

2020 YULEE HIGH SCHOOL DISTANCE LEARNING GUIDE



Let's go!

GET READY FOR DISTANCE LEARNING

BACK-TO-SCHOOL AUGUST 24TH 2020

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ONLINE PLATFORMS

CANVAS

Students GETTING STARTED WITH CANVAS

IN 10 STEPS

START HERE

1 Get Help Using Canvas

- In Global Navigation, click the **Help** link.
- The **Report a Problem** link allows you to submit problems with Canvas to our support team.
- The **Ask your Instructor a Question** link allows you to submit an instructor to one of your class courses directly from the Help page.
- The **Search the Canvas Guides** link helps you search Canvas documentation for information about features in Canvas.
- The **Submit a Feature Request** link allows you to submit ideas about how to make Canvas better.

2 Check Your Grades

- By default, grades are posted automatically by assignment due date.
- In Canvas Navigation, click the **Grades** link.

3 Take a Quiz

- In Canvas Navigation, click the **Quizzes** link and find an available quiz that you would like to take and click the **Take** link.
- To change the quiz, click the **Take the Quiz** button.
- Consider the question type and question content. Quizzes will often have all the questions on one page, and some questions will be displayed at a time.
- Canvas will save your quiz as you go through it. When you are finished, submit your quiz and view the quiz results and your score.
- **Note:** Your instructor may choose to hide the **Quizzes** link in Canvas Navigation. If the **Quizzes** link is not available, you can still access Quizzes through other areas of Canvas, such as the **Modules** area.

4 Submit an Assignment

- In Canvas Navigation, click the **Assignments** link. You can also access your Assignments through your own or course dashboard, the **Syllabus**, **Guided**, **Canvas**, or **Modules**.
- Click the **name** of an assignment.
- Click the **Submit Assignment** button to submit your work.
- **Note:** If you cannot use the **Submit Assignment** button, your instructor may not want you to submit your assignment online or the availability date has passed. Read the description of the assignment for instructions on what your instructor has configured.

5 Participate in a Discussion

- In Canvas Navigation, click the **Discussions** link.
- Review the details of a discussion, click the **name** of the discussion.
- When a discussion is available to participate in, you can view the **Reply** field beneath the discussion topic. Reply to the discussion, click the **Reply** button.
- Write or upload your response and click **Post Reply**.

There are a link for help and feedback within the Canvas Help Menu: Report a Problem, Ask Your Instructor a Question, Search the Canvas Guides, or Submit a Feature Idea.

The Grades page in a course displays all current grades for all course assignments. You can also view scoring details, comments, and rubrics.

There are several different question types in Canvas that your instructor may choose to employ, from True/False to Essay format. Questions can vary by question type.

You can submit online Assignments in Canvas using several submission types.

The Discussion Index page allows you to view all the discussions within a course.

The Announcements Index Page allows you to view and filter announcements in your course.

When you are logged into Canvas, you access your courses under the Course menu. All Courses are courses that are part of the current semester or term.

The Calendar is a great way to view everything you have to do for your courses in one place. The Calendar displays everything you are enrolled in since the Calendar spans across all courses.

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Canvas provides notifications through email, SMS text message, and other external services. You will need to setup **Way to Contact** in order to receive notification preferences. In Global Navigation, click the **Account** link and go to the **Settings** link. Under **Way to Contact** on the right, add any additional contact methods to how messages from Canvas work for you, add a second email address or IM/Text message phone and **Register** each as desired.
- Click the **Notifications** link at the left. Review each item and select how and when you want to be notified.
- **Note:** Notification preferences apply to all of your courses.

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6 Modify Your Canvas Settings and Profile

- In Global Navigation, click the **Account** link and go to the **Settings** link.
- Click the icon to the left of your name to add a **Profile Picture** (this can be a picture of yourself or any picture that you would like to represent you).
- Click the **Edit Settings** button, on the right, to modify your **Display Name** (this will be the name shown in discussions, messages, and comments), language, or to change your timezone.
- Click **Update Settings** to save your changes.

