – 12:00 PM |
| 1 st | 9:00 AM – 12:00 PM |
| 2 nd | 9:00 AM – 12:00 PM |
| 3 rd | 9:30 AM – 12:30 PM |
| 4 th | 9:00 AM – 12:00 PM |
| 5 th | 9:00 AM – 12:00 PM |

Our administration, academic support coaches, ASD/ESE Facilitators, and Specials teachers are available to students, parents, and teachers via email.

Principal-Mrs. Elie: priscille.elie@browardschools.com

Assistant Principal-Ms. Alvarez: michelle.alvarez@browardschools.com

Literacy Coach (K-2): Coach Charpentier: kimberly.charpentier@browardschools.com

3rd Gr. Academic Coach-Coach Valiente: jennifer.brito@browardschools.com

4th Gr. Academic Coach-Coach St. Fort: tamika.sffort@browardschools.com

5th Gr. Academic Coach-Coach Harmon: dominique.harmon@browardschools.com

ASD Coach-Coach Louis: marlene.louis@browardschools.com

ESE Specialist-Coach Cartwright: melinda.cartwright@browardschools.com

"Teaming for Success:

