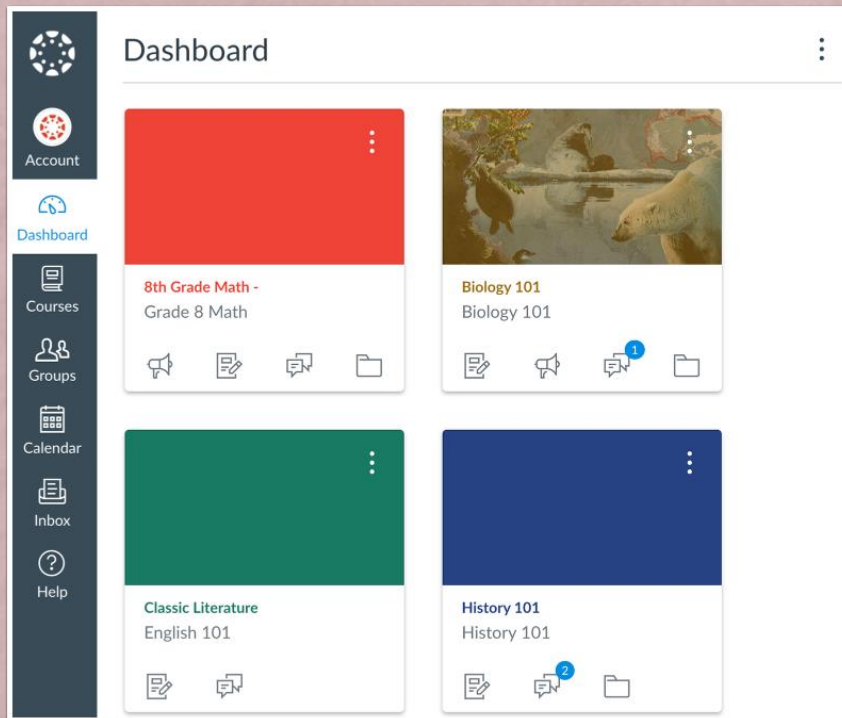


# ONLINE PARENTS TUTORIAL

# WHAT WILL STUDENTS BE USING?

## Canvas

Where the work is located



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## Microsoft Teams

Where students and teachers meet



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# STUDENTS MUST HAVE:

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

    Lastname.firstnameemiddleinitial

(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](https://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

- + 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 **Teams**
- + Select the appropriate **Class Card** for the subject you are taking at that time.



# 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.**