# ONLINE PARENTS TUTORIAL

# WHAT WILL STUDENTS BE USING?

**Canvas**

**Where the work is located**
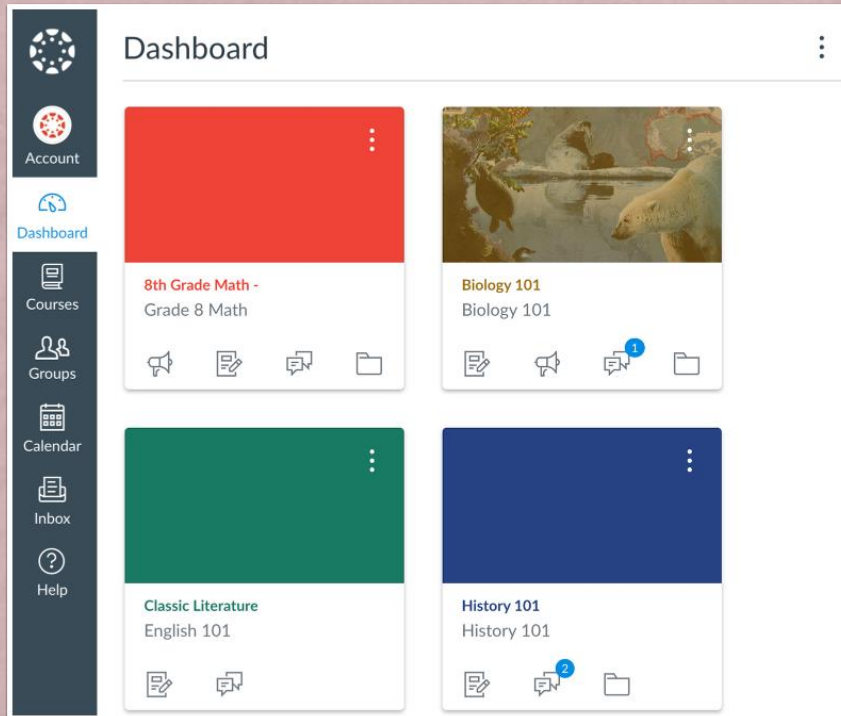
**Microsoft Teams**

**Where students and teachers meet**

# STUDENTS MUST HAVE:

+ **Username-** This is usually the students:

Lastname.firstnamemiddleinitial

(names could be all lower case or have the first initial capitalized. Try both ways if you are not sure.)

+ **Password-** usually county-created

+ **Email-**   username@richmond.k12.ga.us (Microsoft)

**Or**

username@student.rck12.net

# STEPS TO TAKE TO GET TO LAUNCHPAD

+ Log in to [rcboe.org](rcboe.org)

+ Select **Students**

+ Select **Launchpad**

Once the student is logged into Launchpad most of their apps should be fully functioning.

# LEARNING ABOUT CANVAS

+ Log in to **rcboe.org**

+ Select Canvas LMS

**Parents can:**

+ Look at the tutorial videos

**Students can:**

+ Complete the Learning with **Canvas Secondary (Grade 6-12) orientation.**

# STUDENT PAIRING CODE

**For parents to link their Canvas account with their student's Canvas page a pairing code must be retrieved from the students Canvas Account.**

+ The student must log into his/her account.

+ Select **Accounts** located at the top left of the screen.

+ Select **Settings**

+ Locate **Pair with an Observer** on the far-right side of the screen and select.

+ The students pairing code will be displayed. **(it expires in 7 days)**

# PARENT ORIENTATION

+ Select **Parent Orientation** (linked above)

Helpful Tips and directions covering downloading Canvas Mobile App are found here.

+ Select Parent Self-Registration

Parents will **only** be able to create their own Canvas account when the student is log **completely out** if using the same device.

+ Fill in the necessary information including the pairing code.

# HOW STUDENTS LOG INTO MICROSOFT TEAMS

**Going through Canvas**

+ Log into your **Launchpad**

+ Select **Canvas**

+ Select your class (day and time appropriate)

+ On the Homepage select the button to join the class.

(Downloading the Microsoft Teams App makes this process easier.)

**Going through Office 365**

+ Log into your **Launchpad**

+ Select **Office 365**

**If it asks for you to login use your Microsoft email address and the same password used to log into Launchpad.**

+ Select the Calendar

+ Select your assigned class (day and time appropriate)

# ONLINE SCHEDULE

## Morning Classes Schedule

|  | Monday and Wednesday | Tuesday and Thursday |
|---|---|---|
| 9-9:50 | First Period | Third Period |
| 10-10:50 | Second Period | Fourth Period |
| 11-11:50 | Tutoring w/ teachers as needed | |
| 12-1 | Lunch | |
| 1-3 | Asynchronous (working individually on assignments. | |

## Afternoon Classes Schedule

|  | Monday and Wednesday | Tuesday and Thursday |
|---|---|---|
| 9-11 | Asynchronous (working individually on assignments.) | |
| 11-11:50 | Tutoring w/ teachers as needed | |
| 12-1 | Lunch | |
| 1-1:50 | First Period | Third Period |
| 2-2:50 | Second Period | Fourth Period |

## Fridays are Asynchronous all day.