7 Customize Your Notifications

- Canvas provides notifications through email, SMS text message, and other external services. You will need to setup **Way to Contact** in order to receive notification preferences. In Global Navigation, click the **Account** link and go to the **Settings** link. Under **Way to Contact** on the right, add any additional contact methods to how messages from Canvas work for you, add a second email address or IM/Text message phone and **Register** each as desired.
- Click the **Notifications** link at the left. Review each item and select how and when you want to be notified.
- **Note:** Notification preferences apply to all of your courses.

8 Use the Calendar

- In Global Navigation, click the **Calendar** link.
- In the navigation bar, you can choose to view the calendar in **Week**, **Month**, or **Agenda** view. The view you choose directs the right of the calendar window. By default, the calendar appears in **Month** view.
- You can also choose a quick view calendar, year list of courses and groups, and condensed items in your response and groups.
- **Note:** Each personal, course, and group calendar is identified by a unique color that matches the calendar view. Canvas will assign an arbitrary color to each calendar unless a custom color is chosen.

9 Access a Canvas Course

- Courses that are available to you are listed in **courses** tab. These courses have been published and include a link to the course. Courses that are within the current term dates, but are not yet available to be listed in **courses** tab. These courses have not been published.
- In Global Navigation, click the **Courses** link, then click the **All Courses** link.
- To open a course, click the **name** of the course.

10 View Course Announcements

- Announcements are listed in reverse chronological order with the newest appearing first and the older announcements appearing towards the bottom.
- In Canvas Navigation, click the **Announcements** link.
- To view an Announcement, click the **name** of the announcement.

MICROSOFT TEAMS

Microsoft Teams Quick Start Guide

Now to Microsoft Teams? Use this guide to learn the basics.

- Manage shared Teams:** Your shared Teams are the location where you can share files, meetings, and chat. Add new Teams, edit Teams, and delete Teams.
- Share files with channels:** Highlight items, messages, and files in the top of a channel.
- Start a new chat:** Highlight items, messages, and files in the top of a channel.
- Add tabs:** Highlight items, messages, and files in the top of a channel.
- Use the command bar:** Highlight items, messages, and files in the top of a channel.
- Manage profile settings:** Highlight items, messages, and files in the top of a channel.
- View and organize Teams:** Click on the Teams icon in the top left corner of the Teams app to view a list of all your Teams. Click on the Teams icon in the top left corner of the Teams app to view a list of all your Teams.
- Add an invite or team:** Click on the Teams icon in the top left corner of the Teams app to view a list of all your Teams. Click on the Teams icon in the top left corner of the Teams app to view a list of all your Teams.

click on picture

ONLINE PLATFORMS CONTINUED



click on picture



YULEE HIGH SCHOOL

HOME OF THE HORNETS

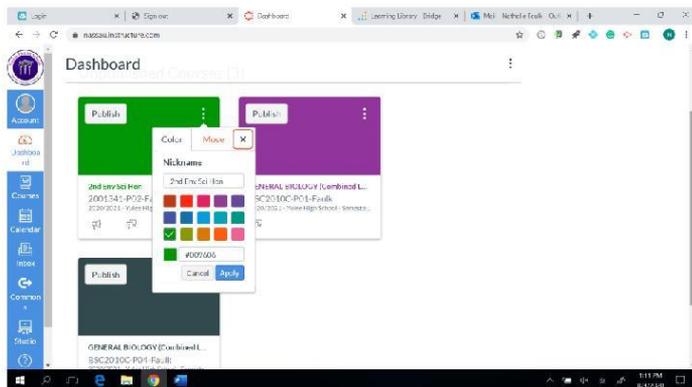


Student Canvas Introduction Information Sheet

Go to Classlink: <https://launchpad.classlink.com/nassau> and click on Canvas icon

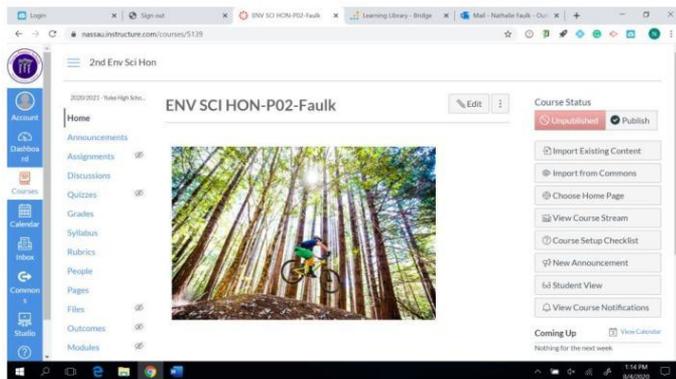


Click on Dashboard -> see all your classes for 1st semester



Customize your class color and nickname & click Apply

Your teacher's course is now available to you!



