

LaunchED Parent GUIDE

Tutorial for LaunchED
Monday, August 10th

Thank you **Lake Gem and Wolf Lake Elementary** for sharing this resource with our Parents! "Together We Can! One Team, One Goal!"



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What do we do on Monday morning?

[Click here](#) for video directions!

On Laptops (2nd - 5th grades)

- Log-in to <http://launch.ocps.net>
- Go to Canvas
- Open teacher's course
- Click on Live Lesson link, which goes to Microsoft Teams

On iPads (K/1)



- Log-in to Classlink **ClassLink**
- Go to Canvas
- Open teacher's course
- Click on Live Lesson link, which will go to Microsoft



Student Log-in

Student's log-in to their device and to Launch with their student ID # and their birth date in `yyyymmdd` format.



Sign in to LaunchPad

student ID #

yyyymmdd| 

Sign In

The image shows a login interface for LaunchPad. It features a title 'Sign in to LaunchPad' at the top. Below the title are two input fields: the first is labeled 'student ID #' and the second is labeled 'yyyymmdd|' with an eye icon to its right, indicating a password field. At the bottom is a blue button labeled 'Sign In', which is circled in red.

Canvas

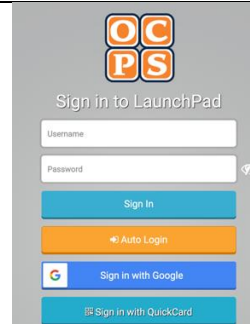
Canvas is your child's virtual school. It contains all of their virtual classrooms. When they click on a teacher's course icon, they will enter the teacher's virtual classroom. There is also a Lake Gem Student Body course that contains resources and information for families. In Canvas you will link to live lessons using BBB or Microsoft Teams. Instructions for both are below.

BIG BLUE BUTTON

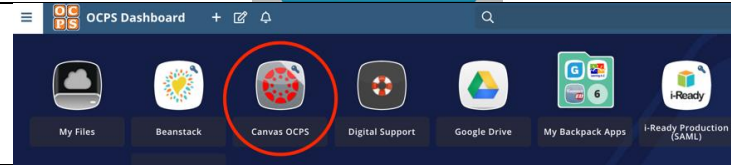


**IT'S TIME TO MEET-UP
WITH
BIG BLUE BUTTON**

Log into your students
Launchpad. Go to
www.launchpad.ocps.net

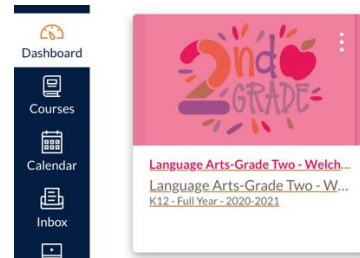


Select Canvas

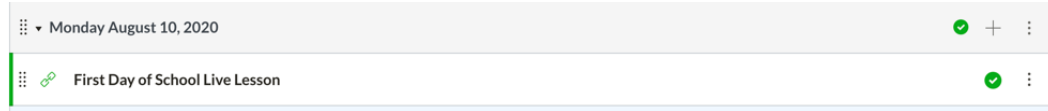


Select Your
Teacher's Class

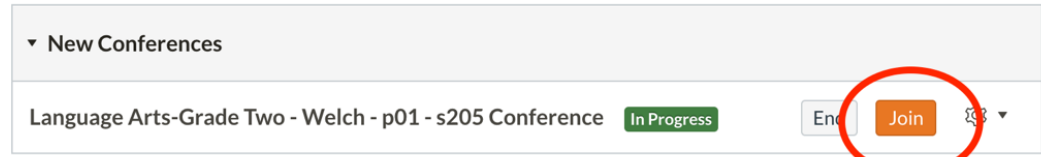
(you will also see the Canvas
Courses for Special Area
Classes)



Click the link to join
the live lesson on
**BIG BLUE
BUTTON**



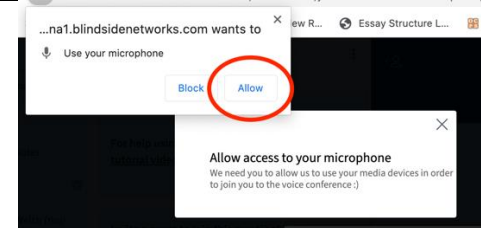
Click the join
button



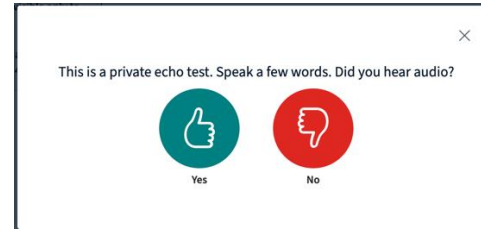
Click the
microphone icon



Click Allow



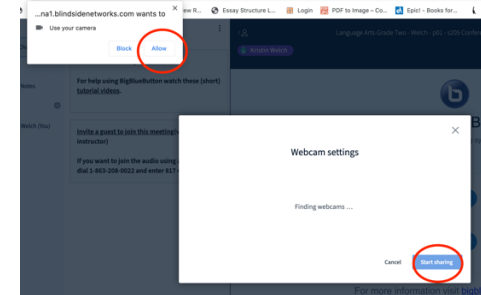
Say a few words to
check sound. Click
yes.



