

Kamala Carnes
Principal



Abigail Pulliam
Assistant Principal

Guide to Virtual Learning



Augusta Fells Savage INSTITUTE OF VISUAL ARTS

WELCOME BACK AFSIVA FAMILY!

We hope you are staying safe and healthy during these trying times. We understand that confusion and questions may arise with the advent of Virtual Learning. We here at Augusta Fells Savage Institute of Visual ARTS have put together this Virtual Learning Guide which we hope will address some of the concerns you may have.

The following topics will be addressed:

1. Logging onto a BCPSS device
2. Accessing BCPSS email
3. How to log on Google Classroom
4. The Remind App
5. How to log on to Zoom
6. Infinite Campus/Campus Portal/Family Portal



[AugustaFellsSavageInstituteofVisualArts](https://www.facebook.com/AugustaFellsSavageInstituteofVisualArts)



[@PrideInside430](https://twitter.com/PrideInside430)



[@Augusta_Fells](https://www.instagram.com/@Augusta_Fells)

Logging onto a BCPSS Device

When logging on to a BCPSS-issued device for the first time, and anytime thereafter, you must enter in *(your student ID)*@bcps.org and AFSstudent20 (for incoming 9th graders and new transfers) or AFSstudent19 (for returning 10th 11th, and 12th graders).

If you are working on a device given to you by AFSIVA staff, it may ask you to create *another* password specifically for that device. Please use *(your last name)*20. We ask this in order for teachers and staff to be able to help troubleshoot any technological issues.

Accessing BCPSS Email (All students have been given a BCPSS email)

1. How do I log in to my student email account on a computer or laptop?
 - a. Go to www.office.com and click the red "Sign In" button.
 - b. Enter your school email address, which is *(your student id)*@bcps.org
 - c. The next screen will have the Baltimore City Schools logo and will ask you to sign in again. Enter *(your student ID)*@bcps.org and Password AFSstudent19 or AFSstudent20
 - d. Click the blue button labeled "Outlook".

2. How do I log in to my student email account on a phone?
 - a. Download the Microsoft Office app.
 - b. Enter your email as *(your student ID number)*@bcps.org
 - c. The next screen will show the Baltimore City Schools logo and will ask you to sign in again. Enter *(your student ID)*@bcps.org and Password AFSstudent19 or AFSstudent20

How to Log on to Google Classroom:

All teachers at AFSIVA will be using Google Classroom as our primary platform for delivering classroom instruction and materials to students.

Teachers will be adding students to Google Classrooms via their District-provided BCPSS ID number. A student will need to log on to classroom.google.com using their BCPSS StudentID Number and the password provided by AFSIVA included in this guide under "Logging on to a BCPSS device". Scan this QR Code with a smartphone camera to head to classroom.google.com.



In the event that a student's schedule has a specific class but that student has not been added to a teacher's Google Classroom Roster, please contact the teacher via their email listed on www.AFSIVA.com.

The Remind App:

AFSIVA teachers will be using the Remind app as a means of communication. Each student and parent contact information will be added to the Remind app. Teachers may send text messages to parents/guardians/families/students conveying important information when needed. You can reply to any message sent by a teacher. Scan the QR Code to the left to sign up for Remind. (Be sure to enter *Augusta Fells Savage Institute of Visual Arts* as the school if prompted).



How to Log onto Zoom:



BCPSS recently partnered with Zoom thus granting teachers and students access to an advanced Virtual Meeting platform. Teachers will be using this to provide virtual but real time live instruction to students. Students are expected to log into a teacher's Zoom meeting for all times that the student is scheduled to be in that class. All students with a BCPSS email address are expected to make every effort to sign into Zoom with their BCPSS email address. Teachers will be providing links to Zoom meetings through their Google Classrooms. Scan the QR code to the left to head to Zoom.com.

1. If you are working from a district/school-provided device:
 - a. All district-provided and school-provided devices come pre-installed with the Zoom app. The student should click on the link provided by their teacher and the Zoom app should open automatically.
 - b. If the link is not working properly, contact your teacher and ask them for the Meeting ID and passcode. Simply open the Zoom app and enter the information when requested.
2. If you are working from a device not provided by the district/school:
 - a. We here at AFSIVA encourage you to download the Zoom app from the App Store or Google Play store.
 - b. Sign into the app using your full name. *This is extremely important for attendance.*
 - c. In Google classroom, click on the Zoom meeting link provided by your teacher.
3. If you are having trouble accessing Zoom through your BCPSS email account, but have the Zoom meeting link:
 - a. Click on the link provided by your teacher. When prompted, enter your full name for attendance. You will be put into a virtual waiting room and the teacher will admit you to the meeting.

4. If you are having trouble accessing Zoom through your BCPSS email account, but have the Meeting ID Number and Passcode:
 - a. Open the Zoom App or head to Zoom.com. Click on "Join Meeting". Enter in the Meeting ID Number and Passcode when asked. When prompted, enter your full name for attendance. You will be put into a virtual waiting room and the teacher will admit you to the meeting.

5. If you cannot access your BCPSS email/do not have the meeting link/ID number, PLEASE CONTACT YOUR TEACHER AND THE SCHOOL ASAP.

Infinite Campus/Campus Portal/Family Portal

As in previous years, AFSIVA will be using Infinite Campus as our online gradebook. Students and Parents have access to Infinite Campus through "Campus Portal" or "Family Portal". Scan the

If you're a parent or guardian and don't have a Parent Portal account, you should create a new account. This is highly recommended for parents of Freshmen and out-of-district transfer students.



If you're a parent or guardian and already have an account, click on Log in. If you do not remember your account log in information, please click on the appropriate buttons to reset your account. If you need further assistance please contact the help desk at 443-984-2001, Monday to Friday, 8 a.m. to 6 p.m.

If you're a student, your account is automatically set up. Click on "Employee/Students Sign In". Use your BCPSS Email username and password given to you by AFSIVA to log in.

As always, we here at Augusta Fells Savage Institute of Visual Arts are committed to preparing 21st Century leaders and learners in a safe learning artistic community where student achievement is our priority. To that end, we will try to provide students and families multiple opportunities to learn and engage more with Virtual Learning Tools.

Mark your calendars!
A Parent Orientation Session/Parent Technology Class
is scheduled for Tuesday, September 8th at 5pm via Zoom.
(Check out www.AFSIVA.com for more details!)

Can't make it? Do not despair. We will be hosting many more Parent Technology Classes throughout the year, as well as how-to-videos on our website www.AFSIVA.com.