Announcements: Where your teacher will post important information for your class (due dates, reminders....)

Assignments (if visible for students): Where your teacher's list of all assignments are placed with due dates, point values and unit/module names

Discussions (if visible for students): IF your teacher does use discussion as an assignment, you will find them here along with due dates, point values, unit/module names and rubric.

Grades: This is where you will find your gradebook and is live as soon as your teacher has graded your work on Canvas.

People: List of all students in your class and you can send a message through Canvas to a specific student by clicking on their name.

Pages (if visible for students): IF your teacher uses this feature, they may have reading passages here or a variety of assignments.

Syllabus: This has the course syllabus which includes your teacher's expectations and objectives for the course. It also has a list of the assignments in order by due date and time!

Rubrics (if visible for students): If your teacher has a rubric for a project, assignment, paper... you will find a copy of it here!

Quizzes: You will find the quizzes, tests, semester exams, and final exams here.

Modules (if visible for students): The teacher may organize the class by units or modules or chapter and you can find all assignments, quizzes, tests that pertain to each unit/module/chapter in this tab.



Computer Issues?

Submit a helpdesk ticket on Incident IQ

How to Submit a Ticket on Incident IQ

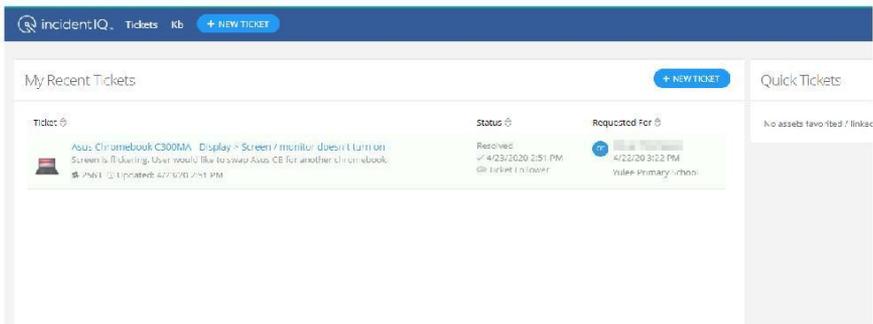
1. Open your web browser and go to nassau.incidentiq.com

2. Click the **NCSO Student/Staff Login** Button



3. Log in using your StudentID# (example: 459999999@nassau.k12.fl.us) and password

4. Click the **+New Ticket** Button to create a new ticket.



5. Choose the tab that best describes your issue.

What is this ticket about?

Four tabs are visible: "Devices / Hardware" (selected), "Software / Online Systems", "Network / Wi-Fi", and "Provisioning". A "Other Requests" button is located at the bottom right.

6. Choose your device.

Which asset is this related to?

Search assets (tag or serial #) ... Search: All Assets

Popular Device Categories:

Laptops / Notebooks

SHOW ALL CATEGORIES

7. Select your device from the list of models.

Select your model

Asus Chromebook C200MA

8. Choose a category that best describes your issue.

- Application/Operating System
- Connectivity
- Display
- Hardware Damage
- Keyboard/Trackpad/Mouse
- Missing Device/Peripheral
- Power
- Sound
- Startup
- Student Transfer/Withdrawal
- Issue Not Found

Select an issue category

Chromebook LABMAN categories

Application / Operating System	Connectivity	Display	Hardware Damage
Keyboard / Trackpad / Mouse	Missing Device / Peripheral	Power	Sound
Startup	Student transfer / withdrawal	Issue not listed	

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9. Then choose a subcategory that best describes your issue (subcategories will change depending on which option was chosen in the previous step).

