

BRENTWOOD ELEMENTARY SCHOOL



STUDENT & PARENT REMOTE LEARNING ACCESS GUIDE

Use the information below for guidance on how to access the following:

- **Chromebook**-the laptop you received from the school
- **Home Base**-the online system which has the learning apps for Canvas and Istation
- **Canvas**-the learning management system your teacher will use to post student assignments and learning information
- **CCS Email**-student school email accounts
- **Google Meet**-the video conferencing website you will use to meet with your teacher daily

How to Login into Your Chromebook Laptop

Username: Student's PowerSchool #

Password: Student's date of birth (mmddy) ex. 012011

*PowerSchool # is the student's lunch number. Contact the school if you are unsure of your child's number.

How to Log into CCS Email

Go to Google Chrome and type in <http://ccs.k12.nc.us>

Scroll to the bottom of the page and click on "CCS Google Mail"

Enter Student's PowerSchool # in the username box

Enter Student's date of birth (mmddy) ex. 012011 in the password box

*PowerSchool # is the student's lunch number. Contact the school if you are unsure of your number.

How to Access Google Meet Classrooms

Log into CCS email

Locate an email from Principal Anne McFadyen sent on Friday, August 14, 2020 Subject: Google Meet Classroom Link

Click the link to access your teacher's Google Meet Classrooms. Teachers will be logged on and ready to receive students at 8:00 a.m. on Monday, August 17, 2020.

Need Help?

Click the links below to speak live with a BES staff member.
Staff will be available for questions from 7:45-2:30 p.m. each day for the first week of school.

[Room 1](#)

[Room 2](#)

How to Log into Home Base

Home Base Login Tutorial

Click the link above to access a video for how to log into Home Base. Instructions are also included below.

Go to Chrome and type in <http://ccs.k12.nc.us>

Scroll to the bottom of the page and click on "Home Base Login (IAM)"

Enter Student's PowerSchool # in the username box

Click Go

Enter **Brentwood2021** in the password box

Click GO

HomeBase Username: Student's PowerSchool #

HomeBase Password: **Brentwood2021**

Once in Home Base you will see the following icons:



Istation



How to Log into Canvas, click on canvas

Once in Home Base, click on the Canvas icon

Your course will be published, if you do not see the course contact your teacher for assistance.

Once you have accessed the course, you will be taken to the home page where you will find information about the course and the teacher. Feel free to click on different buttons to explore the course.

Student Canvas Orientation

Click the link above to view a video demonstrating how students will use Canvas. Read about the features of Canvas below.

Using the Dashboard:

- The dashboard is a place where you will see all of the courses your child is enrolled in. Simply click on the course and begin working when instructed.

Viewing Announcements:

- To view announcements for a course from Dashboard: click the "Microphone" button on the course card.

- To view announcements while you are in a course: click the Announcements button on the left hand side of your screen.

Opening Assignments:

- On the left hand side of your screen you will click the button that says “Assignments” and this will take you to the assignments needed to be completed.
- Here it will show you what is overdue, upcoming, and from the past. Your due date will also be visible here.

To complete an Assignment:

- Follow the directions that your teacher has provided. Once you are finished click Submit Assignment and it will guide you through how to submit the assignment.

Using the Calendar:

- To access the calendar look on your left hand side then click the calendar button.
- The calendar will show you your assignments for each course (this will be color coded).

Viewing Grades:

- To see your grades, click the Grades button on the left hand side of your page.

Taking a Quiz:

- Quizzes are marked with a rocket ship icon. 1. Click “Quizzes” on the left side. 2. Click the name of the quiz you want to take. 3. Click “Take Quiz” 4. When finished, click “Submit Quiz”.

How to use Modules:

1. Click on the Module button on the left hand side.
2. Click the module that you want to complete
3. Follow your teacher’s instructions to complete the module.
4. Click next or previous to change pages in the module.

If you have any questions about Canvas that I did not cover, please feel free to send me an email and I will try to answer your questions.

PowerSchool Parent Portal

[PowerSchool Parent Portal Tutorial](#)

PowerSchool is North Carolina’s online student information system that schools and teachers use each day to record grades, attendance and other information about student learning and needs. PowerSchool is the authoritative source for grades and attendance in CCS. Parents may access this system to gain information about their children including attendance, grades, and teacher comments. Student data is accessible to parents through a password protected account. If you would like access to the PowerSchool parent portal, please contact the school to request a letter be mailed to the student address on file.

Daily Schedule

Time	All Grades
8:00-8:05	Morning Announcements
8:05-8:50	Math
8:50-9:10	BREAK
9:10-9:55	Independent Work Math Small Group SuccessMaker
9:55-10:15	BREAK
10:15-11:00	ELA
11:00-12:30	Lunch & Recess Grade Level PLC Meetings
12:30-1:15	Independent Work ELA Small Group IStation/SuccessMaker
1:15-1:35	BREAK
1:35-2:20	Social Studies & Science
2:20-2:40	BREAK
2:40-3:25	Resource
3:25	Wrap Up