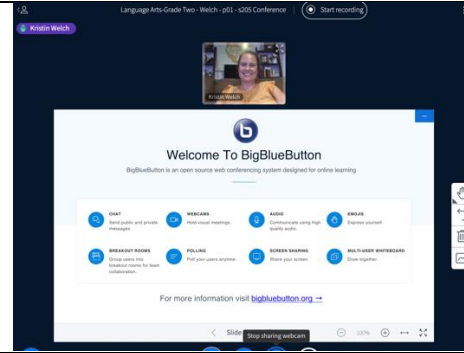
Click camera icon



Allow access to
your laptops
camera.



Lastly, you should
see your
BEAUTIFUL face!








Microsoft Teams



Microsoft Teams

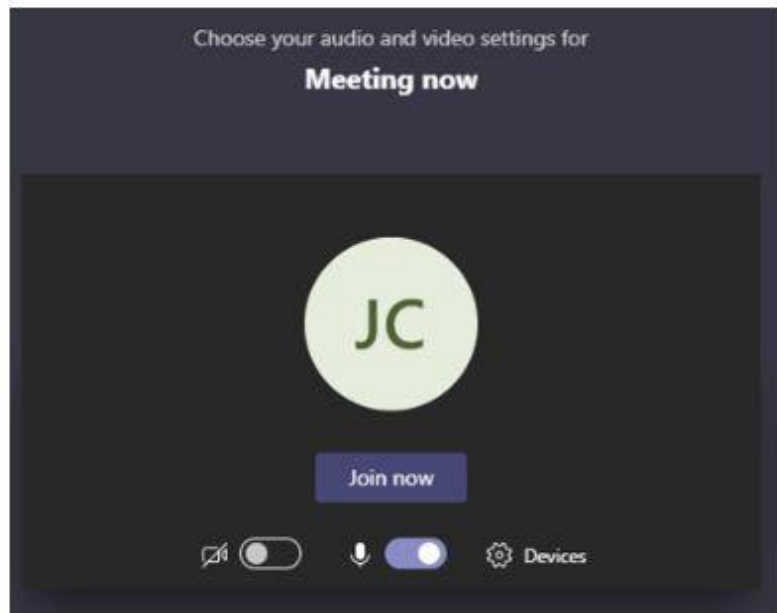
Microsoft teams

This is how students will join live lessons with their teachers. They will be able to see and talk to their teachers and classmates.

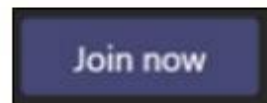
1. Login to LaunchPad at https://launch.ocps.net	 The LaunchPad logo consists of a dark blue square containing four white squares arranged in a 2x2 grid. The top-left square contains the letters 'OC', the top-right 'PS', the bottom-left a white Facebook 'f' logo, and the bottom-right a white Twitter bird logo. Below the grid, the word 'LaunchPad' is written in white.
2. Click on Canvas	 The Canvas logo is a circular icon with a grey border and a dark blue background. Inside the circle, there are several red dots of varying sizes arranged in a pattern.
3. Click on the hyperlink your teacher has shared with you.	<p>Join Microsoft Teams Meeting 7/27/20 (Microsoft Teams Meeting)</p> <p>or</p> <p>Join Microsoft Teams Meeting</p>
4. Select Open your Teams app to join the Teams meeting.	<p>How do you want to join your Teams meeting?</p> <ul style="list-style-type: none"> Download the Windows app Use the desktop app for the best experience. Continue on this browser No download or installation required. Open your Teams app Already have it? Go right to your meeting.

Microsoft teams

5. Choose your audio and video settings. PC
Mic and Speakers can be adjusted.



6. Click **Join now**



Microsoft teams

7. Your teacher will receive notification that you are waiting in the lobby and will accept you when the meeting is starting.



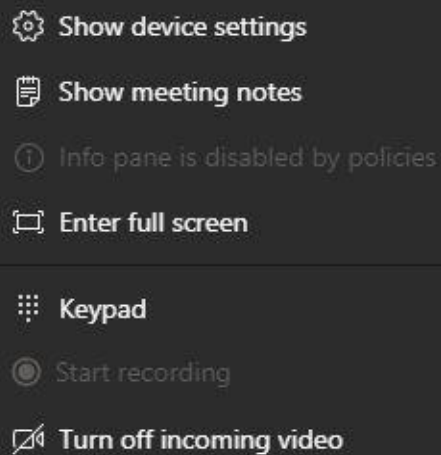
8. The meetings toolbar will allow you to participate in the meeting.

- A. Turn on/off your webcam
- B. Turn on/off your microphone
- C. Access more options
- D. Raise your hand
- E. Post in the meeting chat
- F. View participants
- G. Hang up/leave



Microsoft teams

9. More options can be accessed by selecting the three dots.



10. To participate in the meeting chat, type a new message and select **send**.



11. When the meeting has ended, select the **Hang up** icon.



Parent portal & Skyward Access

- Make sure you can log-in to the Parent Portal at <https://parents.classlink.com/ocps>
- [Click here](#) for video directions
- Info about Canvas and Parent Launch pages can be found [here](#).



The screenshot shows the login/register interface for the OCPS Parent Portal. The page is titled "Login/Register to OCPS Parent Portal". There are two options for login: "USING EMAIL" (which is selected and underlined) and "USING PHONE NUMBER". Below these options, the text "Enter your Email" is displayed. A text input field contains the placeholder "email@domain.com". A blue "Next" button is located below the input field. To the right of the form is the OCPS logo, which consists of four orange squares arranged in a 2x2 grid, containing the letters O, C, P, and S. Below the logo is the text "Orange County Public Schools".

Parent canvas app