Select an issue

Hardware Damage issues

Case or housing cracked / broken	Keyboard missing keys	Keyboard not working	Liquid spill
Ports are damaged	Screen cracked / broken	Sound is distorted	Trackpad not working
Issue not listed			

10. Add any extra notes and then click the **Submit Ticket** button.

Describe your issue

Please describe your specific issue in more detail...

Room

Select a location that best describes where this issue is located

Location/Room Details

If you have additional details regarding where this issue is located please enter those details here

Attach Files

If you'd any files or screenshots you know that can help resolve the issue

Any room is not listed

Additional location details

Select files to attach

Drag and drop files here to attach
or just click to browse files

[← GO BACK](#) [✕ CANCEL](#) [✓ SUBMIT TICKET](#)

DAILY SCHEDULE

2020-21 REGULAR BELL SCHEDULE

8:30am Cafeteria opens for breakfast

8:55am Warning Bell

9-10:25am 1st block

10:30-11:55am 2nd block

12-1:55pm 3rd block (lunches)

2-3:25pm 4th block

2020-21 WEDNESDAY EARLY RELEASE

8:30am Cafeteria opens for breakfast

8:55am Warning Bell

9-10:10am 1st block

10:15-11:30am 2nd block

11:35-1:10pm 3rd block (lunches)

1:15-2:25pm 4th block

**All students are expected to follow bell
schedule**

Yulee High School-
2020-2021 Distance Learning Contract

School Responsibilities

Yulee High School will:

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the state's standards as follows:
 - Utilize scientifically research based instructional materials
 - Base virtual instruction upon the contents as described in the Florida Standards
 - Monitor student progress and tailor instruction toward deficient areas.
 - Believe that each student can learn
 - Help each child maximize their potential
 - Provide a positive learning environment
 - Seek ways to involve parents in the school program
 - Communicate effectively with parents

2. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:
 - During the teacher planning and preparation daily time period
 - During planning days, when students are not in attendance
 - Utilization of voice mail and e-mail systems
 - Utilization of district wide parental communication messaging system

Student Responsibility

- Identify a suitable workspace to work
- Log in daily or at assigned meeting times
- Ask/Answer questions
- Be respectful, listen and actively participate
- Complete and submit assignments
- Dress appropriately or turn off video features
- Be an active member of the virtual community
- Mute your microphone until it is your turn to speak
- Minimize background noise by turning off the TV and radio

Parent Responsibilities

Parent will:

- See that my child attends school regularly and on time
- Encourage completion of all assignments
- Support school in its effort to maintain proper discipline
- Communicate regularly with my child's teachers
- Encourage good study habits at home
- Promote positive use of my child's extracurricular time
- Stay informed about my child's education and communicate with the school promptly

Parent Signature: _____

Teacher Signature: _____

Principal Signature: _____

STUDENT TIPS

STAY CONNECTED

WITH THE TEACHER

CONNECT WITH YOUR
TEACHER BY EMAIL,
CALL OR VIDEO CHAT.
ASK QUESTIONS, READ
CAREFULLY, WATCH
THE VIDEOS AND
COMPLETE ALL
ASSIGNMENTS!



**ATTEND CLASS
DAILY & ON TIME**



**CREATE A
WORKSPACE
JUST FOR
SCHOOL**



**SET DAILY
ROUTINES**



HAVE FUN

& BE POSITIVE

YOU CAN DO

THIS!

PARENT TIPS

STAY CONNECTED

WITH THE TEACHER

CONNECT WITH
YOUR STUDENTS'
TEACHER BY EMAIL,
CALL OR VIDEO
CHAT

CREATE A
DAILY & WEEKLY
SCHEDULE

BE INVOLVED

IN YOUR CHILD'S
EDUCATION

ASK QUESTIONS TO UNDERSTAND
ASSIGNMENTS, HOMEWORK &
GOALS

CHECK YOUR
CHILD'S ACCOUNT
WEEKLY

HAVE FUN

& BE POSITIVE

ENJOY THIS TIME WITH YOUR
CHILD AND THEIR EDUCATION